**CORONAVIRUS ADVISORY INFORMATION:**

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**CITY COUNCIL**

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

# PINOLE CITY COUNCIL
# MEETING AGENDA

**TUESDAY**
**June 21, 2022**
**5:00 P.M**
**Please note: HYBRID MEETING FORMAT & EARLY START TIME**
**Attend in Person: PINOLE CITY COUNCIL CHAMBERS - 2131 PEAR STREET**
**OR**
**Attend VIA ZOOM TELECONFERENCE – Details provided below**

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Please note: Updated COVID-19 safety protocols will be posted outside the City Council Chambers. Please review this information before entering the Council Chambers.

## How to Submit Public Comments:

**In Person:** Attend meeting at the Pinole City Council Chambers, fill out a yellow public comment card and submit it to the City Clerk.

**Via Zoom:**

Members of the public may submit a live remote public comment via Zoom video conferencing. Download the Zoom mobile app from the Apple Appstore or Google Play. If you are using a desktop computer, you can test your connection to Zoom by clicking here. Zoom also allows you to join the meeting by phone.

**From a PC, Mac, iPad, iPhone or Android:**

https://us02web.zoom.us/j/89335000272

## Webinar ID: 893 3500 0272

**By phone**: +1 (669) 900-6833 or +1 (253) 215-8782 or +1 (346) 248-7799

- Speakers will be asked to provide their name and city of residence, although providing this is not required for participation.
- Each speaker will be afforded up to 3 minutes to speak (subject to modification by the Mayor)
- Speakers will be muted until their opportunity to provide public comment.

When the Mayor opens the comment period for the item you wish to speak on, please use the “raise hand” feature (or press *9 if connecting via telephone) which will alert staff that you have a comment to provide and press *6 to unmute. To comment with your video enabled, please let the City Clerk know you would like to turn your camera on once you are called to speak.

**Written Comments:** All comments received **before 3:00 pm the day of the meeting** will be posted on the City's website on the agenda page (Agenda Page Link) and provided to the City Council prior to the meeting. Written comments will not be read aloud during the meeting. **Email comments to comment@ci.pinole.ca.us** Please indicate which item on the agenda you are commenting on in the subject line of your email.

Please note: Updated COVID-19 safety protocols will be posted outside the City Council Chambers. Please review this information before entering the Council Chambers.

## OTHER 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 Bell at (510) 724-8928 or hbell@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 hbell@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 thev have created.*

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

## 2. LAND ACKNOWLEDGMENT

*Before we begin, we would like to acknowledge the Ohlone people, who are the traditional custodians of this land. We pay our respects to the Ohlone elders, past, present, and future, who call this place, Ohlone Land, the land that Pinole sits upon, their home. We are proud to continue their tradition of coming together and growing as a community. We thank the Ohlone community for their stewardship and support, and we look forward to strengthening our ties as we continue our relationship of mutual respect and understanding.*

## 3. 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.*

## 4. CONVENE TO A CLOSED SESSION

***Citizens may address the Council regarding a Closed Session*** *item prior to the Council adjourning into the Closed Session, by first providing a speaker card to the City Clerk.*

A. CONFERENCE WITH LABOR NEGOTIATORS
Gov. Code § 54957.6
Agency designated representatives: City Manager Murray, City Attorney Casher, Human Resources Director Shell, Greg Ramirez (IEDA)
Employee organizations: AFSME, Local 1
Unrepresented employees: Management Compensation Plan

## 5. RECONVENE IN OPEN SESSION TO ANNOUNCE RESULTS OF CLOSED SESSION

## 6. 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. Individuals may not share or offer time to another speaker. 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. PLEASE SEE THE COVERSHEET OF THE AGENDA FOR INSTRUCTIONS ON HOW TO SUBMIT PUBLIC COMMENTS*

## 7. REPORTS & COMMUNICATIONS

A. Mayor Report
   1. Announcements

B. Mayoral & Council Appointments

C. City Council Committee Reports & Communications

D. Council Requests for Future Agenda Items

E. City Manager Report / Department Staff

F. City Attorney Report

## 8. RECOGNITIONS / PRESENTATIONS / COMMUNITY ANNOUNCEMENTS

A. **Proclamations**

None

B. **Presentations**

1. Presentation by City of Hayward on the Recycled Water Program

## 9. CONSENT CALENDAR

*All matters under the Consent Calendar are considered to be routine or noncontroversial. These items will be enacted by one motion and without discussion. If, however, any interested party or Council member(s) wishes to comment on an item, they may do so before action is taken on the Consent Calendar. Following comments, if a Council member wishes to discuss an item, it will be removed from the Consent Calendar and taken up in order after adoption of the Consent Calendar.*

A. Approve the Minutes of the May 31, 2022 Special Meeting and the June 7, 2022 Regular Meeting

B. Receive the June 3, 2022 -June 16, 2022 List of Warrants in the Amount of $1,536,275.67 and the June 10, 2022 Payroll in the Amount of $4630,094.70 ($526,422.44 Regular Payroll and $103,672.26 PD/Fire Holiday Pay.

C. Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget [**Action: Adopt Resolution per Staff Recommendation (Guillory)]**

D. Final Proposed Capital Improvement Plan for Fiscal Years 2022/23 Though 2026/27 **[Action: Adopt Resolution per Staff Recommendation (Mishra)]**

E. Resolution Approving the Final Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27 **[Action: Adopt Resolution per Staff Recommendation (Guillory)]**

F. Adopt A Resolution Establishing the Fiscal Year (FY) 2022/23 Appropriations Limit **[Action: Adopt Resolution per Staff Recommendation (Guillory)]**

G. Call Election for City Council Seats, Request Consolidation of The Pinole Municipal Election on November 8, 2022 with Contra Costa County, and Set Specifications of the Election Order **[Action: Adopt Resolution per Staff Recommendation (Bell)]**

H. Resolution Approving an Amendment to the Agreement with RSG to Extend the Contract Term and Increase the Budget By $10,000 for Affordable Housing Monitoring, Compliance and Reporting, and Appropriating Funding from the Housing Successor Fund for this Purpose **[Action: Adopt Resolution per Staff Recommendation (Whalen]**

I. Resolution Authorizing Adoption of the First Amendment to the Tri-City Dispatch Agreement **[Action: Adopt Resolution per Staff Recommendation (Casher)]**

J. Adopt a Resolution to Adopt a List of Projects for Fiscal Year 2022/23 Funded by SB 1: The Road Repair and Accountability Act of 2017 **[Action: Adopt Resolution per Staff Recommendation (Mishra)]**

## 10. PUBLIC HEARINGS

*Citizens wishing to speak regarding a Public Hearing item should fill out a speaker card prior to the completion of the presentation, by first providing a speaker card to the City Clerk. **An official who engaged in an ex parte communication that is the subject of a Public Hearing must disclose the communication on the record prior to the start of the Public Hearing.***

A. FY 2021/22 Annual Review of Utility Users' Tax and Adoption of a Resolution Modifying Household Income Eligibility Thresholds for Utility Users' Tax Exemptions for FY 2022/23 **[Action: Conduct Annual Review and Adopt Resolution per Staff Recommendation (Guillory)]**

B. Conduct First Reading of Ordinance Amending Chapter 12.04 "Street Excavations" Of the City of Pinole Municipal Code and Adding Permitting Procedures, Insurance Requirements, Construction Standards and Pavement Restoration Guide for Encroachments into Public Right-Of-Way **[Action: Conduct Public Hearing per Staff Recommendation (Casher)]**

C. Resolution Adopting Updated User and Regulatory Fees **[Action: Adopt Resolution per Staff Recommendation (Guillory)]**

D. Adopt a Resolution Declaring Intent for the Levy and Collection of Annual Assessments for the Pinole Valley Road Landscape and Lighting Assessment District (LLAD) for FY 2022/2023, Setting the Date of the Public Hearing, and Approving the Annual Engineer's Report **[Action: Adopt Resolution per Staff Recommendation (Mishra)]**

## 11. OLD BUSINESS

None

## 12. NEW BUSINESS

**A.** Overview of Public Banking and Provide Possible Direction to City Staff **[Action: Receive Report and Provide Direction (Whalen)]**

## 13. CITIZENS TO BE HEARD (Continued from Item 6) (Public Comments)

*Open only to members of the public who did not speak under the first Citizens to Be Heard, Agenda Item 6*

***Citizens may speak under any item not listed on the Agenda**. The time limit is 3 minutes for City Council items and is subject to modification by the Mayor. Individuals may not share or offer time to another speaker. 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 meeting.*

**14. ADJOURNMENT** to the Regular City Council Meeting of July 5, 2022 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, on the City's website, not less than 72 hours prior to the meeting date set forth on this agenda.

**POSTED: June 16, 2022 at 4:00 P.M.**

______________________________________

**Heather Bell, CMC**
**City Clerk**

# CITY COUNCIL MEETING
# MINUTES
# May 31, 2022

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

The City Council Meeting was held via Zoom videoconference and broadcast from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Vincent Salimi called the Special Meeting of the City Council to order at 6:01 p.m. and led the Pledge of Allegiance.

## *2. LAND ACKNOWLEDGEMENT*

*Before we begin, we would like to acknowledge the Ohlone people, who are the traditional custodians of this land. We pay our respects to the Ohlone elders, past, present and future, who call this place, Ohlone Land, the land that Pinole sits upon, their home. We are proud to continue their tradition of coming together and growing as a community. We thank the Ohlone community for their stewardship and support, and we look forward to strengthening our ties as we continue our relationship of mutual respect and understanding.*

## 3. 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. Code § 87105.*

A. COUNCILMEMBERS PRESENT

Vincent Salimi, Mayor
Devin Murphy, Mayor Pro Tem
Norma Martinez-Rubin, Council Member
Anthony Tave, Council Member
Maureen Toms, Council Member

B. STAFF PRESENT

Andrew Murray, City Manager
Heather Bell, City Clerk
Eric Casher, City Attorney
Alex Mog, Assistant City Attorney
Markisha Guillory, Finance Director
Roxane Stone, Deputy City Clerk

City Clerk Heather Bell announced the agenda had been posted on Thursday, May 26, 2022 at 4:00 p.m. with all legally required written notices. Written correspondence had been received in advance of the meeting, distributed to the City Council and posted on the City website in advance of the meeting.

Following an inquiry, the Council reported there were no conflicts with any items on the agenda.

Mayor Salimi reported the City Council would resume in-person meetings on June 7, 2022.

**4. 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. Individuals may not share or offer time to another speaker. 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*

Roxane Stone, Deputy City Clerk reported there were no comments for this item.

**5. WORKSHOP ITEMS**

**A.** Charter City Ballot Measure Polling Results **[Action: Receive Report (Murray)]**

City Manager Andrew Murray explained that the agenda item was a workshop to receive the polling results for the Charter City Ballot Measure. The City Council had directed staff to hire consultants to conduct research and communication regarding a potential November 2022 ballot measure to become a Charter City and to enact an increased Real Property Transfer Tax (RPTT). Lew Edwards Group (LEG) and Fairbank, Maslin, Maullin, Metz & Associates, Inc. (FM3) would present the results of the likely voter survey that had been conducted regarding the potential November 2022 ballot measure.

Catherine Lew, President, Co-Founder, Lew Edwards Group (LEG), introduced the members of the LEG Team and FM3 Team present via Zoom, including Robert Dempsey, LEG Project Manager; Curtis Below, Chief Operating Officer (COO) and Partner FM3; and Lucia Del Puppo, Vice President and Researcher, FM3.

An extensive PowerPoint presentation titled: Pinole Voters Attitudes Toward a Charter City Amendment Measure, the Key Findings of Citywide Survey Conducted May 13-22, 2022, included an overview of the background of LEG and the project objectives to conduct a comprehensive, statistically valid survey to determine current constituent viewpoints on their service priorities, satisfaction, and perspectives on a potential charter measure/RPTT. It also included a thorough preparation for undertaking a highly tailorized study to the City of Pinole with a report back on the results and the key considerations the Council should consider in deciding whether to place this item on the November 2022 ballot.

Ms. Lew detailed the key survey highlights and stated that while in a very polarized environment, the City of Pinole had received very high satisfaction and job performance ratings with overall quality of life ratings in the high 80 percentiles. Respondents had been satisfied with safety, infrastructure, streets and roads and COVID response, and were essentially all at two-thirds and by a ratio of 2:1, whereby a plurality had approved the City's management of its finances; however, these positive strong ratings also appeared to affect respondent views on the need for a Charter City RPTT measure affecting the viability of this approach and the measure proponents did not reach the threshold needed for passage on the third ballot test.

Curtis Below, COO and Partner FM3, continued the PowerPoint presentation and detailed the data for the survey specifics and methodology that had been used for the dual-mode voter survey. He highlighted how respondents had viewed life in Pinole based on comparison points from November 2019 to May 2022; problems facing the community; opinions of Pinole's City government with a positive ratio received and with respondents highly satisfied with a number of aspects of life in Pinole and with City services. The majority of respondents saw a need for funding for City services and for infrastructure but few saw a great need. Respondents also offered strong support for participatory budgeting, improving walkability and adopting climate-friendly policies.

Mr. Below also detailed the Potential Ballot Measure Language Tested for the Charter City/RPTT, with respondents initially split on the proposed Charter City amendment and RPTT measure with the proposed rate and with little difference in the responses. Demographic group breakout details were also provided on the potential ballot measure language. Responses on the ways and priority of how funds could be spent if the RPTT measure were to pass were also highlighted.

Mr. Below further detailed the results from respondents after consideration of supportive and critical statements for the proposed ballot measure and provided the results from respondents from a potential bond measure related to a City of Pinole Road and Infrastructure Measure, with respondents split on a potential bond measure.

Based on the survey results, it had been concluded that Pinole voters were highly satisfied with life in the City with things headed in the right direction by a 2:1 ratio. A majority viewed City government favorably and voters rated the City's safety and quality of life very highly. Drought and climate change were seen as the top problems in the area while cost of living, cost of housing, (and to a lesser extent) traffic appeared to be close second-tier concerns. A majority saw a need for additional funding for City services and for infrastructure but few identified a great need. Voters were strongly supportive of adopting participatory budgeting and improving walkability and while they viewed climate change as a major problem and supported adopting climate-friendly policies, they had been divided on a policy requiring new homes to be fully electric.

In terms of the ballot measure viability, an infrastructure bond did not appear to be viable at this point in time. Voters appeared to be divided on a proposed Charter City amendment to levy a RPTT with more initial intensity among opponents than supporters. Support did eclipse the majority vote threshold for a lower tax rate after only supportive statements, but dropped appreciably in the face of criticism with critical statements seen as more intensely compelling than supportive statements. With a generally content electorate that did not currently see additional funding as critical for the City, passing such a measure would likely be very challenging in 2022, especially when concerns about the rising cost of living were so intensely held and success of a measure, now or in the future, would likely depend upon changing opinions of the need for funding, the kind of change of perception that often took time and a coordinated education and communication effort.

Ms. Lew explained that while it was true some successful cities had started lower in their initial tests than the City of Pinole's results had shown, they also ended at or above the Margin of Error (MOE) on the third ballot test by the end of their respective surveys. In order for LEG to recommend proceeding a given city generally needed to be above the MOE on the third ballot test. Other successful cities had lower satisfaction ratings, while Pinole's were very high, potentially affecting perceptions of the need for this approach, but while the City's tested measure did not meet LEG's criteria for placement on the ballot, should the City Council wish to proceed two factors were critical to consider including: was proceeding at the lowest rate tested of interest to the City Council given the results and did community including stakeholder or industry consensus exist to be able to proceed.

City Manager Murray reiterated the scope of the meeting was the presentation of the results of the polling and observations from the consultants. No decision would be made by the City Council at this time. A public hearing had been scheduled for the June 7, 2022 City Council meeting where various options could be discussed as to next steps for a potential November ballot measure.

Responding to the City Council, Mr. Below clarified the value of split sampling using the long list in the ways the funds could be invested, as an example, which list was too long to reasonably read through. In order to get more into a survey sample they had used split sample "battery questions" making it more digestible for the respondents. Split sampling was also done when there was a similar theme and where it may be confusing to the reader, and split sampling was used so one was only hearing one version. In this case, split sampling had been done due to the testing of different amounts of tax rates. Questions had also been structured in such a way to allow for different responses.

City Manager Murray confirmed, when asked, that the PowerPoint presentation would be posted on the City website via the City Council meeting/agendas link and copies could be forwarded to Council members as well.

Ms. Lew clarified that public education was always helpful. The City's factual information about its vision, service delivery and policy decisions for why the measure may be placed on the November ballot would be extremely meaningful and credible than forms of political speech the City itself could not engage in. She reported that LEG had a 95 percent enactment rate for its measures and LEG tended to view survey results as a very solid indicator of what a likely outcome would be and why she suggested the calculus of risk and opportunity be one of several considered by the City Council. If true, as some cities had experienced, there was more or less community consensus and little significant opposition to a measure, the public education in that instance would be far more effective and compelling; however, with a well-funded opposition erosion would be seen.

Ms. Lew suggested while there was good news in the study it also impacted the ability to be successful should a real debate that was very rigorous be conducted on this measure. Based on the polling results, there was a level of trust in the City of Pinole not seen in other communities and no matter the decision of the City Council, she hoped the City Council would find the results encouraging.

Mr. Below again highlighted a bar chart as part of the PowerPoint presentation that detailed the most important issues identified by respondents with the top three priorities identified as maintaining fiscal accountability; keeping public areas and parks healthy, safe and clean; and protecting and maintaining essential City services.

City Manager Murray also acknowledged the City Council had previously discussed other items it wanted to see included in the poll with some items the City Council and a member of the public had requested, which information had been forwarded to the LEG and FM3 teams. The consultants had been tasked with making the decision on which questions should be included in the survey. Questions about an Ethics Board or Commission had not been included in the poll questionnaire since the consultants determined that question had been crowded out by other matters.

Ms. Lew confirmed the consultants had worked to provide a survey that was not too long and had decided not to use Ethics Board phrasing. They had captured a bit in an anecdotal description that many cities in California were organized under general laws while others were charter cities, specifically adopted by local voters, and giving a city more local control over municipal affairs and control over local revenue generation. While the survey had not tested an Ethics Board, it had evaluated the spirit of the reason why some cities had chosen to become charter cities, to place more control in the hands of the voters and the local community.

Mr. Below again described the methodology used for the survey questions, the survey was around 20-minutes in length, and the reasons why the test ballot measure included a range of 0.8 and 1.2 percent for the RPTT and 0.7 percent for the potential City of Pinole Road and Infrastructure Bond Measure, which had been based on conversations between staff and the consultant team.

Ms. Lew confirmed the range of costs had been discussed by the consultants and City staff and in both cases the current working protocols from significant archives of recent work over the past year. She suggested the description of payment was found to be fair and impartial for the legal requirement and easy to understand for each respective mechanism. The bond measure ballot question, as written and based on her experience, was the most user friendly way to describe a bond measure.

City Manager Murray explained that $12/per thousand was where the 1.2 percent had come from and the research team suggested testing a high and low figure, with the lower figure chosen at 0.08 percent. The bond measure figure was not related to either figure, but the bond question was meant to model a similar rate of revenue generation as the high amount for the RPTT. He described a general obligation bond as an addition to regular property tax, an annual assessed valuation.

Mr. Below again walked through the results from the respondents who had initially been split on the proposed charter city amendment and RPTT measure with the rate either 0.8 or 1.2 percent making little difference in the responses, but clarified the respondents were not asked about both amounts but one or the other with half of the respondents asked about the 0.8 percent and the other half the 1.2 percent. Also, after explanation, respondents remained split but those saying “definitely yes” had grown. The supportive and critical statements for a RPTT were again highlighted. He clarified that respondents were not asked specifically a level of detail such as how they would feel in five years if nothing had been done knowing the City’s infrastructure needs, as an example.

Ms. Lew explained the intent was to have a survey that would not be a shelf document but would be useful as a resource guide for the City Council. In response to comments about education, she noted that LEG had been successful for other clients for the two thirds requirement for infrastructure bonds with 18 to 24-months, and in some cases longer preparation for such measures. That would require a concerted focus and public engagement/dialogue/education effort of time with key benchmarks built in working backwards from future potential election cycles. When looking at the profound long-term infrastructure needs and the confidence that respondents had today, that type of dialogue needed to occur over time and frequently given where they were in terms of constituent response and perspectives.

Ms. Lew stated the consultant teams’ goal was to be transparent and supportive of the City and enter their best professional perspectives and they were supportive of whatever final decision was taken by the City Council. She commented that a public education effort would be comprised of robust communications with the public and noted the City had constitutional information and education rights, provided they were not advocacy or partisan in nature, and it was within the City's right to educate the public on policy matters, policy reasons for putting a measure(s) on the ballot and other types of facts. LEG provided a multidisciplinary approach and if the City Council were to act to place this measure on the ballot, LEG would develop a communications toolkit with user-friendly information including Frequently asked Questions, website information, engagement tools, speaker bureau engagement, whether on-line through Zoom or those organizations meeting in person, and content to LEG's best practices and the like, subject to review and approval of the City Attorney so they could conclude the content was permissible.

There could also be some communications with members of City leadership, paid digital communications along with old-school U.S. postal mailings with communication across the platforms, whether on-line, mailed or emailed information. In order to keep the communications permissible and be more factual in nature to protect the City and ensure they were providing permissible content LEG may excerpt from City official documents and cite recent survey results. In order for the communications to be permissible they would be framed within the context of providing municipal election information and LEG would be obligated to share other things that may be on the ballot at the same time. There would be a robust saturation of information that would typically include citation of the measure letter.

City Attorney Eric Casher agreed with the comments made and noted there were restrictions on the types of information that could be provided by the City, and legal statutes that prevented and prohibited the use of public resources for political purposes. The information to be provided to educate the public would be reviewed by the City Attorney's Office to ensure compliance with all legal standards and requirements.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, asked that the PowerPoint presentation and raw data underlining the presentation such as cross tabs be made available to the public for analysis. He referenced some of the specific results from the polling effort and commented that questions regarding a Board of Ethics and transparency went beyond the boiler plate given back local control to cities as part of the ballot question, but suggested it would be worth considering as part of a separate question for the ballot measure, such as creating a greater level of transparency to address a core point of doubt for the community and create more information about the community state.

Mr. Menis found that respondents had little opinion on the management of the City's finances, a good data point to consider when 89 percent felt it was very important for the City to maintain fiscal accountability. He questioned why respondents were not given the option to consider "somewhat serious problem" as a response to some of the polling questions such as a lack of transparency of City government, where it may shift the view if included in that segment, or not. He also questioned whether candidates for public office may advocate for this ballot measure as the City as a whole would be.

City Attorney Casher clarified a candidate for public office, not a public official, may advocate for a ballot measure in a different way than City government with various restrictions on the use of public resources. A candidate for public office not using public resources would operate in their capacity as a private citizen and would not be under the same constraints.

Mr. Below again went over the respondents' responses to certain questions and noted the question structure was a bit different for different questions, with the results measuring slightly different things but which did not mean respondents did not want City transparency to continue, as an example.

Debbie Long, Pinole, found that while the presentation was informative it had not placed much emphasis on the charter city itself. While the City Council was only considering a charter city to increase the RPTT and did not intend to adopt all powers of a charter city it did not mean that could not occur in the future. She expressed concern the City Council was trying to sell the charter city question as a limited charter but there was no such thing. When a charter city was put forward to a vote it was most often for a singular purpose and down the road the City Council may avail itself to the full powers of a charter city, including the declaration in the charter that its intention was for the City to avail itself of the full power provided by the State Constitution to Charter Cities.

Ms. Long commented that charters were hundreds of pages long and the City Council had not discussed what that would look like. Trying to see this as a RPTT to be a charter city was disingenuous to voters. She reported that the NextDoor platform had a long post from Pinole residents opposed to a charter city for very good reasons. She planned to read those comments to the City Council but the comments had been removed, and not by the poster. She understood there were contingencies already planning to educate voters and there would be push back on a charter city which would be reflected in the poll numbers. She emphasized that people should be aware that the question being asked had not included the powers that would be provided to the City if this measure for a charter city were to pass and a RPTT would not fill the financial needs of the City since bonds would still need to continue down that path. While the entire story was not being told, she and others planned to educate the public.

City Attorney Casher clarified the charter city document was only around six pages or less in length.

Assistant City Attorney Alex Mog noted the document was only a page and a half in length and stated based on the City Council's previous direction in February 2022, the only power of the City would be to establish a RPTT and no other purpose but that could be changed in the future by the voters, although it was not part of the original draft to be reviewed.

City Attorney Casher cautioned that the City Council had not discussed or produced the actual charter measure but what had previously been directed to staff was to poll from the survey standpoint the interest in becoming a charter city for the sole purpose of enacting a RPTT. There were a number of different powers available to a charter city but they would have to be included in the actual ballot measure to be part of the charter and that was not what had been proposed.

Ms. Lew clarified the focus of the study had been to evaluate respondent interest in a charter city and RPTT measure and suggested a sufficient test had been provided to test the viability of both of those concepts.

Ms. Long understood the City of Vallejo had a 300-page charter and wondered if or when the City of Pinole adopted a charter if it became part of what the state offered to charter cities. She asked whether the National Civic League had been contacted since charter cities worked around ethics, which gave her the impression that in the future the City was looking at more than a charter city and increasing the RPTT.

City Attorney Casher was unfamiliar with the charter for the City of Vallejo but was familiar with many cities and their charter, some of which were long. The charter that had been proposed for Pinole would be very explicit and the only change to occur would be the City's ability to adjust the RPTT, with actual language in the draft charter that the City would maintain all of the existing rules provided for in the Municipal Code and City Manager chain of government. Staff would make sure that was clear unless the City Council directed otherwise which remained to be seen.

City Manager Murray understood the dialogue around an Ethics Board/Commission as mentioned by members of the public and the City Council in conversations about a charter city was around whether there was concern about any expansive set of powers allowed by a charter city, and one way to exhibit some additional control over a city's affairs was to establish an Ethics Commission. As to whether the City had any power or control over NextDoor, the City of Pinole was a subscriber to NextDoor and was able to post announcements but was not able to participate in dialogues. The City's participation as a public agency on NextDoor was very narrow.

PUBLIC COMMENTS CLOSED

Council member Martinez-Rubin clarified with the City Manager that an Ethics Commission would be independent whether the City established a charter city or not. She found the survey to be very focused and consistent with the City Council's discussions. Whether or not there should be a charter and facilitating the City being able to levy a RPTT had not been focused, and there had been a lot of discussion between the City Council and staff over the years that the City had insufficient funds to cover deferred maintenance of capital assets as well as Other Post-Employee Benefits (OPEB), which costs were the larger ticket items requiring millions a RPTT would be insufficient to cover. She suggested the City had to be more thoughtful on the approach to be taken in regards to investing all of the staff and consultant time and money on an effort that may or may not pass, and for a measure that seemed unlikely to be successful. She supported an approach on how successful a ballot measure related to a bond would be among the constituents.

Mayor Salimi understood the RPTT would require 50 percent plus one of the voters, whereas a bond measure required a two thirds vote or 66 percent. He agreed with the comments offered by Council member Martinez-Rubin but noted the revenue most come from somewhere.

Council member Toms recalled there was a lower threshold for a school bond passage related to Proposition 39, to which Ms. Lew advised that Proposition 39 allowed school bonds within a certain amount to proceed to the 55 percent requirement level, but no flexibility existed for cities. There was a litigated potential exception for that rule through a citizens' initiative although that was still in flux. At this moment, one had to presume a two thirds requirement measure threshold for an infrastructure bond if placed directly on the ballot by the City Council.

Council member Toms explained she had asked about a bond measure versus a RPTT since a RPTT only affected a buyer and seller whereas a bond would affect all property owners with more of a nexus for the expenditure of tax revenue split more equitably among those involved whereas a RPTT would not.

Council member Tave supported the RPTT. He again clarified the simple majority threshold and found the RPTT approach to be simple and only apply when someone sold their home, and that transaction like any other would include a tax. He found the RPTT to be a fair tax for people doing business in Pinole or real estate in Pinole and he found it unsettling that other cities around Pinole had that extra revenue where Pinole did not. The City Council had shown and proven over time that fiscal matters were important and it was also important to citizens as reflected in the polling results. A RPTT required this discussion as part of the democratic process and he again suggested that the RPTT would have a minimal impact to those who owned, rented and lived in Pinole and would show benefit for years to come. In the long term, he was confident the RPTT would stay with the market as far as revenue from the RPTT, which was important for the City's future. He thanked staff and the consultants for all the information provided and looked forward to future discussions.

Mayor Salimi also thanked staff and the consultants and suggested that each Council member had to use their knowledge and wisdom along with the experience from the consultants wisely in making a decision based on how to reach the desired goal. He noted that while the polling results had not suggested the City move forward, as the consultants had stated, other cities had moved forward with lower responses that had increased as the public had become educated. He commented that what had not been discussed was providing a tax break as the City of El Cerrito had done by waiving its RPTT when homeowners decided to improve the sewer connection or other specific types of home improvements.

Mayor Salimi suggested the City Council should discuss a possible tax break which may dramatically change the outcome of the polling results and the ability for the City to consider a charter city and RPTT measure.

**6.** **ADJOURNMENT** to the Regular City Council Meeting of June 7, 2022 in Remembrance of Amber Swartz.

At 8:26 p.m., Mayor Salimi adjourned the meeting to the Regular City Council Meeting of June 7, 2022 in Remembrance of Amber Swartz.

**Submitted by:**

__________________________________

**Heather Bell, CMC**
**City Clerk**

**Approved by City Council:**

# CITY COUNCIL MEETING
# MINUTES
# June 7, 2022

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

The City Council Meeting was held in a hybrid format (in-person and via Zoom videoconference and broadcast) from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Salimi called the Regular Meeting of the City Council to order at 5:02 p.m. and led the Pledge of Allegiance.

## *2. LAND ACKNOWLEDGEMENT*

*Before we begin, we would like to acknowledge the Ohlone people, who are the traditional custodians of this land. We pay our respects to the Ohlone elders, past, present and future, who call this place, Ohlone Land, the land that Pinole sits upon, their home. We are proud to continue their tradition of coming together and growing as a community. We thank the Ohlone community for their stewardship and support, and we look forward to strengthening our ties as we continue our relationship of mutual respect and understanding.*

## 3. 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. Code § 87105.*

### A. COUNCILMEMBERS PRESENT

Vincent Salimi, Mayor
Devin Murphy, Mayor Pro Tem
Norma Martinez-Rubin, Council Member
Anthony Tave*****, Council Member
Maureen Toms, Council Member
*****Arrived after Roll Call

### B. STAFF PRESENT

Andrew Murray, City Manager
Heather Bell, City Clerk
Eric Casher, City Attorney
Alex Mog, Assistant City Attorney
Markisha Guillory, Finance Director
Chris Wynkoop, Fire Chief
Sanjay Mishra, Public Works Director
Lilly Whalen, Community Development Director
Misha Kaur, Capital Improvement and Environmental Program Manager
Roxane Stone, Deputy City Clerk

City Clerk Heather Bell announced the agenda had been posted on Thursday, June 2, 2022 at 3:00 p.m. with all legally required written notices. Written correspondence had been received in advance of the meeting, distributed to the City Council and posted on the City website.

Return to Agenda

Following an inquiry, the Council reported there were no conflicts with any items on the agenda.

City Clerk Bell also announced that June 7, 2022 was Election Day and anyone who had not dropped off their vote by mail ballots could do so at the drop off box in front of City Hall on Pear Street located on the left side of the entrance to City Hall. Ballots would be accepted until 8:00 p.m. Ballots may also be dropped off at any official polling location.

Mayor Salimi also clarified with Assistant City Attorney Alex Mog that given the current absence of Council member Tave and with respect to agenda Item 10B, the item required only a quorum of the City Council to be present.

**4. CONVENE TO A CLOSED SESSION**

*Citizens may address the Council regarding a Closed Session item prior to the Council adjourning into the Closed Session, by first providing a speaker card to the City Clerk.*

**A. CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Gov. Code § 54957.6
Agency designated representatives: City Manager Andrew Murray, City Attorney Eric Casher, Assistant City Attorney Alex Mog, Human Resources Director Stacy Shell and Greg Ramirez (IEDA)
Employee organization: PPEA

PUBLIC COMMENTS OPENED

Roxane Stone, Deputy City Clerk, reported there were no public comments.

PUBLIC COMMENTS CLOSED

**5. RECONVENE IN OPEN SESSION TO ANNOUNCE RESULTS OF CLOSED SESSION**

At 5:46 p.m., Mayor Salimi reconvened the meeting into open session and announced there was no reportable action from the Closed Session.

**6. 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. Individuals may not share or offer time to another speaker. 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*

Rafael Menis, Pinole, reported this was Election Day and reminded everyone of the locations to drop off ballots as provided by the City Clerk, which included the Senior Center. He urged everyone to get out and vote. He also reported on the significant increase in cases of COVID-19 in the City over the past two weeks and encouraged residents to take precautions and resume masking, particularly in crowded in-door areas.

**7. REPORTS & COMMUNICATIONS**

A. Mayor Report

1. Announcements

Mayor Salimi announced that Mary-Hellen Banuelos, the mother of former Pinole Mayor Tim Banuelos, had passed away on June 4, left behind many family members and would be missed by everyone. He asked everyone to observe a Moment of Silence in memory of Mrs. Banuelos at this time.

B. Mayoral & Council Appointments

None

C. City Council Committee Reports & Communications

Council member Toms reported the Annual General Association of Bay Area Governments (ABAG) Assembly would be held virtually on June 17, 2022 to discuss a number of Bay Area-wide planning issues of interest. The WestCAT Board would meet on June 9, 2022 to consider a replacement to the current General Manager who had announced his retirement.

Mayor Pro Tem Murphy wished everyone Happy Election Day and urged everyone to submit their ballots. He reported that Marin Clean Energy (MCE) had highlighted Pinole for its sustainability efforts, with more information on the homepage of the City website. He also reminded everyone of the Food Bank drive that was held the second Monday of each month at 9:00 a.m. at the Pinole Senior Center.

Council member Martinez-Rubin provided an overview of the WestCAT Summer Youth Fun Passes program available June 1 through August 31, 2022, with more information on the WestCAT website. She reported on her attendance at a meeting of the West Contra Costa Transportation Advisory Committee (WCCTAC) and briefed the Council on the agenda items that had been discussed.

D. Council Requests for Future Agenda Items

None

E. City Manager Report / Department Staff

City Manager Andrew Murray provided a preview of potential agenda items for the June 21, 2022 City Council meeting. He also announced upcoming community events including Community Service Day scheduled for June 18, 2022, with registration at the Youth Center at 8:00 a.m.; the Annual Pinole Car Show to be held the following weekend; and the Fourth of July celebration with a fireworks display in collaboration with the City of Hercules, and with a community-based informational meet and greet at Fernandez Park to be held from 6:00 to 8:00 p.m. More information was available on the City website and the City's Facebook page.

F. City Attorney Report

City Attorney Eric Casher reported the Municipal Code Update Subcommittee had met on May 23 and had provided direction to bring forward an ordinance codifying the City's Code of Ethics.

The Code of Ethics would become part of the Pinole Municipal Code (PMC), as well as updates and changes to the PMC related to imposing liens on code enforcement related items that would be discussed further by the Subcommittee on June 23, 2022. Once approved, the items would be brought to the full City Council in the form of a first reading.

PUBLIC COMMENTS OPENED

Roxane Stone, Deputy City Clerk reported there were no public comments.

PUBLIC COMMENTS CLOSED

Mayor Salimi re-opened public comment for Item 7, Citizens to be Heard at this time.

Ivette Ricco, Pinole, reported Mayor Salimi had been inaugurated on Saturday, June 4, at the Bernardo Fernandez Mansion, which had been a lovely event. She added that Pinole for Fair Government would be holding two community conversations during the month of June at Christ the Lord Episcopal Church, on June 11 with guest speaker Pinole Fire Chief Chris Wynkoop, from 1:00 to 2:00 p.m.; and on June 18 with guest speaker Contra Costa County Supervisor John Gioia at the same time and location. On another matter, she requested more information on the Pinole Perks program to be implemented for the small business community.

City Manager Murray explained that the City Council had previously appropriated a portion of its American Rescue Plan Act (ARPA) funds for a community gift card program that required certain criteria to set up and which included participation from members of the small business community. Pinole Perks would be launched in the next week with residents able to purchase community gift cards on-line to be accepted at this time by up to 20 Pinole small businesses, with more information to be provided on all of the City's communication channels in the next week.

Cordell Hindler, Richmond, speaking to Item 7D, requested a future agenda item to invite Sabrina Landreth, General Manager, East Bay Regional Park District (EBRPD) to provide an update on how COVID-19 had impacted park services, and Lavonna Martin, Contra Costa County Health Services Director Health, Housing & Homeless Services to provide an update on homelessness.

Council member Toms reported she had attended the monthly Mayors' Conferences with both speakers having given presentations during those public meetings.

## 8. RECOGNITIONS / PRESENTATIONS / COMMNUNITY ANNOUNCEMENTS

### A. Proclamations

#### 1. LGBTQIA Pride Month

The City Council read into the record a proclamation recognizing LGBTQIA Pride Month

Mayor Salimi presented the proclamation to Mayor Pro Tem Murphy, and Mayor Pro Tem Murphy wished everyone a Happy Pride Month and emphasized the City Council would continue to advocate for the LGBTQIA community.

2. Juneteenth

The City Council read into the record a proclamation recognizing Juneteenth.

PUBLIC COMMENTS OPENED

Ivette Rico, Pinole, was proud to watch the City Council provide a respectful acknowledgement of the City and its citizens and the recognition of diversity in the community.

Cordell Hindler, Richmond, acknowledged Mayor Pro Tem Murphy as being the first LGBTQIA Mayor Pro Tem. He was also honored that the month of June was known as Juneteenth and he welcomed the Pinole City Council to the City of Richmond's Juneteenth celebration scheduled for June 18, 2022.

PUBLIC COMMENTS CLOSED

B. Presentations / Recognitions

None

## 9. CONSENT CALENDAR

*All matters under the Consent Calendar are considered to be routine and noncontroversial. These items will be enacted by one motion and without discussion. If, however, any interested party or Council member(s) wishes to comment on an item, they may do so before action is taken on the Consent Calendar. Following comments, if a Council member wishes to discuss an item, it will be removed from the Consent Calendar and taken up in order after adoption of the Consent Calendar.*

A. Approve the Minutes of the May 17, 2022 Regular Meeting

B. Receive the May 23, 2022 – June 3, 2022 List of Warrants in the Amount of $401,881.55 and the May 27, 2022 Payroll in the Amount of $483,532.58.

C. Resolution Continuing Authorized Remote Teleconference Meetings Pursuant to AB 361 **[Action: Adopt Resolution per Staff Recommendation (Casher)]**

D. Amendment to the Traffic and Pedestrian Safety Committee (TAPS) Bylaws **[Action: Adopt Resolution per Staff Recommendation (Mishra)]**

E. Approve a Consulting Services Agreement for Employee Benefits Broker of Record Services **[Action: Adopt Resolution per Staff Recommendation (Shell)]**

F. Determination of Public Convenience or Necessity (PCN) for East Bay Coffee Company at 2529 San Pablo Avenue (CUP 20-03) **[Action: Adopt Resolution per Staff Recommendation (Hanham)]**

Return to Agenda

G. Resolution Approving an Amendment to the On-Call Contract with 4Leaf, Inc., to Add a Task Order and Increase the Budget for Code Enforcement Officer Services by $57,000 and Appropriating Funding in the Amount of $23,000 **[Action: Adopt Resolution per Staff Recommendation (Whalen)]**

H. Approve an Amendment to the On-Call Contract with Metropolitan Planning Group (M-Group) and Issue an Amendment to Task Order Four for Environmental Services for The Pinole Shores II Project **[Action: Adopt Resolution per Staff Recommendation (Hanham)]**

I. Adopt a Resolution Initiating Proceedings for the Annual Levy of Assessments and Ordering the Preparation of the Annual Engineer's Report for the Pinole Valley Road Landscape and Lighting Assessment District (LLAD) for Fiscal Year 2022/23 **[Action: Adopt Resolution per Staff Recommendation (Mishra)]**

J. Adoption of Sewer System Maintenance Plan 2022 **[Action: Adopt Resolution per Staff Recommendation (Mishra)]**

K. Resolution Authorizing the City Manager to Execute Agreements with Centralsquare Technologies, Selectron Technologies, Inc., Payments Holdings, Inc., Client First Technology Consulting, and 4Leaf, Inc., for Licensing Access, Maintenance, Support, Migration, Installation, Implementation and Other Professional Services to Support an Upgrade of the Community Development Permit Tracking and Online Application System and Appropriating Funding **[Action: Adopt Resolution per Staff Recommendation (Whalen)]**

L. Resolution Approving the Final Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 – FY 2026/27 **[Action: Adopt Resolution per Staff Recommendation (Guillory)]**

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, referenced Item 9L and expressed concern the revenue and expenditure figures as shown on Page 234 of the agenda packet and Page 7 of the forecast, did not match the values shown for Agenda Item 11A. He asked staff to provide clarification.

Cordell Hindler, Richmond, echoed the comments related to Item 9L. He otherwise expressed concern with the volume of traffic on Pinole Valley Road, particularly in the daytime, the number of traffic accidents that occurred in the area, and asked why a traffic study had not been done. He also opposed the cost of economies for development and commented on the number of vacant properties in Pinole that were blighted or vandalized impacting potential tenants. He added the budget for the Pinole Police Department should be allocated more funding and with more police officers to be added to the Department.

PUBLIC COMMENTS CLOSED

Finance Director Markisha Guillory responded to the public comment and clarified that the actuals matched in the forecast in the budget and the Long-Term Financial Plan (LTFP), and while there appeared to be discrepancies she would have to take a look at them after the meeting.

City Manager Murray advised that Item 9L was not time sensitive and if agreeable the item could be continued to the next City Council meeting to allow staff to provide clarification.

Mayor Pro Tem Murphy also speaking to Item 9L, Page 235 of the agenda packet, and Page 8 of the LTFP, commented that the header around property tax should be clarified by staff.

Finance Director Guillory clarified the different components of the property tax as shown, and the additional revenue that was expected to be passed through to the City's General Fund after the last debt payment had been made for the former Redevelopment Agency. She clarified the bond debt and a loan agreement between the former Redevelopment Agency and the Housing Assets Fund, and a three-year agreement with the third payment to be paid this year. A portion of the funds to be received for the former Redevelopment Agency, that portion that would have gone to the Housing Fund to repay that loan, would just go through to the General Fund and result in additional revenue in the form of property tax into the General Fund as it owed to the Successor Agency for debt service payments. The last payment for the former redevelopment properties would be in Fiscal Year 2023/24.

Council member Martinez-Rubin referenced Item 9J and thanked staff for working with the consultants on the Sewer System Management Plan. She emphasized the importance of how frequent overflows could be mitigated and thanked the Public Works Director for his work on this agenda item.

Council member Tave asked how much revenue the City expected in FY 2023/24 that had not been included in the budget and asked whether that was related to the concerns raised by Mr. Menis.

Finance Director Guillory clarified the two issues were not related. The discrepancies had been more in the historical actuals and the totals in the forecast for FY 2022/23 because the LTFP was typically done before the budget where there had been a couple of adjustments on the revenue and expenditure side. She also clarified pursuant to the Five-Year forecast for the FY 2022/23 budget that the City would have about $4.8 million in property tax, and for FY 2023/24 that would increase to $5.6 million.

**ACTION: Motion by Council members Toms/Martinez-Rubin to approve Consent Calendar Items 9A through 9K, as shown.**

| | | |
|---|---|---|
| **Vote:** | **Passed** | **5-0** |
| | **Ayes:** | **Salimi, Murphy, Martinez-Rubin, Tave, Toms** |
| | **Noes:** | **None** |
| | **Abstain:** | **None** |
| | **Absent:** | **None** |

## 10. PUBLIC HEARINGS

*Citizens wishing to speak regarding a Public Hearing item should fill out a speaker card prior to the completion of the presentation, by first providing a speaker card to the City Clerk. An official who engaged in an ex parté communication that is the subject of a Public Hearing must disclose the communication on the record prior to the start of the Public Hearing.*

**A.** Postpone Public Hearing for Consideration of Updated City User and Regulatory Fees to City Council Meeting on June 21, 2022 **[Action: Postpone and Continue Public Hearing per Staff Recommendation (Guillory)]**

**ACTION: <u>Motion by Council member Toms/Mayor Pro Tem Murphy to continue Item 10A, to the Regular City Council meeting of June 21, 2022</u>.**

| | | |
|---|---|---|
| **Vote:** | **Passed** | **5-0** |
| | **Ayes:** | **Salimi, Murphy, Martinez-Rubin, Tave, Toms** |
| | **Noes:** | **None** |
| | **Abstain:** | **None** |
| | **Absent:** | **None** |

**B.** Conduct a First Public Hearing Regarding Proposal for the City of Pinole to Become a Charter City and Review the Content of Proposed Charter **[Action: Conduct a Public Hearing per Staff Recommendation (Casher)]**

Assistant City Attorney Mog provided a PowerPoint presentation which included an overview of City Council direction to staff to schedule a future agenda item to discuss the possibility of becoming a charter city. On March 1, 2022, the City Council directed staff to prepare a draft charter solely authorizing a Real Property Transfer Tax (RPTT), schedule a public hearing and retain a pollster and consultant. On May 31, 2022, the City Council received a presentation regarding the survey results. The purpose of this public hearing was to hear from the public on the proposed draft charter, consider whether to continue with the process for placing a measure on the ballot for voters to decide whether Pinole should become a charter city, and provide direction to staff on the draft charter and related issues.

Assistant City Attorney Mog detailed the differences between a general law versus a charter city and provided examples of municipal affairs and how detailed a charter could be, with any change to the charter requiring voter approval and with the PMC to be maintained. He also provided an overview of RPTTs and RPTT rates in neighboring jurisdictions in the Bay Area. City staff was of the opinion that $100,000 was a reasonable estimate of the amount of revenue the City would receive from the existing RPTT each year for the next few years. If a RPTT was increased to $8 per $10,000 (0.8%), $1.45 million had been estimated in revenue. If the RPTT was increased to $12 per $1,000 (1.2%), $2.18 million in revenue had been estimated.

Assistant City Attorney Mog highlighted the City's financial considerations and noted an RPTT would create another guaranteed source of local revenue to sustain/improve critical facilities and essential services in the long run. He also walked through the state legal process for a city to become a charter city and stated the current meeting was the first of two required public hearings. A second public hearing had tentatively been scheduled for July 10, 2022 and the deadline for placing a measure on the ballot for November 2022 would be August 2, 2022. Holding this hearing would not commit the City to any process but allowed for public input and direction to City staff.

Assistant City Attorney Mog highlighted the proposed charter included in Attachment A to the June 7, 2022 staff report and clarified the proposed charter provided that the only power of a charter city that Pinole may exercise was the power to enact an enhanced RPTT.

The City would continue to be subject to all other laws governing general law cities, the status quo would be maintained with the exception of the power to enact the enhanced RPTT. All current forms of government would be maintained and the PMC and any future changes would require voter approval. It was also clarified that the proposed charter would not in itself enact the RPTT. The RPTT would be enacted by a separate ordinance that would be approved by the voters as part of the same measure, and if the City Council decided to move forward the draft ordinance would be presented for review at the second public hearing.

Assistant City Attorney Mog added the City may engage in limited education and outreach activities related to the possible transition to becoming a charter city and enacting a RPTT, and those activities would be strictly educational and may not advocate for a potential ballot measure. He provided examples of education and outreach activities that may include social media posts, newsletters mailed to residents and information on the City website.

Assistant City Attorney Mog asked the City Council to provide direction to staff on the following: Whether to move forward with the process and hold a second public hearing and prepare a RPTT ordinance; and whether staff should commence education and outreach activities, provide input on the content of the charter city charter and provide direction on the applicable rate for the proposed RPTT, which discussion could be deferred to the second public hearing.

PUBLIC COMMENTS OPENED

Debbie Long, Pinole, found the City Council was side stepping and being vague on what a charter city may encompass and was using the RPTT as a red-herring. She stated a charter city had the ability to adopt laws regarding municipal affairs and the constraints of a charter city were only subject to the constitutional limitations of the state, and while municipal affairs were not always straightforward it set out a non-exclusive list of four categories including regulation of police, creation of sub-governments in all or part of the city, choose or modify how city elections were handled, and the manner in which municipal officers were elected. Other areas under the control of charter cities not in conflict with the state constitution included zoning, land use, contracting, taxes, and assessments such as the RPTT under consideration as part of a charter city. Under the Government Code, there were also many chapters and subsections regarding charter cities and when adopting a charter those were the laws that pertained to the charter.

Ms. Long commented that while Pinole’s charter may only be two pages long, it still encompassed all of the rights afforded by the state as described. She suggested that Pinole citizens had been spoon fed about the charter having local control but the charter was not about local control but about everyone elected having the ability to make decisions that would impact residents. While some things may have to come back to the people, not all were required to do so and ordinances would be voted on by the charter/City Council/Commission. If Pinole became a charter city with the argument that people could vote on what they wanted to do or didn’t want to do, she expressed concern that voter fatigue may set in.

Ms. Long suggested no need had been established for the RPTT. Home sellers received no value in paying a RPTT given that the seller was already paying taxes as a resident of Pinole. She pointed out the City Council had not cut one dime from the budget in the last three or more years and had increased the General Fund expenditures by $3 million. She urged a no vote on a charter city and on the RPTT.

When asked by the Mayor, Ms. Long reiterated her comments and advised that some of the information she had provided had been based on information from the League of California Cities.

Assistant City Attorney Mog provided clarification in response to Ms. Long's comments and read into the record Sections 301, Real Property Transfer Tax and 302, General State Laws, as shown in Attachment A of the Draft Charter. If voters wanted to amend the charter in the future voters may add additional powers requiring a future vote of the public. Pinole's proposed charter would not allow sub-governments, would not change how elections were handled, and would not change how municipal officers were elected. Again any changes to the approved charter would require a future vote of the voters.

Eric Meyers, Pinole, Real Estate Broker, Attorney and local business owner, appreciated the job of local government with the exception of the consideration of a charter city and RPTT. If the City were to consider a tax of the citizenry to fund general services, it should be applied to everyone and not just those buying and selling real estate. He pointed out RPTTs were not recession proof and when a recession hit the real estate market was typically significantly impacted with fewer transactions and revenue. He also commented on the affordability problem in the Bay Area, and suggested the philosophy should be to support and value home ownership and not create barriers. When RPTTs were enacted, they were typically borne by buyers and sellers with buyers' one step further from buying in Pinole and with sellers negatively impacted at the time they may need all proceeds from the sale of their home. He too spoke to the unintended consequences of a charter city and noted that general law included a limit on elected officials' salaries while a charter city did not, which may be an issue in the future. He pointed out that of those cities in California that had gone bankrupt, they were charter cities and not general law cities.

Mr. Meyers added that he had submitted an email to all five members of the City Council but had received only one response. He urged the City Council to consider his comments, do what was fair and suggested a charter city and enacting a RPTT was not the way to go.

Assistant City Attorney Mog stated, when asked by the Mayor, that he did not have any information on the correlation between a charter city and a city in California having gone bankrupt.

City Manager Murray confirmed that cities in the State of California that had declared bankruptcy had been charter cities but he was unaware of any research of a causal relationship or seen any analysis that the cause of bankruptcies for those jurisdictions were tied to their charter city status The scope of the Pinole draft charter was very narrow, would maintain the observation of all rules pertaining to the general law city, with the exception of enacting the RPTT, but the charter may be expanded in the future by an act of the voters.

Assistant City Mog also clarified there was a formula under state law that allowed a general law city to have higher salaries for elected officials but which must be approved by the voters. Pursuant to the draft charter, the City would have to follow that same process, although in the future voters could allow for something different requiring a vote of the electorate.

Rafael Menis, Pinole, stated regardless of the action the City Council took now, a future City Council or members of the public may decide to adopt or amend a specific charter, subject to voter approval. As he had suggested in the past, an Ethics Commission should be considered which would firmly establish part of the charter or rank choice voting as part of the charter, but the City Council was only focused at this time on the enactment of the RPTT.

Mr. Menis read Sections 301 and 302 of the draft charter into the record, and stated they were clear on what was allowed as part of the charter city status. He suggested for all intents and purposes the City would be a general law city with the exception of the enactment of the RPTT. He suggested it would be worthwhile to adopt the draft charter, and while the RPTT would impact buyers and sellers, he found it reasonable that people about to join the community be asked to contribute towards the upkeep and maintenance of the community they were about to join.

Debi Mackey, President, Contra Costa Association of Realtors (CCAR), reported the CCAR was comprised of members in Contra Costa County and the surrounding Bay Area. She commented there had been no discussion on the impacts to the cost of a home in Pinole should a RPTT move forward. She detailed the numerous fees involved in the sale of a home in Pinole, including a newly-instituted balcony inspection fee and sewer lateral video fee. Should the City of Pinole impose an increased RPTT to the sale of Pinole homes, whether at 0.8 or 1.2 percent, it could add upwards of $5,000 to $7,000 to the sale of a home during an affordable housing crisis in the state and significantly impact homebuyers.

Ms. Mackey reported that from January 1, 2021 to June 7, 2021, 103 homes had transferred title in the City of Pinole. From January 1, 2022 to June 7, 2022 only 66 homes had transferred title. Ninety percent of her clients were buyers and when informed a jurisdiction had a RPTT, oftentimes the buyers were not interested. She urged the City Council to consider alternative ways to increase its budget and consider another approach such as a bond measure or increasing the User Utility Tax (UUT).

Tyra Wright, a resident of El Cerrito and a member of the CCAR, echoed the comments of the CCAR President and questioned the advisability of adding more money to what a buyer or seller must pay at the time of closing, with the burden oftentimes placed on the seller on top of any other mandates required at the time of sale. She too urged the City Council to consider the current economy, rising costs, and placing a RPTT which would be egregious to buyers and sellers, and which would not help affordable housing. She urged the City Council to consider another approach.

Irma Ruport, Pinole, commented that a charter city had been discussed before. She suggested it was time to put the question to the voters and stated that education and information was important. She understood the charter city and enactment of a RPTT would not result in any changes, as discussed, and she urged the City to be inclusive to taxpayers and voters. She urged the City Council to approve the draft charter and pass a ballot measure on to the voters. She pointed out the RPTT would be a one-time tax and would not affect everyone. She otherwise could not foresee anything wrong with a charter city but wanted more information to be provided to the voters.

Ivette Ricco, Pinole, trusted the City's process and suggested the City Council should move forward, educate, and provide outreach to the public on the future needs of the City. She pointed out the devastating impact from the 2008 recession from which the City had not fully recovered, and noted the City had been built on sales tax revenue and at some time the City had to find a steady and reliable stream of revenue. She found that at RPTT would not be that impactful to residents, many homes had a lot of equity, and she emphasized that anything was negotiable in terms of home sales.

Peter Murray, Pinole, stated he had spoken about a potential charter city and RPTT in the past when he had found it was not an equitable tax, would not apply to everyone in the community, and suggested imposing a tax on those leaving the community was egregious. He suggested a sales tax would be more equitable. He too expressed concern with unintended consequences and emphasized the City had worked well under the general law regulations, and the survey also found that the City was working well. The City Council should listen to the results from the survey the City Council had requested and paid for, which had shown a RPTT would not be supported. He questioned the City expending more funds on something the consultants had already stated would not be supported by the voters.

PUBLIC COMMENTS CLOSED

Mayor Salimi explained that the survey had been based on respondents' satisfaction of the City today and the purpose of a charter city and RPTT was to address future needs and services and capital improvement projects with the intent to invest in the community and ensure the City was viable for years to come. He suggested a rebate should be considered if a RPTT were enacted for improvements to a home, with the possibility for a tax break.

Mayor Pro Tem Murphy requested more information on the types of rebates offered by other jurisdictions.

City Manager Murray advised that staff would be conducting some research on the rebate programs offered by other jurisdictions that had adopted RPTTs. The City of El Cerrito had a rebate program for its RPTT where the new homeowner could receive a rebate for a portion of the RPTT paid for seismic energy and water conservation improvements. The City of Berkeley also provided a rebate to its RPTT for seismic upgrades meant to incentivize homeowners to make improvements, with more information to be provided at the second public hearing.

In response to the Mayor Pro Tem, Assistant City Attorney Mog advised that if the charter city and enactment of the RPTT were approved it would go into effect once certified by the Secretary of State, possibly January 1 of next year.

Council member Toms understood the City needed $100 million for capital improvements and funds for the sewer system. She asked whether there was any report identifying the costs for capital improvements for the future.

City Manager Murray explained that one of the goals of the Strategic Plan was to conduct an assessment of all City capital assets, which had been broken into individual master plans and assessments. At this time there was not a complete view of the condition or deferred maintenance and future needs of all assets. One of the estimates for street repairs was between $30 and $40 million to bring all streets to a certain condition and $100 million was the planning level estimate for the General Fund supported asset classes. The sewer system and the Pinole-Hercules Wastewater Treatment Plant were different since they were enterprises to be self-supported by user fees. While $100 million was a reasonable planning level estimate, that money had to be invested over a number of years to catch up. While the $100 million included the sewer system, since the assessments were not complete he could not state at this time how much that represented.

City Manager Murray also defined a General Obligation Bond as another mechanism to acquire and refresh capital assets.

Council member Toms asked of the cost to place a ballot initiative forward. She was uncertain the ballot measure would pass just based on the City's education and outreach efforts alone and whether the City would need some real advocates. She also would like to see the need identified, and while there were various reports pending there was no report to identify the need. Absent that information it was difficult to argue for the need to consider a ballot measure. She also struggled with the proportionality of the RPTT and having a buyer covering closing costs and essentially prepaying property taxes prior to moving into the same residence, and pay that tax every fiscal year. Also, there would be seniors possibly selling their homes to move into retirement homes, as an example, and requiring them to pay a RPTT when they needed the funds most was of concern. The proportionality was off because while buyers and sellers would be charged, not all residents would be charged.

Mayor Salimi understood the difficulty in purchasing a new home in the Bay Area and recognized the continued increase in home prices, but he found that Pinole remained affordable as compared to its neighbors. He had conversations with real estate professionals who did not see a RPTT changing the manner in which people were trying to purchase a home in Pinole since homes in Pinole were still relatively affordable, but acknowledged a RPTT could be a burden for some homebuyers.

Council member Toms pointed out that was the piece of the home sale that was not financeable and the buyer would have to come up with the money up front for the home purchase in addition to the RPTT.

Assistant City Attorney Mog understood the RPTT would be part of the closing costs and its payment would depend on the structure of the home loan.

Council member Toms added there were other annual costs if a buyer had less than 20 percent to put into a down payment making it more difficult for someone to get into their first home. The City's current RPTT revenue for this fiscal year was $119,000 based on 55 cents per $100,000. If the RPTT was increased to $8 per $10,000 (0.8%), $1.45 million had been estimated in revenue. If the RPTT was increased to $12 per $1,000 (1.2%), $2.18 million in revenue had been estimated. She would like to see what the $2.18 million pro rata across the board for citizens would be.

Council member Tave appreciated the discussion, recognized the real estate market went up and down, the percentages may change but things were negotiable. He found this was an opportunity for the City to prepare for the future and was a step in the right direction and ultimately would be up to the voters to decide. The survey had shown that respondents were split three ways, the democratic process was at work, and he acknowledged the City had to educate the public. In terms of general obligation bonds, he pointed out that was not free money. The RPTT would be completely open to the market, would fluctuate, and the current RPTT had not been revisited for some time.

Council member Martinez-Rubin suggested the City Council should listen to the results of the survey and polling results as had been presented to the City Council from the consultants on May 31, which findings were reflective of what the City Council wanted to obtain from a representative sample of voters.

Return to Agenda

The most recent findings from the May 31 presentation and earlier findings from a poll done in November 2019, had shown similar results that likely voters were pretty satisfied with the way things were in Pinole.

Council member Martinez-Rubin understood the Mayor was of the opinion that voters were not considering the future but she disagreed and noted they had considered the time they had spent in Pinole and their contributions via property taxes all along. She concurred with the sentiment this would be a disproportionate tax, and if considering equity a fairly assessed tax should be considered. The proposed RPTT would be focused on a select group of people, was not an equitable tax, other options had not been explored and the estimated revenue from the RPTT could not be guaranteed.

Council member Martinez-Rubin suggested ignoring the consultants' findings was a bad idea. She reiterated that other options about increasing taxes had not been considered for the amount under discussion and what the City could possibly obtain from other possibilities in the narrative of the long-term plan previously presented including an increase in franchise taxes.

Council member Martinez-Rubin cited, as an example, the frequent rate increases from PG&E and there was a possibility to explore those rates with PG&E or explore whether the UUT was acceptable by the electorate. While she recognized the need based on the work presented by staff since 2020, it matched what the focus had been on a very narrow charter and based on getting the money now because they think they can whereas the consultants again found the segment of likely voters indicated this would not likely pass on a ballot measure. Expending more City funds on an educational process that reasonably required more than three or four months, and possibly more consultant costs did not make sense for an informational attempt via a toolkit requiring access to the Internet and social media that a good number of the electorate did not use did not make sense. She suggested the City Council not move forward with the staff recommendations as outlined.

Council member Toms agreed the City Council should not move forward with the staff recommendations as outlined, but if three Council members decided to continue that was not such a bad thing since it would provide education for finding a solution, which she suggested would not be found through this process. By having further dialogue to identify the needs of the City would improve the process. She would not be offended if three Council members decided to continue.

Council member Tave did not want to underestimate residents' ability to understand the RPTT through an educational process. He suggested it was worth it to move the process forward. He understood the comments about the consultants' findings and the timeline, but was confident the electorate would understand the process and he would like to move forward.

Mayor Pro Tem Murphy appreciated the dialogue on this topic but wanted to ensure that equality and equity, which were very different, was recognized in terms of taxation. Based on that they had to ensure that those two groups of people had an equal outcome and they had to speak of equitable taxation. As an example, sales taxes placed more of a burden on lower income persons. He was happy to continue the conversation in the hopes it would lead to more education. He supported moving forward to a second public hearing.

Mayor Salimi commented on his background as a real estate agent in the Bay Area and emphasized he wanted real estate agents to be successful in Pinole, but there was a need in the City to repair roads and infrastructure into the future. While everyone was happy with what they had now he stated the City had to invest money now for its needs in the future, and while he recognized Council member Martinez-Rubin's concerns, he disagreed.

Council member Martinez-Rubin suggested either the City tax everyone equally or it consider taxing a select group of people, which she found to be unfair and unequitable.

Mayor Salimi pointed out that even with the RPTT, the City would be short the estimated amount each year to address the City's needs. Even if a parcel tax or General Obligation Bond was considered the City would be short the money needed. He did not want to wait but plan for the future now in that if nothing was done now, the City would be in bad financial shape.

Council member Martinez-Rubin disagreed and noted that for different projects in the City there were different sources of revenue and not all taxes would alleviate all things. She commented that prior to the start of the meeting, the City Council had received approximately 42 emails from individuals about this topic requesting the City Council consider other ways than the RPTT. She wanted the City Council to explore an increase in taxes not tied to the RPTT.

Mayor Salimi understood the concerns but reiterated the need to move forward and start somewhere and the RPTT was the first step to move forward to being successful.

Mayor Salimi and Council member Martinez-Rubin debated their opinions at length and both reiterated their opinions on this topic.

Council member Tave clarified with the Assistant City Attorney that the current RPTT had been established by state law, and Council member Tave pointed out the current RPTT was an old number, many neighboring cities had improved and benefited from improving their RPTT, and the RPTT was a proven tax within the region and across the state, which was a core element missing from the conversation. He urged the City Council and members of the public to keep that in mind as the City moved forward.

**ACTION: Motion by Mayor Pro Tem Murphy/Mayor Salimi to provide direction to Staff to Schedule a Second Public Hearing to Continue Consideration of a Potential Charter City Measure and Prepare a Real Property Transfer Tax Ordinance.**

| | | |
|---|---|---|
| **Vote:** | **Passed** | **3-2** |
| | **Ayes:** | **Salimi, Murphy, Tave** |
| | **Noes:** | **Martinez-Rubin, Toms** |
| | **Abstain:** | **None** |
| | **Absent:** | **None** |

Motion made by Mayor Pro Tem Murphy, seconded by Council member Tave to provide direction to staff to consider all options and to commence education and outreach activities

On the motion, Council member Martinez-Rubin reiterated the consultants had 25 years' experience gauging whether a ballot measure would pass or not.

**ACTION: <u>Motion by Mayor Pro Tem Murphy/Council member Tave to provide direction to Staff to Consider All Options to Commence Education and Outreach Activities</u>.**

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| **Vote:** | **Passed** | **3-2** |
| | **Ayes:** | **Salimi, Murphy, Tave** |
| | **Noes:** | **Martinez-Rubin, Toms** |
| | **Abstain:** | **None** |
| | **Absent:** | **None** |

Mayor Salimi requested the creation of a rebate program for seismic upgrades and energy/water conservation as related to the charter city charter, similar to the program offered by the cities of El Cerrito and Berkeley to offset the RPTT.

Assistant City Attorney Mog advised that would be something to be considered in the RPTT Ordinance, not the charter itself. The City Council could decide at its next meeting how to change or adjust that recommendation.

Mayor Pro Tem Murphy requested more information on low income buyers and wanted to know what other cities were doing, and Assistant City Attorney Mog confirmed that information could be provided at the next meeting.

Council member Toms pointed out if an affordable property and the sales price was reduced the RPTT would be reduced, such as for a restricted/affordable unit.

Council member Tave suggested a complete sewer lateral replacement should be included for a possible rebate from the RPTT as well and City Manager Murray noted there was a new requirement that new homeowners inspect to verify the sewer lateral was in serviceable condition or had been upgraded, although the City did not provide a financial incentive or subsidy.

Assistant City Attorney Mog confirmed that had been spelled out in the current PMC but it would be possible to consider that as one of the eligible expenses for a rebate. He noted the rebates for El Cerrito and Berkeley had been capped at one third of the RPTT paid. The City Council could consider the type of rebate to be considered and that decision could be made at a later date.

Council member Martinez-Rubin requested information on the income levels that could be eligible for the rebates, which information could provide data on the number of people who could be helped by the City, and City Manager Murray advised that information could be gathered from peer jurisdictions that had enacted rebates to their RPTTs.

Council member Martinez-Rubin added that term limits on the improvements to be made and who followed up on those improvements should also be clarified, and City Manager Murray understood that typically the full RPTT was paid up front, and later evidence and documentation was provided that the improvements had been made and a rebate would then be provided for that amount. The onus was on the homeowner to make the improvements rather than on the City to enforce.

Assistant City Attorney Mog reiterated the potential rebate items would not be part of the draft charter but the Draft RPTT Ordinance.

**ACTION: <u>Motion by Mayor Salimi/Council member Tave to provide direction to Staff to Return with Information for Possible incorporation into the Draft Real Property Transfer Tax Ordinance, Rebate Programs Related to Seismic Upgrades, Sewer Lateral, Energy (including solar and water) as well as Information on Low Income Exemptions</u>.**

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| **Vote:** | **Passed** | **3-2** |
| | **Ayes:** | **Salimi, Murphy, Tave** |
| | **Noes:** | **Martinez-Rubin, Toms** |
| | **Abstain:** | **None** |
| | **Absent:** | **None** |

As to the rate of the enhanced RPTT, Mayor Salimi, Mayor Pro Tem Murphy and Council member Tave supported a rate of 0.8 percent while Council members Martinez-Rubin and Toms did not support an enhanced RPTT.

Mayor Pro Tem Murphy preferred the conversation of the RPTT rate be deferred to the second public hearing.

**ACTION: <u>Motion by Council member Tave/Mayor Salimi to set the Applicable Rate for the Proposed Real Property Transfer Tax (RPTT) at $8 per $1,000.</u>**

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| **Vote:** | **Passed** | **3-2** |
| | **Ayes:** | **Salimi, Murphy, Tave** |
| | **Noes:** | **Martinez-Rubin, Toms** |
| | **Abstain:** | **None** |
| | **Absent:** | **None** |

Mayor Salimi thanked the City Council for the respectful dialogue on this agenda item.

## 11. OLD BUSINESS

**A.** Revised Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget **[Action: Review and Provide Direction (Guillory)]**

Finance Director Guillory provided a PowerPoint presentation of the Revised Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget, and asked the City Council to review and provide direction to staff on any changes.

Mayor Salimi declared a recess at 9:12 p.m. The City Council meeting reconvened at 9:28 p.m. with all Council members present via Zoom or in-person.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, assumed that the values given in the revenue and expenditure summaries were more current than the forecast values. He praised the Finance Department for the charts on Pages 32 and 33 of the Operating and Capital Budgets, which had been well done and which had been needed for some time, but asked whether the budget had been structurally imbalanced in Revised FY 2021/22, since having an ongoing use of fund balances for an ongoing expenditure in one year was one thing but multiple years in a row was a concern.

Referring to Page 414 of the agenda packet, Mr. Menis asked for clarification of the reference to "*anent readiness*" as shown in the second bullet point under the heading FY 2022/23 Key Priorities and Projects and commented that several segments of the agenda packet had been left blank. He asked whether that was deliberate, and if so stated it was a waste of paper. He also referenced Page 515 of the agenda packet and the information shown related to Major Non-Personnel Expense Details and suggested the values shown did not appear to be plausible and should be clarified, with the values shown on Page 517 to be more reasonable.

Finance Director Guillory clarified the FY 2022/23 budget versus what was in the Five-Year Forecast included some updates, with the Five-Year Forecast including an estimate of the fund balance in the amount of $405,000, and with staff estimating as part of the current presentation $482,000 based on some adjustments to the revenues and expenditures since the Five-Year Forecast had been completed. For the FY 2021/22 structural imbalance, the Revised Budget had shown the use of a fund balance of about $6.4 million, which had been revised, with the majority related to one-time items and included capital improvement projects that had not been completed in FY 2021/22 that had been carried forward to FY 2022/23. Staff had now estimated the use of $3.4 million in FY 2022/23, as reflected on Page 338 of the agenda packet.

Fire Chief Chris Wynkoop clarified the definition of *anent readiness* was related to putting monies into Fire Station No. 74 with regard to getting it ready for reoccupation by fire crews.

Finance Director Guillory added the blank pages were intended to make the budget document more user friendly, with changes to be made to the formatting to ensure there were not as many blank pages. In addition, with respect to the values shown on Page 515 of the agenda packet, she clarified that PCTV had been changed from one division to three different divisions to better account for the services provided. That budget continued to be vetted and once a PCTV Master Plan had been completed the values would be squared away.

Cordell Hindler, Richmond, spoke to the one-time projects and was pleased that diversity, equity and inclusion had been included and was a big component of City government. He suggested the cost for a consultant was reasonable. He also suggested there was not enough funding for economic development given small businesses continued to suffer hardships due to the pandemic.

Irma Ruport, Pinole, stated she had provided to the City Council excerpts from an editorial published on November 2, 2020 from Bay Area News Group, which were relevant to agenda items 11A and 11B. She asked the City Council to take the editorial seriously and realize that any action to non-prioritized non-essential budget expenditures would be fiscally irresponsible and beyond the scope of good accounting practices. She urged the City Council to exclude any budgetary item that was unnecessary to keep the City afloat during this economic crisis due to the pandemic. She reported the country was heading into a recession and when the City had gone through the prior recession it had been ambitious spending money but the City had lost many members of its personnel. She urged care with the expenditures in the budget. She otherwise asked that the budget include a mental health expert who could provide services to the City, the community and Public Safety Officers.

Debbie Long, Pinole, understood the General Fund balance had been accumulated from previous years and carried over but asked how that had evolved and what part of the balance was still slated for other funds.

With respect to Pages 25 and 54 of the budget related to the 115 Trust, which was intended to offset any increases from the California Public Employees' Retirement System (CalPERS) as well as help City employees by freezing their increased share of the employer contribution, Ms. Long stated that Page 54 had shown the contribution to the Trust had increased dramatically for this fiscal year and had been transferred into the General Fund to balance the budget. She asked if part of that increase was due to the entire cost of new employees and/or the City's contribution or to pay off the CalPERS General Obligation Fund, which had increased year after year, and if so whether the formation of the Trust had left the City with a larger deficit in the future when the money dried up. She requested a complete breakdown/audit of the Trust contribution, including how it had been used, and a breakdown by employee for which the transfer had been attributed.

Ms. Long also stated with respect to Measure S funds that they had not been broken down by year (2006 and 2014) with no line items for expenditures for each of the measures and no category to break down how other funds had been funded with Measure S funds.

Finance Director Guillory clarified that Page 338 of the agenda packet had shown FY 2022/23 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds, which she walked through at this time and which included the General Fund and Measure S funds. The transfer for the Trust had been based on a formula the City had established when the Trust had been created, which formula was detailed at this time. The Trust had not been used to pay any of the 2006 Pension Obligation Bonds. Through negotiations, employee contributions to the employer portion of the CalPERS contribution had been lowered, adding to the increased cost.

Finance Director Guillory confirmed Ms. Long's understanding that using the figures for FY 2018/19 any new employees that raised the ceiling for CalPERS had then been included in the Trust to pay for new employee/employer contributions of General Fund funded positions, but Ms. Long reiterated that was not the intent of the use of the Trust.

City Manager Murray clarified the policy that had been implemented since his time with the City of Pinole where the Trust was to be used to hold stable the General Fund operating funds contribution to CalPERS for employees and the amount calculated to be transferred from the Trust was the amount the City needed to pay to CalPERS in the base year minus the difference between that and what the City was required to pay in the current budget year, which was the amount of the transfer. He had not read anything that distinguished between the different tenures of employees whether new employees or not. The City did not have a funded actuarial liability for new employees including for California Public Employees' Pension Reform Act (PEPRA) employees and there was no way to forecast the future value of the Trust.

Finance Director Guillory added that Page 337 of the agenda packet included a breakdown of the Measure S 2006 and 2014 funds.

Ms. Long reiterated the two Measure S measures were not to be lumped together and had always been separate.

City Manager Murray commented that the two Measure S measures had been separated into separate funds in the budget document but had been lumped into the General Fund for accounting purposes.

Finance Director Guillory reiterated that Page 337 of the agenda packet included the revenues and expenditures for both measures but they could be separated between Measure S 2006 and Measure S 2014 for clarity. Also, Page 338 of the agenda packet had shown the revenues and expenditures for both Measure S 2006 and Measure S 2014 separately.

PUBLIC COMMENTS CLOSED

Mayor Pro Tem Murphy asked whether or not reopening Fire Station No. 74 would result in an adjustment to the budget, and City Manager Murray explained it was uncertain whether the City would enter into a contract with the Contra Costa Fire Protection District (Con Fire) for services. The proposed budget had been formatted to assume the City would continue to run the Fire Department for the remainder of the year with the exception of a small expenditure to improve the readiness of the station for reopening. The premise of reopening the station with Measure X funds was that there would be no cost to the City.

Council member Toms shared the concerns with the increase in drawing on the 115 Trust which was to get the City over the period of escalation, which was not sustainable for the General Fund, and the City had to be cautious not to draw down that balance to ensure it lasted for the intended period of time.

City Manager Murray reiterated the City Council had established the policy for the Trust, which policy was again detailed. The City had been fortunate to receive substantial one-time funds as a result of the sale of redevelopment properties. Those funds had been deposited into the Trust, to be used to offset the significant increases in CalPERS contributions. Forecasts had been made on how long the Trust would last in that CalPERS changed its rates each year and there were a number of things related to CalPERS where the City had no control and was required to contribute. He reiterated the Trust was being used to pay for the delta between what the City paid to CalPERS for employee pension contributions in the base year and what was owed today. He highlighted the numerous changes that CalPERS had made over the years in contributions and stated there was a significant Trust balance, the City was not at risk of fully depleting the Trust, but if the City Council wanted to consider a policy change that could be considered.

Council member Toms recalled that although it was the base year, at that time there was not a big hiring phase as the City had experienced in the past two years, and the Trust was not intended to supplement new hires' base pay and pension costs, and City Manager Murray clarified that all employees whether new or not, whether CalPERS (classic) or PEPRA, had the same required contributions. He reiterated that the City Council may consider a change to its Trust policy.

Finance Director Guillory added the total cost at the end of the year was evaluated and the transfer was based on the actual cost. The amount related to any vacancies that were not filled that were not contributing to the cost of the CalPERS contribution would not be transferred and there could be some savings at the end of the year with the transfers.

Mayor Salimi asked the City Manager to advise the City Council when or if a policy change should be considered for the Trust.

As to when the Trust would be depleted and in response to the Mayor, City Manager Murray stated that would require an actuarial report and could be considered as a future agenda item.

In response to Council member Tave, Finance Director Guillory clarified why staff was of the opinion the budget was appropriate and prudent despite using the General Fund balance to cover ongoing expenditures for the reasons outlined on Page 285 of the agenda packet. If a proposed budget was structurally imbalanced, the City's Structurally Balanced Budget Policy directed that staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year. If the City Council did not want to use $481,861 of the General Fund balance to cover ongoing expenditures, it could eliminate any of the items from the Revised Proposed budget or eliminate any other ongoing General Fund expenditures or an equivalent amount as shown on Page 286 of the agenda packet.

Mayor Salimi offered a motion, seconded by Mayor Pro Tem Murphy to approve the report for the Revised Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget.

City Manager Murray explained that staff was asking the City Council to receive the Revised Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget and provide direction on any changes the Council would like to see in the document, with the final document to be presented to the City Council for action on June 21, 2022.

Council member Toms understood there were some placeholder items related to PCTV and some basic additions to be provided, and City Manager Murray reiterated that PCTV had been changed from one division to three different divisions to better account for the services provided, and that budget continued to be vetted. He detailed the services provided by PCTV and the need to better understand the budget to be allocated for those services, with the percentages to be fine-tuned.

In response to Council member Martinez-Rubin, City Manager Murray advised the City Council may receive the Revised Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget and incorporate any additional information. The Finance Director would clarify all of the questions asked and staff would return with a Final Proposed document at the June 21 meeting. If during the discussion of Item 11B the City Council directed staff to make changes to the budget based on the discussion of the CIP that would also return to the Council in the form of the Final Proposed Budget at the June 21 meeting.

**ACTION: Motion by Mayor Salimi/Mayor Pro Tem Murphy to receive the Revised Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget, as presented.**

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|---|---|---|
| **Vote:** | **Passed** | **5-0** |
| | **Ayes:** | **Salimi, Murphy, Martinez-Rubin, Tave, Toms** |
| | **Noes:** | **None** |
| | **Abstain:** | **None** |
| | **Absent:** | **None** |

**B.** Revised Proposed Fiscal Year (FY) 2022/23 through 2026/27 Five-Year Capital Improvement Plan **[Action: Receive Report and Provide Direction (Kaur)]**

Capital Improvement and Environmental Program Manager Misha Kaur provided a PowerPoint presentation of the Revised Proposed Fiscal Year (FY) 2022/23 through 2026/27 Five-Year Capital Improvement Plan.

Ms. Kaur asked the City Council to review the Plan and provide feedback and direction for the preparation of the final version to be adopted by the City Council on June 21, 2022.

PUBLIC COMMENTS OPENED

Irma Ruport, Pinole, expressed concern with the recommendation for improvements to the Faria House, which project was on the Unfunded List, was a low priority, and had been discussed at great length at prior meetings. She stated the project was not a necessity or a priority, the country was in a recession, and she recommended instead that a mental health specialist be funded. She reported she had requested a breakdown of the total costs the City had expended since the onset of the topic of the Faria House which information still remained to be provided to the public. She asked the Mayor to get to the bottom of the matter.

City Manager Murray recalled there had been a Public Records Act request for information related to City expenses incurred in relation to the Faria House and City records had been provided to Ms. Ruport. He confirmed, when asked by the Mayor that the Faria House was City property.

Rafael Menis, Pinole, referred to the planning level estimate for the solar carport at the Senior Center parking lot, specifically the double cantilevered solar canopy, as shown on Page 542 of the agenda packet, and asked why using the Pinole Senior Center as a cooling center would lead to increased demand. He also asked for more detail on the cost estimates for Phase 1, Hazard Remediation for the Faria House as shown on Page 544, and asked if Phase 1 was not completed whether it would lead to further expenses for whatever use was chosen for the Faria House.

Ms. Kaur explained that if the Senior Center was used as a cooling center it may exceed the capacity at the building. If the building was used for a long period of time as a cooling center or offered energy storage beyond a day, it would increase the amount of storage for the solar panels. The estimate had been based on past consumption data but if the desire was to understand the net-zero status if used as a cooling center and require energy storage lasting multiple days additional investigation would be required.

Community Development Director Lilly Whalen detailed the work that would be involved in the Phase 1, Hazard Remediation scenario for the Faria House. She did not see any negative implications for the structure in the short term if the work was not done at this point since the purpose of the remediation was to remove asbestos, lead paint and hazardous materials.

City Manager Murray suggested if the remediation was not done it would not lead to the continued deterioration of the structure since the materials were inert but the hazardous materials must be removed and remediated prior to any future habitation of the structure.

Community Development Director Whalen also clarified the cost estimate for the lower-level office and the upper-level warm shell for the Faria House, estimated at $420,000 and as shown on Page 544 of the agenda packet. The purpose for the work was to consider a commercial/office use and not a residential use.

Tony Gutierrez, Pinole, questioned the potential expenditures for the hazard remediation and other improvements for the Faria House. He wanted to know the total scope of the project and expressed concern with the potential for project “creep” given the lack of identified reasons for any of the work.

Mr. Gutierrez suggested there should be no problem leaving the property as is until a future use had been considered and suggested a future enterprise should pay for the expenditures since the building would have to be catered to a potential future use anyway. He also asked of the annual projections of funds for the CIP projects and whether the City had the personnel for the projects identified in the Five-Year CIP.

Public Works Director Sanjay Mishra explained that the cost estimates for the Faria House were estimates only based on current information available at the staff level and in response to City Council direction. Staff had not been directed to consider any options for the use of the Faria House at this time.

City Manager Murray confirmed the City had neither defined a scope of work for the Faria House nor selected an ultimate use for the building. An architect had provided detailed drawings for a specific use that had been proposed in 2021 but that had not moved forward. The City had enough funds in the General Fund balance to pay for the estimated renovations for the Faria House as shown in the staff report. He also clarified that some of the CIP projects were unfunded and not all CIP projects had detailed estimates.

PUBLIC COMMENTS CLOSED

Council member Tave clarified with Ms. Kaur the CIP projects that had been carried over from previous years and the summary of new CIP projects, as shown in the PowerPoint presentation and as presented for the Revised Proposed CIP list, which comprised 35 planned public improvement projects, all described in detail in the staff report.

City Manager Murray explained in response to Council member Tave the budgeting practice was to fund the project in the year it was first approved, with the funding encumbered for the projects approved by the City Council in the year approved, and if the funds were not expended and the project for whatever reason did not move forward, the City Council may reprogram those funds which would be rolled over to the next year's budget.

Council member Toms clarified with City Manager Murray that adding staff for the CIP projects was in the budget as part of Item 11A, and included a new Associate Civil Engineer as well as a Public Works Specialist, and when the budget was formally approved by the City Council those positions could be filled. She also clarified with respect to the discussion around the Faria House that tenants typically conducted tenant improvements and not hazard improvements.

Assistant City Attorney Mog confirmed that would be typical for a lease situation. If the City were to sell the Faria House, as an example, the City may consider selling the property as is.

Council member Toms stated the rear of the Faria House had a park that was not used and at some time the City Council may want to consider a scope of improvements to allow that area to be used by the community if the City retained the ownership of the property.

Mayor Pro Tem Murphy referenced the solar carport at the Senior Center parking lot and the information provided in the staff report. He clarified with Ms. Kaur the details and estimate of $500,000 and that staff had estimated the energy uses of the building and what it would require to meet that demand along with backup battery storage to meet the current needs of the building.

Mayor Pro Tem Murphy clarified that the $500,000 estimate shown for the upcoming fiscal year was for the design work to finalize the plans and did not include solar. To make the parking lot solar ready including the construction of the lot, the cost estimate was $588,000 and the installation of the canopies and selecting a design would be in addition to the figures shown in the budget.

**ACTION: Motion by Mayor Pro Tem Murphy/Council member Martinez-Rubin to extend the City Council meeting to 11:30 p.m.**

| | | |
|---|---|---|
| **Vote:** | **Passed** | **5-0** |
| | **Ayes:** | **Salimi, Murphy, Martinez-Rubin, Tave, Toms** |
| | **Noes:** | **None** |
| | **Abstain:** | **None** |
| | **Absent:** | **None** |

Ms. Kaur also highlighted the analysis for net-zero status with net-zero status achieved when the amount of electricity produced by the system was roughly equal to the amount of electricity used by the building. If building out the parking lot at the Senior Center, the Building Code automatically triggered the requirement for the installation of five Level Two Electric Vehicle (EV) Charging Stations placing an additional electrical demand on the building and on the electrical system. Staff was exploring running new electrical service simply for the EV charging stations at the Fowler Lot only and not place demands on the existing system at the Senior Center. She clarified that staff would consider all effective options. She explained that the system would be designed in a manner where it would collect the solar energy during the day and then conserve it in the battery backup storage during the night. The options identified in the staff report were again highlighted and would be sufficient at this time.

Ms. Kaur also highlighted the single rather than double cantilever solar canopy option, and the possibility of supplementing solar panels on the Senior Center roof. The intent was to design a system that provided the average 24-hour demand. If the double cantilever solar canopy and backup battery storage option was installed that should be sufficient for 24-hour usage without accessing the grid, providing the net-zero status. She reported the double cantilever solar canopy with battery backup system option and any associated costs with that would run about $500,000. If demands increased uses at the Senior Center or if the City Council decided to allow nighttime events, an upsized system would have to be designed with additional solar panels, as an example. Solar could be used to offset the demand but did not have to necessarily be net-zero status.

Mayor Pro Tem Murphy wanted to discuss this subject further including possible cost savings but given the lateness of the hour would defer at this time. As to CIP # FA2401, Plum Street Parking Lot Improvements, there was limited information on what the improvements would entail and he asked that when the CIP was next presented the improvements be flushed out more and whether the parking lot would be accessible to the public clarified. Also, CIP #PA2101, Installation of high-capacity trash bins, he asked that the number of trash bins be identified in the description of the project for the benefit of the public.

Ms. Kaur clarified with respect to CIP #PA2101, a recommendation had been made by the Beautification Committee and staff had estimated the number of trash bins needed.

Ms. Kaur added that the idea was to issue Request for Proposals (RFPs) and see how many trash bins could be provided and once that process was done and a contract awarded that information could be clarified. At this time, the cost estimate was preliminary in nature.

Council member Martinez-Rubin suggested the PowerPoint presentation previously presented to the City Council from Friends of Pinole Creek Watershed may also serve as a piece of information that could help to determine the location of the high-capacity trash bins.

As to the number of staff who had worked on CIP program management, City Manager Murray clarified the number of personnel who had worked on capital projects equated to less than two Full-Time Equivalent (FTE) staff persons compared to the 26 CIP projects identified and nine infrastructure assessments for FY 2022/23. He explained that there had been a rigorous effort to ensure the availability of staff for these projects which was why the proposed budget included the addition of two FTE staff positions, as earlier described. He suggested the two additional staff was a step in the right direction and the right amount for the City at this time.

Council member Tave clarified with the Public Works Director and the City Manager the two additional positions would help with much of the work being done in-house with some outsourcing still required for certain specialized work. He suggested the two new positions would work out well and there should be gains over the years with the ability to complete projects.

Council member Toms expressed interest in moving towards having the Faria House either have some remediation or a basic lower-level office, upper-level warm shell renovation as estimated in the staff report. She supported that renovation given that the Faria House was a City-owned building currently unusable with a nice park at the rear, an asset the community was currently unable to enjoy.

Mayor Pro Tem Murphy wanted to see the net-zero status solar carport project at the Senior Center parking lot move forward but he recognized that staff still had work to do. He also referenced the other projects related to the Senior Center as identified in the CIP, emphasized the Senior Center was a well-used asset of the City, and recognized the intent to modernize that asset and expand the public space with respect to the parking lot. He wanted more information on the potential savings with reduced energy usage and creation of sustainable public buildings, and he was specifically focused on the net-zero status, again understanding more work needed to be done to take it to the next level. He wanted to see that work be integrated into the action plan between the four projects with respect to the Senior Center as had been identified in the Five-Year CIP.

City Manager Murray explained that the Senior Center projects would naturally be integrated and more study would be needed to implement solar improvements and battery storage. The Senior Center CIP projects were more about aesthetics and he did not foresee any overlay with those specific projects. As to the net-zero status, the goal was to determine the total cost and scope for net-zero, to be defined as per normal operations and not unusual circumstances, and he suggested that information could be provided at the June 21 City Council meeting. Direction to staff for that additional information was all that was needed at this time. As to potential funding sources, the funds could come from Measure S or the General Fund and staff would identify the potential funding sources and whether the upfront costs would be offset by future savings.

Mayor Pro Tem Murphy also referenced the cost estimate of $85,000 for CIP #PA2201, Pocket Parks – Galbreth Avenue. He found the cost to be a concern and he wanted a broader conversation on the project at the next City Council meeting.

Ms. Kaur clarified the cost estimate for CIP #PA2201, was not just for the addition of trash receptacles but a previous estimate of $65,000 had been based on one pocket park and a bench. Staff had later understood it was two pocket parks, two benches and possibly two Lot Line Adjustments (LLAs). The project had been estimated at a higher amount and if possible staff would attempt to do the project for $65,000 but if the project expanded into the next fiscal year, $85,000 had been projected to make that possible.

Mayor Salimi found the cost estimate for CIP #PA2201 to be expensive and he was not opposed to removing the project from the CIP List.

City Manager Murray advised that staff would review the numbers for the project.

Council member Martinez-Rubin spoke to the volume of public input related to the Faria House and the lack of appreciation for the City-owned property for the entire community as a cultural destination. She offered a motion to integrate the costs associated with the renovation of the Faria House with an elevator since the City, as a public agency, must comply with Americans with Disabilities Act (ADA) requirements.

Assistant City Attorney Mog clarified the City must comply with the Historic Building Code, which was slightly different and depended on the potential use of the property, which the City Council had yet to determine.

Council member Martinez-Rubin again offered a motion to renovate the Faria House with an elevator and approve a Memorandum of Understanding (MOU) between the City of Pinole and the Pinole History Museum, regarding the renovation of the Faria House and lease to the Pinole History Museum. The details on use and design may have to be updated, but all information previously presented during a City Council meeting in November 2020 was available for reference.

**ACTION: Motion by Council members Martinez-Rubin/Toms to extend the City Council meeting to 11:45 p.m.**

| | | |
|---|---|---|
| **Vote:** | **Passed** | **4-1** |
| | **Ayes:** | **Salimi, Murphy, Martinez-Rubin, Toms** |
| | **Noes:** | **Tave** |
| | **Abstain:** | **None** |
| | **Absent:** | **None** |

Assistant City Attorney Mog advised that a potential MOU with any organization was not on the agenda for consideration and it was not appropriate to discuss at this time, although the other aspects of the motion would be acceptable for the City Council to consider.

Mayor Salimi suggested the City Council first consider approval of the CIP as presented and then consider whether to add individual items for consideration.

**ACTION: <u>Motion by Council member Toms/Mayor Pro Tem Murphy to approve the Revised Proposed Fiscal Year (FY) 2022/23 through 2026/27 Five-Year Capital Improvement Plan, as presented</u>.**

| | | |
|---|---|---|
| **Vote:** | **Passed** | **5-0** |
| | **Ayes:** | **Salimi, Murphy, Martinez-Rubin, Tave, Toms** |
| | **Noes:** | **None** |
| | **Abstain:** | **None** |
| | **Absent:** | **None** |

Mayor Pro Tem Murphy offered a motion to add the Solar Carport at the Senior Center Parking Lot Project as an additional project in the Five-Year Capital Improvement Plan, and include a $500,000 planning level estimate.

Ms. Kaur explained that the $500,000 planning level estimate was for a double cantilevered canopy enough to meet the current demands of the building. In terms of analyzing the payback period, an energy audit would be required. For the Senior Center Auxiliary Parking Lot, the plan was to finalize the design and construction of the lot which would not occur until 2023/24. She asked whether the motion would add funds for the auxiliary parking lot or whether the intent was for a separate project and whether the estimate of $500,000 would be programmed for the year planned for construction of the Senior Center auxiliary parking lot, or a standalone project.

Mayor Pro Tem was uncertain and sought direction from staff.

Public Works Director Mishra proposed the $500,000 be part of the construction for the next fiscal year and could then be programmed only for the next year, and staff could complete the design and necessary estimation of the net-zero status design and assessment for this year.

**ACTION: <u>Motion by Mayor Pro Tem Murphy/Council member Toms to add the Solar Carport at the Senior Center Parking Lot Project as an Additional Project in the Five-Year Capital Improvement Plan for FY 2022/23 through 2026/27, with the addition of the $500,000 estimate added to the Year 2023/24</u>.**

| | | |
|---|---|---|
| **Vote:** | **Passed** | **5-0** |
| | **Ayes:** | **Salimi, Murphy, Martinez-Rubin, Tave, Toms** |
| | **Noes:** | **None** |
| | **Abstain:** | **None** |
| | **Absent:** | **None** |

Mayor Pro Tem Murphy offered a motion, seconded by Council member Martinez-Rubin to eliminate CIP #PA2201, Pocket Park – Galbreth Avenue from the Five-Year Capital Improvement Plan for FY 2022/23 through 2026/27.

Council member Toms understood that staff proposed to return at the June 21 City Council meeting to provide additional information on the project and she would like to hear that information prior to eliminating the project from the CIP.

Mayor Pro Tem Murphy as the maker of the motion and Council member Martinez-Rubin as the second agreed to withdraw the motion. The motion was withdrawn.

Council member Toms reiterated her recommendation that the estimates for the Faria House, described as the installation of basic improvements, be approved.

Council member Martinez-Rubin reiterated the Faria House property was City-owned and as a public building should provide access for the first and second floors, and an elevator was warranted. She proposed direction to staff to move forward with the planning level estimate in addition to the costs associated with providing access to the second level.

Mayor Salimi noted the City Council had previously approved the CIP as presented, which included cost estimates for the Faria House.

City Manager Murray advised the cost estimates as part of the staff report related to modifications to the Faria House and were not part of the original approval of the CIP, as presented.

In response to the Mayor, Assistant City Attorney Mog advised that the Fair Political Practices Commission (FPPC) had advised the Mayor could participate in a discussion that did not involve decisions about any use of the Faria House, renovation of the building, or decision or discussion of the use of the building as a potential History Museum. The Mayor may participate in the discussion of the cost estimates for the minimal renovation work of the Faria House, as reflected in the staff report.

Council member Martinez-Rubin reiterated a motion for the City Council to move forward with the renovation estimates for the Faria House as shown in the staff report, with staff to come back with cost estimates for an elevator/lift and integrate the costs into the Five-Year CIP.

Mayor Salimi suggested consideration of an individual motion for each improvement item as shown in the staff report for the Faria House.

Council member Martinez-Rubin offered a motion, seconded by Council member Toms to integrate the Lower-level office, upper-level warm shell, planning level estimate of $420,000 for the Faria House into the Five-Year CIP.

Mayor Salimi clarified with Assistant City Attorney Mog the entire City Council may take action on the motion and that the scope of work was broad and did not include any identified usage. Again, pursuant to an advice letter from the FPPC to him, he could vote on projects to renovate the Faria House building without a use attached since that would not impact his relevant interest if and when a use was assigned, which would have to be evaluated separately.

**ACTION: Motion by Council members Martinez-Rubin/Toms to integrate the Lower-Level Office, Upper-Level Warm Shell, Planning Level Estimate of $420,000 for the Faria House into the Five-Year Capital Improvement Plan for FY 2022/23 through 2026/27.**

| | | |
|---|---|---|
| **Vote:** | **Passed** | **3-2** |
| | **Ayes:** | **Salimi, Martinez-Rubin, Toms** |
| | **Noes:** | **Tave, Murphy** |
| | **Abstain:** | **None** |
| | **Absent:** | **None** |

**ACTION: Motion by Mayor Salimi/Council member Martinez-Rubin to extend the City Council meeting to Midnight/12:00 a.m.**

| | | |
|---|---|---|
| **Vote:** | **Failed** | **2-3** |
| | **Ayes:** | **Salimi, Martinez-Rubin** |
| | **Noes:** | **Murphy, Tave, Toms** |
| | **Abstain:** | **None** |
| | **Absent:** | **None** |

Mayor Salimi advised that due to the failed motion to extend the City Council meeting, the City Council had three minutes remaining to complete the meeting agenda.

Assistant City Manager Mog asked the City Council to consider a motion extending the meeting six minutes to allow two speakers waiting to speak under Item 13.

**ACTION: Motion by Council member Toms/Mayor Salimi to extend the City Council meeting six minutes to allow public comments under Item 13.**

| | | |
|---|---|---|
| **Vote:** | **Passed** | **5-0** |
| | **Ayes:** | **Salimi, Murphy, Martinez-Rubin, Tave, Toms** |
| | **Noes:** | **None** |
| | **Abstain:** | **None** |
| | **Absent:** | **None** |

## 12. NEW BUSINESS

None

## 13. CITIZENS TO BE HEARD (Continued from Item 6) (Public Comments)

*Only open to members of the public who did not speak under the first Citizens to be Heard, Agenda Item 6.*
***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. Individuals may not share or offer time to another speaker. 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.*

Tony Vossbrink, Pinole, spoke to the ongoing COVID-19 pandemic. He asked whether the City had considered using the Pinole-Hercules Wastewater Treatment Plant to assist Contra Costa County and the cities of Pinole and Hercules to provide a more accurate reading of the pandemic's effects on West County. He asked whether the numbers could be broken up by City since he understood several cities in Contra Costa County were doing this research and some of the numbers had been inflated. He urged the City to be forthright and transparent. He otherwise requested an update on the Pinole bowling alley shooting incident that had occurred two and a half months ago, and requested the City Council and Contra Costa County consider a reward to help apprehend the shooter. He expressed concern with the increase in crime in Pinole and in the County.

Return to Agenda

Tony Gutierrez, Pinole, described a number of illegal activities occurring in Pinole Valley Park. He asked the City to consider signage or additional trash cans for the park and expressed concern with respect to public safety. He questioned the priorities of the City Council and asked how pet projects governed the way the City operated citing the Pinole History Museum as an example. He emphasized the need to stop pet projects which were causing the City to become a ghetto.

**14.** **ADJOURNMENT** to the Regular City Council Meeting of June 21, 2022 in Remembrance of Amber Swartz and Mary Ellen Banuelos.

At 11:51 p.m., Mayor Salimi adjourned the meeting to the Regular City Council Meeting of June 21, 2022 in Remembrance of Amber Swartz and Mary Ellen Banuelos.

**Submitted by:**

________________________________

**Heather Bell, CMC**
**City Clerk**

**Approved by City Council:**

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# 9B
# WARRANT LISTING
## By Vendor Name

City of Pinole, CA

Payment Dates 6/3/2022 - 6/16/2022

| Payable Number | Payment Number | Payment Date | Account Number | Description (Payable) | Amount |
|---|---|---|---|---|---|
| **Vendor: 4LE00 - 4LEAF, INC.** | | | | | |
| J3681A16 | 99205 | 06/10/2022 | 100-231-42101 | FIRE INSPECTIONS STAFF APRIL 2022 | 16,800.00 |
| | | | | **Vendor 4LE00 - 4LEAF, INC. Total:** | **16,800.00** |
| **Vendor: PRO18 - ADT COMMERCIAL** | | | | | |
| 05012022 STAT | 99181 | 06/03/2022 | 209-553-42108 | ALARM SYSTEM SERVICE 052422-062322 TINY TOTS | 93.20 |
| | | | | **Vendor PRO18 - ADT COMMERCIAL Total:** | **93.20** |
| **Vendor: AME41 - AMERICAN LEGAL PUBLISHING** | | | | | |
| 17177 | 99206 | 06/10/2022 | 100-112-42101 | MAY 2022 S-25 EDIITNG MUNICIPAL CODE BOOK | 109.89 |
| | | | | **Vendor AME41 - AMERICAN LEGAL PUBLISHING Total:** | **109.89** |
| **Vendor: 2170 - ANDRITZ SEPARATION, INC.** | | | | | |
| 8480112849 | 99207 | 06/10/2022 | 500-641-44306 | NOZZLE JET WPCP | 399.75 |
| | | | | **Vendor 2170 - ANDRITZ SEPARATION, INC. Total:** | **399.75** |
| **Vendor: 2005 - ANIMAL DAMAGE MANAGEMENT, INC** | | | | | |
| 5434C | 99208 | 06/10/2022 | 100-345-42108 | PEST CONTROL SERVICE FOR BASEBALL FIELDS CY | 250.00 |
| | | | | **Vendor 2005 - ANIMAL DAMAGE MANAGEMENT, INC Total:** | **250.00** |
| **Vendor: ARA01 - ARAMARK UNIFORM SERVICES** | | | | | |
| 597005312022 | 99209 | 06/10/2022 | 100-342-44410 | MONTHLY STATEMENT-GENERAL MAINTENANCE | 358.87 |
| 597005312022 | 99209 | 06/10/2022 | 100-343-44410 | MONTHLY STATEMENT-GENERAL MAINTENANCE | 1,826.99 |
| 597005312022 | 99209 | 06/10/2022 | 500-642-44410 | MONTHLY STATEMENT-GENERAL MAINTENANCE | 1,076.63 |
| | | | | **Vendor ARA01 - ARAMARK UNIFORM SERVICES Total:** | **3,262.49** |
| **Vendor: ASC03 - ASCAP** | | | | | |
| 330605202022 | 99210 | 06/10/2022 | 209-551-42101 | LICENSE FEE RECREATION | 399.58 |
| | | | | **Vendor ASC03 - ASCAP Total:** | **399.58** |
| **Vendor: 2211 - ASPIRING FIRE OFFICERS** | | | | | |
| 3871 | 99211 | 06/10/2022 | 100-231-42301 | TRAININGS AND ORAL INTERVIEWS FIRE | 6,000.00 |
| | | | | **Vendor 2211 - ASPIRING FIRE OFFICERS Total:** | **6,000.00** |
| **Vendor: BAX00 - BADGE FRAME, INC.** | | | | | |
| 280761 | 99182 | 06/03/2022 | 100-222-42201 | ENGRAVING SERVICES PD | 32.18 |
| | | | | **Vendor BAX00 - BADGE FRAME, INC. Total:** | **32.18** |
| **Vendor: BAY04 - BAY AREA BARRICADE SVC.** | | | | | |
| 0031903 | 99212 | 06/10/2022 | 100-342-42514 | CITYWIDE RED CURB PAINT CY | 757.54 |
| | | | | **Vendor BAY04 - BAY AREA BARRICADE SVC. Total:** | **757.54** |
| **Vendor: BAY34 - BAY AREA NEWS GROUP- EAST BAY** | | | | | |
| 0001336108 | 99183 | 06/03/2022 | 100-112-42514 | LEGAL ADS FOR NEWSPAPER CITYWIDE | 65.70 |
| 0001336108 | 99183 | 06/03/2022 | 100-112-42514 | LEGAL ADS FOR NEWSPAPER CITYWIDE | 159.30 |
| 0001336108 | 99183 | 06/03/2022 | 212-461-42514 | LEGAL ADS FOR NEWSPAPER CITYWIDE | 274.50 |
| | | | | **Vendor BAY34 - BAY AREA NEWS GROUP- EAST BAY Total:** | **499.50** |
| **Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS** | | | | | |
| 6305679 | 99184 | 06/03/2022 | 209-552-43804 | FOOD SUPPLIES FOR LUNCH PROGRAM PSC | 742.49 |

WARRANT LISTING

Payment Dates: 6/3/2022 - 6/16/2022

| Payable Number | Payment Number | Payment Date | Account Number | Description (Payable) | Amount |
|---|---|---|---|---|---|
| 6309608 | 99184 | 06/03/2022 | 209-552-42101 | FOOD SUPPLIES FOR LUNCH PROGRAM PSC | 311.64 |
| 6309608 | 99184 | 06/03/2022 | 209-552-43804 | FOOD SUPPLIES FOR LUNCH PROGRAM PSC | 66.56 |
| 6309609 | 99213 | 06/10/2022 | 209-552-43804 | SUPPLIES FOR LUNCH PROGRAM PSC | 619.25 |
| 6311192 | 99213 | 06/10/2022 | 209-552-43804 | WHIP BALLONN WIRE HI HEAT PSC | -29.06 |
| 6317907 | 99213 | 06/10/2022 | 209-552-43804 | SUPPLIES FOR FOOD PROGRAM PSC | 1,379.97 |
| 6317908 | 99213 | 06/10/2022 | 209-552-43804 | WATER BOTTLES PSC | 36.20 |
| | | | | **Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:** | **3,127.05** |
| **Vendor: BLU03 - BLUE LAGOON POOL SERVICE** | | | | | |
| 16053 | 99214 | 06/10/2022 | 209-557-42108 | SUMMER POOL SERVICE PINOLE SWIM CENTER | 660.00 |
| 16084 | 99214 | 06/10/2022 | 209-557-42108 | POOL SERVICE | 1,100.00 |
| | | | | **Vendor BLU03 - BLUE LAGOON POOL SERVICE Total:** | **1,760.00** |
| **Vendor: CAL04 - CALCON SYSTEMS,INC.** | | | | | |
| 51138 | 99215 | 06/10/2022 | 500-642-42108 | SERVICE CALL CY | 1,111.60 |
| | | | | **Vendor CAL04 - CALCON SYSTEMS,INC. Total:** | **1,111.60** |
| **Vendor: CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS** | | | | | |
| JUNE 2022 | 99216 | 06/10/2022 | 100-231-41008 | LONG TERM DISABILITY FIRE | 236.00 |
| JUNE 2022 | 99216 | 06/10/2022 | 105-231-41008 | LONG TERM DISABILITY FIRE | 88.50 |
| | | | | **Vendor CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS Total:** | **324.50** |
| **Vendor: 2004 - CALIFORNIA BOILER WORKS, INC.** | | | | | |
| 5966 | 99185 | 06/03/2022 | 500-641-42107 | SERVICE LABOR REPAIRS WPCP | 7,211.08 |
| | | | | **Vendor 2004 - CALIFORNIA BOILER WORKS, INC. Total:** | **7,211.08** |
| **Vendor: 2379 - CALIFORNIA CITY MANAGEMENT FOUNDATION** | | | | | |
| 05262022 | 99217 | 06/10/2022 | 100-111-42401 | CITY MANAGER MEMBERSHIP FY22-23 | 400.00 |
| | | | | **Vendor 2379 - CALIFORNIA CITY MANAGEMENT FOUNDATION Total:** | **400.00** |
| **Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM** | | | | | |
| 100000016811720 | 99218 | 06/10/2022 | 100-117-41004 | ANNUAL UNFUNDED ACCRUED LIABILITY JUNE 2022 | 429.50 |
| 100000016817687 | 99218 | 06/10/2022 | 100-117-41004 | ANNUAL UNFUNDED ACCRUED LIABILITY JUNE 2022 | 109,319.58 |
| 100000016817698 | 99218 | 06/10/2022 | 100-117-41004 | ANNUAL UNFUNDED ACCRUED LIABILITY JUNE 2022 | 128,085.42 |
| 100000016817704 | 99218 | 06/10/2022 | 100-117-41004 | ANNUAL UNFUNDED ACCRUED LIABILITY JUNE 2022 | 234.00 |
| 100000016817712 | 99218 | 06/10/2022 | 100-117-41004 | ANNUAL UNFUNDED ACCRUED LIABILITY JUNE 2022 | 691.33 |
| | | | | **Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:** | **238,759.83** |
| **Vendor: CAL01 - CALTEST ANALYTICAL LAB** | | | | | |
| 632695 | 99186 | 06/03/2022 | 500-641-44305 | LAB SUPPLIES WPCP | 1,860.30 |
| | | | | **Vendor CAL01 - CALTEST ANALYTICAL LAB Total:** | **1,860.30** |
| **Vendor: 1108 - CHRIS FODOR** | | | | | |
| 050922 | 99187 | 06/03/2022 | 100-221-42302 | TRAINING-MEALS/ HOTEL ACCOMMODATIONS PD | 463.56 |
| 050922 | 99187 | 06/03/2022 | 100-221-42303 | TRAINING-MEALS/ HOTEL ACCOMMODATIONS PD | 173.00 |
| | | | | **Vendor 1108 - CHRIS FODOR Total:** | **636.56** |
| **Vendor: 2376 - CINDY WILSON** | | | | | |
| 052422 | 99188 | 06/03/2022 | 100-000-31510 | REFUND OVERPAYMENT BUSINESS LICENSE FINANCE | 7.00 |
| | | | | **Vendor 2376 - CINDY WILSON Total:** | **7.00** |
| **Vendor: CIT08 - CITY MECHANICAL, INC** | | | | | |
| 83085 | 99219 | 06/10/2022 | 209-557-42108 | SERVICE CALL SWIM CENTER | 345.00 |
| | | | | **Vendor CIT08 - CITY MECHANICAL, INC Total:** | **345.00** |

WARRANT LISTING

Payment Dates: 6/3/2022 - 6/16/2022

| Payable Number | Payment Number | Payment Date | Account Number | Description (Payable) | Amount |
|---|---|---|---|---|---|
| **Vendor: 2242 - COLE PRO MEDIA, LLC** | | | | | |
| 2952 | 99189 | 06/03/2022 | 225-221-42514 | TRANSPARENCY ENGAGEMENT MAY 2022 PD | 2,000.00 |
| | | | | **Vendor 2242 - COLE PRO MEDIA, LLC Total:** | **2,000.00** |
| **Vendor: COM20 - COMCAST** | | | | | |
| 0050875-05042022 | 99190 | 06/03/2022 | 100-117-43105 | CABLE CH | 29.85 |
| 0210511-05162022 | 99190 | 06/03/2022 | 100-222-43105 | CABLE PD | 175.59 |
| | | | | **Vendor COM20 - COMCAST Total:** | **205.44** |
| **Vendor: DAR06 - DARRAH TRUCKING & EXCAVATING INC** | | | | | |
| 6297 | 99191 | 06/03/2022 | 100-231-42512 | TRAIL INSPECTION GRADER FIRE | 13,346.00 |
| 6300 | 99220 | 06/10/2022 | 100-231-42512 | REMOVAL OF TREES FIRE | 8,460.00 |
| | | | | **Vendor DAR06 - DARRAH TRUCKING & EXCAVATING INC Total:** | **21,806.00** |
| **Vendor: 2381 - DAVID HANHAM** | | | | | |
| 06062022 | 99221 | 06/10/2022 | 212-461-42302 | MEALS AND MILEAGE REIMBURSEMENT AMERICAN PLANNING | 497.25 |
| 06062022 | 99221 | 06/10/2022 | 212-461-42303 | MEALS AND MILEAGE REIMBURSEMENT AMERICAN PLANNING | 68.00 |
| | | | | **Vendor 2381 - DAVID HANHAM Total:** | **565.25** |
| **Vendor: SNE01 - DAVID SNELL** | | | | | |
| 05262022 | 99192 | 06/03/2022 | 505-119-42302 | TRAINING - MEALS / TAXI / BAG CHECK TV | 41.09 |
| 05262022 | 99192 | 06/03/2022 | 505-119-42303 | TRAINING - MEALS / TAXI / BAG CHECK TV | 138.00 |
| | | | | **Vendor SNE01 - DAVID SNELL Total:** | **179.09** |
| **Vendor: 1443 - DIESEL DIRECT WEST, INC.** | | | | | |
| 84562717 | 99222 | 06/10/2022 | 500-10601 | DIESEL CORP YARD | 398.97 |
| 84566283 | 99222 | 06/10/2022 | 100-10601 | GASOLINE UNL CORP YARD | 2,543.54 |
| 84566324 | 99222 | 06/10/2022 | 100-10602 | USLD CLEAR FIRE | 3,331.81 |
| 84570425 | 99222 | 06/10/2022 | 500-10601 | ULSD CLEAR WPCP | 4,579.80 |
| | | | | **Vendor 1443 - DIESEL DIRECT WEST, INC. Total:** | **10,854.12** |
| **Vendor: EBM01 - EBMUD** | | | | | |
| 231773-05232022 | 99224 | 06/10/2022 | 100-343-43102 | 2887 SIMAS AVE IRRIGATION USE ONLY | 161.58 |
| 232841-05262022 | 99224 | 06/10/2022 | 100-345-43102 | 3790 PINOLE VALLEY RD- IRRIGATION USE ONLY | 2,974.68 |
| 43111 | 99223 | 06/10/2022 | 500-642-42101 | QUERYING AND COMPILATION HOURS PW | 285.60 |
| 520575-05262022 | 99224 | 06/10/2022 | 100-345-43102 | 2690 BOX CANYON RD- IRRIGATION USE ONLY | 161.58 |
| 539199-05272022 | 99224 | 06/10/2022 | 500-642-43102 | 05005 HYDRAND PERMIT- CONSTRUCTION | 723.48 |
| 556324-05232022 | 99224 | 06/10/2022 | 100-345-43102 | 3790 PINOLE VALLEY ROAD IRRIGATION USE ONLY | 499.12 |
| | | | | **Vendor EBM01 - EBMUD Total:** | **4,806.04** |
| **Vendor: ELE01 - ELECTRONIC INNOVATIONS, INC.** | | | | | |
| 46142 | 99193 | 06/03/2022 | 500-641-42108 | GATE REPAIRS WPCP | 262.50 |
| | | | | **Vendor ELE01 - ELECTRONIC INNOVATIONS, INC. Total:** | **262.50** |
| **Vendor: FIS01 - FISHER SCIENTIFIC** | | | | | |
| 2891016 | 99225 | 06/10/2022 | 500-641-44303 | ACETATE BUFF WPCP | 166.48 |
| | | | | **Vendor FIS01 - FISHER SCIENTIFIC Total:** | **166.48** |
| **Vendor: 2377 - GARRETT WASS** | | | | | |
| 05242022 | 99226 | 06/10/2022 | 500-641-42401 | APPLICATION WASTEWATER OPERATOR GRADE II | 173.91 |
| | | | | **Vendor 2377 - GARRETT WASS Total:** | **173.91** |

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| Payable Number | Payment Number | Payment Date | Account Number | Description (Payable) | Amount |
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| **Vendor: KEN14 - GREG KENNEDY RN** | | | | | |
| 105 | 99194 | 06/03/2022 | 100-231-42101 | EMS CQI DUTIES MARCH 2022 FIRE | 2,000.00 |
| 106 | 99227 | 06/10/2022 | 100-231-42101 | EMS CQI DUTIES APRIL 2022 FIRE | 2,000.00 |
| | | | | **Vendor KEN14 - GREG KENNEDY RN Total:** | **4,000.00** |
| **Vendor: HAC01 - HACH COMPANY** | | | | | |
| 13059400 | 99228 | 06/10/2022 | 500-641-44303 | DISSOLVED OXYGEN STARCH INDICATOR WPCP | 281.88 |
| | | | | **Vendor HAC01 - HACH COMPANY Total:** | **281.88** |
| **Vendor: HOM01 - HOME DEPOT CREDIT SERVICE** | | | | | |
| MAY 2022 | 99229 | 06/10/2022 | 100-222-42108 | SUPPLIES CITY WIDE | 278.75 |
| MAY 2022 | 99229 | 06/10/2022 | 100-222-42108 | SUPPLIES CITY WIDE | 236.92 |
| MAY 2022 | 99229 | 06/10/2022 | 100-222-42108 | SUPPLIES CITY WIDE | 124.88 |
| MAY 2022 | 99229 | 06/10/2022 | 100-222-42108 | SUPPLIES CITY WIDE | 44.32 |
| MAY 2022 | 99229 | 06/10/2022 | 100-222-42108 | SUPPLIES CITY WIDE | 49.64 |
| MAY 2022 | 99229 | 06/10/2022 | 100-343-44306 | SUPPLIES CITY WIDE | 389.61 |
| MAY 2022 | 99229 | 06/10/2022 | 100-343-44306 | SUPPLIES CITY WIDE | 16.37 |
| MAY 2022 | 99229 | 06/10/2022 | 100-343-44306 | SUPPLIES CITY WIDE | 173.71 |
| MAY 2022 | 99229 | 06/10/2022 | 100-343-44306 | SUPPLIES CITY WIDE | 44.16 |
| MAY 2022 | 99229 | 06/10/2022 | 100-343-44306 | SUPPLIES CITY WIDE | 66.47 |
| MAY 2022 | 99229 | 06/10/2022 | 100-345-44306 | SUPPLIES CITY WIDE | 16.37 |
| MAY 2022 | 99229 | 06/10/2022 | 100-345-44306 | SUPPLIES CITY WIDE | 108.92 |
| MAY 2022 | 99229 | 06/10/2022 | 100-345-44306 | SUPPLIES CITY WIDE | 132.53 |
| MAY 2022 | 99229 | 06/10/2022 | 207-344-42108 | SUPPLIES CITY WIDE | 40.51 |
| MAY 2022 | 99229 | 06/10/2022 | 209-552-42108 | SUPPLIES CITY WIDE | 3.91 |
| MAY 2022 | 99229 | 06/10/2022 | 209-552-42108 | SUPPLIES CITY WIDE | 30.52 |
| MAY 2022 | 99229 | 06/10/2022 | 209-552-42108 | SUPPLIES CITY WIDE | 213.57 |
| MAY 2022 | 99229 | 06/10/2022 | 500-641-44306 | SUPPLIES CITY WIDE | 118.65 |
| MAY 2022 | 99229 | 06/10/2022 | 500-641-44306 | SUPPLIES CITY WIDE | 59.08 |
| MAY 2022 | 99229 | 06/10/2022 | 500-642-42107 | SUPPLIES CITY WIDE | 14.33 |
| | | | | **Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:** | **2,163.22** |
| **Vendor: IED02 - IEDA, INC.** | | | | | |
| 23771 | 99230 | 06/10/2022 | 100-116-42101 | LABOR RELATIONS FEES 0601-063022 | 2,354.00 |
| | | | | **Vendor IED02 - IEDA, INC. Total:** | **2,354.00** |
| **Vendor: 1131 - INTRADO INTERACTIVE SERVICES CORPORATION** | | | | | |
| 258260 | 99231 | 06/10/2022 | 525-118-42105 | CIVIC LIVE RENEWAL 2022-2023 SUPPORT AND MAINT IT | 5,880.00 |
| | | | | **Vendor 1131 - INTRADO INTERACTIVE SERVICES CORPORATION Total:** | **5,880.00** |
| **Vendor: CUL03 - ISING'S CULLIGAN-LIVERMORE** | | | | | |
| 379X07568905 | 99232 | 06/10/2022 | 500-641-44305 | DEIONIZATION SERVICE WPCP | 777.10 |
| | | | | **Vendor CUL03 - ISING'S CULLIGAN-LIVERMORE Total:** | **777.10** |
| **Vendor: MOO14 - ISSAC MOORE** | | | | | |
| MAY 2022 | 99233 | 06/10/2022 | 209-552-43802 | EXERCISE CLASSES MAY 2022 PSC | 315.00 |
| | | | | **Vendor MOO14 - ISSAC MOORE Total:** | **315.00** |
| **Vendor: COR15 - JACQUELINE L CORL-SEIDEL** | | | | | |
| MAY 2022 | 99234 | 06/10/2022 | 209-552-43802 | BALANCE AND YOGA CLASSES MAY 2022 PSC | 323.75 |
| | | | | **Vendor COR15 - JACQUELINE L CORL-SEIDEL Total:** | **323.75** |
| **Vendor: 1611 - JANICE M. BYER** | | | | | |
| MAY 2022 | 99235 | 06/10/2022 | 209-552-43802 | EXERCISE CLASSES MAY 2022 PSC | 765.00 |
| | | | | **Vendor 1611 - JANICE M. BYER Total:** | **765.00** |
| **Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA** | | | | | |
| 12206 | 99236 | 06/10/2022 | 209-554-42108 | JANITORIAL SERVICES JUNE 2022 YOUTH CENTER | 456.00 |

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| --- | --- | --- | --- | --- | --- |
| 12207 | 99236 | 06/10/2022 | 209-552-42108 | JANITORIAL SERVICES JUNE 2022 PSC | 422.00 |
| 12208 | 99236 | 06/10/2022 | 209-552-43810 | JANITORIAL SERVICE KITCHEN JUNE 2022 PSC | 405.00 |
| 12209 | 99236 | 06/10/2022 | 209-553-42108 | JANITORIAL SERVICE JUNE 2022 TINY TOTS | 377.00 |
| | | | | **Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:** | **1,660.00** |
| **Vendor: 2364 - JEFFREY TEEL** | | | | | |
| 05232022 | 99195 | 06/03/2022 | 100-221-42302 | MILEAGE TO ACADEMY PD | 468.00 |
| | | | | **Vendor 2364 - JEFFREY TEEL Total:** | **468.00** |
| **Vendor: ROG06 - JUSTIN ROGERS** | | | | | |
| 05162022 | 99196 | 06/03/2022 | 100-221-42302 | TRAINING MEALS AND MILEAGE PD | 827.19 |
| 05162022 | 99196 | 06/03/2022 | 100-221-42303 | TRAINING MEALS AND MILEAGE PD | 180.00 |
| | | | | **Vendor ROG06 - JUSTIN ROGERS Total:** | **1,007.19** |
| **Vendor: KEL09 - KELLER CANYON LANDFILL** | | | | | |
| 4212-000031153 | 99237 | 06/10/2022 | 500-641-44302 | SLUDGE REMOVAL WPCP | 7,140.17 |
| | | | | **Vendor KEL09 - KELLER CANYON LANDFILL Total:** | **7,140.17** |
| **Vendor: 1424 - KRISTINA SANTOYO** | | | | | |
| 06042022 PETTY CASH | 99238 | 06/10/2022 | 209-552-43809 | PSC PETTY CASH REIMBURSEMENT | 70.00 |
| 06042022 PETTY CASH | 99238 | 06/10/2022 | 209-552-43809 | PSC PETTY CASH REIMBURSEMENT | 65.00 |
| 06042022 PETTY CASH | 99238 | 06/10/2022 | 209-552-43809 | PSC PETTY CASH REIMBURSEMENT | 60.00 |
| 06042022 PETTY CASH | 99238 | 06/10/2022 | 209-553-42514 | PSC PETTY CASH REIMBURSEMENT | 195.00 |
| | | | | **Vendor 1424 - KRISTINA SANTOYO Total:** | **390.00** |
| **Vendor: LAR04 - LARRY WALKER ASSOCIATES** | | | | | |
| 00243.11-13 | 99197 | 06/03/2022 | 500-641-42101 | NPDES PERMIT ASSITANCE THROUGH 04/30/2022 WPCP | 3,831.50 |
| | | | | **Vendor LAR04 - LARRY WALKER ASSOCIATES Total:** | **3,831.50** |
| **Vendor: MAN01 - MANNA FOODS, INC.** | | | | | |
| 968302 | 99198 | 06/03/2022 | 209-552-43804 | SUPPLIES FOR LUNCH PROGRAM PSC | 243.02 |
| | | | | **Vendor MAN01 - MANNA FOODS, INC. Total:** | **243.02** |
| **Vendor: 1311 - M-GROUP** | | | | | |
| 2003178 | 99239 | 06/10/2022 | 212-20344 | PROFESSIONAL SERVICES APRIL 2022 PLANNING | 5,895.50 |
| 2003198 | 99239 | 06/10/2022 | 212-20344 | PROFESSIONAL SERVICES APRIL 2022 PLANNING | 2,363.75 |
| 2003198 | 99239 | 06/10/2022 | 212-461-42101 | PROFESSIONAL SERVICES APRIL 2022 PLANNING | 14,531.25 |
| 2003199 | 99239 | 06/10/2022 | 212-20345 | PROFESSIONAL SERVICES APRIL 2022 PLANNING | 3,286.75 |
| | | | | **Vendor 1311 - M-GROUP Total:** | **26,077.25** |
| **Vendor: 2378 - MTS TRAINING ACADEMY, INC.** | | | | | |
| 4245 | 99240 | 06/10/2022 | 500-641-42301 | COMMERCIAL DRIVER CLASS B TRAINING WPCP | 5,360.00 |
| | | | | **Vendor 2378 - MTS TRAINING ACADEMY, INC. Total:** | **5,360.00** |
| **Vendor: OTI01 - OTIS ELEVATOR COMPANY** | | | | | |
| 100400785307 | 99241 | 06/10/2022 | 209-554-42108 | MAINTENANCE SERVICE 06/01-066/30/22 PYC | 177.94 |
| 100400785843 | 99241 | 06/10/2022 | 100-222-42108 | MAINTENANCE SERVICE 06/01-06/30 PD SAFETY BLDG | 120.64 |
| | | | | **Vendor OTI01 - OTIS ELEVATOR COMPANY Total:** | **298.58** |

WARRANT LISTING — Payment Dates: 6/3/2022 - 6/16/2022

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|---|---|---|---|---|---|
| **Vendor: PAC41 - PACIFIC ECORISK** | | | | | |
| 18225 | 99199 | 06/03/2022 | 500-641-44305 | WET TESTING TOXICITY TESTING WPCP | 1,046.00 |
| | | | | **Vendor PAC41 - PACIFIC ECORISK Total:** | **1,046.00** |
| **Vendor: PGE01 - PG&E** | | | | | |
| 0081-05182022 | 99242 | 06/10/2022 | 200-342-43103 | 2501 SAN PABLO AVE TRAFFIC CONTROLLER | 71.84 |
| 0209-05182022 | 99242 | 06/10/2022 | 200-342-43103 | S/E CORNER SAN PABLO AVE & TENNENT TRAFFIC SIGNAL | 79.06 |
| 0217-05182022 | 99242 | 06/10/2022 | 100-345-43103 | TENNENT & PARK ST CLUB HOUSE | 17.06 |
| 0466-05182022 | 99242 | 06/10/2022 | 209-554-43103 | 635 TENNENT AVE YOUTH CTR/CATV | 9.53 |
| 0466-05182022 | 99242 | 06/10/2022 | 505-119-43103 | 635 TENNENT AVE YOUTH CTR/CATV | 14.29 |
| 0813-05172022 | 99242 | 06/10/2022 | 200-342-43103 | 2149 1/2 APPIAN WAY TRAFFIC SIGNAL | 53.49 |
| 0923-05182022 | 99242 | 06/10/2022 | 100-110-43103 | 2131 PEAR ST | 88.54 |
| 0923-05182022 | 99242 | 06/10/2022 | 100-111-43103 | 2131 PEAR ST | 116.50 |
| 0923-05182022 | 99242 | 06/10/2022 | 100-112-43103 | 2131 PEAR ST | 128.15 |
| 0923-05182022 | 99242 | 06/10/2022 | 100-115-43103 | 2131 PEAR ST | 319.22 |
| 0923-05182022 | 99242 | 06/10/2022 | 100-116-43103 | 2131 PEAR ST | 93.20 |
| 0923-05182022 | 99242 | 06/10/2022 | 100-117-43103 | 2131 PEAR ST | 1,036.87 |
| 0923-05182022 | 99242 | 06/10/2022 | 100-343-43103 | 2131 PEAR ST | 1,931.61 |
| 0923-05182022 | 99242 | 06/10/2022 | 200-342-43103 | 2131 PEAR ST | 337.86 |
| 0923-05182022 | 99242 | 06/10/2022 | 212-461-43103 | 2131 PEAR ST | 139.80 |
| 0923-05182022 | 99242 | 06/10/2022 | 212-462-43103 | 2131 PEAR ST | 351.84 |
| 0923-05182022 | 99242 | 06/10/2022 | 285-464-43103 | 2131 PEAR ST | 116.50 |
| 1121-05192022 | 99242 | 06/10/2022 | 200-342-43103 | DEL MONTE & SAN PABLO TRAFFIC CONTROL LIGHT | 71.60 |
| 1233-05192022 | 99242 | 06/10/2022 | 200-342-43103 | SAN PABLO AVE TRAFFIC SIGNAL | 77.87 |
| 2506-05172022 | 99242 | 06/10/2022 | 215-341-43103 | 701 Pinon/2489 San Pablo-Electric CHGS | 30.93 |
| 2615-05182022 | 99242 | 06/10/2022 | 100-345-43103 | S/E CORNER OF ROGERS & NOB HILL SPRINKLER SYSTEM | 9.53 |
| 2620-05192022 | 99242 | 06/10/2022 | 200-342-43103 | N/W CORNER APPIAN WAY & FITZGERALD DR TRAFFIC SIG | 104.13 |
| 2793-05182022 | 99242 | 06/10/2022 | 200-342-43103 | 1451 FITZGERALD DR TRAFFIC SIGNAL | 77.32 |
| 2969-05172022 | 99242 | 06/10/2022 | 201-343-43103 | 600 TENNENT AVE BLACKIES STORAGE | 25.72 |
| 3311-05182022 | 99242 | 06/10/2022 | 200-342-43103 | PINOLE VALLEY RD & HENRY TRAFFIC CONTROLLER | 99.21 |
| 3537-05172022 | 99242 | 06/10/2022 | 100-343-43103 | 659 TENNENT AVE PARKING LOT LIGHTS | 85.32 |
| 3850-05182022 | 99242 | 06/10/2022 | 100-345-43103 | 601 TENNENT AVE CARETAKER'S SHED | 140.81 |
| 3914-05172022 | 99242 | 06/10/2022 | 100-345-43103 | FERNANDEZ PARK BALLPARK LIGHTING | 366.98 |
| 4065-05182022 | 99242 | 06/10/2022 | 209-559-43103 | 2937 PINOLE VALLEY RD TENNIS CT LIGHTS | 157.33 |
| 4193-05182022 | 99242 | 06/10/2022 | 200-342-43103 | HWY 80 PINOLE VALLEY RD TRAFFIC CONTROLLER | 57.92 |
| 4368-05182022 | 99242 | 06/10/2022 | 200-342-43103 | APPIAN WAY & TARA HILLS TRAFFIC SIGNAL | 120.34 |
| 4612-05172022 | 99242 | 06/10/2022 | 201-343-43103 | 2100 SAN PABLO AVE FARIA HOUSE | 27.33 |
| 5127-05182022 | 99242 | 06/10/2022 | 500-642-43103 | 893 1/2 SAN PABLO AVE PUMP STATION | 116.29 |
| 5137-05162022 | 99242 | 06/10/2022 | 209-557-43103 | 2450 SIMAS AVE SWIM CTR | 2,870.38 |
| 5374-05182022 | 99242 | 06/10/2022 | 200-342-43103 | 1220 PINOLE VALLEY RD TRAFFIC SIGNAL | 93.41 |

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|---|---|---|---|---|---|
| 5387-05182022 | 99242 | 06/10/2022 | 100-345-43103 | 588 MARLESTA RD LOUIS FRANCIS PARK | 37.26 |
| 6969-05182022 | 99242 | 06/10/2022 | 201-343-43103 | 2361 SAN PABLO AVE PARKING LOT LIGHTS | 105.51 |
| 7114-05182022 | 99242 | 06/10/2022 | 200-342-43103 | 2429 SAN PABLO AVE | 87.15 |
| 7509-05182022 | 99242 | 06/10/2022 | 200-342-43103 | TARA HILLS DR 500 FT APPIAN WAY TRAFFIC SIGNAL | 55.37 |
| 7964-05182022 | 99242 | 06/10/2022 | 310-348-43103 | 2680 PINOLE VALLEY RD MEDIAN IRRIGATION SHOPPING C | 10.29 |
| 8086-05182022 | 99242 | 06/10/2022 | 200-342-43103 | N/S BORDER CITY OF PINOLE | 109.44 |
| 8687-05192022 | 99242 | 06/10/2022 | 200-342-43103 | FITZGERALD DR IFO LONG JOHN SILVERS TRAFFIC SIGNAL | 93.41 |
| 9824-05182022 | 99242 | 06/10/2022 | 310-347-43103 | 1303 PINOLE VALLEY RD TRAFFIC CONTROL SVC | 98.90 |
| 9985-05172022 | 99242 | 06/10/2022 | 201-343-43103 | NEAR 795 FERNANDEZ PARKING LOT LIGHTS | 148.35 |
| | | | | **Vendor PGE01 - PG&E Total:** | **10,183.46** |
| **Vendor: PIT06 - PITNEY BOWES** | | | | | |
| 05182022 | 99200 | 06/03/2022 | 100-117-42203 | POSTAGE REFILL CITYWIDE | 1,694.85 |
| | | | | **Vendor PIT06 - PITNEY BOWES Total:** | **1,694.85** |
| **Vendor: 1294 - PR DIAMOND PRODUCTS, INC.** | | | | | |
| 0061766-IN | 99245 | 06/10/2022 | 100-343-44306 | BLADE AND PR DIAMOND SHIRT CY | 1,047.00 |
| | | | | **Vendor 1294 - PR DIAMOND PRODUCTS, INC. Total:** | **1,047.00** |
| **Vendor: WAL29 - RICHARD WALLER** | | | | | |
| 052422 | 99201 | 06/03/2022 | 209-552-43802 | PROGRAM SUPPLIES POOL CHALK PSC | 38.35 |
| | | | | **Vendor WAL29 - RICHARD WALLER Total:** | **38.35** |
| **Vendor: J&O01 - RUBBER DUST INC.** | | | | | |
| 149439 | 99246 | 06/10/2022 | 100-343-42107 | TIRES AND LABOR CY | 899.64 |
| 149506 | 99246 | 06/10/2022 | 100-343-42107 | LABOR AND TIRES FOR TRUCK CY | 1,762.94 |
| | | | | **Vendor J&O01 - RUBBER DUST INC. Total:** | **2,662.58** |
| **Vendor: 1450 - RUBENSTEIN SUPPLY COMPANY** | | | | | |
| S2370844.001 | 99247 | 06/10/2022 | 209-557-42108 | SPEARS PVC / VALVE CY | 265.45 |
| S2372609.001 | 99247 | 06/10/2022 | 209-552-42108 | PLUMBING SUPPLIES PSC | 59.33 |
| | | | | **Vendor 1450 - RUBENSTEIN SUPPLY COMPANY Total:** | **324.78** |
| **Vendor: STA25 - STATE WATER RESOURCES CONTROL BOARD** | | | | | |
| D1501036-550-0 | 99248 | 06/10/2022 | 500-644-48101 | REVOLVING FUND PAYMENT WPCP | 679,382.79 |
| D1501036-550-0 | 99248 | 06/10/2022 | 500-644-48102 | REVOLVING FUND PAYMENT WPCP | 409,801.14 |
| | | | | **Vendor STA25 - STATE WATER RESOURCES CONTROL BOARD Total:** | **1,089,183.93** |
| **Vendor: 1253 - TARAH ORNELAS** | | | | | |
| 764 | 99249 | 06/10/2022 | 209-552-43809 | JUNE 2022 NEWSLETTER PSC | 288.42 |
| | | | | **Vendor 1253 - TARAH ORNELAS Total:** | **288.42** |
| **Vendor: 2382 - TIFFANY PINA** | | | | | |
| 05272022 | 99250 | 06/10/2022 | 209-552-43809 | NEWLETTER PERMIT DEPOSIT JUNE 2022 | 50.00 |
| | | | | **Vendor 2382 - TIFFANY PINA Total:** | **50.00** |
| **Vendor: UNI38 - UNIVAR USA INC** | | | | | |
| 50197327 | 99202 | 06/03/2022 | 500-641-44303 | SOD HYPO WPCP | 3,644.45 |
| 50268214 | 99251 | 06/10/2022 | 500-641-44303 | SOD HYPO 12.5% | 3,960.05 |
| | | | | **Vendor UNI38 - UNIVAR USA INC Total:** | **7,604.50** |
| **Vendor: UNI07 - UNIVERSAL BUILDING SVCS.** | | | | | |
| 2746 | 99252 | 06/10/2022 | 100-222-42108 | JANITORIAL SUPPLIES PD | 149.31 |
| 2746-1 | 99252 | 06/10/2022 | 100-222-42108 | JANITORIAL SUPPLIES PD | 145.55 |
| 2747 | 99252 | 06/10/2022 | 100-343-42108 | JANITORIAL SUPPLIES CH | 61.05 |

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| Payable Number | Payment Number | Payment Date | Account Number | Description (Payable) | Amount |
|---|---|---|---|---|---|
| 2747-1 | 99252 | 06/10/2022 | 100-343-42108 | JANITORIAL SUPPLIES CH | 145.55 |
| 501991 | 99252 | 06/10/2022 | 100-231-42108 | JANITORIAL SERVICES MAY 2022 FIRE | 157.00 |
| | | | | **Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:** | **658.46** |
| **Vendor: USB06 - US BANK** | | | | | |
| MAY 2022 | 99203 | 06/03/2022 | 100-20018 | CREDIT CARDS PAYMENTS CITYWIDE | 30,108.90 |
| | | | | **Vendor USB06 - US BANK Total:** | **30,108.90** |
| **Vendor: LUK00 - VIVIENNE F. KEARSLEY-LUKE** | | | | | |
| MAY 2022 | 99253 | 06/10/2022 | 209-552-43802 | GENTLE YOGA CLASSES PSC | 56.70 |
| | | | | **Vendor LUK00 - VIVIENNE F. KEARSLEY-LUKE Total:** | **56.70** |
| **Vendor: WKH00 - W K HYDRAULICS INC** | | | | | |
| 8125 | 99254 | 06/10/2022 | 500-641-44306 | PRESSURE WASHER GUN WPCP | 308.05 |
| | | | | **Vendor WKH00 - W K HYDRAULICS INC Total:** | **308.05** |
| **Vendor: WES63 - WESCO GRAPHICS, INC.** | | | | | |
| 49712 | 99204 | 06/03/2022 | 209-551-42514 | POST CARDS SUMMER ACTIVITIES PSC | 1,442.75 |
| | | | | **Vendor WES63 - WESCO GRAPHICS, INC. Total:** | **1,442.75** |
| **Vendor: WES01 - WESTERN EXTERMINATOR CO.** | | | | | |
| 9312093 | 99255 | 06/10/2022 | 209-552-42108 | PEST CONTROL MAINTENANCE PSC | 77.40 |
| | | | | **Vendor WES01 - WESTERN EXTERMINATOR CO. Total:** | **77.40** |
| **Vendor: 2383 - ZANE ABEDIN** | | | | | |
| 06012022 | 99256 | 06/10/2022 | 209-551-34218 | RENTAL CANCELLATION RECREATION | 998.00 |
| | | | | **Vendor 2383 - ZANE ABEDIN Total:** | **998.00** |
| | | | | **Grand Total:** | **1,536,275.67** |

## Report Summary

### Fund Summary

| Fund | Payment Amount |
|---|---|
| 100 - General Fund | 348,258.93 |
| 105 - Measure S -2006 | 88.50 |
| 200 - Gas Tax Fund | 1,589.42 |
| 201 - Restricted Real Estate Maintenance Fund | 306.91 |
| 207 - NPDES Storm Water Fund | 40.51 |
| 209 - Recreation Fund | 16,161.18 |
| 212 - Building & Planning | 27,408.64 |
| 215 - Measure C and J Fund | 30.93 |
| 225 - Asset Seizure-Adjudicated Fund | 2,000.00 |
| 285 - Housing Land Held for Resale | 116.50 |
| 310 - Lighting & Landscape Districts | 109.19 |
| 500 - Sewer Enterprise Fund | 1,134,091.58 |
| 505 - Cable Access TV | 193.38 |
| 525 - Information Systems | 5,880.00 |
| **Grand Total:** | **1,536,275.67** |

### Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 100-000-31510 | Other Tax/Business License | 7.00 |
| 100-10601 | Gas Tanks/Corp Yard | 2,543.54 |
| 100-10602 | Gas Tanks/Fire Station | 3,331.81 |
| 100-110-43103 | Utilities/Electricity & Pow... | 88.54 |
| 100-111-42401 | Dues & Pub/Memberships | 400.00 |
| 100-111-43103 | Utilities/Electricity & Pow... | 116.50 |
| 100-112-42101 | Prof Svcs/Professional Ser... | 109.89 |
| 100-112-42514 | Admin Exp/Special Depart | 225.00 |
| 100-112-43103 | Utilities/Electricity & Pow... | 128.15 |
| 100-115-43103 | Utilities/Electricity & Pow... | 319.22 |
| 100-116-42101 | Prof Svcs/Professional Ser... | 2,354.00 |
| 100-116-43103 | Utilities/Electricity & Pow... | 93.20 |
| 100-117-41004 | Emp Benefits/PERS Retir... | 238,759.83 |
| 100-117-42203 | Office Exp/Shipping & Mai... | 1,694.85 |
| 100-117-43103 | Utilities/Electricity & Pow... | 1,036.87 |
| 100-117-43105 | Utilities/Cable | 29.85 |
| 100-20018 | Accounts Payable/CalCard | 30,108.90 |
| 100-221-42302 | Travel & Training/Mileage,.. | 1,758.75 |
| 100-221-42303 | Travel & Training/Meal Al... | 353.00 |
| 100-222-42108 | Prof Svcs/Building-Structu... | 1,150.01 |
| 100-222-42201 | Office Expense | 32.18 |
| 100-222-43105 | Utilities/Cable | 175.59 |
| 100-231-41008 | Emp Benefits/Long Term ... | 236.00 |
| 100-231-42101 | Prof Svcs/Professional Ser... | 20,800.00 |
| 100-231-42108 | Prof Svcs/Building-Structu... | 157.00 |
| 100-231-42301 | Travel & Training/Conf-Re... | 6,000.00 |
| 100-231-42512 | Admin Exp/Abatement | 21,806.00 |
| 100-342-42514 | Admin Exp/Special Depart | 757.54 |
| 100-342-44410 | Safety Clothing | 358.87 |
| 100-343-42107 | Prof Svcs/Equipment Mai... | 2,662.58 |
| 100-343-42108 | Prof Svcs/Building-Structu... | 206.60 |
| 100-343-43102 | Utilities/Water | 161.58 |
| 100-343-43103 | Utilities/Electricity & Pow... | 2,016.93 |
| 100-343-44306 | Other Materials Supp/Ma... | 1,737.32 |
| 100-343-44410 | Safety Clothing | 1,826.99 |
| 100-345-42108 | Prof Svcs/Building-Structu... | 250.00 |
| 100-345-43102 | Utilities/Water | 3,635.38 |
| 100-345-43103 | Utilities/Electricity & Pow... | 571.64 |
| 100-345-44306 | Other Materials Supp/Ma... | 257.82 |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 105-231-41008 | Emp Benefits/Long Term ... | 88.50 |
| 200-342-43103 | Utilities/Electricity & Pow... | 1,589.42 |
| 201-343-43103 | Utilities/Electricity & Pow... | 306.91 |
| 207-344-42108 | Prof Svcs/Building-Structu... | 40.51 |
| 209-551-34218 | Fees/Field Usage Fee | 998.00 |
| 209-551-42101 | Prof Svcs/Professional Ser... | 399.58 |
| 209-551-42514 | Admin Exp/Special Depart | 1,442.75 |
| 209-552-42101 | Prof Svcs/Professional Ser... | 311.64 |
| 209-552-42108 | Prof Svcs/Building-Structu... | 806.73 |
| 209-552-43802 | Program Cost/Class Fees | 1,498.80 |
| 209-552-43804 | Program Cost/Food Progr... | 3,058.43 |
| 209-552-43809 | Program Cost/Newsletter | 533.42 |
| 209-552-43810 | Program Cost/Center Mai... | 405.00 |
| 209-553-42108 | Prof Svcs/Building-Structu... | 470.20 |
| 209-553-42514 | Admin Exp/Special Depart | 195.00 |
| 209-554-42108 | Prof Svcs/Building-Structu... | 633.94 |
| 209-554-43103 | Utilities/Electricity & Pow... | 9.53 |
| 209-557-42108 | Prof Svcs/Building-Structu... | 2,370.45 |
| 209-557-43103 | Utilities/Electricity & Pow... | 2,870.38 |
| 209-559-43103 | Utilities/Electricity & Pow... | 157.33 |
| 212-20344 | Developer Deposit/2801 P... | 8,259.25 |
| 212-20345 | Developer Deposit/Pinole... | 3,286.75 |
| 212-461-42101 | Prof Svcs/Professional Ser... | 14,531.25 |
| 212-461-42302 | Travel & Training/Mileage,... | 497.25 |
| 212-461-42303 | Travel & Training/Meal Al... | 68.00 |
| 212-461-42514 | Admin Exp/Special Depart | 274.50 |
| 212-461-43103 | Utilities/Electricity & Pow... | 139.80 |
| 212-462-43103 | Utilities/Electricity & Pow... | 351.84 |
| 215-341-43103 | Utilities/Electricity & Pow... | 30.93 |
| 225-221-42514 | Admin Exp/Special Depart | 2,000.00 |
| 285-464-43103 | Utilities/Electricity & Pow... | 116.50 |
| 310-347-43103 | Utilities/Electricity & Pow... | 98.90 |
| 310-348-43103 | Utilities/Electricity & Pow... | 10.29 |
| 500-10601 | Gas Tanks/Corp Yard | 4,978.77 |
| 500-641-42101 | Prof Svcs/Professional Ser... | 3,831.50 |
| 500-641-42107 | Prof Svcs/Equipment Mai... | 7,211.08 |
| 500-641-42108 | Prof Svcs/Building-Structu... | 262.50 |
| 500-641-42301 | Travel & Training/Conf-Re... | 5,360.00 |
| 500-641-42401 | Dues & Pub/Memberships | 173.91 |
| 500-641-44302 | Other Materials Supp/Slu... | 7,140.17 |
| 500-641-44303 | Other Materials Supp/Ch... | 8,052.86 |
| 500-641-44305 | Other Materials Supp/Lab... | 3,683.40 |
| 500-641-44306 | Other Materials Supp/Ma... | 885.53 |
| 500-642-42101 | Prof Svcs/Professional Ser... | 285.60 |
| 500-642-42107 | Prof Svcs/Equipment Mai... | 14.33 |
| 500-642-42108 | Prof Svcs/Building-Structu... | 1,111.60 |
| 500-642-43102 | Utilities/Water | 723.48 |
| 500-642-43103 | Utilities/Electricity & Pow... | 116.29 |
| 500-642-44410 | Safety Clothing | 1,076.63 |
| 500-644-48101 | Debt Principal | 679,382.79 |
| 500-644-48102 | Debt Interest | 409,801.14 |
| 505-119-42302 | Travel & Training/Mileage,... | 41.09 |
| 505-119-42303 | Travel & Training/Meal Al... | 138.00 |
| 505-119-43103 | Utilities/Electricity & Pow... | 14.29 |
| 525-118-42105 | Prof Svcs/Network Maint... | 5,880.00 |
| | **Grand Total:** | **1,536,275.67** |

**Project Account Summary**

| Project Account Key | | Payment Amount |
|---|---|---|
| **None** | | 1,536,275.67 |
| | **Grand Total:** | **1,536,275.67** |

APPROVED BY: [signature]
DATE: 6/16/2022

# CITY COUNCIL REPORT 9C

**DATE:** JUNE 21, 2022

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** MARKISHA GUILLORY, FINANCE DIRECTOR

**SUBJECT:** FINAL PROPOSED FISCAL YEAR (FY) 2022/23 OPERATING AND CAPITAL BUDGET

---

## RECOMMENDATION

City staff recommends that the City Council adopt a resolution approving the Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget ("Final Proposed budget," attached).

## BACKGROUND

The City operates on an annual budget cycle. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources.

City staff is responsible for preparing a proposed budget for City Council's consideration. The proposed budget is created through a collaborative, iterative process involving the City Council, community, and City staff and includes the creation of a Preliminary Proposed, Revised Proposed, and ultimately Final Proposed budget. The budget development process is more fully described in the budget document.

City staff invited the feedback of the City Council and members of the public on the Revised Proposed budget at the City Council's June 7, 2022 meeting. Staff incorporated the Council's feedback into a Final Proposed version of the budget that will be presented to the City Council for consideration and possible adoption on June 21, 2022.

## REVIEW AND ANALYSIS

The Final Proposed budget for FY 2022/23 is primarily a status quo budget, meaning that it does not include any major changes to City programs or services. It does include the following noteworthy items:

- Increases in staffing to respond to key community priorities and organizational needs, including additional Police Officers and capital project staff;

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- One-time special projects, such as:
  - Communication and engagement consulting;
  - Diversity, equity, and inclusion (DEI) consulting;
  - Legislative advocacy consulting;
  - Fleet-wide replacement of Police in-car MDC computers;
  - SEI Climate Corps fellow to support the development of the Climate Action Plan; and
  - Pinole Community Television (PCTV) master plan.
- A “vacancy savings factor;” and
- The appropriation of the City’s remaining American Rescue Plan Act (ARPA) funds to the General Fund to backfill the City’s loss of general revenue due to the COVID-19 pandemic.

These matters are fully described in the budget document.

The Revised Proposed Budget was presented to the City Council at its June 7, 2022 meeting, during which the Council directed staff to adjust appropriations for several capital improvement projects. Notable changes include additional appropriations for the Faria House renovations ($420,000); Arterial Rehabilitation ($428,910); and Senior Center auxiliary parking lot (additional $35,000). Also, the appropriation for Galbreth Road Pocket Parks was reduced from $150,000 to $65,000.

The City’s all funds revenue in the Final Proposed budget is approximately $56.0 million, and all funds expenditures are approximately $58.6 million. The General Fund (including Measure S 2006 and 2014 Funds) revenue is approximately $28.1 million, and expenditures are approximately $29.0 million.

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

| General Fund (including Measure S 2006 and 2014) | | |
|---|---|---|
| Total Revenues | $ | 28,111,479 |
| Total Expenditures | | 28,995,141 |
| Net Operating Surplus/(Deficit) | | (883,662) |
| Fund Balance, July 1 | | 9,819,918 |
| Fund Balance, June 30 | | 8,936,256 |
| **General Reserve Fund** | | |
| Total Revenue (Transfer in from General Fund) | | 650,925 |
| Total Expenditures | | - |
| Fund Balance, July 1 | | 8,542,485 |
| Fund Balance, June 30 | | 9,193,410 |
| **Pension Trust Fund** | | |
| Total Revenue | | 1,140,017 |
| Total Expenditures (Transfer out to General Fund to offset increase in City pension contribution) | | 2,056,612 |
| Fund Balance, July 1 | | 18,476,049 |
| Fund Balance, June 30 | $ | 17,559,454 |

**Structural Balance**

As noted above, the General Fund (including Measure S 2006 and 2014 Funds) revenue of the FY 2022/23 budget is approximately $28.1 million, and expenditures are approximately $29.0 million. The budget relies on the use of $481,861 of General Fund unassigned fund balance for ongoing expenditures and $1.9 million for one-time expenditures, which include the transfer of $650,925 to the General Reserve.

City staff believes that the budget is appropriate and prudent despite using General Fund fund balance to cover ongoing expenditures for the following reasons:

- The LTFP forecasts a significant increase in General Fund ongoing revenue in FY 2023/24;
- The City will likely receive additional General Fund revenue or have lower General Fund subsidies to certain functions as a result of increases in some City fees;
- The additional ongoing expenditures included in the budget, primarily additional staff, address key City Council and community priorities; and
- The City has a number of new department heads that are becoming familiar with their programs and will identify efficiencies and less effective expenditures that can be eliminated from the FY 2023/24 budget.

**FISCAL IMPACT**

The Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget proposes to use approximately $883,662 of General Fund unassigned fund balance. This does not include any use of the City’s projected $9.2 million General Reserve. For all funds, in total, the Budget proposes to use approximately $2.6 million of fund balance. Anticipated revenues, projected expenditures, and use of fund balance (if applicable) are shown for all funds in the budget summaries of the FY 2022/23 Operating and Capital Budget.

**ATTACHMENTS**

A – Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget

B - Resolution approving the Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget
Exhibit A- Fiscal Year (FY) 2022/23 Operating and Capital Budget Summaries-Revenue, Expenditures, and Fund Balance by Fund
Exhibit B- Fiscal Year (FY) 2022/23 Operating and Capital Budget Summaries-Budgeted Positions (FTE)

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ATTACHMENT A

# City of Pinole, California

# OPERATING AND CAPITAL BUDGET

## FISCAL YEAR (FY) 2022/23



Final Proposed Version

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# CITY OF PINOLE

Office of the City Manager

June 21, 2022

City Council and Residents -

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

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

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

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

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

The Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget also includes some new investments in high priority areas compared to previous budgets, consistent with the Strategic Plan, Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27 (LTFP), and community priorities. Notable new investments include additional Police Officer positions, additional capital project positions, and additional positions to improve organizational capacity. As noted previously in various forums, the City has deferred some investment in core capital assets, business systems, and human capital over the years. Since having made reductions in staffing during the Great Recession, the City has been leanly staffed compared to many other cities and for the breadth of services it provides. Staff believes that reinvesting in these areas, including new positions, is critical to achieving the City's vision, mission, and goals and the community's expectations.

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

I would like to thank all of the members of the community that participated in this year's budget development process, as well as the City's Finance Department for preparing the budget. I strongly believe that the Final Proposed FY 2022/23 Operating and Capital Budget includes a wise allocation of the City's limited financial resources that will result in visible improvements to City services and the community.

Sincerely,

Andrew Murray
City Manager

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**CITY OF PINOLE**

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

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# Executive Summary

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## EXECUTIVE SUMMARY

The City operates on an annual budget cycle. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources. City staff is responsible for preparing a proposed budget for City Council's consideration.

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

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

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

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

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

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

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

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

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

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

The budget includes a transfer from the General Fund to the General Reserve Fund to meet the City's Reserve Policy requirement of maintaining a General Reserve balance equal to 50% of total ongoing General Fund expenditures. The budget anticipates a General Reserve balance of $9.2 million, General Fund unassigned fund balance of $8.9 million, and a Pension Trust Fund balance of $17.6 million at the end of FY 2022/23.

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

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

It is a public finance best practice, and a goal of the City's Financial Policy on a Structurally Balanced Budget, to create a proposed General Fund operating budget that is structurally balanced, meaning that ongoing revenues equal or exceed ongoing expenditures. The Financial Policy on a Structurally Balanced Budget does note that "it is, however, appropriate and consistent with best practice to adopt a structurally imbalanced budget for a given fiscal year under certain circumstances. For example, it is appropriate and consistent with best practice to use designated reserves as a non-recurring revenue to cover recurring expenditures during times of fiscal duress."

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

City staff believes that the budget is appropriate and prudent despite using General Fund fund balance to cover ongoing expenditures because the LTFP forecasts a significant increase in General Fund revenue in FY 2023/24; the City will likely receive additional General Fund revenue or have lower General Fund subsidies to certain functions as a result of increases in some City fees; the additional ongoing expenditures included in the budget, primarily additional staff, address key City Council and community priorities; and the City's new department heads will identify efficiencies and eliminate less effective expenditures in future years' budgets. If a proposed budget is structurally imbalanced, the City's Structurally Balanced Budget Policy directs that staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year.

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# Background

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## ELECTED OFFICIALS

Vincent Salimi
Mayor

Devin Murphy
Mayor Pro Tempore

Anthony Tave
Council Member

Maureen Toms
Council Member

Norma Martínez-Rubin
Council Member

Roy Swearingen
City Treasurer

## DEPARTMENT HEADS

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

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## CITY OF PINOLE STRATEGIC PLAN 2020-2025

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

### VISION

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

### MISSION

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

### GOALS

1. **Safe and Resilient Pinole**: Develop and communicate resilience through quality public safety service delivery, property maintenance policies and practices, and disciplined investment in community assets.

2. **Financially Stable Pinole**: Ensure the financial health and long-term sustainability of the City.

3. **Vibrant and Beautiful Pinole**: Facilitate a thriving community through development policies and proactive relationship building.

4. **High Performance Pinole**: Build an organization culture that is efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

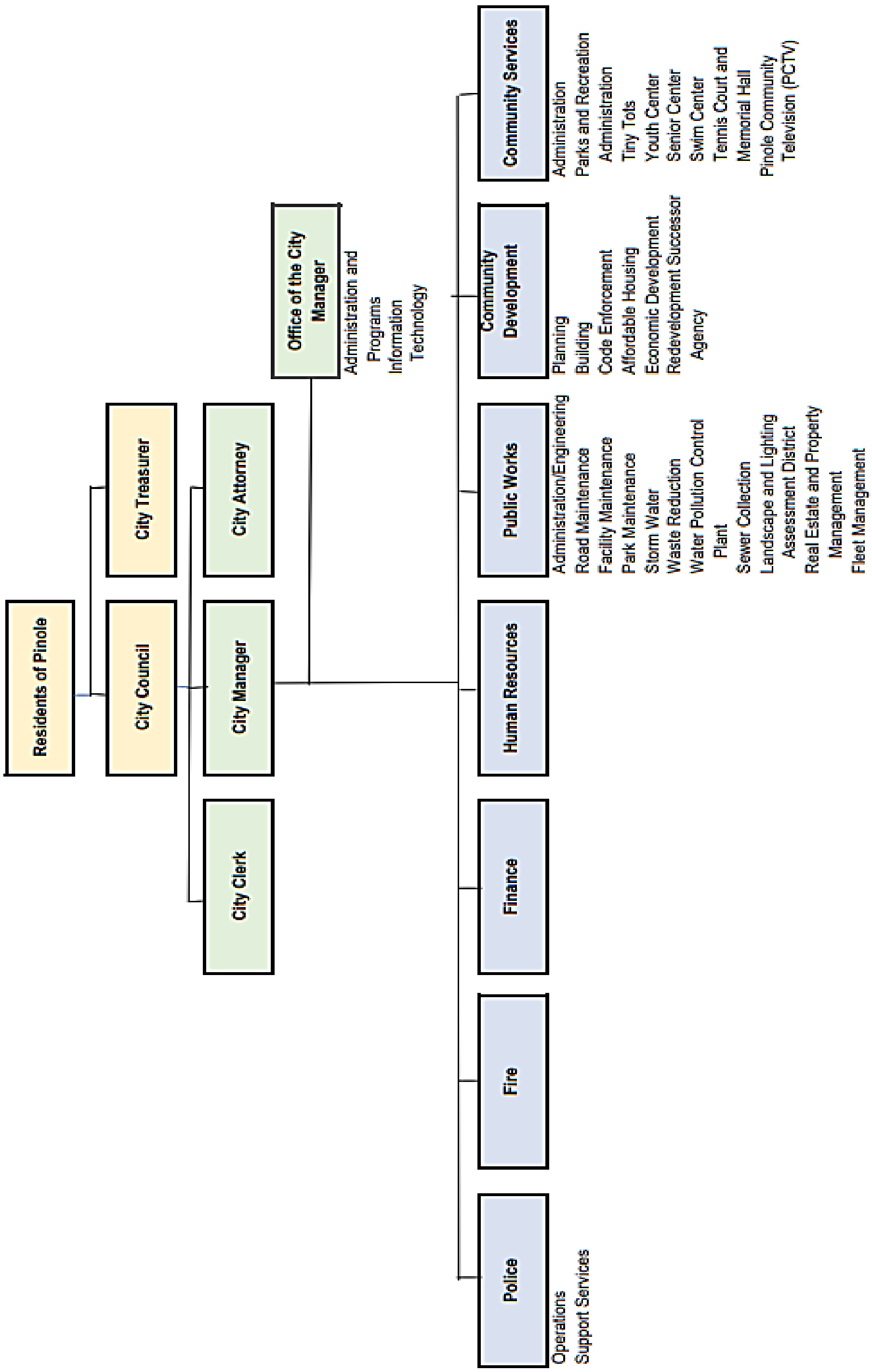
## PROFILE OF THE CITY

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

The City is a general law city that was incorporated on June 25, 1903. The City operates under a Council-Manager form of government, whereby policies of the City Council are administered by a City Manager who is appointed by the City Council. All municipal departments operate under the supervision of the City Manager. The Council consists of five members who are elected at large for four-year overlapping terms. The Council elects one of the Council members to serve as Mayor each year.

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

## ORGANIZATIONAL STRUCTURE



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# Budget Development Process and Budget Award

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## BUDGET DEVELOPMENT PROCESS

The City's budget is created through a collaborative, iterative process involving the City Council, community, and City staff. The City's budget development process is considered an "incremental" budget process, meaning that the budget for the upcoming year is developed based on the current year's budget and includes incremental changes.

City staff takes the following steps to create the budget:

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

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

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

The Preliminary Proposed Long-Term Financial Plan for FY 2022/23 – FY 2026/27 was presented to the City Council at its meeting on April 26, 2022 and the Revised Proposed LTFP was presented to the City Council on May 17, 2022. The Final Proposed LTFP was presented to the City Council for adoption on June 7, 2022.

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

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

**March 22, 2022**
- Department Proposed FY 2022/23 Budget Requests due to Finance

**April 14, 2022**
- Finance Subcommittee Meeting
  - Status Quo Financial Forecast for the Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27
  - FY 2022/23 General Fund Baseline Budget
  - Draft FY 2022/23 - FY 2026/27 Five-Year Capital Improvement Plan (CIP)

**April 20-21, 2022**
- Budget Review Meetings
  - City Manager and Finance Department meet with Department Directors to review and discuss proposed budgets

**April 26, 2022**
- City Council Special Meeting (Workshop)
  - Preliminary Proposed Long-Term Financial Plan for FY 2022/23 - FY 2026/27
  - FY 2022/23 General Fund Baseline Budget
  - Proposed Projects for FY 2022/23 - FY 2026/27 Five-Year Capital Improvement Plan (CIP)

**May 3, 2022**
- City Council Meeting
  - Preliminary Proposed FY 2022/23 Operating and Capital Budget

**May 17, 2022**
- City Council Meeting
  - Preliminary Proposed FY 2022/23 Five-Year Capital Improvement Plan (CIP)
  - Revised Proposed Long-Term Financial Plan for FY 2022/23 - FY 2026/27

**June 7, 2022**
- City Council Meeting
  - Adopt Final Proposed Long-Term Financial Plan for FY 2022/23 - FY 2026/27
  - Revised Proposed FY 2022/23 Operating and Capital Budget
  - Revised Proposed FY 2022/23 Five-Year Capital Improvement Plan (CIP)

**June 21, 2022**
- City Council Meeting
  - Adopt Final Proposed FY 2022/23 Operating and Capital Budget
  - Adopt Final Proposed FY 2022/23 Five-Year Capital Improvement Plan (CIP)
  - Adopt FY 2022/23 Appropriations Limit

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## BUDGET AWARD

The City received its eighth consecutive Operating Budget Excellence Award from the California Society of Municipal Finance Officers (CSMFO) for its FY 2021/22 budget. The City previously received the Meritorious Award for its FY 2005/06 through FY 2010/11 budgets, and Outstanding Financial Reporting for its FY 1995/96 through FY 2000/01 budgets. The award reflects the commitment of the City to meeting the highest principles of government budgeting. To receive this award, the City had to satisfy nationally-recognized guidelines for effective budget presentation.

California Society of Municipal Finance Officers

*Certificate of Award*

**Operating Budget Excellence Award**
**Fiscal Year 2021-2022**

*Presented to the*

**City of Pinole**

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

***February 28, 2022***

***Marcus Pimentel***
***CSMFO President***

***Michael Manno, Chair***
***Recognition Committee***

***Dedicated Excellence in Municipal Financial Reporting***

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# Revenue and Expenditure Summaries

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## REVENUE AND EXPENDITURE SUMMARIES

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

### GENERAL FUND REVENUE

The major revenue sources for the General Fund are property tax, sales tax, utility users' tax, intergovernmental tax, franchise fees, business license tax, and transient occupancy tax. The City's Finance Department creates the estimates of these General Fund revenues for the budget using economic information obtained from several sources, including the State of California, Contra Costa County, and third-party consultants. Estimates of revenues generated by City departments are prepared by the respective department with assistance from the Finance Department. Each of these revenue sources is described in detail below.

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

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

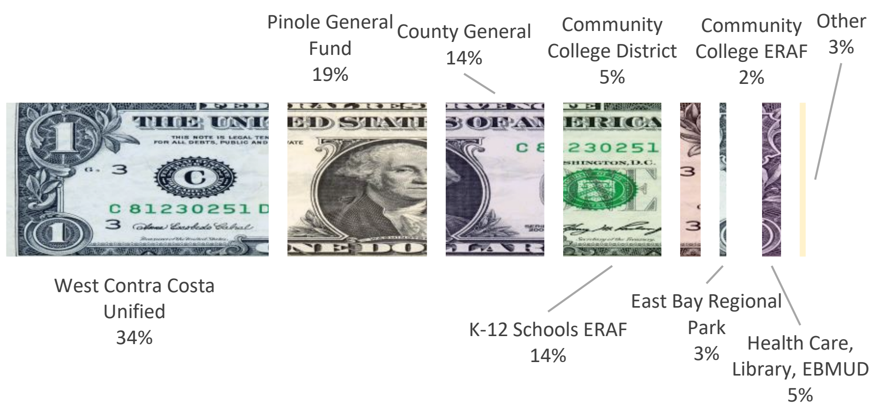
#### Property Tax

Property tax is an ad valorem tax imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property). The fixed statutory rate is 1% of assessed valuation. Assessed value is based on the 1975 property values with subsequent increases limited to 2% or CPI growth, whichever is less. However, when there is a change in property ownership, property renovation or new construction, property is reappraised at its full current market value. Proposition 8 allows the County Assessor to decrease these assessed values when property values decline and recapture these valuations back to the original amounts in the following years if property values increase.

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

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

**Property Tax Dollar Breakdown**




## Sales Tax

Sales tax is the General Fund's single largest revenue source. The City's 9.75% Sales tax is levied on all merchandise and includes the 1% Bradley Burns Sales Tax, 0.5% Measure S 2006 Sales and Use Tax, and 0.5% Measure S 2014 Sales and Use Tax. The City uses sales tax estimates provided by consulting firm HdL as the basis for the budget. For FY 2022/23, General Fund sales tax, including Measure S 2006 and 2014, is projected to be $9.5 million, a 2% increase over the FY 2021/22 revised budget.

**Sales Tax Dollar Breakdown**


## Utility Users' Tax

Utility Users' Tax (UUT) is levied in accordance with Chapter 3.26 of the Municipal Code, amended in 2018 which levies an 8% tax on the value public utilities services consumed within the City limits for electricity, natural gas, and telecommunications. Low-income households are eligible for exemption from payment. The Electorate ratified renewal of the taxing authority in November 2018. The City estimates UUT based on historical trends and industry resources. For FY 2022/23, UUT is projected to be $1.9 million, a 1% increase over the FY 2021/22 revised budget.

## Franchise Fees

Franchise tax is levied on organizations that use the public right of way to furnish gas (PG&E) (1%) and electricity (PG&E) (2%), refuse (Republic Services) (10%), and cable television (Comcast and AT&T) (5%). The various fees are delineated in franchise agreements and are paid directly to the city by these franchisees. Estimates are based on historical experience considering contract amendments which impact future years. For FY 2022/23, franchise tax is projected to be $786,790, a 1% increase over the FY 2021/22 revised budget.

## Business License Tax

Business license tax is assessed on all businesses doing business within City limits in accordance with Municipal Code Title 5. The City charges business license tax in accordance with the provisions of Government Code 37101. Pinole's tax is computed based on a flat tax of $152 (current) per year combined with a variable tax component based on number of employees engaged in each business. Estimates are based on trend analysis. For FY 2022/23, business license is projected to be $412,500, an 8% increase over the FY 2021/22 revised budget.

### Transient Occupancy Tax (Motel or Bed Tax)

Transient Occupancy Tax (TOT) is a 10% tax levied by the City for the privilege of occupying quarters on a transient basis (Chapter 3.24 of Municipal Code). This tax is imposed upon persons staying 30 days or less in a motel or lodging facility. The tax rate is set at the discretion of the City Council, subject to ratification by the City's electorate. For FY 2022/23, transient occupancy tax is projected to be $440,000, a 5% increase over the FY 2021/22 revised budget.

### Motor Vehicle In-lieu

Motor Vehicle In-lieu (VLF) is the City's share of motor vehicle license fees levied, collected and apportioned by the State. VLF, also called the "motor vehicle in-lieu tax" is a tax on the ownership of registered motor vehicles which takes the place of taxation of this personal property. The VLF is paid annually at the time vehicle licenses are renewed based on current value adjusted for depreciation. The budget projection is based on projections provided by the City's property tax consultant HdL. For FY 2022/23, VLF is projected to be $2.2 million, a 6% increase over the FY 2021/22 revised budget.

### Public Safety Charges

Public safety charges are received for dispatch services provided to the cities of Hercules and San Pablo under an Intergovernmental Service Sharing agreement. A portion of the costs of this activity are reimbursed by the City of Hercules and City of San Pablo. Under the current agreement, the City's recovers approximately 67% of the activity's budget. The budget projection is based on the formula provided in the agreement. For FY 2022/23, public safety charges are projected to be $1.4 million, a 5% increase over the FY 2021/22 revised budget.

### Other Revenue

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

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

### Transfers In

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

## GENERAL FUND EXPENDITURES

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

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

### Salaries

Salaries comprise approximately 40% of total General Fund expenditures and are the largest expense in the budget. Salaries are forecasted to increase by the standard 3% per year unless a different cost of living adjustment (COLA) is agreed upon between the City and employee group in labor agreements.

### Employee Benefits

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

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

### Professional and Administrative Services

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

### Other Operating Expenses

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

### Capital Outlay

This category includes capital improvement projects mainly for facility and park maintenance. Capital improvement projects are funded by other funds outside of the General Fund. Each year, capital needs are assessed and prioritized through the capital improvement planning process and included in the Five-Year Capital Improvement Plan (CIP).

### Debt Service

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

### Transfers Out

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

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

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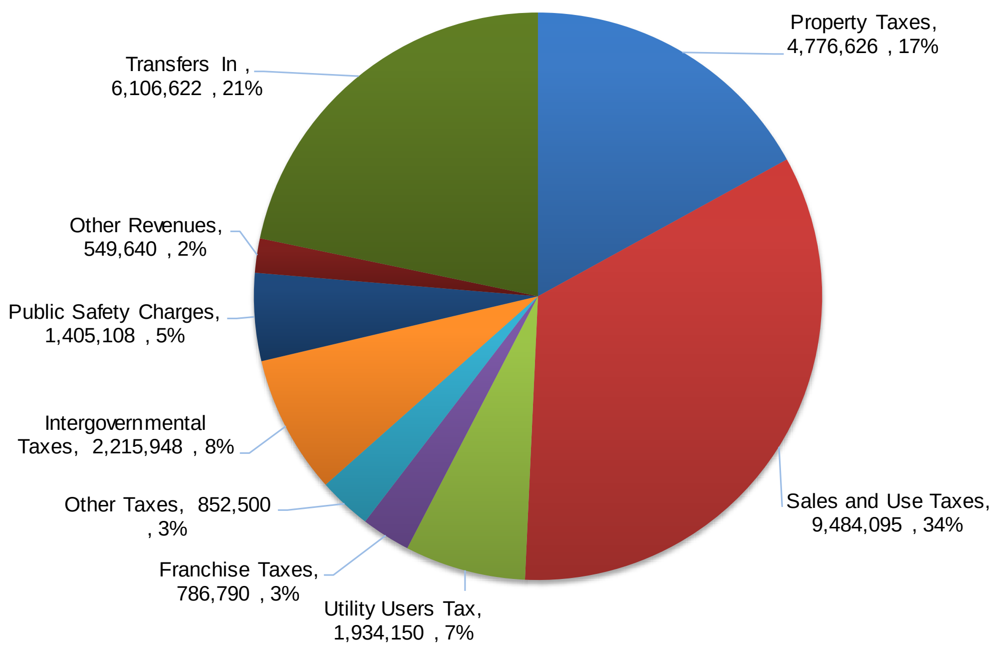
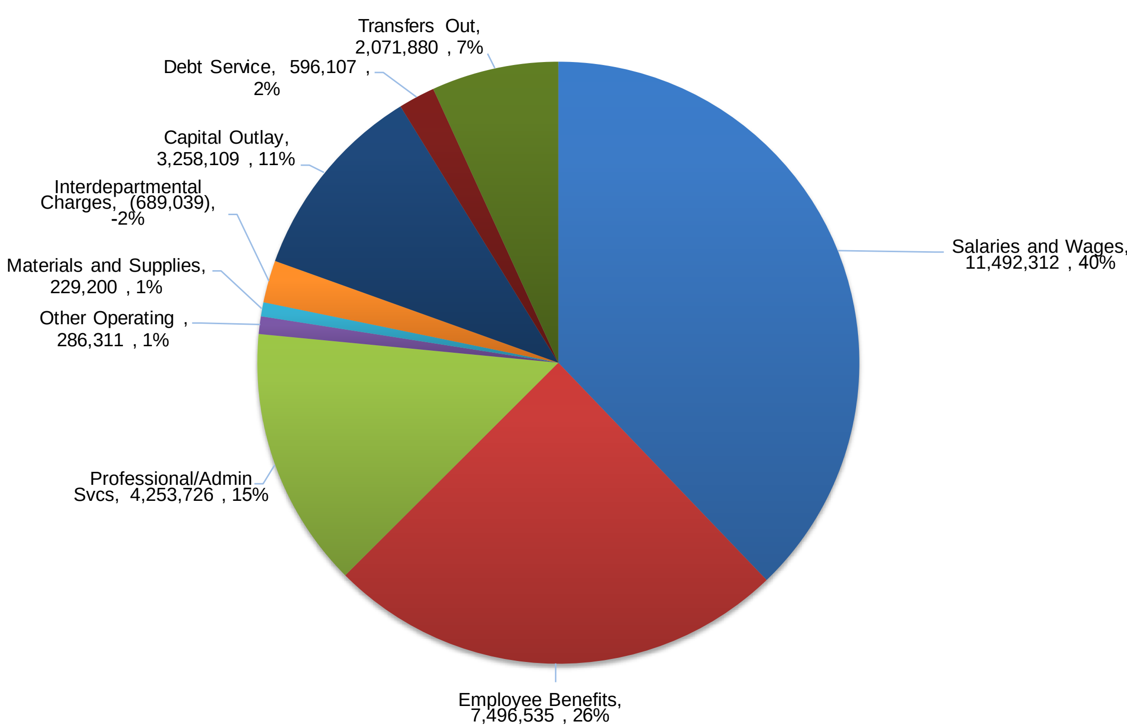
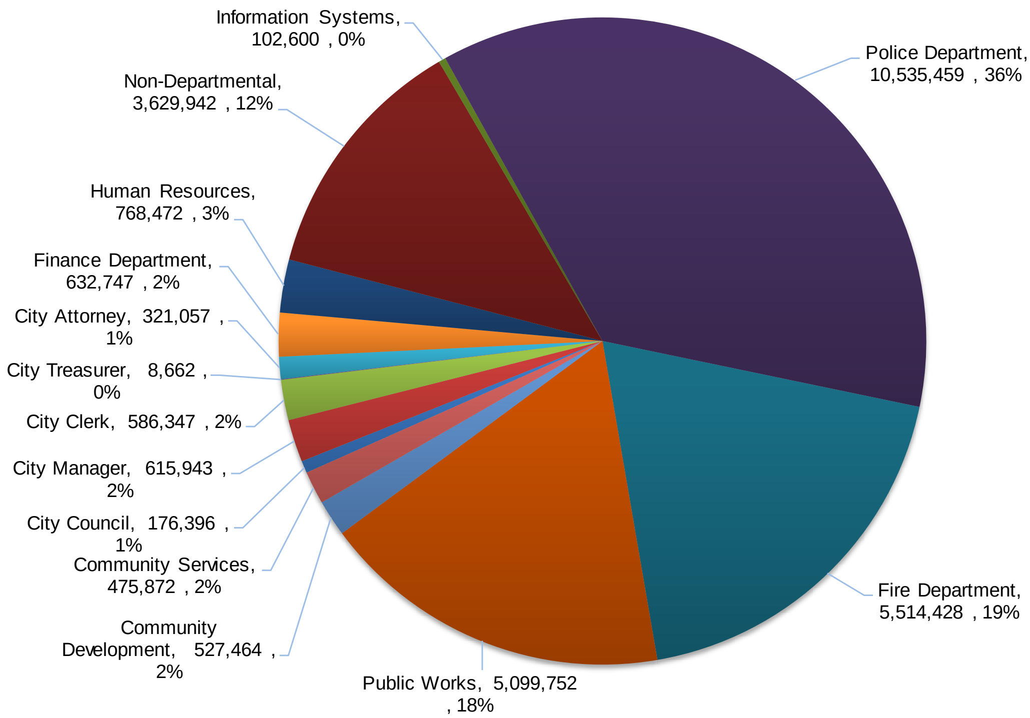
## General Fund Revenue by Type: $28,111,479




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



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



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## MAJOR NON-GENERAL FUNDS

Aside from the General Fund, the City also maintains special revenue funds, capital project funds, and enterprise funds. These funds generate revenue from many sources, such as taxes, charges for services, and user fees. Below find descriptions of the major Non-General Funds.

### Special Revenue Funds

Gas Tax Fund - 200

The Gas Tax Fund accounts for the Highway Users Tax Account (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City Limits. These taxes are distributed primarily on the basis of population pursuant to formulas specified in Streets and Highways Code Sections 2105, 2106, 2107, 2107.5, and Section 2103. As a result of the Road Repair and Accountability Act of 2017 (SB1 Beall), funds received as part of the Road Maintenance and Rehabilitation Account (RMRA) Section 2106 are also accounted for in this fund. Gas Tax funds are restricted for use in the construction, improvement, and maintenance of public streets. These funds support both annual operating and capital projects related to streets. It is common for funds that support capital projects to accrue significant fund balances over multiple years while cities save resources over time to invest in large projects, which have greater economies of scale. For FY 2022/23, revenue is projected to be $1.0 million, a 9% increase over the FY 2021/22 revised budget. Expenditures are projected to be $715,647, a 33% decrease over the FY 2021/22 revised budget.

Recreation Fund - 209

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

Building and Planning Fund - 212

The Building and Planning Fund accounts for fees collected for building permits and plan check fees. Fees collected are used to cover the cost involved in plan checks and inspections performed. The City is currently conducting a fee study to determine the City's total cost of providing certain services that have a specific beneficiary. The study will likely recommend changes to the City's building and planning fees, which is expected to result in increased revenue. Several large developments projects are anticipated to be initiated in FY 2022/23, which explains the large increases in the forecasted permit and fee revenues for that year. For FY 2022/23, revenues are projected to be $4.9 million, a 144% increase over the FY 2021/22 revised budget. This significant increase is attributable to anticipated growth in review fees for several large development projects for which deposits have been received. Expenditures are projected to be $2.4 million. It is anticipated that approximately $661,320 of fund balance will be used, leaving a balance of $1.7 million.

<u>Solid Waste Fund – 214</u>

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

<u>Measure C/J Fund - 215</u>

The Measure C/J Fund accounts for special override sales tax revenues collected by the Contra Costa Transportation Authority (CCTA) and reapportioned to the cities for local street projects. The City must submit a checklist each year to confirm compliance with a Growth Management Program to maintain eligibility for the funds. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula split (50/50) between population and road mileage. It is common for funds that support capital projects to accrue significant fund balances over multiple years while cities save resources over time to invest in large projects, which have greater economies of scale. For FY 2022/23, revenues are projected to be $390,848. Expenditures are projected to be $639,880. It is anticipated that approximately $249,032 of the estimated $1.7 million fund balance will be used to fund road and facility projects. Spending of these funds is dependent on the timing of spending for capital projects.

<u>American Rescue Plan Act Fund – 217</u>

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

Parkland Dedication Fund – 275

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

Growth Impact Fund – 276

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

Housing Assets Fund – 285

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

## Capital Project Funds

City Street Improvements Fund – 325

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

Arterial Streets Rehabilitation Fund - 377

The Arterial Streets Rehabilitation Fund receives a transfer of $250,000 per year from the Measure S 2014 to fund road rehabilitation projects. For FY 2022/23, expenditures are budgeted at $810.312 and includes the use of approximately $560,312 of the accumulated fund balance for several rehabilitation capital projects.

## Enterprise Funds

Sewer Enterprise Fund -500

The Sewer Enterprise Fund accounts for fees charged to residents and businesses for sewer service provided by the City's Wastewater Treatment Plant (WWTP). Sewer user fees are charged in the amount specified by City Council Resolution (Section 13.04.040 PMC). Fees are used to operate, maintain, and renew the WWTP. The cost of operations is shared between the two cities using a cost sharing formula based on sewage inflows by each city. The City's Sewer Enterprise Fund meets the criteria to be classified as a major fund. For FY 2022/23, revenue is projected to be $8.4 million, a 6% increase over the FY 2021/22 revised budget. Expenditures are projected to be $11.3 million, a 22% increase from the FY 2021/22 revised budget. It is anticipated that approximately $2.9 million of its projected fund balance will be used to complete several key capital projects.

Pinole Community Television (PCTV) Fund - 505

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

Information Systems -525

The Information Systems Fund is an internal service fund used to account for activities that provide technology goods or services to other City funds and departments on a cost-reimbursement basis. The City is currently working with its Information Technology (IT) consultant to develop its IT plan, which will be used to plan and budget for future technology needs. For FY 2022/23, revenue and expenditures are balanced with each projected to be $1.5 million, a 20% increase from the FY 2021/22 revised budget. The increase is due to increased demand from City departments for various technologies.

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## Fiduciary Funds

### Pension Fund – 700

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

### Recognized Obligation Retirement Fund – 750

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

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

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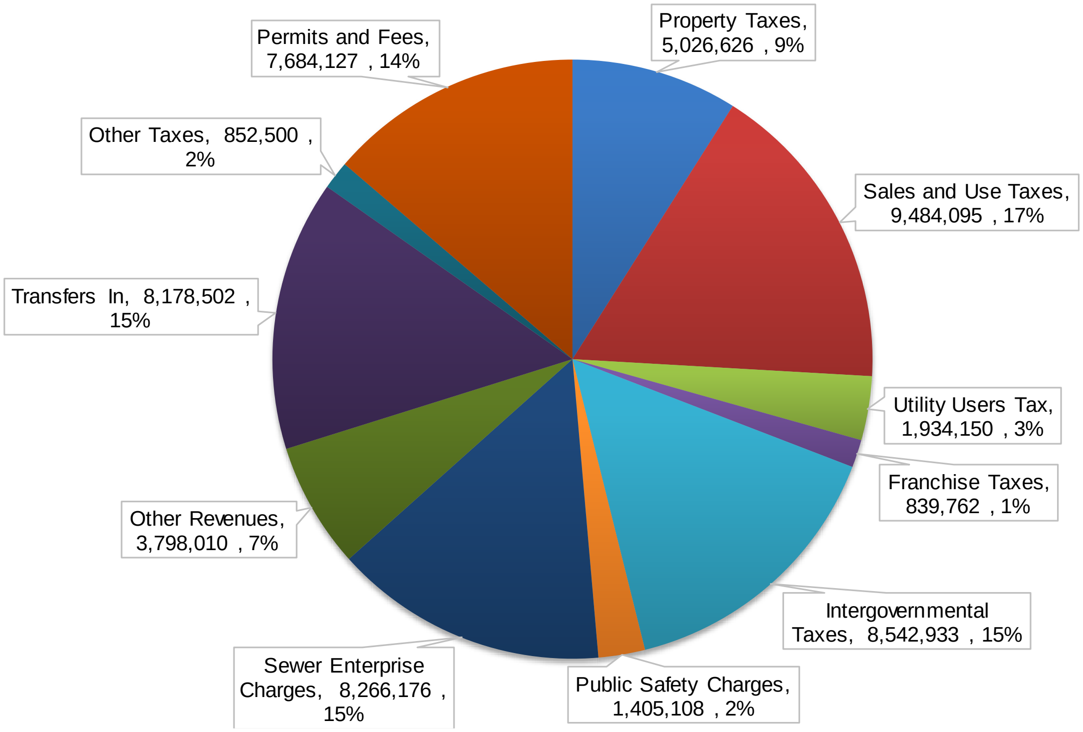
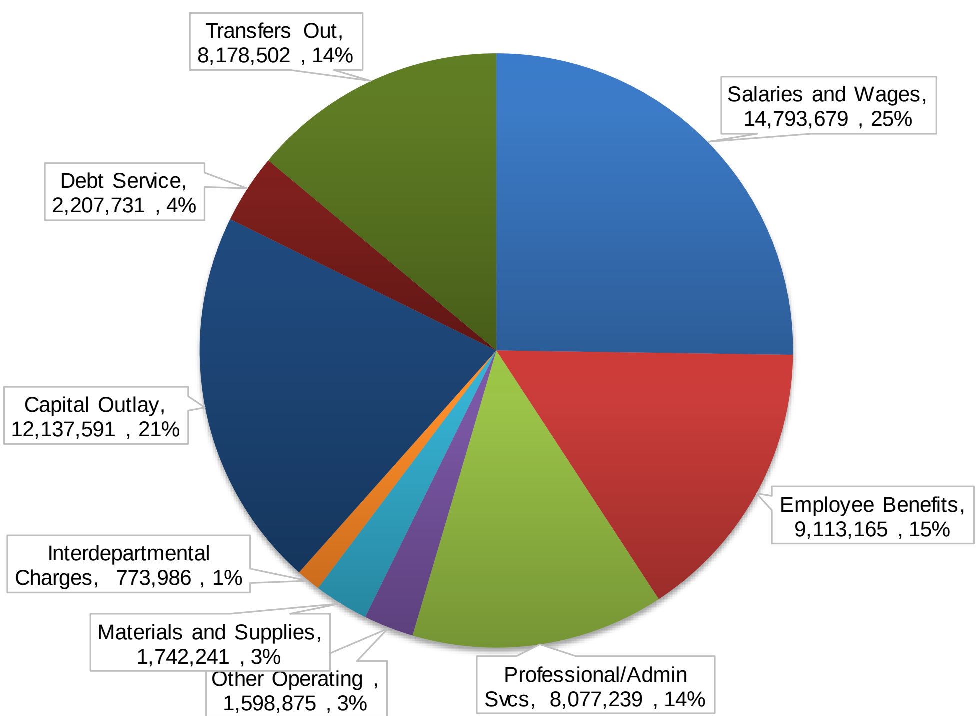
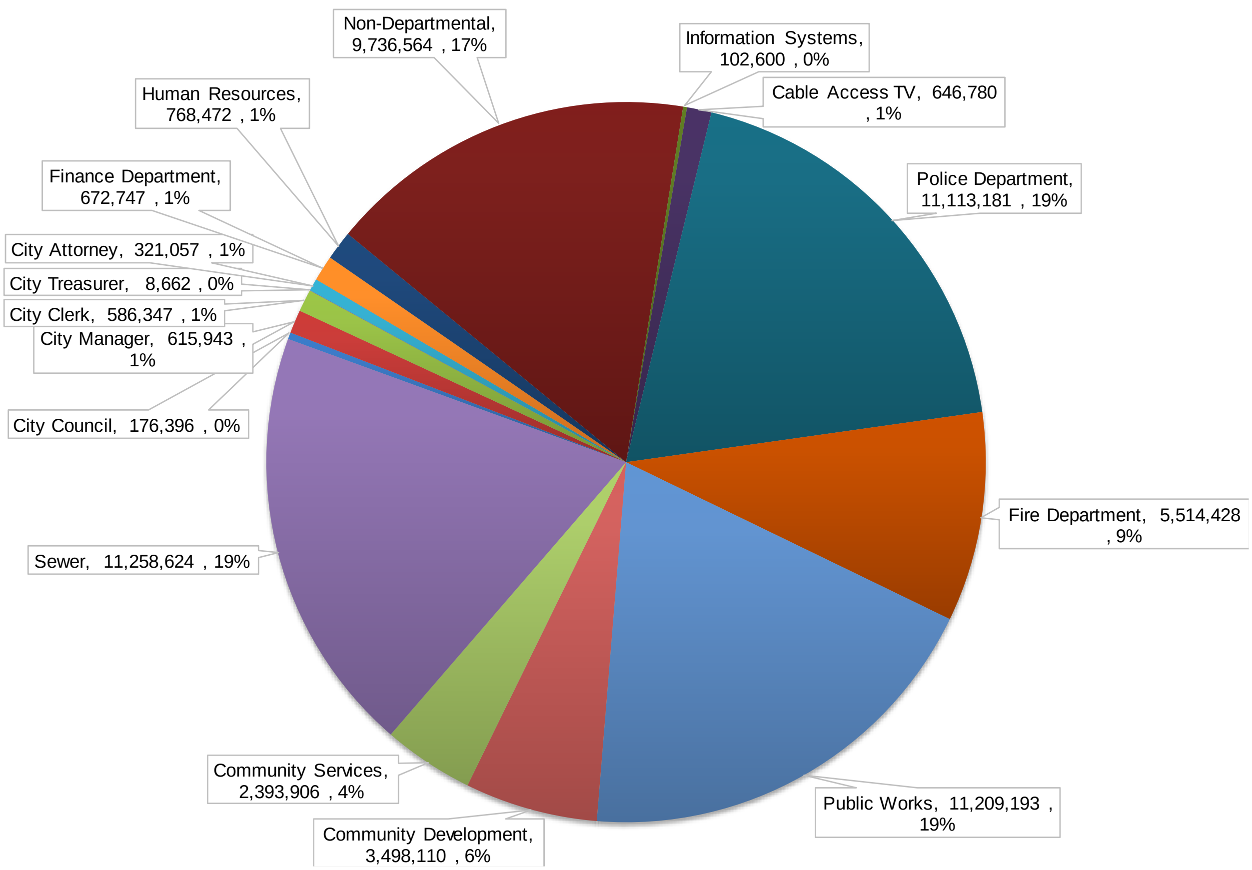
## All Funds Revenue by Category: $56,011,990




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



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



| | FY 2018/19 Actual | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Original Budget | FY 2021/22 Revised Budget | FY 2021/22 Actual Thru Mar-22 | FY 2021/22 Projected Year-end | FY 2022/23 Proposed | Prop to Rev Percent Change |
|---|---|---|---|---|---|---|---|---|---|
| **General Fund (including Measure S 2006 and 2014)** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 311 - Property Taxes | 3,837,167 | 4,514,755 | 4,091,345 | 4,230,122 | 4,230,122 | 2,814,337 | 4,230,122 | 4,776,626 | 13% |
| *Basic 1% Property Tax* | *2,461,344* | *2,595,604* | *2,770,607* | *3,072,882* | *3,072,882* | *1,612,965* | *3,072,882* | *3,285,675* | 7% |
| *RPTTF and Passthrough Payments* | *1,375,823* | *1,919,151* | *1,320,738* | *1,157,240* | *1,157,240* | *1,201,372* | *1,157,240* | *1,490,951* | 29% |
| 312 - Sales and Use Taxes | 3,994,720 | 3,788,080 | 4,303,800 | 4,224,661 | 4,483,848 | 3,504,436 | 4,483,848 | 4,582,095 | 2% |
| 312 - Sales and Use Taxes- Measure S 2006 | 2,146,708 | 1,951,039 | 2,309,123 | 2,142,000 | 2,420,000 | 1,894,076 | 2,420,000 | 2,451,000 | 1% |
| 312 - Sales and Use Taxes- Measure S 2014 | 2,139,620 | 1,950,798 | 2,314,438 | 2,142,000 | 2,420,000 | 1,892,257 | 2,420,000 | 2,451,000 | 1% |
| 313 - Utility Users Tax | 1,812,844 | 1,809,832 | 1,939,726 | 1,915,000 | 1,915,000 | 1,588,620 | 1,915,000 | 1,934,150 | 1% |
| 314 - Franchise Taxes | 735,311 | 750,002 | 751,598 | 779,000 | 779,000 | 455,486 | 779,000 | 786,790 | 1% |
| 315 - Other Taxes | 884,757 | 826,504 | 795,839 | 800,000 | 800,000 | 759,640 | 800,000 | 852,500 | 7% |
| *Other Tax/Transient Occupancy Tax* | *485,499* | *444,453* | *446,105* | *418,000* | *418,000* | *356,713* | *418,000* | *440,000* | 5% |
| *Other Tax/Business License* | *399,258* | *382,051* | *349,733* | *382,000* | *382,000* | *402,927* | *382,000* | *412,500* | 8% |
| 321 - Intergovernmental Taxes | 1,836,501 | 1,952,717 | 2,034,203 | 2,082,883 | 2,082,883 | 1,051,058 | 2,082,883 | 2,215,948 | 6% |
| 323 - State Grants | 109,993 | 40,193 | 10,951 | 40,000 | 40,000 | 8,206 | 40,000 | 40,000 | 0% |
| 324 - Other Grants | 57,026 | 47,026 | 287,768 | 47,026 | 47,026 | - | 47,026 | 47,026 | 0% |
| 332 - Permits | 57,354 | 65,987 | 77,991 | 68,700 | 68,700 | 81,862 | 82,000 | 68,700 | 0% |
| 341 - Review Fees | 44,484 | 13,730 | 37,139 | 28,000 | 28,000 | 28,340 | 28,500 | 28,000 | 0% |
| 342 - Other Fees | 69,934 | 41,929 | 56,754 | 40,694 | 40,694 | 5,571 | 40,694 | 43,194 | 6% |
| 343 - Abatement Fees | 15,893 | 46,060 | 3,844 | 7,000 | 7,000 | 4,264 | 7,000 | 36,000 | 414% |
| 351 - Fines and Forfeiture | 51,741 | 16,874 | 13,166 | 22,050 | 22,050 | 7,808 | 22,050 | 22,050 | 0% |
| 361 - Public Safety Charges | 42,563 | 4,051 | 73,021 | 33,548 | 33,548 | 2,646 | 33,548 | 33,548 | 0% |
| *361 - Public Safety Charges/Dispatch* | *924,755* | *1,255,962* | *1,272,567* | *1,306,248* | *1,306,248* | *1,094,829* | *1,306,248* | *1,371,560* | 5% |
| 370 - Interest and Investment Income | 269,508 | 289,324 | 33,339 | 150,000 | 150,000 | (113,328) | 150,000 | 150,000 | 0% |
| 381 - Rental Income | 89,500 | 89,661 | 86,880 | 89,896 | 89,896 | 65,975 | 92,642 | 89,896 | 0% |
| 383 - Reimbursements | 93,367 | 23,257 | 83,285 | 18,674 | 18,674 | 14,757 | 15,928 | 18,674 | 0% |
| 384 - Other Revenue | 7,077 | 47,205 | 3,788 | 5,100 | 5,100 | 12,705 | 12,500 | 5,100 | 0% |
| 392 - Proceeds from Sale of Property | 1,290 | 13,855 | 83,209 | 601,000 | 601,000 | 7,443 | 601,000 | 1,000 | -100% |
| 393 - Loan/Bond Proceeds | 1,500,000 | 500,000 | 55,197 | - | - | - | - | - | 0% |
| **Revenue Total** | **20,722,113** | **20,038,840** | **20,718,970** | **20,773,602** | **21,588,789** | **15,180,987** | **21,609,989** | **22,004,857** | **2%** |
| 399 - Transfers In | 6,290,688 | - | - | - | - | - | - | - | |
| 399 - Transfers In from Section 115 Pension Fund | - | - | 1,327,427 | 853,686 | 853,686 | - | 853,686 | 2,016,612 | 136% |
| 399 - Transfers In from ARPA Fund | | | | | | | | 4,090,010 | |
| **Sources Total** | **27,012,802** | **20,038,840** | **22,046,397** | **21,627,288** | **22,442,475** | **15,180,987** | **22,463,675** | **28,111,479** | **25%** |
| **Fund: 100 - General Fund** | | | | | | | | | |
| **Expenditures** | | | | | | | | | |
| Division: 110 - City Council Total: | 141,626 | 163,703 | 215,352 | 176,609 | 176,609 | 151,404 | 176,609 | 170,496 | -3% |
| Division: 111 - City Manager Total: | 163,510 | 206,565 | 603,505 | 562,708 | 681,538 | 323,511 | 586,538 | 615,943 | -10% |
| Division: 112 - City Clerk Total: | 235,966 | 183,241 | 243,065 | 450,393 | 450,393 | 221,997 | 450,393 | 586,347 | 30% |
| Division: 113 - City Treasurer Total: | 10,866 | 8,592 | 8,286 | 8,693 | 8,693 | 6,306 | 8,693 | 8,662 | 0% |
| Division: 114 - City Attorney Total: | 308,240 | 462,151 | 489,955 | 310,200 | 310,200 | 280,036 | 310,200 | 321,057 | 4% |
| *114 - City Attorney Services* | *509,176* | *721,388* | *763,076* | *564,000* | *564,000* | *578,447* | *564,000* | *583,740* | 4% |
| *114 - City Attorney Indirect Cost Allocations* | *(200,935)* | *(259,237)* | *(273,121)* | *(253,800)* | *(253,800)* | *(298,411)* | *(253,800)* | *(262,683)* | 4% |
| Division: 115 - Finance Department Total: | 482,018 | 477,675 | 571,900 | 554,891 | 566,846 | 374,984 | 566,846 | 627,847 | 11% |
| Division: 116 - Human Resources Total: | 392,207 | 430,578 | 292,727 | 493,626 | 523,446 | 229,796 | 523,446 | 768,472 | 47% |
| Division: 117 - General Government Total: | 1,544,250 | 1,704,538 | 1,387,531 | 1,397,087 | 1,397,087 | 966,087 | 1,397,087 | 961,955 | -31% |
| **Administrative Total** | **3,278,683** | **3,637,043** | **3,812,321** | **3,954,207** | **4,114,812** | **2,554,120** | **4,019,812** | **4,060,779** | **-1%** |
| Division: 221 - Police Operations Total: | 3,626,415 | 3,335,075 | 3,802,334 | 4,260,699 | 4,366,771 | 3,032,986 | 3,999,312 | 4,892,111 | 12% |
| Division: 222 - Police Support Services Total: | 902,310 | 908,771 | 1,087,828 | 1,272,091 | 1,272,092 | 725,568 | 1,144,883 | 1,538,502 | 21% |
| Division: 223 - Dispatch WBCC Total: | 1,718,128 | 1,878,391 | 1,988,812 | 2,077,088 | 2,077,088 | 1,566,042 | 2,077,088 | 2,169,105 | 4% |
| Division: 231 - Fire Total: | 2,716,433 | 3,195,023 | 4,604,922 | 3,925,759 | 3,965,759 | 2,659,856 | 3,767,471 | 4,212,704 | 6% |
| **Public Safety Total** | **8,963,285** | **9,317,260** | **11,483,896** | **11,535,637** | **11,681,710** | **7,984,452** | **10,988,754** | **12,812,422** | **10%** |
| Division: 341 - Administration/Engineering Total: | 183,755 | 273,487 | 151,103 | 726,407 | 758,686 | 135,672 | 177,090 | 736,363 | -3% |
| Division: 342 - Road Maintenance Total: | 50,173 | 28,451 | 32,157 | 225,284 | 225,284 | 37,941 | 50,588 | 212,969 | -5% |
| Division: 343 - Facility Maintenance Total: | 480,771 | 457,490 | 513,141 | 693,759 | 693,759 | 356,193 | 458,021 | 611,147 | -12% |
| Division: 345 - Park Maintenance Total: | 231,016 | 228,811 | 253,021 | 482,887 | 482,887 | 186,747 | 248,562 | 539,309 | 12% |
| **Public Works Total** | **945,714** | **988,239** | **949,421** | **2,128,337** | **2,160,616** | **716,553** | **934,261** | **2,099,788** | **-3%** |
| Division: 461 - Planning Total: | 9,072 | 4,683 | 10,583 | 167,938 | 167,938 | 3,385 | 4,513 | 77,192 | -54% |
| Division: 465 - Code Enforcement Total: | 70,924 | 169,010 | 162,921 | 201,947 | 201,947 | 137,595 | 179,461 | 253,452 | 26% |
| Division: 466 - Economic Development Total: | - | - | - | - | - | - | - | 176,820 | 100% |
| **Community Development Total** | **79,996** | **173,693** | **173,504** | **369,885** | **369,885** | **140,980** | **183,974** | **507,464** | **37%** |
| Division: 551 - Recreation Admin Total | | | | 427025 | 427,025 | 135,359 | 180,478 | 454,022 | 6% |
| Division: 554 - Youth Center Total: | - | - | - | - | - | - | - | | 0% |
| Division: 557 - Swim Center Total: | - | - | - | - | - | - | - | | 0% |
| **Recreation Total** | **-** | **-** | **-** | **427,025** | **427,025** | **135,359** | **180,478** | **454,022** | **0%** |
| 481 - Debt Service | 523,631 | 536,120 | 558,607 | 576,107 | 576,107 | 576,091 | 576,107 | 596,107 | 3% |
| **Sub-Total** | **13,791,308** | **14,652,356** | **16,977,749** | **18,991,198** | **19,330,154** | **12,107,554** | **16,883,386** | **20,530,582** | **6%** |
| 499 - Transfers Out | 21,225,833 | 562,558 | 921,762 | 702,955 | 2,445,517 | 2,149,357 | 2,445,517 | 1,353,880 | -45% |
| **Expenditure Total:** | **35,017,141** | **15,214,914** | **17,899,511** | **19,694,153** | **21,775,671** | **14,256,911** | **19,328,903** | **21,884,462** | **0%** |

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

Return to Agenda



| | FY 2018/19 Actual | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Original Budget | FY 2021/22 Revised Budget | FY 2021/22 Actual Thru Mar-22 | FY 2021/22 Projected Year-end | FY 2022/23 Proposed | Prop to Rev Percent Change |
|---|---|---|---|---|---|---|---|---|---|
| **Fund: 160 - Equipment Reserve Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 384 - Other Revenue | | | 43,459 | | - | - | - | | |
| 399 - Transfers In | - | 85,000 | 85,000 | 85,000 | 85,000 | 85,000 | 85,000 | 85,000 | 0% |
| **Revenue Total:** | **-** | **85,000** | **128,459** | **85,000** | **85,000** | **85,000** | **85,000** | **85,000** | **0%** |
| **Expenditures** | | | | | | | | | |
| Division: 221 - Police Operations Total: | 33,936 | - | - | - | | | | | |
| Division: 342 - Road Maintenance Total: | | | | 194,000 | 194,000 | 104,242 | 150,000 | 120,000 | |
| Division: 345 - Park Maintenance Total: | 82,303 | - | - | 80,000 | 80,000 | - | - | 80,000 | 0% |
| Division: 461 - Planning Total: | - | - | - | 5,000 | 5,000 | - | - | 5,000 | 0% |
| **Expenditure Total:** | **116,239** | **-** | **-** | **279,000** | **279,000** | **104,242** | **150,000** | **205,000** | **-27%** |
| **Fund: 160 - EQUIPMENT RESERVE Net Results** | **(116,239)** | **85,000** | **128,459** | **(194,000)** | **(194,000)** | **(19,242)** | **(65,000)** | **(120,000)** | |
| **Fund Balance, July 1** | **146,188** | **29,949** | **114,949** | **243,408** | **243,408** | | **243,408** | **178,408** | |
| **Fund Balance, June 30** | **29,949** | **114,949** | **243,408** | **49,408** | **49,408** | | **178,408** | **58,408** | |
| **Fund: 200 - Gas Tax Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 321 - Intergovernmental Taxes | 754,674 | 789,998 | 795,113 | 906,667 | 906,667 | 638,015 | 906,667 | 990,635 | 9% |
| 370 - Interest and Investment Income | 5,879 | 18,024 | 1,878 | 5,000 | 5,000 | (4,730) | 5,000 | 5,000 | 0% |
| 383 - Reimbursements | | | 9,074 | 7,636 | 7,636 | 6,358 | 7,636 | 7,636 | 0% |
| **Revenue Total:** | **760,554** | **808,022** | **806,065** | **919,303** | **919,303** | **639,643** | **919,303** | **1,003,271** | **9%** |
| **Expenditures** | | | | | | | | | |
| Division: 341 - Administration/Engineering Total: | | | 2023 | | - | - | - | - | 0% |
| Division: 342 - Road Maintenance Total: | 403,967 | 577,100 | 1,374,969 | 1,074,728 | 1,074,728 | 306,558 | 1,074,728 | 1,144,557 | 6% |
| **Expenditure Total:** | **403,967** | **577,100** | **1,376,992** | **1,074,728** | **1,074,728** | **306,558** | **1,074,728** | **1,144,557** | **6%** |
| **Fund: 200 - Gas Tax Fund Net Results** | **356,586** | **230,922** | **(570,927)** | **(155,425)** | **(155,425)** | **333,085** | **(155,425)** | **(141,286)** | |
| **Fund Balance, July 1** | **339,936** | **696,522** | **927,444** | **356,517** | **356,517** | | **356,517** | **201,092** | |
| **Fund Balance, June 30** | **696,522** | **927,444** | **356,517** | **201,092** | **201,092** | | **201,092** | **59,806** | |
| **Fund: 201 - Restricted Real Estate Maintenance Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 342 - Other Fees | 1,825 | 475 | 475 | 3,175 | 3,175 | 475 | 3,175 | 3,175 | 0% |
| 381 - Rental Income | 70,833 | 3,787 | 34,150 | 36,816 | 36,816 | - | 36,816 | 36,816 | 0% |
| **Revenue Total:** | **72,658** | **4,262** | **34,625** | **39,991** | **39,991** | **475** | **39,991** | **39,991** | **0%** |
| **Expenditures** | | | | | | | | | |
| Division: 343 - Facility Maintenance Total: | 19,413 | 24,414 | 20,118 | 26,000 | 26,000 | 12,883 | 26,000 | 26,000 | 0% |
| **Expenditure Total:** | **19,413** | **24,414** | **20,118** | **26,000** | **26,000** | **12,883** | **26,000** | **26,000** | **0%** |
| **Fund: 201 - Restricted RE Maintenance Fund Net Resul** | **53,245** | **(20,152)** | **14,507** | **13,991** | **13,991** | **(12,407)** | **13,991** | **13,991** | |
| **Fund Balance, July 1** | **133,586** | **186,832** | **166,679** | **181,187** | **181,187** | | **181,187** | **195,178** | |
| **Fund Balance, June 30** | **186,832** | **166,679** | **181,187** | **195,178** | **195,178** | | **195,178** | **209,169** | |
| **Fund: 203 - Public Safety Augmentation Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 321 - Intergovernmental Taxes | 202,489 | 185,306 | 187,448 | 170,266 | 170,266 | 202,219 | 202,219 | 170,266 | 0% |
| 370 - Interest and Investment Income | 3,201 | 7,117 | 1,269 | 2,500 | 2,500 | (3,777) | 2,500 | 2,500 | 0% |
| **Revenue Total:** | **205,691** | **192,423** | **188,717** | **172,766** | **172,766** | **198,442** | **204,719** | **172,766** | **0%** |
| **Expenditures** | | | | | | | | | |
| Division: 221 - Police Operations Total: | 131,658 | 179,741 | 143,643 | 204,574 | 204,574 | 138,454 | 204,574 | 387,365 | 89% |
| **Expenditure Total:** | **131,658** | **179,741** | **143,643** | **204,574** | **204,574** | **138,454** | **204,574** | **387,365** | **89%** |
| **Fund: 203 - Public Safety Augmentation Fund Net Resu** | **74,032** | **12,682** | **45,074** | **(31,808)** | **(31,808)** | **59,988** | **145** | **(214,599)** | |
| **Fund Balance, July 1** | **279,125** | **353,158** | **365,840** | **410,914** | **410,914** | | **410,914** | **411,059** | |
| **Fund Balance, June 30** | **353,158** | **365,840** | **410,914** | **379,106** | **379,106** | | **411,059** | **196,460** | |
| **Fund: 204 - Police Grants Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 323 - State Grants | | 9,197 | - | | | | | | 0% |
| 324 - Other Grants | 328,000 | 300,500 | - | | | | | | 0% |
| 384 - Other Revenue | 120 | | | | | | | | 0% |
| **Revenue Total:** | **328,120** | **309,697** | **-** | **-** | **-** | **-** | **-** | **-** | **0%** |
| 399 - Transfers In | - | - | 29,428 | - | - | - | | | 0% |
| **Sources Total** | **328,120** | **309,697** | **29,428** | **-** | **-** | **-** | **-** | **-** | **0%** |
| **Expenditures** | | | | | | | | | |
| Division: 227 - Police Grants Total: | 255,638 | 304,023 | 85,999 | - | - | 23 | 23 | | 0% |
| **Expenditure Total:** | **255,638** | **304,023** | **85,999** | **-** | **-** | **23** | **23** | **-** | **0%** |
| **Fund: 204 - Police Grants Net Results** | **72,482** | **5,674** | **(56,571)** | **-** | **-** | **(23)** | **(23)** | **-** | |
| **Fund Balance, July 1** | **47,342** | **119,824** | **125,498** | **68,927** | **68,927** | | **68,927** | **68,904** | |
| **Fund Balance, June 30** | **119,824** | **125,498** | **68,927** | **68,927** | **68,927** | | **68,904** | **68,904** | |

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

Return to Agenda



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

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

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

Return to Agenda



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

Return to Agenda



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

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## GENERAL FUND LONG-TERM FINANCIAL FORECAST

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

**CITY OF PINOLE**
**LONG-TERM FINANCIAL FORECAST**

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

## BUDGETED POSITIONS

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

| Department | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 |
|---|---|---|---|---|---|
| **CITY MANAGER** | | | | | |
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant City Manager | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 |
| Management Analyst | 0.00 | 0.00 | 1.00 | 1.00 | 0.00 |
| Assistant to the City Manager | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Administrative Assistant | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Total Full-Time Equivalents (FTEs) | 1.00 | 1.00 | 4.00 | 3.00 | 3.00 |
| **CITY CLERK** | | | | | |
| City Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Clerk | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Administrative Assistant, *part-time* | 0.48 | 0.48 | 0.48 | 0.48 | 1.00 |
| Total Full-Time Equivalents (FTEs) | 1.48 | 1.48 | 1.48 | 2.48 | 3.00 |
| **FINANCE DEPARTMENT** | | | | | |
| Finance Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accountant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Technician, *part-time* | 0.48 | 0.48 | 0.48 | 0.48 | 0.48 |
| Accounting Intern, *part-time/temporary* | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Full-Time Equivalents (FTEs) | 3.48 | 3.48 | 3.48 | 3.48 | 3.48 |
| **HUMAN RESOURCES** | | | | | |
| Assistant City Manager | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Human Resources Director | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Human Resources Analyst | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Human Resources Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Human Resources Technician | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Total Full-Time Equivalents (FTEs) | 2.00 | 2.00 | 1.00 | 2.00 | 3.00 |
| **GENERAL GOVERNMENT** | | | | | |
| Management Analyst | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Total Full-Time Equivalents (FTEs) | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| **POLICE DEPARTMENT** | | | | | |
| **SWORN** | | | | | |
| Police Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Lieutenant | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Police Sergeant | 6.00 | 6.00 | 6.00 | 6.00 | 7.00 |
| Police Officer | 19.00 | 19.00 | 19.00 | 19.00 | 20.00 |
| **Sub-total Sworn** | 28.00 | 28.00 | 28.00 | 28.00 | 30.00 |
| | | | | | |
| **NON-SWORN** | | | | | |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Community Safety Specialist | 0.96 | 1.00 | 1.00 | 1.00 | 1.00 |
| Community Service Officer | 0.96 | 0.96 | 0.96 | 2.00 | 2.00 |
| Crossing Guards, *part-time/temporary* | 0.50 | 0.50 | 0.25 | 0.25 | 0.25 |
| Dispatcher | 11.00 | 11.00 | 11.00 | 11.00 | 10.00 |
| Lead Dispatcher | 1.00 | 1.00 | 1.00 | 1.00 | 2.00 |
| Police Property Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Records Specialist | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| **Sub-total Non-Sworn** | 18.42 | 18.46 | 18.21 | 19.25 | 19.25 |
| Total Full-Time Equivalents (FTEs) | 46.42 | 46.46 | 46.21 | 47.25 | 49.25 |

Return to Agenda



| Department | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 |
|---|---|---|---|---|---|
| **FIRE DEPARTMENT** | | | | | |
| **SWORN** | | | | | |
| Fire Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Battalion Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Fire Captain | 3.00 | 3.00 | 3.00 | 5.00 | 5.00 |
| Fire Engineer | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Fire Fighter/Paramedic | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Fire Fighter | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| **Sub-total Sworn** | 14.00 | 14.00 | 14.00 | 16.00 | 16.00 |
| **NON-SWORN** | | | | | |
| Administrative Assistant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Management Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| **Sub-total Non-Sworn** | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Full-Time Equivalents (FTEs) | 15.00 | 15.00 | 15.00 | 17.00 | 17.00 |
| **PUBLIC WORKS** | | | | | |
| Public Works Director | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Development Services Director/City Engineer | 0.50 | 0.50 | 0.50 | 1.00 | 0.00 |
| Senior Project Manager | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Capital Improvement and Environmental Program Mar | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Associate Civil Engineer | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Public Works Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 2.00 |
| Administrative Assistant | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Management Analyst | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Development Services Technician | 0.00 | 0.00 | 0.00 | 0.00 | 0.50 |
| Public Works Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Works Maintenance Supervisor | 2.00 | 2.00 | 2.00 | 3.00 | 3.00 |
| Public Works Maintenance Workers | 7.00 | 7.00 | 7.00 | 8.00 | 8.00 |
| Park Caretaker | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| Treatment Plant Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Water Pollution Control Plant Operation Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| WWTP Senior Operator | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| WWTP Operator | 5.00 | 5.00 | 5.00 | 5.00 | 4.00 |
| Environmental Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Environmental Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| WWTP Maintenance Mechanic | 1.00 | 1.00 | 1.00 | 2.00 | 2.00 |
| Water Pollution Control Plant Intern | 0.48 | 0.48 | 0.48 | 0.48 | 0.48 |
| Total Full-Time Equivalents (FTEs) | 24.23 | 24.23 | 23.23 | 27.73 | 30.23 |
| **COMMUNITY DEVELOPMENT** | | | | | |
| Development Services Director/City Engineer | 0.50 | 0.50 | 0.50 | 0.00 | 0.00 |
| Community Development Director | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Planning Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Building Inspector | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Building Official | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Building Inspector | 0.00 | 0.00 | 1.00 | 1.00 | 0.00 |
| Building Inspector I/II | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Code Enforcement Officer | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Code Enforcement Officer I/II | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Permit Technician | 1.48 | 2.00 | 2.00 | 2.00 | 0.00 |
| Permit Technician I/II | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 |
| Development Services Technician | 0.00 | 0.00 | 0.00 | 0.00 | 0.50 |
| Total Full-Time Equivalents (FTEs) | 4.98 | 5.50 | 6.50 | 7.00 | 7.50 |

| Department | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 |
|---|---|---|---|---|---|
| **COMMUNITY SERVICES DEPARTMENT** | | | | | |
| **RECREATION** | | | | | |
| Community Services Director | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Recreation Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Cook, *part-time/regular* | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| Recreation Coordinator | 2.60 | 2.60 | 2.60 | 2.60 | 3.50 |
| Recreation Leader | 2.88 | 2.88 | 2.88 | 2.88 | 2.88 |
| Recreation Leader [Tiny Tots] | 1.13 | 1.13 | 1.13 | 1.13 | 1.13 |
| Rental Facility Custodian, *part-time/temporary* | 1.65 | 1.65 | 1.65 | 1.65 | 1.65 |
| Senior Recreation Leader | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 |
| **Sub-total Recreation** | 11.50 | 11.50 | 11.50 | 12.50 | 13.40 |
| | | | | | |
| **PINOLE COMMUNITY TELEVISION (PCTV)** | | | | | |
| Cable Access Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Cable Access Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Cable Equipment Operators | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| **Sub-total Cable Access Television** | 2.75 | 2.75 | 2.75 | 2.75 | 2.75 |
| Total Full-Time Equivalents (FTEs) | 14.25 | 14.25 | 14.25 | 15.25 | 16.15 |
| **GRAND TOTAL ALL DEPARTMENTS** | **113.84** | **114.40** | **115.15** | **125.19** | **132.61** |

## LABOR COST ALLOCATIONS ($)

| Position Title | Total Wages and Benefits | General Fund 100 | Sewer Enterprise (WWTP) Fund 500 | Sewer Enterprise (Corp Yard) Fund 500 | Cable TV Fund 505 | Information Systems Fund 525 | Successor Agency Fund 750 | Housing Admin Fund 285 | Gas Tax Fund 200 | Building Fund 212 | Measure "S-2014" Fund 106 | PSAF Fund 203 | SLESF Fund 206 | Storm Water Fund 207 | Recreation Fund 209 | Refuse Mgmt Fund 213 | Solid Waste Fund 214 | Measure "J" Fund 215 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 100-110 Council Members (5) | 105,322 | 78,992 | - | 26,331 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 105,322 |
| 100-111 City Manager | 484,520 | 203,499 | 24,226 | 121,130 | - | - | 87,214 | 24,226 | - | 24,226 | - | - | - | - | - | - | - | - | 484,520 |
| 100-111 Assistant to the City Manager | 164,646 | 131,717 | - | - | - | 32,929 | - | - | - | - | - | - | - | - | - | - | - | - | 164,646 |
| 100-111 Admin Assistant | 164,646 | 65,859 | 32,929 | 32,929 | - | - | - | - | 24,697 | 8,232 | - | - | - | - | - | - | - | - | 164,646 |
| 100-112 City Clerk | 203,366 | 166,760 | - | - | - | - | 36,606 | - | - | - | - | - | - | - | - | - | - | - | 203,366 |
| 100-113 Treasurer | 10,536 | 7,902 | - | 2,634 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 10,536 |
| 100-115 Finance Director | 350,310 | 213,689 | 52,547 | - | - | - | 66,559 | 17,516 | - | - | - | - | - | - | - | - | - | - | 350,310 |
| 100-115 Accountant | 144,151 | 122,528 | 21,623 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 144,151 |
| 100-115 Accounting Specialist | 121,436 | 103,221 | 18,215 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 121,436 |
| 100-115 Accounting Technician | 32,603 | 27,713 | 4,890 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 32,603 |
| 100-116 HR Analyst | 131,437 | 118,294 | 13,144 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 131,437 |
| 100-221 Police Officer | 174,177 | 80,121 | - | - | - | - | - | - | - | - | - | - | 94,056 | - | - | - | - | - | 174,177 |
| 100-221 Police Officer (2) | 387,365 | - | - | - | - | - | - | - | - | - | - | 387,365 | - | - | - | - | - | - | 387,365 |
| 100-221 Police Officer (Canine) | 170,115 | 153,104 | - | - | - | - | - | - | - | - | - | - | 17,012 | - | - | - | - | - | 170,115 |
| 100-341 PW Director | 270,201 | 67,550 | 54,040 | 27,020 | - | - | - | - | 40,530 | - | 27,020 | - | - | 13,510 | - | 27,020 | 13,510 | - | 270,201 |
| 100-341 Associate Engineer | 161,644 | - | 16,164 | 24,247 | - | - | - | - | - | - | 80,822 | - | - | - | - | - | - | 40,411 | 161,644 |
| 100-341 PW Specialist (2) | 265,061 | 53,012 | - | 66,265 | - | - | - | - | 39,759 | 53,012 | - | - | - | 26,506 | - | 26,506 | - | - | 265,061 |
| 100-341 Capital Improvement Manager | 193,379 | - | 19,338 | 29,007 | - | - | - | - | - | - | 38,676 | - | - | 9,669 | - | 19,338 | 29,007 | 48,345 | 193,379 |
| 100-341 Management Analyst | 120,052 | 24,010 | - | 12,005 | - | - | - | - | 24,010 | - | 24,010 | - | - | 12,005 | - | - | 24,010 | - | 120,052 |
| 100-342 PW Maint. Supervisor | 109,755 | 43,902 | - | - | - | - | - | - | - | - | 21,951 | - | - | - | - | - | 21,951 | 21,951 | 109,755 |
| 100-343 Public Works Manager | 270,916 | 135,458 | - | 54,183 | - | - | - | - | 13,546 | - | - | - | - | 54,183 | - | 13,546 | - | 0 | 270,916 |
| 100-343 PW Maint. Supervisor | 203,223 | 91,450 | - | 50,806 | - | - | - | - | 10,161 | - | - | - | - | 40,645 | - | 10,161 | - | - | 203,223 |
| 100-343 Maintenance Workers (4) | 475,898 | 142,769 | - | 95,180 | - | - | - | - | 71,385 | - | - | - | - | 71,385 | - | 23,795 | - | 71,385 | 475,898 |
| 100-343 Maintenance Worker (1) | 138,776 | - | - | - | - | - | - | - | - | - | 138,776 | - | - | - | - | - | - | - | 138,776 |
| 100-343 Maintenance Worker (1) | 96,446 | 48,223 | - | - | - | - | - | - | - | - | 48,223 | - | - | - | - | - | - | - | 96,446 |
| 209-551 Community Svcs Director | 288,998 | - | - | - | 28,900 | - | - | - | - | - | - | - | - | - | 260,098 | - | - | - | 288,998 |
| 212-461 Community Dev. Director | 356,243 | 89,061 | - | - | - | - | - | 53,436 | - | 213,746 | - | - | - | - | - | - | - | - | 356,243 |
| 212-461 Planning Manager | 203,955 | 10,198 | - | - | - | - | - | 10,198 | - | 183,560 | - | - | - | - | - | - | - | - | 203,955 |
| 212-462 Permit Technician | 123,987 | 61,994 | - | - | - | - | - | - | - | 61,994 | - | - | - | - | - | - | - | - | 123,987 |
| 212-462 Community Dev. Technician | 101,415 | 67,603 | | | | | | | | 33,812 | | | | | | | | | 101,415 |
| 500-642 PW Maint. Supervisor | 179,842 | - | - | 134,882 | - | - | - | - | 8,992 | - | - | - | - | 17,984 | - | 8,992 | - | 8,992 | 179,842 |
| 500-642 Maintenance Workers (2) | 269,339 | - | - | 202,004 | - | - | - | - | 13,467 | - | - | - | - | 26,934 | - | 13,467 | - | 13,467 | 269,339 |
| | | | | | | | | | | | | | | | | | | | - |
| | $ 6,473,760 | $ 2,308,627 | $ 257,116 | $ 878,622 | $ 28,900 | $ 32,929 | $ 190,378 | $ 105,376 | $ 246,547 | $ 578,581 | $ 379,478 | $ 387,365 | $ 111,067 | $ 272,821 | $ 260,098 | $ 142,825 | $ 88,478 | $ 204,550 | $ 6,473,760 |
| PERCENT OF TOTAL | | 36% | 4% | 14% | 0% | 1% | 3% | 2% | 4% | 9% | 6% | 6% | 2% | 4% | 4% | 2% | 1% | 3% | 100% |

| General Fund | Special Revenue | Sewer Enterprise | Successor Agency | Interanl Service | Measure S |
|---|---|---|---|---|---|
| 2,308,627 | $ 2,397,708 | $ 1,135,739 | $ 190,378 | $ 61,829 | $ 379,478 |

| | 100-111 | 100-112 | 100-115 | 100-116 | 100-221 | 100-223 | 100-341 | 100-342 | 100-343 | 100-345 | 100-465 | 209-554 | 209-555 | 212-461 | 212-462 | 505-119 | 505-120 | 505-121 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 100-111 Admin Assistant | 32,929 | 8,232 | 8,232 | 8,232 | - | - | 8,232 | - | - | - | | - | - | | | - | - | - | 65,859 |
| 100-221 Police Chief | - | - | - | - | 318,980 | 35,442 | - | - | - | - | | - | - | | | - | - | - | 354,422 |
| 100-221 Lieutenant | - | - | - | - | 304,128 | 76,032 | - | - | - | - | | - | - | | | - | - | - | 380,159 |
| 100-342 Maintenance Worker (1) | - | - | - | - | - | - | - | 21,951 | - | 21,951 | | - | - | | | - | - | - | 43,902 |
| 100-343 Maintenance Workers (4) | - | - | - | - | - | - | - | 28,554 | 57,108 | 57,108 | | - | - | | | - | - | - | 142,769 |
| 100-343 Maintenance Worker (1) | - | - | - | - | - | - | - | | 34,694 | 34,694 | | - | - | | | - | - | - | 69,388 |
| 209-554 Recreation Leaders (Seasonal) | - | - | - | - | - | - | - | - | - | - | | 16,203 | 30,092 | | | - | - | - | 46,295 |
| 209-554 YC Recreation Coordinator | - | - | - | - | - | - | - | - | - | - | | 80,365 | 25,378 | | | - | - | - | 105,743 |
| 212-461 Community Dev. Director | | | | | | | | | | | | | | 106,873 | 106,873 | | | | 213,746 |
| 212-462 Community Dev. Technician | - | - | - | - | - | - | 50,707 | - | - | - | 16,896 | - | - | 16,906 | 16,906 | - | - | - | 101,415 |
| 505-119 Cable Access Coordinator | - | - | - | - | - | - | - | - | - | - | | - | - | | | 129,796 | 743 | 87,973 | 218,511 |
| 505-119 Cable Access Technician | - | - | - | - | - | - | - | - | - | - | | - | - | | | 101,869 | 583 | 69,045 | 171,497 |

# LABOR COST ALLOCATIONS (%)

| Position Title | Total Wages and Benefits | General Fund 100* | Sewer Enterprise (WWTP) Fund 500 | Sewer Enterprise (Corp Yard) Fund 500 | Cable TV Fund 505 | Information Systems Fund 525 | Successor Agency Fund 750 | Housing Admin Fund 285 | Gas Tax Fund 200 | Building Fund 212 | Measure "S-2014" Fund 106 | PSAF Fund 203 | SLESF Fund 206 | Storm Water Fund 207 | Recreation Fund 209 | Refuse Mgmt Fund 213 | Solid Waste Fund 214 | Measure "J" Fund 215 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 100-110 Council Members (5) | 105,322 | 75% | | 25% | | | | | | | | | | | | | | | 100% |
| 100-111 City Manager | 484,520 | 42% | 5% | 25% | | | 18% | 5% | | 5% | | | | | | | | | 100% |
| 100-111 Assistant to the City Manager | 164,646 | 80% | | | | 20% | | | | | | | | | | | | | 100% |
| 100-111 Admin Assistant | 164,646 | 40% | 20% | 20% | | | | | 15% | 5% | | | | | | | | | 100% |
| 100-112 City Clerk | 203,366 | 82% | | | | | 18% | | | | | | | | | | | | 100% |
| 100-113 Treasurer | 10,536 | 75% | | 25% | | | | | | | | | | | | | | | 100% |
| 100-115 Finance Director | 350,310 | 61% | 15% | | | | 19% | 5% | | | | | | | | | | | 100% |
| 100-115 Accountant | 144,151 | 85% | 15% | | | | | | | | | | | | | | | | 100% |
| 100-115 Accounting Specialist | 121,436 | 85% | 15% | | | | | | | | | | | | | | | | 100% |
| 100-115 Accounting Technician | 32,603 | 85% | 15% | | | | | | | | | | | | | | | | 100% |
| 100-116 HR Analyst | 131,437 | 90% | 10% | | | | | | | | | | | | | | | | 100% |
| 100-221 Police Officer | 174,177 | 46% | | | | | | | | | | | 54% | | | | | | 100% |
| 100-221 Police Officer (2) | 387,365 | 0% | | | | | | | | | | 100% | | | | | | | 100% |
| 100-221 Police Officer (Canine) | 170,115 | 90% | | | | | | | | | | | 10% | | | | | | 100% |
| 100-341 PW Director | 270,201 | 25% | 20% | 10% | | | | | 15% | | 10% | | | 5% | | 10% | 5% | | 100% |
| 100-341 Associate Engineer | 161,644 | | 10% | 15% | | | | | | | 50% | | | | | | | 25% | 100% |
| 100-341 PW Specialist (2) | 265,061 | 20% | | 25% | | | | | 15% | 20% | | | | 10% | | 10% | | | 100% |
| 100-341 Capital Project Manager | 193,379 | 0% | 10% | 15% | | | | | | | 20% | | | 5% | | 10% | 15% | 25% | 100% |
| 100-341 Management Analyst | 120,052 | 20% | | 10% | | | | | 20% | | 20% | | | 10% | | | 20% | | 100% |
| 100-342 PW Maint. Supervisor | 109,755 | 40% | | | | | | | | | 20% | | | | | | 20% | 20% | 100% |
| 100-343 Public Works Manager | 270,916 | 50% | | 20% | | | | | 5% | | | | | 20% | | 5% | | | 100% |
| 100-343 PW Maint. Supervisor | 203,223 | 45% | | 25% | | | | | 5% | | | | | 20% | | 5% | | | 100% |
| 100-343 Maintenance Workers (4) | 475,898 | 30% | | 20% | | | | | 15% | | | | | 15% | | 5% | | 15% | 100% |
| 100-343 Maintenance Worker (1) | 138,776 | 0% | | | | | | | | | 100% | | | | | | | | 100% |
| 100-343 Maintenance Worker (1) | 96,446 | 50% | | | | | | | | | 50% | | | | | | | | 100% |
| 209-551 Community Svcs Director | 288,998 | 0% | | | 10% | | 0% | 0% | | | | | | | 90% | | | | 100% |
| 212-461 Community Dev. Director | 356,243 | 25% | | | | | | 15% | | 60% | | | | | | | | | 100% |
| 212-461 Planning Manager | 203,955 | 5% | | | | | | 5% | | 90% | | | | | | | | | 100% |
| 212-462 Permit Technician | 123,987 | 50% | | | | | | | | 50% | | | | | | | | | 100% |
| 212-462 Community Dev. Technician | 101,415 | 67% | | | | | | | | 33% | | | | | | | | | 100% |
| 500-642 PW Maint. Supervisor | 179,842 | 0% | | 75% | | | | | 5% | | | | | 10% | | 5% | | 5% | 100% |
| 500-642 Maintenance Workers (2) | 269,339 | 0% | | 75% | | | | | 5% | | | | | 10% | | 5% | | 5% | 100% |
| | | | | | | | | | | | | | | | | | | | - |
| | $ 6,473,760 | 36% | 4% | 14% | 0% | 1% | 3% | 2% | 4% | 9% | 6% | 6% | 2% | 4% | 4% | 2% | 1% | 3% | 100% |

| | 100-111 | 100-112 | 100-115 | 100-116 | 100-221 | 100-223 | 100-341 | 100-342 | 100-343 | 100-345 | 100-465 | 209-554 | 209-555 | 212-461 | 212-462 | 505-119 | 505-120 | 505-121 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 100-111 Admin Assistant | 20% | 5% | 5% | 5% | | | 5% | | | | | | | | | | | | 40% |
| 100-221 Police Chief | | | | | 90% | 10% | | | | | | | | | | | | | 100% |
| 100-221 Lieutenant | | | | | 80% | 20% | | | | | | | | | | | | | 100% |
| 100-342 Maintenance Workers (1) | | | | | | | | 20% | | 20% | | | | | | | | | 40% |
| 100-343 Maintenance Workers (4) | | | | | | | | 6% | 12% | 12% | | | | | | | | | 30% |
| 100-343 Maintenance Workers (1) | | | | | | | | | 25% | 25% | | | | | | | | | 50% |
| 209-554 Recreation Leaders (Seasonal) | | | | | | | | | | | | 35% | 65% | | | | | | 100% |
| 209-554 YC Recreation Coordinator | | | | | | | | | | | | 76% | 24% | | | | | | 100% |
| 212-461 Community Dev. Director | | | | | | | | | | | | | | 50% | 50% | | | | 100% |
| 212-462 Community Dev. Technician | | | | | | | 50% | | | | 17% | | | 17% | 17% | | | | 100% |
| 505-119 Cable Access Coordinator | | | | | | | | | | | | | | | | 59% | 0% | 40% | 100% |
| 505-119 Cable Access Technician | | | | | | | | | | | | | | | | 59% | 0% | 40% | 100% |

# Department Budgets

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

The department sections are arranged in the following order:

- Elected Officials
    - City Council
    - City Treasurer
- Appointed Officials
    - City Manager
    - City Attorney
    - City Clerk
- Administration
    - Finance
    - Human Resources
- Public Safety
    - Police
    - Fire
- Public Works
- Community Development
- Community Services
- General Government

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

- Mission;
- Major services and functions;
- FY 2021/22 key accomplishments;
- FY 2022/23 key priorities and projects;
- Major changes in FY 2022/23 budget;
- Position summary;
- Budget summaries at the department and division levels; and
- Major non-personnel expense details.

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## CITY COUNCIL

### Mission

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

Vision

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

Mission

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

Goals

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

### Major Services and Functions

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

### FY 2021/22 Key Accomplishments

- Recognized Black History Month

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

**FY 2022/23 Key Priorities and Projects**

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

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

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

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

**Major Changes in FY 2022/23 Budget**

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

**Position Summary**

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

## CITY COUNCIL BUDGET SUMMARY

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

Return to Agenda



## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|
| **42101 Professional Services** | | **$ -** | **$ -** |
| Citywide organizational assessment | $ - | | |
| **42201 Office Expense** | | **$ 500** | **$ 500** |
| **4230X Travel and Training** | | **$ 7,900** | **$ 9,000** |
| ABAG (delegate) | $250 | | |
| Allocated Appropriation (5 @ 500) | 2,500 | | |
| CCC Mayor's Conference monthly dinners | 1,200 | | |
| East Bay Division meetings | 600 | | |
| Funding for council members on league committees | 500 | | |
| League of California Cities Conference (5 @ 600) | 3,000 | | |
| Mayor's travel expenses | 600 | | |
| Other identified City sponsored events | 250 | | |
| Various dinners/award ceremonies | 100 | | |
| **42401 Memberships** | | **$ 21,805** | **$ 21,485** |
| ABAG dues | $5,500 | | |
| Contra Costa Mayor's Conference | 1,400 | | |
| LAFCO dues | 6,300 | | |
| League of California Cities East Bay Division | 8,085 | | |
| Other Memberships | 200 | | |
| **42514 Special Department Expense** | | **$ 59,490** | **$ 59,490** |
| City Council meetings recorded by PCTV | $56,490 | | |
| Mayoral Celebration expense | 400 | | |
| Misc. supplies and food for meetings | 1,000 | | |
| Other special department expenses | 1,000 | | |
| West County Mayor's Breakfast meetings | 600 | | |

**Total Professional/Administrative Services** **$ 90,475**

| | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|
| **4310X Utilities** | | **$ 1,030** | **$ 1,030** |
| Gas/Electric | $ 980 | | |
| Water | 50 | | |

## MEASURE S - 2014 FUND - 106

| | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|
| **42101 Professional Services** | | **$ 5,900** | **$ 5,900** |
| Teambuilding and Strategic Planning | $ 5,900 | | |

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## CITY TREASURER

### Mission

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

### Major Services and Functions

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

### FY 2021/22 Key Accomplishments

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

### FY 2022/23 Key Priorities and Projects

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

### Major Changes in FY 2022/23 Budget

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

### Position Summary

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

## CITY TREASURER BUDGET SUMMARY

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

## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|
| **42301 Travel & Training** | | $ 400 | $ 400 |
| Misc. training | $ 400 | | |
| **42401 Memberships** | | $ 110 | $ 110 |
| CSMFO Dues | $ 110 | | |
| **42506 Bonds** | | $ 250 | $ 250 |
| Bond for City Treasurer position | $ 250 | | |

**Total Professional/Administrative Services** **$ 760**

# CITY MANAGER

The City Manager department is comprised of the following divisions:

- Administration and Programs; and
- Information Technology

**Mission**

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

**Major Services and Functions**

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

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

In FY 2020/21, the City implemented a number of changes to the City's organization structure and staffing. These included assigning to the City Manager's office some responsibilities that previously did not have a clear home in the organization structure, including communication and engagement and intergovernmental relations.

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

**FY 2021/22 Key Accomplishments**

- Oversaw the City's response to the coronavirus pandemic

- Supported the City Council in its development of policy on key community issues
- Supported City departments in the implementation of a number of process improvements and new policies
- Worked with local, regional, State, and federal agencies to advance Pinole's interests
- Implemented the City's new organizational structure to improve capacity and coordination, based on the organizational assessment
- Hired staff in key leadership positions
- Expanded communication and engagement with the community through the use of new tools and techniques
- Completed the Strategic Plan strategy of developing a comprehensive information technology plan (Goal 4, Strategy 6)

**FY 2022/23 Key Priorities and Projects**

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

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

- Complete Strategic Plan strategies

**Major Changes in FY 2022/23 Budget**

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

**Position Summary**

| Position | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|---|---|---|---|---|---|
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant City Manager | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 |
| Management Analyst | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 |
| Assistant to the City Manager | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Administrative Assistant | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| **Total** | **1.00** | **1.00** | **4.00** | **3.00** | **3.00** |

Note that the Management Analyst and Administrative Assistant positions were shown in departments other than the City Manager department in budgets prior to FY 2020/21 and were moved to the City Manager department in FY 2020/21 to reflect their primary tasks more clearly. The Management Analyst position was reclassified to an Assistant to the City Manager position in FY 2021/22. A portion of the Administrative Assistant position's time is devoted to supporting the Finance Department and the Human Resources Department.

## CITY MANAGER BUDGET SUMMARY

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

## MAJOR NON-PERSONNEL EXPENSE DETAILS

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

## INFORMATION SYSTEMS BUDGET SUMMARY

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

*See CIP

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## MAJOR NON-PERSONNEL EXPENSE DETAILS

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

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| | | | | |
|---|---|---|---|---|
| Realquest maintenance | 10,000 | | | |
| Recruiting software annual maintenance (NeoGov) | 5,200 | | | |
| Software for E-submission of form 700 | 3,500 | | | |
| **Total Professional/Administrative Services** | | | | **$ 977,206** |
| **43101 Communications** | | **$ 169,760** | **$ 174,853** | |
| AT&T AVPN circuit for I-80 sign project | $ 2,843 | | | |
| AT&T voice service | 104,236 | | | |
| Fire Department pagers | 371 | | | |
| New internet service for Public Safety building | 12,360 | | | |
| New internet service for the Corp Yard | 6,180 | | | |
| Replace broken phones | 1,030 | | | |
| Tiny Tots solar | 618 | | | |
| Verizon cell service | 47,215 | | | |
| **47102 Computer Equipment** | | **$ 161,700** | **$ 297,348** | |
| PD computer monitor replacement PD (carryover) | $ 2,400 | | | |
| Fiber data network evaluation for City Hall and Senior Center (carryover) | 10,000 | | | |
| Citywide phone system replacement (carryover) | 50,000 | | | |
| Police Department MDC replacements | 157,148 | | | |
| Replace old computers (carryover) | 7,200 | | | |
| Replace 20 workstations per year | 20,600 | | | |
| Refresh EOC System | 50,000 | | | |

## MEASURE S - 2014 FUND - 106

| | | | |
|---|---|---|---|
| **42510 Software Purchase & Subscriptions** | | **$ 42,600** | **$ 42,600** |
| Laserfiche Software *training carryover* | $ 3,600 | | |
| Ancillary equipment related to RecDesk upgrade *carryover* | 39,000 | | |
| **47201 Improvements/Building** | | **$ 60,000** | **$ 60,000** |
| IN2102 Municipal Broadband Feasibility | $ 60,000 | | |

## INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY

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

## CITY ATTORNEY

### Mission

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

### Major Services and Functions

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

### FY 2021/22 Key Accomplishments

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

### FY 2022/23 Special Projects

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

- Provide legal assistance and advice in labor negotiations, grievances, employment, benefits, and HR related issues, as well as liability avoidance management practices
- Provide legal advice and representation to the City on development projects including multi-family housing developments, Pinole Shores II, and the sale of former RDA properties, and provide counsel to the City's Planning Commission
- Provide training on ethics, conflicts of interest and election related issues to the City Council, Commissioners, and staff
- Draft City Procurement Policy Procedures Manual

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

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

**Major Changes in FY 2022/23 Budget**

Anticipating the amount of legal services needed by the City in any given year is difficult. The proposed FY 2022/23 budget reflects a 3.5% increase to the prior year's actual budget expenditure to reflect a contractual CPI adjustment. The 3.5% increase for the FY 2022/23 budget accounts for an anticipated increase in the need for legal services related to development projects and property dispositions, as well as special projects. Finally, some legal costs incurred by the City are reimbursed to the General Fund and are not reflected in the proposed budget. Those include, but are not limited to, code enforcement, development projects and property dispositions, and successful defense of claims that have prevailing party attorney fee provisions. These reimbursements will help offset the actual cost of legal services for the City.

**Position Summary**

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

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## CITY ATTORNEY BUDGET SUMMARY

| | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Actual Thru Mar-22 | FY 2021/22 Revised Budget | FY 2022/23 Proposed Budget | Prop to Rev $ Change | Prop to Rev % Change |
|---|---|---|---|---|---|---|---|
| **REVENUE / FUNDING SOURCE** | | | | | | | |
| General Fund - 100 | 462,151 | 489,955 | 280,036 | 310,200 | 321,057 | 10,857 | 3% |
| Measure S 2014 - 106 | 27,318 | - | | | | - | 0% |
| **Total** | **489,469** | **489,955** | **280,036** | **310,200** | **321,057** | **10,857** | **3%** |
| **EXPENDITURES BY CATEGORY** | | | | | | | |
| **Legal Services** | | | | | | | |
| Attorney Services - 42102 | 748,706 | 763,076 | 578,447 | 564,000 | 583,740 | 19,740 | 3% |
| **Total Legal Services** | **748,706** | **763,076** | **578,447** | **564,000** | **583,740** | **19,740** | **3%** |
| **Indirect Cost Allocations** | | | | | | | |
| Administrative Credits - 46121 | (259,237) | (273,121) | (298,411) | (228,800) | (237,683) | (8,883) | 4% |
| Developer Reimbursements - 46121 | | | | (25,000) | (25,000) | - | 0% |
| **Total Indirect Cost Allocations** | **(259,237)** | **(273,121)** | **(298,411)** | **(253,800)** | **(262,683)** | **(8,883)** | **3%** |
| **Total** | **489,469** | **489,955** | **280,036** | **310,200** | **321,057** | **10,857** | **3%** |
| **EXPENDITURES BY PROGRAM** | | | | | | | |
| City Attorney - 114 | 489,469 | 489,955 | 280,036 | 310,200 | 321,057 | 10,857 | 3% |
| **Total** | **489,469** | **489,955** | **280,036** | **310,200** | **321,057** | **10,857** | **3%** |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

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

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## CITY CLERK

### Mission

The City Clerk's mission is to fulfill the role as elections official, legislative administrator and records manager for the City in an efficient, professional, and friendly manner, to provide outstanding support to the Council throughout the legislative process, and to serve the citizens of Pinole as an accessible and responsive representative of transparent and open government.

### Major Services and Functions

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

- Provide accurate and timely minutes for the City Council and Finance Subcommittee
- City Council and Finance Sub-Committee agenda packet management
- Serve as Elections Official and conduct all City elections in compliance with the CA Elections Code
- Coordinate Citywide Records Management Program and conduct semi-annual audit
- Streamline the paperless filing and electronic submission of Form 700 for FPPC filers
- Administration of the City’s Public Records Act Program
- Codification of Pinole municipal code
- Provide excellent customer service to members of the community & staff

### FY 2021/22 Key Accomplishments

- Improvements to virtual public meeting format and procedures in response to COVID-19 pandemic using Zoom software
- Planning, coordination and implementation of hybrid meeting model for public meetings
- Management of DocuSign account for City contract routing in response to remote working Conditions of Employees Due to the COVID-19 Pandemic
- Management of GovQA Software for Online Public Records Request Management Portal
- Management of Laserfiche electronic management software for the City Clerk’s records and continued progress on city-wide records conversion project
- Timely and accurate delivery of 33 Council, Successor Agency, and Finance Sub-Committee transcriptions

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

**FY 2022/23 Key Priorities and Projects**

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

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

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

**Major Changes in FY 2022/23 Budget**

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

**Position Summary**

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

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## CITY CLERK BUDGET SUMMARY

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

## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | FY 2021/22 | FY 2022/23 | |
|---|---|---|---|---|
| **42101 Professional Services** | | **$ 55,000** | **$ 55,000** | |
| Filming and imaging of permanent records | $ 2,000 | | | |
| Pinole Municipal Code codification and update | 2,000 | | | |
| Laserfiche Records update | 26,000 | | | |
| Citywide historical records conversion | 25,000 | | | |
| **42201 Office Expense** | | **$ 1,600** | **$ 1,600** | |
| Misc. office expenses & proclamations and certificates | $1,600 | | | |
| **4230X Travel and Training** | | **$ 6,000** | **$ 11,500** | |
| City Clerk's New Law/Election Seminar/Misc. Training | $ 1,200 | | | |
| Annual Conference | 525 | | | |
| IIMC Annual Conference | 675 | | | |
| Technical Training for Clerks | 3,000 | | | |
| Travel expense / Mileage | 1,000 | | | |
| Other training related expenses | 4,600 | | | |
| Meal Allowance | 500 | | | |
| **42401 Memberships** | | **$ 340** | **$ 605** | |
| CCAC Dues | 260 | | | |
| IIMC Member Dues | 270 | | | |
| MMANC Member dues | 75 | | | |
| **42506 Bonds** | | **$ 175** | **$ 175** | |
| **42514 Special Department Expense** | | **$ 25,000** | **$ 25,000** | |
| CCC Elections | $ 22,500 | | | |
| Public Notices | 2,500 | | | |
| **Total Professional/Administrative Services** | | | | **$ 93,880** |
| **4310X Utilities** | | **$ 1,600** | **$ 1,600** | |
| Gas/Electric | $ 1,500 | | | |
| Water | 100 | | | |
| **4710X** | | **$ -** | **$ 5,000** | |
| 47106 Furniture for Department offices | $ 5,000 | | | |

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# FINANCE

## Mission

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

## Major Services and Functions

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

## FY 2021/22 Key Accomplishments

- Completed the Strategic Plan strategy of developing a Long-Term Financial Plan (LTFP) and using it to guide budget and financial decision (Goal 2, Strategy 1)
- Expanded Long-Term Financial Plan to include financial forecasts for all City funds
- Adopted annual budget by June 30th
- Completed Annual Comprehensive Financial Report by December 31st
- Prepared the Successor Agency Annual ROPS for approval by the County Oversight Board and submitted to the State Department of Finance by February 1st
- Received an unqualified opinion for annual financial statements
- Received California Society of Municipal Finance Officers Budget Excellence Award
- Received Government Finance Officers Association Excellence in Financial Reporting Award
- Conducted a comprehensive fee study and cost allocation plan
- Implemented the second round of the Pinole Small Business Assistance Program to provide $3,000 grants to small Pinole businesses that experienced loss of revenue due to COVID-19
- Hosted a special workshop to educate the public on the City's various tax revenue sources
- Established a policy to formally set guidelines on the use of the Section 115 Trust funds
- Implemented new forms of public engagement to get input from the community and to gauge community priorities with regard to the Long-Term Financial Plan, annual budget, and the American Rescue Plan Act (ARPA)

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### FY 2022/23 Special Projects

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

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

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

### Major Changes in FY 2022/23 Budget

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

### Position Summary

| **Position** | **2018/19** | **2019/20** | **2020/21** | **2021/22** | **2022/23** |
|---|---|---|---|---|---|
| Finance Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accountant | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Specialist | 2.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Technician, *PT* | 0.00 | 0.48 | 0.48 | 0.48 | 0.48 |
| Accounting Intern, *PT/Temp* | 0.48 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Total** | **3.48** | **3.48** | **3.48** | **3.48** | **3.48** |

## FINANCE BUDGET SUMMARY

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

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## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|---|
| **42101 Professional Services** | | | **$ 119,045** | **$ 104,090** |
| Auditing Services | $ | 44,935 | | |
| GASB 68 PERS Report (5 reports @$850) | | 4,250 | | |
| Preparation of State Controllers Report | | 5,505 | | |
| Armored car treasury services | | 2,800 | | |
| CA Municipal Statistics (ACFR schedule) | | 500 | | |
| Comprehensive Fess Study & Cost Allocation Plan | | 15,000 | | |
| HdL Property Tax Analysis | | 8,500 | | |
| HdL Sales Tax Analysis | | 5,600 | | |
| OPEB Valuation Report | | 17,000 | | |
| **42201 Office Expense** | | | **$ 5,700** | **$ 5,800** |
| Miscellaneous Office Expenses | $ | 2,500 | | |
| Year End Tax Forms | | 1,200 | | |
| Check stock | | 1,500 | | |
| Printing Services | | 600 | | |
| **42203 Shipping & Mailing** | | | **$ -** | **$ 5,000** |
| Mailers on budget matters | $ | 5,000 | | |
| **4230x Travel and Training** | | | **$ 2,100** | **$ 2,100** |
| CSMFO annual conference | $ | 1,100 | | |
| Staff Training | | 1,000 | | |
| **42401 Memberships** | | | **$ 595** | **$ 595** |
| ICMA Dues | $ | 200 | | |
| CMTA Dues | | 95 | | |
| CSMFO dues | | 110 | | |
| GFOA dues | | 190 | | |
| **42501 Bank Fees** | | | **$ -** | **$ 15,000** |
| Mechanics Bank and Bank of the West Fees | $ | 15,000 | | |
| *(Moved from General Gov't)* | | | | |
| **42506 Admin Exp/Bonds** | | | **$ 250** | **$ 250** |
| Bonds | $ | 250 | | |
| **42510 Software Subscription** | | | **$ 3,750** | **$ 7,795** |
| Balancing Act | $ | 5,800 | | |
| Long-range forecasting software | | 1,995 | | |
| **42514 Special Department Expense** | | | **$ 655** | **$ 655** |
| GFOA ACFR review and certification | $ | 505 | | |
| CSMFO budget review and award | | 150 | | |

**Total Professional/Administrative Services** **$ 141,285**

| | | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|---|
| **4310X Utilities** | | | **$ 4,800** | **$ 4,800** |
| Water - 43102 | $ | 300 | | |
| Electricity & Power - 43103 | | 4,500 | | |

## MEASURE S - 2006 FUND - 105

| | | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|---|
| **42101 Professional Services** | | | **$ 2,450** | **$ 2,450** |
| Measure S Audit (105) | $ | 1,200 | | |
| Sales Tax Analysis | | 1,250 | | |

## HUMAN RESOURCES

The Human Resources Department is comprised of the following divisions:

- Human Resources Management; and
- Risk Management

**Mission**

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

**Major Services and Functions**

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

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

**FY 2021/22 Key Accomplishments**

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

**FY 2022/23 Priorities and Projects**

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

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

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

**Major Changes in FY 2022/23 Budget**

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

**Position Summary**

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

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## HUMAN RESOURCES BUDGET SUMMARY

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

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## MAJOR NON-PERSONNEL EXPENSE DETAILS

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

**Total Professional/Administrative Services** **$ 160,907**

| | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|
| **4310X Utilities** | | **$ 1,750** | **$ 1,750** |

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## POLICE

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

- Operations; and
- Support Services

### Mission

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

### Major Services and Functions

- Police Operations is responsible for the day-to-day operation of the department. It includes funding officers and their uniforms, gear, weapons, vehicles, and other supplies.
- Police Support Services provides support and assistance to Operations and the community. It includes front office staff who work with the public daily. It includes the Crime Prevention Officers who provide outreach into the community. It includes the collection and processing of evidence. It also includes the maintenance and repair of vehicles and equipment used by all Police staff.
- The City operates the West Bay Communications Center (WBCC), which provides police dispatch services for the City of Pinole as well as Hercules and San Pablo. The Cities of Hercules and San Pablo are billed for Dispatch Services based on a cost-sharing formula that incorporates various usage measurements.

### FY 2021/22 Key Accomplishments

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

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

**FY 2022/23 Key Priorities and Projects**

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

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

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

**Major Changes in FY 2022/23 Budget**

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

## Position Summary

| **Position** | **2018/19** | **2019/20** | **2020/21** | **2021/22** | **2022/23** |
|---|---|---|---|---|---|
| Police Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Lieutenant | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Police Sergeant | 6.00 | 6.00 | 6.00 | 6.00 | 7.00 |
| Police Officer | 19.00 | 19.00 | 19.00 | 19.00 | 20.00 |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Community Safety Specialist | 0.96 | 1.00 | 1.00 | 1.00 | 1.00 |
| Community Services Officer | 0.96 | 0.96 | 0.96 | 2.00 | 2.00 |
| Crossing Guards, *part-time/temporary* | 0.50 | 0.50 | 0.25 | 0.25 | 0.25 |
| Dispatcher | 11.00 | 11.00 | 11.00 | 11.00 | 10.00 |
| Lead Dispatcher | 1.00 | 1.00 | 1.00 | 1.00 | 2.00 |
| Police Property Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Records Specialist | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| **Total** | **46.42** | **46.46** | **46.21** | **47.25** | **49.25** |

## POLICE BUDGET SUMMARY

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

## GENERAL FUND - 100
## POLICE OPERATIONS - 221

### EXPENDITURE SUMMARY

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

## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|---|
| **42101 Professional Services** | | | $ 51,712 | $ 51,712 |
| Applicant Processing/Recruiting | $ | 16,000 | | |
| EBRCSA Contract - Radios (63) | | 35,712 | | |
| **42106 Software Maintenance** | | | $ 28,791 | $ 23,945 |
| Lexipol Daily Training bulletins | $ | 4,244 | | |
| Starchase GPS | | 14,976 | | |
| Vigilant Solutions Software | | 4,725 | | |
| **42107 Equipment Maintenance** | | | $ 35,100 | $ 35,100 |
| Radio Repairs | $ | 3,000 | | |
| Vehicle Maintenance | | 9,000 | | |
| Vehicle Repairs | | 18,000 | | |
| Vehicle Washing | | 5,100 | | |
| **4230X Travel and Training** | | | $ 60,800 | $ 60,800 |
| Firearms Range Rental | $ | 10,800 | | |
| State of CA -- P.O.S.T. | | 30,000 | | |
| Officer Wellness (42304) | | 20,000 | | |
| **42401 Memberships** | | | $ 3,175 | $ 3,175 |
| CA Crime Prevention Officers Assn | $ | 120 | | |
| CA Peace Officers Assn. | | 320 | | |
| CA Police Chief's Assn. | | 800 | | |
| County Police Chiefs' Assn. | | 1,500 | | |
| International Assn. of Police Chiefs | | 200 | | |
| National Assn. of Town Watch | | 35 | | |
| Police Executive Research Forum | | 200 | | |
| **42514 Special Department Expense** | | | $ 50,200 | $ 45,300 |
| Ammunition and firearm repair | $ | 9,800 | | |
| Canine expenses | | 20,000 | | |
| Crime Scene Processing/Field Testing Supplies | | 7,300 | | |
| Miscellaneous Supplies | | 8,200 | | |

**Total Professional/Administrative Services** **$ 220,032**

| | | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|---|
| **44301 Fuel** | | | $ 73,000 | $ 73,000 |
| **44410 Safety Clothing** | | | $ 12,500 | $ 12,500 |
| Part-time employee uniforms | $ | 3,500 | | |
| Protective Vests | | 9,000 | | |
| **4710X Equipment** | | | $ 86,561 | $ 133,873 |
| EBRCSA Equipment (47101) | $ | 20,940 | | |
| Axon Body Worn Camera Program (47101) | | 42,412 | | |
| Ballistic Shield (47105) | | 2,500 | | |
| Patrol Rifle (47105) | | 1,840 | | |
| Tablets and Docking (47105) | | 4,900 | | |
| Radio Encryption Equipment (47105) | | 61,281 | | |

## MEASURE S-2006 FUND - 105

| | | | | |
|---|---|---|---|---|
| **42107 Equipment Maintenance** | | | $ 4,050 | $ 4,050 |
| MDC Repairs | $ | 1,650 | | |
| Vehicle Maintenance | | 1,350 | | |
| Vehicle Repairs | | 1,050 | | |

| | | | | |
|---|---|---|---|---|
| **42510 Software Purchase** | | **$ 6,000** | **$ 6,000** | |
| Lefta systems subscription | $ 6,000 | | | |
| | | | | |
| **42514 Special Department Expense** | | **$ 3,250** | **$ 3,250** | |
| Gunshot trauma kits | $ 700 | | | |
| Miscellaneous Supplies | 2,550 | | | |
| | **Total Professional/Administrative Services** | | | **$ 13,300** |

## MEASURE S-2014 FUND - 106

| | | | |
|---|---|---|---|
| **47104 Vehicles** | | **$ 110,000** | **$ 110,000** |
| 1 Vehicle | $ 55,000 | | |
| 1 Vehicle *(carryover)* | $ 55,000 | | |

Return to Agenda



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

### EXPENDITURE SUMMARY

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

## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|
| **42101 Professional Services** | | **$ 163,530** | **$ 163,530** |
| Children's interview center | 3,500 | | |
| Contra Costa County Jail fees | 49,600 | | |
| County Crime Lab Services | 58,000 | | |
| EBCRSA Contract - radios (5) | 2,880 | | |
| Family Justice Center | 500 | | |
| Miscellaneous Professional Services | 4,050 | | |
| SART Exams | 5,000 | | |
| Smart Guardian | 10,000 | | |
| Video Surveillance System | 30,000 | | |
| **42106 Software Maintenance** | | **$ 28,000** | **$ 28,000** |
| Police Dispatch and Records Mgmt. Software (Tyler) | 28,000 | | |
| **42107 Equipment Maintenance** | | **$ 7,050** | **$ 7,050** |
| Crime prevention vehicle maintenance | 1,000 | | |
| Radio Repairs | 250 | | |
| Vehicle Maintenance | 4,000 | | |
| Vehicle Repairs | 1,500 | | |
| Vehicle Washing | 300 | | |
| **42108 Maintenance Structure/Imp** | | **$ 23,065** | **$ 23,065** |
| Bldg. Maintenance | 1,075 | | |
| Elevator Service (NEC) | 650 | | |
| HVAC Maintenance (City Mechanical) | 1,850 | | |
| Janitorial Service (UBS) | 17,365 | | |
| Janitorial Supplies (UBS) | 1,700 | | |
| Pest control (Western Exterminator) | 425 | | |
| **42201 Office Expense** | | **$ 24,520** | **$ 24,520** |
| Community outreach office expenses | 5,000 | | |
| Copier Supplies | 500 | | |
| Office Supplies | 12,720 | | |
| Postage & Equipment (Pitney) | 3,000 | | |
| Printing Services (Concord) | 800 | | |
| Printing Services (Eagle) | 2,500 | | |
| **42301 Travel and Training** | | **$ 10,100** | **$ 10,100** |
| Conferences (CALNENA) | $1,000 | | |
| Meetings | 500 | | |
| Non POST training | 5,600 | | |
| POST training | 3,000 | | |

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

## MEASURE S-2006 FUND - 105

| | | | | | | |
|---|---|---|---|---|---|---|
| **42105 Network Maintenance** | | | $ | 330,510 | $ | 330,510 |
| CAD/RMS City of San Pablo | $ | 330,510 | | | | |

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

### EXPENDITURE SUMMARY

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

## MEASURE S - 2006 FUND - 105

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Professional & Administrative Services - 42 | 1,955 | - | - | - | - | - | 0% |
| **Total** | **1,955** | **-** | **-** | **-** | **-** | **-** | **0%** |

## MEASURE S - 2014 FUND - 106

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Overtime - 40201 | 25,000 | - | - | - | - | - | 0% |
| **Total** | **25,000** | **-** | **-** | **-** | **-** | **-** | **0%** |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|
| **42101 Professional Services** | | **$ 9,645** | **$ 9,645** |
| 800 MHz radio system maintenance | $ 4,265 | | |
| EBCRSA Contract - 5 radios | $ 2,880 | | |
| Language Interpretation Services | 2,500 | | |
| **42105 Network Maintenance** | | **$ 11,926** | **$ 11,926** |
| Cad/RMS *(City of San Pablo)* | $ 11,926 | | |
| **42106 Software Maintenance** | | **$ 12,000** | **$ 12,000** |
| Police Dispatch and Records Mgmt. Software (Tyler) | $ 12,000 | | |
| **42107 Equipment Maintenance** | | **$ 21,000** | **$ 26,561** |
| Call recorder/logger maintenance | $ 14,000 | | |
| Dispatch headset/cord replacement | 1,265 | | |
| Stancil maintenance | 8,561 | | |
| General equipment maintenance | 2,735 | | |
| **42108 Maintenance Structure/Imp** | | **$ 6,500** | **$ 6,500** |
| Elevator Service | $ 127 | | |
| HVAC Maintenance | 241 | | |
| Janitorial Services | 5,318 | | |
| Janitorial Supplies | 757 | | |
| Pest Control Service | 56 | | |
| **42201 Office Expense** | | **$ 2,000** | **$ 2,000** |
| General Office Supplies | $ 2,000 | | |
| **4230X Travel and Training** | | **$ 10,000** | **$ 10,000** |
| Non-POST training | $1,500 | | |
| Meetings associated with dispatch function | 500 | | |
| Conference attendance for APCO, PSAP, CLEWOA | 1,000 | | |
| POST training | 3,000 | | |
| Dispatcher Training | 4,000 | | |
| **42401 Memberships** | | **$ 150** | **$ 150** |
| WBCC portion of costs for APCO and CLEWOA participation. | $ 150 | | |
| **42514 Special Department Expense** | | **$ 1,500** | **$ 1,500** |
| DOJ fingerprints and background investigations on applicants. | $ 1,500 | | |

**Total Professional/Administrative Services $ 80,282**

| | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|
| **4310X Utilities** | | **$ 10,400** | **$ 10,400** |
| 43103 Electricity & Gas (PG&E) | $ 9,500 | | |
| 43102 Water (EBMUD) | 800 | | |
| 43105 Cable | 100 | | |
| **47102 Computer Equipment** | | **$ -** | **$ -** |

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

### EXPENDITURE SUMMARY

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

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## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | FY 2021/22 | FY 2022/23 | |
|---|---|---|---|---|
| **42107 Equipment Maintenance** | | $ - | $ - | |
| Crime prevention vehicle maintenance. | $ - | | | |
| **4230X Travel & Training** | | $ - | $ - | |
| Registration | $ - | | | |
| Mileage or Air | 0 | | | |

## TRAFFIC SAFETY FUND - 205

| | | FY 2021/22 | FY 2022/23 | |
|---|---|---|---|---|
| **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 | | | |

## FIRE

### Mission

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

### Major Services and Functions

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

### FY 2021/22 Key Accomplishments

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

### FY 2022/23 Key Priorities and Projects

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

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

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

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

**Major Changes in FY 2022/23 Budget**

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

**Position Summary**

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

## FIRE BUDGET SUMMARY

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

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## GENERAL FUND - 100
## FIRE OPERATIONS - 231

### EXPENDITURE SUMMARY

| | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Actual Thru Mar-22 | FY 2021/22 Revised Budget | FY 2022/23 Proposed Budget | Prop to Rev $ Change | Prop to Rev % Change |
|---|---|---|---|---|---|---|---|
| **Personnel** | | | | | | | |
| Salaries & Wages - 401 | 1,324,743 | 1,251,503 | 957,825 | 1,483,550 | 1,721,498 | 237,948 | 14% |
| Overtime - 402 | - | 446,646 | 366,577 | 290,024 | 295,863 | 5,839 | 2% |
| Employee Benefits - 410 | 828,632 | 881,209 | 721,120 | 1,110,615 | 1,122,031 | 11,416 | 1% |
| **Total Salary & Benefits** | **2,153,374** | **2,579,358** | **2,045,522** | **2,884,189** | **3,139,392** | **255,203** | **8%** |
| **Services and Supplies** | | | | | | | |
| Professional & Administrative Services - 42 | 604,053 | 786,073 | 320,742 | 779,090 | 709,640 | (69,450) | -10% |
| Other Operating Expenses -43 | 61,102 | 69,773 | 49,727 | 53,600 | 53,600 | - | 0% |
| Materials & Supplies - 44 | 65,351 | 48,148 | 71,569 | 66,000 | 66,000 | - | 0% |
| **Total Services and Supplies** | **730,506** | **903,993** | **442,038** | **898,690** | **829,240** | **(69,450)** | **-8%** |
| **Capital Outlay** | | | | | | | |
| Asset Acquisition/Improvement - 47 | 60,283 | - | 747 | - | - | - | 0% |
| **Total Capital Outlay** | **60,283** | **-** | **747** | **-** | **-** | **-** | **0%** |
| **Indirect Cost Allocations** | | | | | | | |
| Admin Debits - 46122 | 77,878 | 954,080 | - | - | - | - | 0% |
| IS Charges - 46124 | 88,571 | 73,700 | 47,092 | 85,408 | 119,465 | 34,057 | 29% |
| Legal Services - 46126 | 15,347 | 9,730 | 12,234 | 10,000 | 10,000 | - | 0% |
| General Liability Insurance - 46201 | 69,062 | 84,061 | 112,223 | 87,472 | 114,607 | 27,135 | 24% |
| **Total Indirect Cost Allocations** | **250,859** | **1,121,571** | **171,549** | **182,880** | **244,072** | **61,192** | **25%** |
| **Total** | **3,195,023** | **4,604,922** | **2,659,856** | **3,965,759** | **4,212,704** | **246,945** | **6%** |

## MEASURE S-2006 FUND - 105

| | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Actual Thru Mar-22 | FY 2021/22 Revised Budget | FY 2022/23 Proposed Budget | Prop to Rev $ Change | Prop to Rev % Change |
|---|---|---|---|---|---|---|---|
| Salaries & Wages - 401 | 158,390 | 248,379 | 250,717 | 351,751 | 402,790 | 51,039 | 13% |
| Overtime - 402 | 471,902 | 59,633 | 22,699 | 13,486 | 14,073 | 587 | 4% |
| Employee Benefits - 410 | 169,043 | 103,572 | 166,997 | 199,246 | 255,907 | 56,661 | 22% |
| Professional & Administrative Services - 42 | 58,169 | 26,204 | 19,821 | 26,560 | 26,560 | - | 0% |
| Materials & Supplies - 44 | - | - | 80 | - | - | - | 0% |
| Asset Acquisition/Improvement - 47 | 139,736 | | 815 | 72,600 | 4,000 | (68,600) | -1715% |
| Debt Principal - 48101 | 68,695 | - | - | - | - | - | 0% |
| Debt Interest - 48102 | 1,738 | - | - | - | - | - | 0% |
| Administrative Credits - 46121 | (77,878) | - | - | - | - | - | 0% |
| General Liability Insurance - 46201 | 28,903 | 19,823 | 22,230 | 17,591 | 23,852 | 6,261 | 26% |
| **Total** | **1,018,699** | **457,612** | **483,359** | **681,234** | **727,182** | **45,948** | **6%** |

## MEASURE S-2014 FUND - 106

| | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Actual Thru Mar-22 | FY 2021/22 Revised Budget | FY 2022/23 Proposed Budget | Prop to Rev $ Change | Prop to Rev % Change |
|---|---|---|---|---|---|---|---|
| Salaries & Wages - 401 | 227,304 | 199,441 | 147,393 | 210,244 | 229,516 | 19,272 | 8% |
| Overtime - 402 | - | - | - | - | - | - | 0% |
| Employee Benefits - 410 | 41,245 | 112,264 | 139,936 | 167,094 | 224,393 | 57,299 | 26% |
| Professional & Administrative Services - | 21,962 | 45,340 | 15,004 | 57,500 | 107,500 | 50,000 | 47% |
| Asset Acquisition/Improvement - 47 | - | - | - | - | - | - | 0% |
| General Liability Insurance - 46201 | 10,578 | 10,229 | 12,796 | 10,411 | 13,133 | 2,722 | 21% |
| **Total** | **301,089** | **367,274** | **315,130** | **445,249** | **574,542** | **129,293** | **23%** |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|
| **42101 Professional Services** | | **$ 479,550** | **$ 359,550** |
| Annual Physicals | $ 15,200 | | |
| CCC Cupa | 500 | | |
| CCC Fire Protection District- Dispatch | 167,446 | | |
| Crisis Resolution | 5,000 | | |
| EBRCSA Radio contract -29 radios | 16,704 | | |
| Fire Prevention - 4Leaf | 120,000 | | |
| Maximum Security -Station 74 | 1,200 | | |
| Medic IQ Services | 24,000 | | |
| Physio Control Annual Premium | 2,500 | | |
| Recruitment | 7,000 | | |
| **42104 Paramedic Supplies** | | **$ 53,600** | **$ 53,600** |
| Medical Supplies | $ 39,200 | | |
| Medic CD ($1,200 x12) | 14,400 | | |
| **42106 Software Maintenance** | | **$ 15,000** | **$ 15,000** |
| Controlled Substance Software-Annual | $ 9,000 | | |
| Fire RMS Support | $ 6,000 | | |
| **42107 Equipment Maintenance** | | **$ 77,100** | **$ 77,100** |
| 3-4 Add'l Ipad Communication Radios for Apparatus | $ 12,000 | | |
| Apparatus Maintenance | 40,000 | | |
| SCBA Hydrostatic Testing | 10,100 | | |
| Miscellaneous tools/parts | 10,000 | | |
| SCBA Maintenance | 5,000 | | |
| **42108 Maintenance Structure/Imp** | | **$ 14,370** | **$ 14,370** |
| Landscape Contract | $ 4,320 | | |
| Elevator Contract | 800 | | |
| Heating and air contract | 3,850 | | |
| Janitorial Supplies | 4,950 | | |
| Pest Control Contract | 450 | | |
| **42201 Office Expense** | | **$ 4,000** | **$ 4,000** |
| New Office furniture | $ 4,000 | | |
| **4230X Travel and Training** | | **$ 56,845** | **$ 56,845** |
| Annual Training | $ 48,700 | | |
| Training for Analyst/Dept | 4,000 | | |
| EMT Recerts ($37 x 5) | 185 | | |
| Paramedic Recerts ($240 x 9) | 2,160 | | |
| EMS Reference Books | 1,300 | | |
| 42302 Mileage & Air | 500 | | |

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| | | | | |
|---|---|---|---|---|
| **42401 Memberships** | | **$ 625** | **$ 1,175** | |
| Fire Memberships | $ 625 | | | |
| CAER Dues (Emergency response) | 550 | | | |
| **42512 Weed Abatement** | | **$ 70,000** | **$ 120,000** | |
| Increased abatement for brush removal (City property) | $ 115,300 | | | |
| Weed Abatement Campaign (private property) | 4,700 | | | |
| **42514 Special Department Expense** | | **$ 8,000** | **$ 8,000** | |
| Miscellaneous Special Department Expenses | 8,000 | | | |
| **Total Professional/Administrative Services** | | | | **$ 709,640** |
| **4310X Utilities** | | **$ 50,600** | **$ 50,600** | |
| 43103 PG&E | $ 40,000 | | | |
| 43102 EBMUD | 10,000 | | | |
| 43101 Comcast | 500 | | | |
| 43101 Telephone | 100 | | | |
| **43201 Property Tax** | | **$ 3,000** | **$ 3,000** | |
| **44301 Fuel** | | **$ 25,000** | **$ 25,000** | |
| **44410 Safety Clothing** | | **$ 41,000** | **$ 41,000** | |
| Safety Clothing | $ 5,700 | | | |
| Gloves and harness | 5,700 | | | |
| Replacement Turn-out Gear (6-sets) | 23,900 | | | |
| Foul Weather Gear | 5,700 | | | |
| **MEASURE S-2006 FUND - 105** | | | | |
| **42101 Professional Services** | | **$ 11,560** | **$ 11,560** | |
| EBRCSA | $ 11,560 | | | |
| **42510 Admin Exp/Software Purchase** | | **$ 15,000** | **$ 15,000** | |
| Cordico Wellness Application | $ 10,000 | | | |
| Lexipol | 5,000 | | | |
| **Total Professional/Administrative Services** | | | | **$ 26,560** |
| **47101 FF&E/Equipment** | | **$ 4,000** | **$ 4,000** | |
| Station 74 Generator - *prior year carryover* | $ 4,000 | | | |
| **47104 FF&E/Vehicles** | | **$ 68,600** | **$ -** | |
| *Prior year carryover* | $ - | | | |
| **MEASURE S-2014 FUND - 106** | | | | |
| **42101 Professional Services** | | **$ 15,000** | **$ 15,000** | |
| Fire Academy | $ 15,000 | | | |
| **4230X Travel & Training** | | **$ 42,500** | **$ 42,500** | |
| Fire Training Academy- 2 participants | $ 30,000 | | | |
| General Training | 10,000 | | | |
| Training Props | 2,500 | | | |
| **42514 Admin Exp/Special Department Expense** | | **$ -** | **$ 50,000** | |
| EOC Safety Master Plan - *Prior year carryover from Police* | $ 50,000 | | | |
| **Total Professional/Administrative Services** | | | | **$ 107,500** |

## PUBLIC WORKS

The Public Works Department is comprised of the following divisions:

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

**Mission**

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

**Major Services and Functions**

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

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

The Facility Maintenance Division maintains all of the actively used buildings and properties owned by the City. Building maintenance includes landscape maintenance, janitorial service, maintenance of heating and ventilation systems, maintenance of all mechanical aspects of the buildings, general building maintenance, and making improvements as needed.

The Park Maintenance Division is responsible for maintaining 428.56 acres of park area contained within the City's 15 parks. Park spaces provide a variety of outdoor venues that include the swimming pool, skate park, soccer fields, baseball diamonds, neighborhood play areas, dog park, creek path, and park pedestrian bridges. Maintenance includes all work necessary to keep the public park areas safe, clean, and operating efficiently, including maintaining park structures, landscaping, lighting, play equipment, parking areas, and irrigation systems.

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

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

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

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

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

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

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

**FY 2021/22 Key Accomplishments**

- Aggregated three annual slurry seal projects into one to create economies of scale
- Advanced the San Pablo Avenue bridge project through the Caltrans E-76 process
- Managed capital projects in process such as Hazel Street Storm Drain Improvements
- Commenced design of San Pablo Ave Rehabilitation Project, Tennent Ave Rehabilitation, Senior Center Auxiliary Parking Lot, and Tennent Avenue Pedestrian and Bike Improvements at Railroad Track
- Commenced the startup phase for the new asset management software, Beehive, focusing on parks, facilities, and sewer collection
- Received grant funds for Local Road Safety Plan, selected consultant, and commenced preparation of the plan
- Received grant funds to prepare an updated Pavement Condition Report
- Prepared grant application for WCCTAC STMP Call for Projects for planning and pre-engineering for Appian Way complete streets
- Approved and recorded several land actions
- The Waste Reduction Division oversaw the provision of the waste management services that the City is required to perform under the Regional Plan and oversaw the performance of the City's solid waste management contractor, Republic Services
- The Waste Reduction Division coordinated with a regional waste reduction education joint powers authority to which the City belongs, the West Contra Costa Integrated Waste Management Authority (WCCIWMA, "RecycleMore") and Republic Services regarding residential solid waste collection and reduction and household hazardous waste collection
- The Road Maintenance Division took delivery of patch paving truck and put it into service
- Installed lights in the street trees in Old Town for the 2021 holiday season and installed holiday road swags
- Improved our cost recovery procedures for damaged road infrastructure

- Increased cleaning efforts in City facilities and installed protective devices to provide a COVID-safe workplace
- Establish an effective vegetation management program (VPM)
- Received a perfect assessment, two years running, by the Contra Costa County Agriculture Department for chemical use
- Installed programmable locks in all City park restrooms to allow for longer hours of use
- Updated maintenance schedules to include new equipment in service as part of the WPCP Upgrade Project
- Replaced various equipment
- Instituted a new quarterly report on the status of implementation of the CIP

**FY 2022/23 Key Priorities and Projects**

- Continue work on Strategic Plan item to conduct a citywide asset condition assessment, which will be accomplished on an asset-by-asset basis
- Prepare a new Pavement Condition Report documenting the condition of the road infrastructure
- Deploy asset management software, which is key to the Strategic Plan item to develop a disciplined approach to funding infrastructure and maintenance improvements
- Continue environmental programs including solid waste and stormwater
- Evaluate opportunities to increase collaboration with private developers on projects, including the sale of City owned lots for development
- Implement the Capital Improvement Plan, including periodic updates
- Provide support to the Traffic and Pedestrian Safety Committee
- Pursue grant funding opportunities
- Represent Pinole in regional transportation, development, environmental, and planning processes
- Prepare for implementation of SB 1383
- Analyze the cost to replace additional non-LED streetlights with LED
- Put the new patch paving equipment into a routine service schedule to address spot repairs in roads
- Integrate the park system into the asset management program
- Reignite our partnership with Contra Costa Community Access Program (CAP) to perform monthly litter collection at local parks
- Use the new turf management plan to improve the soccer fields quality
- Improve operations in the aeration basin to achieve better nutrient removal
- Improve landscaping screening around the WPCP
- Install the last two in a series of educational signs along the Pinole Creek Trail about the WPCP and the San Pablo Bay

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

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

**Major Changes in FY 2022/23 Budget**

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

**Position Summary**

| **Position** | **2018/19** | **2019/20** | **2020/21** | **2021/22** | **2022/23** |
|---|---|---|---|---|---|
| Public Works Director | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Development Services Director/City Engineer | 0.50 | 0.50 | 0.50 | 1.00 | 0.00 |
| Senior Project Manager | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Capital Improvement and Environmental Program Manager | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Associate Civil Engineer | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Public Works Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 2.00 |
| Administrative Assistant | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Management Analyst | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Development Services Technician | 0.00 | 0.00 | 0.00 | 0.00 | .50 |
| Public Works Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Works Maintenance Supervisor | 2.00 | 2.00 | 2.00 | 3.00 | 3.00 |
| Public Works Workers | 7.00 | 7.00 | 7.00 | 8.00 | 8.00 |
| Park Caretaker | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| Treatment Plant Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| WPCP Operations Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| WPCP Senior Operator | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| WPCP Operator | 5.00 | 5.00 | 5.00 | 5.00 | 4.00 |
| Environmental Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Environmental Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Maintenance Mechanic | 1.00 | 1.00 | 1.00 | 2.00 | 2.00 |
| WPCP Intern | 0.48 | 0.48 | 0.48 | 0.48 | 0.48 |
| **Total** | **24.23** | **24.23** | **23.23** | **27.73** | **30.23** |

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

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## PUBLIC WORKS BUDGET SUMMARY

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

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

### EXPENDITURE SUMMARY

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

## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | | FY 2021/22 | FY 2022/23 | |
|---|---|---|---|---|---|
| **42101 Professional Services** | | | **$ 310,000** | **$ 70,000** | |
| General engineering services | $ | 10,000 | | | |
| SS2103 Recycled Water Feasibility | | 60,000 | | | |
| **42107 Equipment Maintenance** | | | **$ 500** | **$ 500** | |
| Maintenance of office equipment. | $ | 500 | | | |
| **42201 Office Expense** | | | **$ 1,000** | **$ 1,000** | |
| General office supplies | $ | 1,000 | | | |
| **4230X Travel and Training** | | | **$ 2,800** | **$ 5,200** | |
| Conference Registration | $ | 2,000 | | | |
| Mileage Air & Hotel | | 3,000 | | | |
| Meal Allowance | | 200 | | | |
| **42401 Memberships** | | | **$ 225** | **$ 525** | |
| American Public Works Association (APWA) | $ | 225 | | | |
| Professional License Renewal | | 300 | | | |
| **42510 Software Purchase** | | | **$ 24,500** | **$ 25,000** | |
| Beehive | $ | 20,000 | | | |
| ArcGIS | | 2,500 | | | |
| CAD+Misc | | 2,500 | | | |
| **42506 Bonds** | | | **$ 175** | **$ 175** | |
| | $ | 175 | | | |
| **Total Professional/Administrative Services** | | | | | **$ 102,400** |
| **47103 Furniture** | | | **$ 500** | **$ 2,500** | |
| Furniture | $ | 2,500 | | | |
| **4720X** | | | **$ 325,000** | **$ 325,000** | |
| 47201 Weatherization/Energy Efficient program | $ | 250,000 | | | |
| 47205 RO2106 Active Transportation Plan | | 75,000 | | | |

### Measure S-2014 Fund

| | | | | |
|---|---|---|---|---|
| **42101 Professional Services** | | | **$ 150,000** | **$ 150,000** |
| On-call consultants for capital projects *(FY22 in 42108)* | $ | 150,000 | | |

### MEASURE J FUND - 215

| | | | | |
|---|---|---|---|---|
| **4310X Utilities** | | | **$ 4,400** | **$ 4,400** |
| 43101 Telephone | $ | 4,000 | | |
| 43103 Electricity & Power | | 400 | | |

Return to Agenda



## GAS TAX FUND - 200
## ROAD MAINTENANCE - 342

### EXPENDITURE SUMMARY

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

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

*See CIP

## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | FY 2021/22 | FY 2022/23 | |
|---|---|---|---|---|
| **42101 Professional Services** | | $ 101,000 | $ 101,000 | |
| Audit Services | $ 1,000 | | | |
| General engineering survey contract | 10,000 | | | |
| Professional engineering support | 20,000 | | | |
| Traffic and signal maintenance | 70,000 | | | |
| **42108 Maintenance Structure/Imp** | | $ 20,000 | $ 20,000 | |
| Hardware supplies and median maintenance | $ 20,000 | | | |
| **42514 Special Department Expense** | | $ 2,100 | $ 2,100 | |
| CCTA congestion management plan administration | $ 2,100 | | | |
| Pinole's share of CTA Congestion Management Plan administrative costs. | | | | |
| **Total Professional/Administrative Services** | | | | $ 123,100 |
| **4310X Utilities** | | $ 181,000 | $ 181,000 | |
| Electricity costs for street lights, traffic lights and controls | | | | |
| Electricity & Gas (PG&E) | $ 180,000 | | | |
| EBMUD median irrigation | 1,000 | | | |
| **44301 Fuel** | | $ 2,000 | $ 2,000 | |
| Fuel | $ 2,000 | | | |
| **47205 Improvements/Streets** | | $ 564,445 | $ 583,910 | |
| Pothole Repair Program | $ 40,000 | | | |
| Roadway Stripping Program | 15,000 | | | |
| RO1708 Pinole Valley Road Improvements | 100,000 | | | |
| RO2101 Arterial Rehab | 428,910 | | | |
| **General Fund 100** | | | | |
| **47205 Improvements/Streets** | | $ 170,000 | $ 170,000 | |
| RO2107 Brand St. Improvements | 170,000 | | | |
| **MEASURE S - 2014 FUND - 106** | | | | |
| **47101 Equipment** | | $ 112,569 | $ 28,000 | |
| Cold Plane Asphalt Grinder Tractor | 28,000 | | | |
| **47104 Vehicles** | | $ 216,000 | $ 216,000 | |
| Hybrid Bucket Truck | 216,000 | | | |
| **47204 Improvements/Sidewalk** | | $ 20,000 | $ 20,000 | |
| Sidewalk Improvements | 20,000 | | | |
| **47205 Improvements/Streets** | | $ 296,300 | $ 269,328 | |
| Pedestrian Bridge Inspection & Maintenance | $ 100,000 | | | |
| Traffic Sign Replacement | 20,000 | | | |
| RO1714 Safety Improvements at Appian Way & Marlesta | 149,328 | | | |
| **SOLID WASTE FUND - 214** | | | | |
| **42514 Special Department Expense** | | $ 60,000 | $ 60,000 | |
| Patch paving materials | $ 60,000 | | | |
| **44306 Maintenance Supplies** | | $ - | $ 7,000 | |
| SB1383 OWR1 grant supplies | $ 7,000 | | | |
| **47104 Vehicles** | | $ 217,800 | $ 102,300 | |
| Hydro Flush Truck | $ 102,300 | | | |

| | | | |
|---|---|---|---|
| **MEASURE J FUND - 215** | | | |
| **42401 Memberships** | | **$ -** | **$ 48,930** |
| WCCTAC Dues | $ 48,930 | | |
| (Moved from General Gov't) | | | |
| **47204 Improvements/Sidewalks** | | **$ 15,000** | **$ 15,000** |
| Sidewalk Maintenance Program | $ 15,000 | | |
| **47205 Improvements/Streets** | | **$ 721,000** | **$ 365,000** |
| Miscellaneous Roadway Repair | $ 15,000 | | |
| RO1714 Safety Improvements at Appian Way & Marlesta | 350,000 | | |
| **Road Maintenance Fund - 325** | | | |
| **47205 Improvements/Streets** | | **$ 1,528,102** | **$ 1,706,213** |
| RO1710 San Pablo Ave Bridge over BNSF | $ 1,385,463 | | |
| RO1714 Safety Improvements at Appian Way & Marlesta | 138,544 | | |
| RO1902 Pedestrian Improvements at Tennent Ave | 61,556 | | |
| RO2105 Appian Way Complete Streets Project | 100,000 | | |
| IN2104 Local Road Safety Plan | 20,650 | | |
| **Arterial Streets Rehabilitation Fund - 377** | | | |
| **47205 Improvements/Streets** | | **$ 819,689** | **$ 810,312** |
| RO2101 Arterial Rehabilitation | $ 758,624 | | |
| RO1801 San Pablo Ave Rehab (Retention) | 51,688 | | |

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

### EXPENDITURE SUMMARY

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

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## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | | FY 2021/22 | FY 2022/23 | |
|---|---|---|---|---|---|
| **42101 Professional Services** | | | **$ 3,500** | **$ 3,500** | |
| EBRCSA Professional Support | $ | 3,500 | | | |
| **42107 Equipment Maintenance** | | | **$ 35,500** | **$ 40,000** | |
| Vehicle maintenance and repair | $ | 40,000 | | | |
| **42108 Maintenance/Structure Imp** | | | **$ 76,000** | **$ 76,000** | |
| Elevator maintenance | $ | 800 | | | |
| Heating and air repair | | 16,000 | | | |
| Janitorial service and supplies | | 13,000 | | | |
| Landscape maintenance | | 3,000 | | | |
| Lighting supplies | | 500 | | | |
| Misc. hardware and maintenance | | 1,000 | | | |
| Pest control and weed control | | 10,700 | | | |
| Pacific facilities maintenance | | 11,000 | | | |
| Improvements to planting/landscaping at City Hall | | 20,000 | | | |
| **4230X Travel and Training** | | | **$ 2,100** | **$ 2,100** | |
| Technical training | $ | 1,300 | | | |
| Mileage, Air & Hotel | | 750 | | | |
| Meal Allowance | | 50 | | | |
| **42401 Memberships** | | | **$ 315** | **$ 750** | |
| M.S.A. (Maintenance Superintendents Association) | $ | 750 | | | |
| T.C.S.A. (Traffic Control Supervisory Association) | | | | | |
| Technical publications | | | | | |
| **42511 Equipment Rental** | | | **$ 200** | **$ 25,000** | |
| This is used to rent infrequently used equipment. | $ | 25,000 | | | |
| **42513 Rent** | | | **$ -** | **$ 2,700** | |
| Tennent Ave Parking lot. 401-142-012 (AT&T) | $ | 2,700 | | | |
| *(Moved from General Gov't)* | | | | | |
| **Total Professional/Administrative Services** | | | | | **$ 150,050** |
| **4310X Utilities** | | | **$ 37,000** | **$ 37,000** | |
| Gas/Electricity | $ | 24,000 | | | |
| Water | | 13,000 | | | |
| **43201 Property Tax** | | | **$ 4,000** | **$ 4,000** | |
| **44301 Fuel** | | | **$ 12,700** | **$ 8,200** | |
| **44306 Maintenance Supplies** | | | **$ -** | **$ 45,000** | |
| **44410 Safety Clothing** | | | **$ 20,000** | **$ 20,000** | |
| The worker classifications in this division are supplied: | $ | 20,000 | | | |
| Uniforms, coveralls, and foul weather gear | | | | | |
| **47201 Improvements/Building** | | | **$ 200,000** | **$ 30,000** | |
| IN2101 Emergency Power for Critical Facilities | $ | 30,000 | | | |

## MEASURE S - 2014 FUND - 106

| | | | | | |
|---|---|---|---|---|---|
| **47101 Vehicles** | | | **$** | **274,318** | **$ 274,318** |
| Hybrid Bucket Truck | $ | 274,318 | | | |
| | | | | | |
| **47201 Improvements/Building** | | | **$** | **844,207** | **$ 884,931** |
| FA1901 Senior center Auxiliary Parking Lot | $ | 184,120 | | | |
| FA1902 Energy Upgrades | | 120,811 | | | |
| FA2002 Electric Vehicle Charging Stations | | 50,000 | | | |
| FA2202 Senior Center Modernization | | 60,000 | | | |
| FA2201 Faria House | | 420,000 | | | |
| IN2201 Energy Audit | | 50,000 | | | |

## RESTRICTED REAL ESTATE MAINTENANCE FUND - 201

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

## MEASURE J FUND - 215

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

## PUBLIC FACILITIES FUND - 324

| | | | | | |
|---|---|---|---|---|---|
| **47201 Improvements/Building** | | | **$** | **60,000** | **$ 60,000** |
| Annual Building Maintenance Program | $ | 60,000 | | | |

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## STORM WATER FUND - 207
## PUBLIC WORKS - National Pollution Discharge Elimination Systems (NPDES) STORM WATER - 344

### EXPENDITURE SUMMARY

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

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## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | | FY 2021/22 | FY 2022/23 | |
|---|---|---|---|---|---|
| **42101 Professional Services** | | | **$ 22,000** | **$ 5,000** | |
| Contract support for Clean Water and NPDES | $ | 5,000 | | | |
| **42107 Equipment Maintenance** | | | **$ 15,000** | **$ 20,000** | |
| Storm drain, trash capture, street sweeper | $ | 20,000 | | | |
| **42108 Building Structure Maintenance** | | | **$ 14,779** | **$ 14,779** | |
| Trash capture devices | $ | 5,000 | | | |
| Lumber and supplies | | 9,779 | | | |
| **4220X Office Expenses** | | | **$ 1,000** | **$ 1,000** | |
| 42201 Miscellaneous office expenses | $ | 500 | | | |
| 42202 Printing and Binding | | 500 | | | |
| **42514 Special Departmental Expense** | | | **$ 79,790** | **$ 8,539** | |
| CCC Clean Water Program Support & Administration (auto collected) | $ | - | | | |
| NPDES Annual Permit | | 8,539 | | | |
| **Total Professional/Administrative Services** | | | | | **$ 49,318** |
| **44301 Fuel** | | | **$ 8,000** | **$ 8,000** | |
| **44410 Safety Clothing** | | | **$ 800** | **$ 800** | |

### MEASURE S-2014 FUND - 106

| | | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|---|
| **42101 Professional Services** | | | **$ 25,000** | **$ -** |
| Storm Drainage Master Plan-Phased | $ | - | | |
| **47206 Improvements/Storm Drains** | | | **$ 337,790** | **$ 418,460** |
| SW1901 Storm Drainage Annual Rehabilitation | $ | 418,460 | | |

### Growth Impact Fund 276

| | | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|---|
| **47205 Improvements/Streets** | | | **$ 200,000** | **$ -** |
| RO1802 Hazel Street Gap Closure | $ | - | | |
| **47206 Improvements/Storm Drains** | | | **$ 43,070** | **$ 58,000** |
| SW1901 Hazel Street Gap Closure | $ | 58,000 | | |

## GENERAL FUND - 100
## PUBLIC WORKS - PARK MAINTENANCE - 345

### EXPENDITURE SUMMARY

| | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Actual Thru Mar- | FY 2021/22 Revised Budget | FY 2022/23 Proposed Budget | Prop to Rev $ Change | Prop to Rev % Change |
|---|---|---|---|---|---|---|---|
| **Services and Supplies** | | | | | | | |
| Professional & Administrative Services - 42 | 95,926 | 92,314 | 91,545 | 272,400 | 324,900 | 52,500 | 16% |
| Other Operating Expenses - 43 | 84,349 | 108,377 | 53,260 | 100,156 | 100,156 | - | 0% |
| Materials & Supplies - 44 | 1,248 | 2,932 | 6,184 | 500 | 500 | - | 0% |
| **Total Services and Supplies** | **181,523** | **203,624** | **150,989** | **373,056** | **425,556** | **52,500** | **12%** |
| **Capital Outlay** | | | | | | | |
| Asset Acquisition/Improvement - 47* | - | 487 | - | - | - | - | 0% |
| **Total Capital Outlay** | **-** | **487** | **-** | **-** | **-** | **-** | **0%** |
| **Indirect Cost Allocations** | | | | | | | |
| Administrative Debits - 46122 | 46,824 | 47,110 | 35,218 | 109,831 | 113,753 | 3,922 | 3% |
| Legal Charges - 46126 | 464 | 1,800 | 540 | - | - | - | 0% |
| **Total Indirect Cost Allocations** | **47,288** | **48,910** | **35,758** | **109,831** | **113,753** | **3,922** | **3%** |
| **Total** | **228,811** | **253,021** | **186,747** | **482,887** | **539,309** | **56,422** | **10%** |
| **MEASURE S-2014 FUND - 106** | | | | | | | |
| Asset Acquisition/Improvement - 47* | 358,722 | 88,836 | 75,866 | 355,811 | 359,449 | 3,638 | 1% |
| **Total Measure S-2014 Fund - 106** | **358,722** | **88,836** | **75,866** | **355,811** | **359,449** | **3,638** | **1%** |
| **Solid Waste Fund - 214** | | | | | | | |
| Asset Acquisition/Improvement - 47* | - | - | - | 425,000 | 425,000 | - | 0% |
| **Total Solid Waste Fund - 214** | **-** | **-** | **-** | **425,000** | **425,000** | **-** | **0%** |
| **Parkland Dedication Fund - 275** | | | | | | | |
| Asset Acquisition/Improvement - 47 | 799 | - | - | - | - | - | 0% |
| **Total Parkland Dedication Fund - 275** | **799** | **-** | **-** | **-** | **-** | **-** | **0%** |
| **PV PARK CARETAKER FUND - 317** | | | | | | | |
| Salaries & Wages - 401 | 12,038 | 8,892 | - | 11,960 | 11,960 | - | 0% |
| Employee Benefits - 410 | 1,585 | 1,050 | 448 | 1,347 | 1,555 | 208 | 15% |
| Professional & Administrative Services - 42 | 440 | - | 0 | - | - | - | 0% |
| Other Operating Expenses -43 | 673 | 697 | 656 | 856 | 856 | - | 0% |
| General Liability Insurance - 46201 | 623 | 629 | 728 | 592 | 684 | 92 | 16% |
| **Total PV Park Caretaker Fund - 317** | **15,360** | **11,268** | **1,833** | **14,755** | **15,055** | **300** | **2%** |
| **Public Facilities Fund - 324** | | | | | | | |
| Asset Acquisition/Improvement - 47 | - | - | - | 10,000 | 10,000 | - | 0% |
| **Total Capital Outlay** | **-** | **-** | **-** | **10,000** | **10,000** | **-** | **0%** |
| **Park Grants (Measure WW) - 327** | | | | | | | |
| Asset Acquisition/Improvement - 47* | - | - | - | 189,758 | 189,758 | - | 0% |
| **Total Capital Outlay** | **-** | **-** | **-** | **189,758** | **189,758** | **-** | **0%** |

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## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | | FY 2021/22 | FY 2022/23 | |
|---|---|---|---|---|---|
| **42101 Professional Services** | | | **$ 25,000** | **$ 25,000** | |
| Professional Support Services | $ | 5,000 | | | |
| Park Pedestrian Bridge Inspection | $ | 20,000 | | | |
| **42107 Equipment Maintenance** | | | **$ 5,000** | **$ 7,500** | |
| Off road equipment maintenance | $ | 7,500 | | | |
| **42108 Maintenance/Structure Imp** | | | **$ 177,000** | **$ 227,000** | |
| Landscape maintenance contract | $ | 100,000 | | | |
| Materials for parks, restrooms and play area | | 37,000 | | | |
| Restroom cleaning on weekends | | 40,000 | | | |
| Weekend Park Cleaning Service | | 50,000 | | | |
| **42401 Memberships** | | | **$ 400** | **$ 400** | |
| CAPCA (California Agricultural Production Consultants Association) | $ | 370 | | | |
| P.A.P.A. (Pest Applicators Association) | $ | 30 | | | |
| **42511 Equipment Rental** | | | **$ 5,000** | **$ 5,000** | |
| Cost to rent infrequently used equipment. | $ | 5,000 | | | |
| **42514 Admin Exp/Special Depart** | | | **$ 60,000** | **$ 60,000** | |
| Recommendations of Beautification Ad Hoc Subcommittee | $ | 60,000 | | | |
| **Total Professional/Administrative Services** | | | | | **$ 324,900** |
| **4310X Utilities** | | | **$ 100,000** | **$ 100,000** | |
| Gas/Electricity | $ | 10,000 | | | |
| Water | | 90,000 | | | |
| **43201 Property Tax** | | | **$ 156** | **$ 156** | |
| **44301 Fuel** | | | **$ 500** | **$ 500** | |
| **MEASURE S-2014 FUND - 106** | | | | | |
| **47101 FF&E/Equipment** | | | **$ 65,569** | **$ 17,009** | |
| Turf Mower | $ | 17,009 | | | |
| **47103 FF&E/Furniture** | | | **$ 5,000** | **$ 5,000** | |
| Annual Bench/Table repairs & Replacement | $ | 5,000 | | | |
| **47104 Vehicles** | | | **$ 45,000** | **$ 45,000** | |
| Vehicles | $ | 45,000 | | | |
| **47203 Improvements/Parks** | | | **$ 240,242** | **$ 292,440** | |
| Annual Resod at two parks | $ | 10,000 | | | |
| Public Tree Maintenance | | 20,000 | | | |
| Replace Chips/Rubber Matting at various Parks | | 50,000 | | | |
| PA1704 Park Master Plan | | 100,000 | | | |
| PA2201 Pocket Park-Galbreth Ave | | 65,000 | | | |
| PA2203 Playground Rubberized Surface Improvements | | 47,440 | | | |
| **47201 Improvements/Building** | | | **$ -** | **$ -** | |
| New Restroom at Fernandez Park | $ | - | | | |
| **Solid Waste Fund - 214** | | | | | |
| **47203 Improvements/Parks** | | | **$ 425,000** | **$ 425,000** | |
| PA2101 Installation of High Capacity Trash Bins | $ | 425,000 | | | |
| **Public Facilities Fund - 324** | | | | | |
| **47203 Improvements/Parks** | | | **$ 10,000** | **$ 10,000** | |
| Annual Building Maintenance program (Fund 324) | $ | 10,000 | | | |
| **Park Grants (Measure WW) Fund - 327** | | | | | |
| **47203 Improvements/Parks** | | | **$ 189,758** | **$ 189,758** | |
| PA2203 Playground Rubberized Surface Improvements | $ | 189,758 | | | |

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

### EXPENDITURE SUMMARY

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

### MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|
| **42101 Professional Services** | | **$ 10,000** | **$ 10,000** |
| Consulting Services | $ 10,000 | | |
| **42514 Special Department Expense** | | **$ 12,500** | **$ 12,500** |
| Litter pick up services | $ 12,500 | | |

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

### EXPENDITURE SUMMARY

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

### MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|
| **42101 Professional Services** | | $ 14,000 | $ 14,000 |
| Contra Costa County traffic signal maintenance - Zone A | $ 7,000 | | |
| Cal Trans traffic signal maintenance - Zone A | 1,000 | | |
| Contra Costa County traffic signal maintenance - Zone B | 5,000 | | |
| Cal Trans traffic signal maintenance - Zone B | 1,000 | | |
| **42108 Maintenance Structures/Imp** | | $ 19,450 | $ 19,450 |
| Caltrans Traffic Signal Maintenance - Zone A | 2,150 | | |
| Contra Costa county Public Works Traffic Signal - Zone A | 6,500 | | |
| Labor, materials and equipment for maintenance - Zone A | 650 | | |
| Pacific Site Management - Zone A | 720 | | |
| Caltrans Traffic Signal Maintenance - Zone B | 3,000 | | |
| Contra Costa county Public Works Traffic Signal - Zone B | 5,000 | | |
| Labor, materials and equipment for maintenance - Zone B | 650 | | |
| Pacific Site Management - Zone B | 780 | | |

**Total Professional/Administrative Services** $ 33,450

| | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|
| **4310X Utilities** | | $ 16,695 | $ 16,695 |
| Water (EBMUD) - Zone A | $ 3,800 | | |
| Electricity & Power - Zone A | 4,765 | | |
| Water (EBMUD) - Zone B | 2,800 | | |
| Electricity & Power - Zone B | 5,330 | | |
| **47202 Kaiser Medians** | | $ 5,720 | $ 5,720 |
| Capital Replacement Fund- Zone A | $ 2,600 | | |
| PG&E Street and highway lighting - Zone B | $ 3,120 | | |

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

### EXPENDITURE SUMMARY

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

*See CIP

## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | FY 2021/22 | FY 2022/23 | |
|---|---|---|---|---|
| **42101 Professional Services** | | **$ 65,000** | **$ 85,000** | |
| Engineering contract services | $ 50,000 | | | |
| PCTV quarterly subcommittee meeting | 5,000 | | | |
| Railroad Ave. bridge right of way study | 30,000 | | | |
| **42107 Equipment Maintenance** | | **$ 130,000** | **$ 110,000** | |
| Equipment service | $ 110,000 | | | |
| **42108 Maintenance Structure/Imp** | | **$ 78,000** | **$ 78,000** | |
| Janitorial services | $ 10,000 | | | |
| Various structure refurbishment | 68,000 | | | |
| **42109 Compliance Inspections** | | **$ 62,000** | **$ 35,000** | |
| Laboratory supplies and safety equipment | $ 15,000 | | | |
| Public outreach materials | 10,000 | | | |
| Sampling analysis | 10,000 | | | |
| **42201 Office Expense** | | **$ 5,000** | **$ 7,000** | |
| Miscellaneous office supplies | $ 7,000 | | | |
| **4230X Travel and Training** | | **$ 7,000** | **$ 28,000** | |
| 42301 State Certified operators training | $ 7,000 | | | |
| 42301 Class B Driver License Training | 20,000 | | | |
| 42302 Mileage, Air | 1,000 | | | |
| **42401 Memberships** | | **$ 20,000** | **$ 20,000** | |
| Bay Area Clean Water Assoc.(BACWA) | $ 12,000 | | | |
| Joint CWEA/WEF membership | 4,000 | | | |
| Technical publications | 4,000 | | | |
| **42510 Software Purchase** | | **$ -** | **$ -** | |
| | $ - | | | |
| **42511 Equipment Rental** | | **$ 10,000** | **$ 10,000** | |
| | $ 10,000 | | | |
| **Total Professional/Administrative Services** | | | | **$ 373,000** |
| **4310X Utilities** | | **$ 630,000** | **$ 630,000** | |
| PG&E | $ 620,000 | | | |
| EBMUD | 10,000 | | | |
| **Total Other Operating Expenses** | | | | **$ 630,000** |

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| | | | | |
|---|---|---|---|---|
| **44301 Fuel** | | **$ 10,000** | **$ 10,000** | |
| **44302 Sludge Removal** | | **$ 300,000** | **$ 250,000** | |
| Digester Cleaning | $ 250,000 | | | |
| **44303 Chemicals** | | **$ 575,000** | **$ 750,000** | |
| Chemicals for Plant Operations | $ 750,000 | | | |
| **44304 Permit Fees** | | **$ 129,000** | **$ 129,000** | |
| BAAQMD | $ 16,000 | | | |
| BACQA | 16,000 | | | |
| NPDES permit fee renewal | 75,000 | | | |
| Regional Monitoring of Metals (SFEI) | 22,000 | | | |
| **44305 Laboratory Operations** | | **$ 85,000** | **$ 100,000** | |
| Accelerated Chronic Toxinicy Testing | $ 15,000 | | | |
| Laboratory supplies | 85,000 | | | |
| **44306 Maintenance Supplies** | | **$ 130,000** | **$ 200,000** | |
| | $ 200,000 | | | |
| **44410 Safety Clothing** | | **$ 20,000** | **$ 25,000** | |
| Laundry service for uniforms, safety shoes/boots, gloves, etc. | $ 25,000 | | | |
| **Total Materials and Supplies** | | | | **$ 1,464,000** |
| **47101 Equipment** | | **$ 340,000** | **$ 340,000** | |
| Depreciation- Pinole only | $ 340,000 | | | |
| **47104 Vehicles** | | **$ 200,000** | **$ 125,000** | |
| Forklift | $ - | | | |
| Portable self priming pump | 125,000 | | | |
| **47201 Improvements/Building** | | **$ 528,398** | **$ 1,200,000** | |
| As-Built WWTP Drawings | 75,000 | | | |
| Blower Optimization | 35,000 | | | |
| Boiler Rehabilitation | 45,000 | | | |
| Centrifuge Feed Pump Replacement | 50,000 | | | |
| Digester Feed Pump Replacement | 75,000 | | | |
| Energy Recovery Building Roof | 45,000 | | | |
| Misc. Plant Improvements | 75,000 | | | |
| SS2002 Water Pollution Control Plant Lab Remodel | 100,000 | | | |
| SS2101 Second Clarifier - Center Column Rehabilitation | 350,000 | | | |
| SS2102 Air Release Valve Replacement | 50,000 | | | |
| SS2202 Replacement of Diesel Tank | 150,000 | | | |
| SS2203 Effluent Outfall Project Design | 150,000 | | | |
| **47205 Improvements/Street** | | **$ -** | **$ 10,382** | |
| RO2102 Tennent Ave. Rehabilitation | 10,382 | | | |

## SEWER ENTERPRISE FUND - 500
## SEWER COLLECTION - 642

### EXPENDITURE SUMMARY

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

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## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | FY 2021/22 | FY 2022/23 | |
|---|---|---|---|---|
| **42101 Professional Services** | | **$ 255,000** | **$ 185,000** | |
| Contractors for isolated emergency repairs | $ 10,000 | | | |
| CCTV Large Sewer pipes | 100,000 | | | |
| Sanitary Sewer overflow mitigation | 50,000 | | | |
| Sewer flow modeling | 20,000 | | | |
| Wildan Assessment services | 5,000 | | | |
| **42107 Equipment Maintenance** | | **$ 20,000** | **$ 20,000** | |
| Vehicle maintenance and repair | $ 20,000 | | | |
| **42108 Maintenance Structure/Imp** | | **$ 2,500** | **$ 2,500** | |
| | $ 2,500 | | | |
| **42201 Office Expense** | | **$ 150** | **$ 150** | |
| Office supplies, includes reprinting of map books. | $ 150 | | | |
| **42301 Travel and Training** | | **$ 1,000** | **$ 1,000** | |
| Technical training programs for sewer maintenance, confined space entry and street safety procedures. | $ 1,000 | | | |
| **42401 Memberships** | | **$ 1,000** | **$ 1,000** | |
| Joint CWEA/WEF membership | $ 765 | | | |
| Technical publications | $ 235 | | | |
| **42510 Software Purchase** | | **$ 8,334** | **$ 8,334** | |
| Asset Management Software-annual license fee | $ 8,334 | | | |
| **42511 Equipment Rent** | | **$ 5,000** | **$ 5,000** | |
| | $ 5,000 | | | |
| **42514 Special Department Expense** | | **$ 15,000** | **$ 15,000** | |
| Maintenance materials (asphalt, concrete, pipe, hardware, etc.) | $ 15,000 | | | |
| **Total Professional/Administrative Services** | | | | **$ 237,984** |
| **4310X Utilities** | | **$ 13,500** | **$ 13,500** | |
| PG&E | $ 9,000 | | | |
| EBMUD | 4,500 | | | |
| **44301 Fuel** | | **$ 8,000** | **$ 8,000** | |
| **44304 Permit Fee** | | **$ 3,000** | **$ 3,000** | |
| SWRCB Permit Fee | $ 3,000 | | | |
| **44410 Safety Clothing** | | **$ 3,700** | **$ 3,700** | |
| Uniforms, coveralls, foul weather gear, gloves | $ 3,700 | | | |
| **47104 Vehicles** | | **$ 442,200** | **$ 207,700** | |
| Vacuum Truck | $ - | | | |
| Hydro Flush Truck | 207,700 | | | |
| **47201 Improvements** | | **$ 696,257** | **$ 1,984,853** | |
| Deferred Collection repairs | $ 395,000 | | | |
| IN2001 Sanitary Sewer Collection System Master Plan | $ 89,853 | | | |
| SS2201 Sanitary Sewer Rehabilitation | 1,500,000 | | | |

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

### EXPENDITURE SUMMARY

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

### MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|
| **42101 Professional Services** | | **$ -** | **$ -** |
| Construction Management of Plant Upgrades | $ - | | |
| Hercules-Construction management of plan | | | |
| **42501 Bank Fees** | | **$ -** | **$ -** |
| Wells Fargo Bank Fees | $ - | | |
| **47201 Building** | | **$ -** | **$ -** |
| WPCP upgrades- Contingency | $ - | | |
| WPCP upgrades- HDR | $ - | | |
| WPCP upgrades- Hercules Share | $ - | | |
| WPCP upgrades- Kiewit | - | | |

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

### EXPENDITURE SUMMARY

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

### SEWER ENTERPRISE PLANT EXPANSION FUND - 503

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

### MAJOR NON-PERSONNEL EXPENSE DETAILS

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

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## COMMUNITY DEVELOPMENT

The Community Development Department is comprised of the following divisions:

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

**Mission**

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

**Major Services and Functions**

The Planning Division administers and implements the General Plan and Zoning Code for the City. It processes land use and development applications, which include use permits, design review requests, and subdivisions. The Planning Division seeks to deliver on its mission with the highest regard for time, accuracy, completion, customer satisfaction, and overall well-being of the City consistent with local, State, and federal laws. Planning staff participate in multi-modal transportation and circulation planning. New to FY22/23, planning staff oversees the public art program.

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

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

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

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

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

**FY 2021/22 Key Accomplishments**

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

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

**FY 2022/23 Key Priorities and Projects**

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

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

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

- Monitor the need, if applicable, to update the entire General Plan and Three Corridors Specific Plan
- Seek grant opportunities to help Pinole create a stronger "sense of place"
- Conclude repayment of outstanding Redevelopment Successor Agency bond obligations
- Close-out the operations of the Redevelopment Successor Agency following payment of all obligations

**Major Changes in FY 2022/23 Budget**

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

**Position Summary**

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

## COMMUNITY DEVELOPMENT BUDGET SUMMARY

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

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

### EXPENDITURE SUMMARY

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

## GENERAL FUND - 100

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Professional & Administrative Services - 42 | - | 1,560 | 3,385 | 80,000 | 5,000 | (75,000) | -1500% |
| Administrative Debits - 46122 | 4,683 | 9,023 | - | 87,938 | 72,192 | (15,746) | -22% |
| **Total** | **4,683** | **10,583** | **3,385** | **167,938** | **77,192** | **(15,746)** | **-20%** |

## MEASURE S - 2014 FUND - 106

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Professional & Administrative Services - 42 | 14,030 | - | - | 20,000 | 20,000 | - | 0% |
| **Total** | **14,030** | **-** | **-** | **20,000** | **20,000** | **-** | **0%** |

## Housing Fund - 285

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Administrative Debits - 46122 | - | - | - | 77,738 | 53,436 | (24,302) | -45% |
| **Total** | **-** | **-** | **-** | **77,738** | **53,436** | **(24,302)** | **-45%** |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

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

Return to Agenda



## General Fund - 100

| | | | | |
|---|---|---|---|---|
| **42101 Professional Services** | | | **$ 80,000** | **$ -** |
| Economic Development - Staff Support (moved to Economic Dev. Divisior | $ | - | | |
| **42514 Special Departmental** | | | **$ -** | **$ 5,000** |
| | $ | 5,000 | | |

## MEASURE S - 2014 FUND - 106

| | | | | |
|---|---|---|---|---|
| **42101 Professional Services** | | | **$ 20,000** | **$ 20,000** |
| Business Development/Community Help Reserve | $ | 10,000 | | |
| Revitalization Reserve | | 10,000 | | |

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

### EXPENDITURE SUMMARY

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

## MAJOR NON-PERSONNEL EXPENSE DETAILS

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

**Total Professional/Administrative Services** **$ 410,598**

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

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

### EXPENDITURE SUMMARY

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

### MAJOR NON-PERSONNEL EXPENSE DETAILS

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

## HOUSING ASSETS FUND - 285
## HOUSING ADMINISTRATION - 464

### EXPENDITURE SUMMARY

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

### MAJOR NON-PERSONNEL EXPENSE DETAILS

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

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## GENERAL FUND - 100
## CODE ENFORCEMENT - 465

### EXPENDITURE SUMMARY

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

### MAJOR NON-PERSONNEL EXPENSE DETAILS

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

## GENERAL FUND - 100
## ECONOMIC DEVELOPMENT - 466

### EXPENDITURE SUMMARY

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

### MAJOR NON-PERSONNEL EXPENSE DETAILS

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

## COMMUNITY SERVICES

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

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

**Mission**

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

**Major Services and Functions**

The Administration Division provides management and coordination of the department's activities. The Special Events subdivision serves as the single point of contact for private organizations that would like to hold events in the City and/or receive some form of City support or sponsorship for their event. This subdivision coordinates closely with the City departments that host their own community events.

The Recreation Division contains six subdivisions: Parks and Recreation Administration; Senior Center; Youth Center; Tiny Tots; Swim Center; and Tennis Court and Memorial Hall. The Parks and Recreation Administration subdivision provides management and coordination of all Parks and Recreation Division activities, including park rules and policies, park permits and reservations, and park planning. Through the Tiny Tots, Youth Center, and Senior Center, the division offers recreational and enrichment programs and events for all age groups. Tiny Tots is a preschool program with a dedicated facility that provides a high-quality, part-time recreational, social, and educational experience for children ages 3½ to 5 years. The Youth Center provides a variety of enrichment classes, sports, and specialty camps for children ages 5 to 12. The program is designed to offer youth an opportunity to explore special interests, promote creativity, challenge the mind and body, and create experiences. The Senior Center provides adults age 50 and over with social activities, fitness and enrichment classes, daily hot lunches, homebound services, salon services, and support services. The Senior Center receives advice from an advisory board of directors. The City's Memorial Hall building is used as a theater space for educational programs run by the Pinole Community Players community theater group as well as the Players' theatric productions. The City leases the building to the Players for these uses. The Tennis Court and Swim Center are two recreational facilities in the City. The Tennis Court is adjacent to the Pinole branch of the County library system. The tennis court and adjacent restroom are owned by the County and leased to the City for the public's use. The Swim Center is owned by the City. In recent years, the City has hired a private organization to run the Swim Center. The City currently contracts with the Pinole Seals for this service. The Pinole Seals opens the pool for community use during summer months, and also conducts practices of their swim team at the pool. The City's Community Services Commission provides advice to the Parks and Recreation Division.

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

The Library and Animal Services Division oversees the contracts that the City has with the County for library and animal control. Public library services in the City are provided by the Contra Costa County Library system. (Just one city in the County, Richmond, has its own municipal library system.) The County provides library services to residents of Pinole at the Pinole branch library located on Pinole Valley Road. The branch library building was constructed by and is owned by the County. The County provides a baseline level of weekly open hours and charges the City for the maintenance of the building. (Most other cities in the County have constructed their own building to house their branch library.) The County Animal Services Department provides animal control services to the City's residents, for which the County charges the City a fee.

The Community Health and Food Division manages the contract with the Pacific Coast Farmers Market Association, partnership with the Food Bank of Contra Costa and Solano and implementation of the tobacco grant. The collaboration with the Food Bank of Contra Costa and Solano has become a permanent monthly event. Staff and volunteers distribute fresh and non-perishable food to the community. The City has also contracted with Pacific Coast Farmers Market Association for many years to provide a year-round weekly farmers' market on Saturday mornings. The City received a grant in FY 2021/22 to implement a youth peer to peer education program to prevent the use of tobacco products to minors. This division will provide the single focal point for the City's health and food security activities, that will sometimes be provided by other City divisions, such as the Senior Center, for example.

**FY 2021/22 Key Accomplishments**

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

**FY 2022/23 Key Priorities and Projects**

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

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

- The Recreation Division will review and evaluate the current and future activities and services of the Pinole Youth Center to identify new mechanisms for youth involvement
- Implementation of the anti-tobacco youth program
- Enhancement of broadcasting option to include as many forms of communication as practical, such as the internet and social media, where appropriate
- Update existing outdated equipment to allow for High Definition (HD) Wide Screen resolution pending Comcast's upgrade of their system

## Major Changes in FY 2022/23 Budget

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

## Position Summary

| Position | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|---|---|---|---|---|---|
| Community Services Director | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Recreation Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Cook, *part-time/regular* | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| Recreation Coordinator | 2.60 | 2.60 | 2.60 | 2.60 | 3.50 |
| Recreation Leader | 2.88 | 2.88 | 2.88 | 2.88 | 2.88 |
| Recreation Leader (Tiny Tots) | 1.13 | 1.13 | 1.13 | 1.13 | 1.13 |
| Rental Facility Custodian, *part-time/temporary* | 1.65 | 1.65 | 1.65 | 1.65 | 1.65 |
| Senior Recreation Leader | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 |
| Cable Access Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Cable Access Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Cable Equipment Operators, PT/Temp | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| **Total** | **14.25** | **14.25** | **14.25** | **15.25** | **16.15** |

Return to Agenda



## COMMUNITY SERVICES BUDGET SUMMARY

| | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Actual Thru Mar-22 | FY 2021/22 Revised Budget | FY 2022/23 Proposed Budget | Prop to Rev $ Change | Prop to Rev % Change |
|---|---|---|---|---|---|---|---|
| **REVENUE / FUNDING SOURCE** | | | | | | | |
| General Fund - 106 | - | - | 135,359 | 427,025 | 454,022 | 26,997 | 6% |
| Measure S 2014 - 106 | 14,593 | 8,727 | - | 71,157 | 21,850 | (49,307) | -226% |
| Recreation Fund - 209 | 1,000,178 | 815,329 | 936,917 | 1,542,048 | 1,918,035 | 375,987 | 20% |
| Cable Access TV Fund - 505 | 374,875 | 391,792 | 336,793 | 570,765 | 646,780 | 76,015 | 12% |
| **Total** | **1,389,646** | **1,215,847** | **1,409,069** | **2,610,995** | **3,040,687** | **429,692** | **14%** |
| **EXPENDITURES BY CATEGORY** | | | | | | | |
| **Personnel** | | | | | | | |
| Salaries & Wages - 401 | 506,547 | 476,113 | 655,218 | 954,279 | 1,038,101 | 83,822 | 8% |
| Overtime - 402 | 3,096 | 573 | 936 | 4,000 | 4,000 | - | 0% |
| Employee Benefits - 410 | 286,731 | 283,472 | 304,263 | 447,587 | 538,879 | 91,292 | 17% |
| **Total Personnel** | **796,375** | **760,158** | **960,418** | **1,405,866** | **1,580,980** | **175,114** | **11%** |
| **Services and Supplies** | | | | | | | |
| Professional & Administrative Services - 42 | 167,446 | 146,775 | 213,988 | 722,394 | 786,075 | 63,681 | 8% |
| Other Operating Expenses - 43 | 227,916 | 72,938 | 130,906 | 241,515 | 272,110 | 30,595 | 11% |
| Materials & Supplies - 44 | 400 | 108 | 3,593 | 900 | 7,041 | 6,141 | 87% |
| **Total Services and Supplies** | **395,762** | **219,821** | **348,487** | **964,810** | **1,065,226** | **100,417** | **9%** |
| **Capital Outlay** | | | | | | | |
| Asset Acquisition/Improvement - 47 | 47,921 | 11,125 | 21,385 | 146,439 | 191,337 | 44,898 | 23% |
| **Total Capital Outlay** | **47,921** | **11,125** | **21,385** | **146,439** | **191,337** | **44,898** | **23%** |
| **Indirect Cost Allocations** | | | | | | | |
| Administrative Credits - 46 | - | (20,222) | (178,514) | (270,607) | (242,713) | 27,894 | -11% |
| Administrative Debits - 46 | - | 121,976 | 146,071 | 230,719 | 242,713 | 11,994 | 5% |
| IS Charges - 46 | 70,651 | 80,950 | 52,817 | 86,399 | 142,934 | 56,536 | 40% |
| Legal Charges - 46 | 43,843 | 5,449 | 1,200 | 1,000 | 1,250 | 250 | 20% |
| General Liability Insurance - 46 | 35,094 | 36,201 | 56,995 | 46,370 | 58,960 | 12,590 | 21% |
| **Total Indirect Cost Allocations** | **149,589** | **224,354** | **78,569** | **93,881** | **203,144** | **109,264** | **54%** |
| **Total** | **1,389,646** | **1,215,457** | **1,408,859** | **2,610,995** | **3,040,687** | **429,692** | **14%** |
| **EXPENDITURES BY PROGRAM** | | | | | | | |
| Recreation Administration - 551 | 187,153 | 273,358 | 586,577 | 961,679 | 1,149,012 | 187,334 | 16% |
| Senior Center - 552 | 438,539 | 201,229 | 244,131 | 507,026 | 586,673 | 79,647 | 14% |
| Tiny Tots - 553 | 147,990 | 102,120 | 102,325 | 152,694 | 179,271 | 26,577 | 15% |
| Youth Center - 554 | 140,656 | 119,284 | 79,636 | 226,749 | 257,068 | 30,318 | 12% |
| Daycamp Program - 555 | 2,087 | 20,453 | 16,451 | 64,315 | 74,116 | 9,801 | 13% |
| Swim Center - 557 | 81,400 | 88,099 | 36,500 | 111,167 | 126,917 | 15,750 | 12% |
| Memorial Hall - 558 | 10,587 | 13,214 | 3,203 | 10,900 | 14,200 | 3,300 | 23% |
| Tennis - 559 | 6,359 | 6,300 | 3,452 | 5,700 | 6,650 | 950 | 14% |
| Cable Access TV City Services - 119 | 374,875 | 391,792 | 239,428 | 375,700 | 444,432 | 68,732 | 15% |
| Cable Access TV Community Budget - 120 | - | - | - | 4,571 | 4,642 | 71 | 2% |
| Cable Access TV Contract Services - 121 | - | - | 97,365 | 190,494 | 197,707 | 7,213 | 4% |
| **Total** | **1,389,646** | **1,215,847** | **1,409,069** | **2,610,995** | **3,040,687** | **429,692** | **14%** |

## RECREATION FUND - 209
## RECREATION ADMINISTRATION - 551

### EXPENDITURE SUMMARY

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

### General Fund 100

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Professional & Administrative Services - 42 | - | - | 135,359 | 427,025 | 454,022 | 26,997 | 6% |
| **Total** | **-** | **-** | **135,359** | **427,025** | **454,022** | **26,997** | **6%** |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | | FY 2021/22 | | FY 2022/23 |
|---|---|---|---|---|---|
| **42101 Professional Services** | | | **$** | **1,346** | **$** | **1,181** |
| Broadcast Music/ASCAP Services | | 1,181 | | | | |
| **42201 Office Expense** | | | **$** | **-** | **$** | **800** |
| | $ | 800 | | | | |
| **4230X Travel, Training & Meeting Costs** | | | **$** | **3,740** | **$** | **4,200** |
| Travel & Training/Conf-Registration | $ | 1,500 | | | | |
| Travel & Training/Mileage, Air | | 2,500 | | | | |
| Travel & Training/Meal Allowance | | 200 | | | | |
| **42401 Memberships** | | | **$** | **-** | **$** | **165** |
| CPRS Membership *(moved from Prof Svcs)* | | 165 | | | | |
| **42501 Bank Fees** | | | **$** | **300** | **$** | **500** |
| **42514 Special Department Expense** | | | **$** | **7,075** | **$** | **28,903** |
| Community Services Commission Broadcast Fee | $ | 16,200 | | | | |
| Postage Machine | | 100 | | | | |
| Recreation Activity Guide, Summer Postcard | | 11,000 | | | | |
| Staff T-Shirts | | 500 | | | | |
| Tobacco Grant Administrative Costs | | 1,103 | | | | |
| **42515 Special Events** | | | **$** | **14,050** | **$** | **22,300** |
| Community Service Commission Events | $ | 4,000 | | | | |
| Expenses for Movies and Sounds in the Park | | 9,300 | | | | |
| Replacement of Holiday Tree Ornaments and Tree Top | | 4,000 | | | | |
| Tree Lighting | | 3,500 | | | | |
| Tobacco Grant Community Events | | 1,500 | | | | |

## General Fund 100

| | | | | | | |
|---|---|---|---|---|---|---|
| **42101 Professional Services** | | | **$** | **312,025** | **$** | **320,522** |
| Architectural Drawings (Faria House) | $ | 21,000 | | | | |
| Animal Control Services | | 154,371 | | | | |
| Library Services reimbursement agreement -40 Base | | 131,051 | | | | |
| Mural maintenance | | 10,100 | | | | |
| WCCUSD Summer Intern | | 4,000 | | | | |
| *(professional services previously in General Government)* | | | | | | |
| **42511 Equipment Rent** | | | **$** | **-** | **$** | **3,500** |
| Restroom Services Farmers Market & PVP *(moved from General Gov't)* | $ | 3,500 | | | | |
| **42515 Special Events** | | | **$** | **115,000** | **$** | **130,000** |
| Annual Car Show | $ | 30,000 | | | | |
| Other City Events | | 100,000 | | | | |

## RECREATION FUND - 209
## SENIOR CENTER - 552

### EXPENDITURE SUMMARY

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

## MEASURE S - 2014 FUND - 106

| | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Actual Thru Mar-22 | FY 2021/22 Revised Budget | FY 2022/23 Proposed Budget | Prop to Rev $ Change | Prop to Rev % Change |
|---|---|---|---|---|---|---|---|
| Asset Acquisition/Improvement - 47 | - | - | - | 58,207 | 7,000 | (51,207) | -100% |
| **Total** | **-** | **-** | **-** | **58,207** | **7,000** | **(51,207)** | **-100%** |

### MAJOR NON-PERSONNEL EXPENSE DETAILS

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

| | | | | |
|---|---|---|---|---|
| **42108 Maintenance Structure/Imp** | | **$ 21,609** | **$ 21,609** | |
| Sanitary/Cleaning Supplies | $ 2,500 | | | |
| Landscape Maintenance | 4,684 | | | |
| Pest Control Services | 816 | | | |
| Electrical Supplies | 500 | | | |
| Plumbing Supplies | 500 | | | |
| Key Pad/Alarm Service | 1,000 | | | |
| HVAC Service | 5,000 | | | |
| Janitorial | 6,609 | | | |
| **42201 Office Expense** | | **$ 1,200** | **$ 1,200** | |
| Office supplies, paper flyers, and tickets | $ 1,200 | | | |
| **42401 Memberships** | | **$ -** | **$ 259** | |
| CPRS Membership | $ 150 | | | |
| Sams Club | 109 | | | |
| **42501 Bank Fee** | | **$ 2,400** | **$ 2,400** | |
| **42510 Software Purchase** | | **$ -** | **$ 194** | |
| Zoom | $ 194 | | | |
| **42514 Special Department Expense** | | **$ 3,896** | **$ 311** | |
| Inspection fees | $ 311 | | | |
| **Total Professional/Administrative Services** | | | | **$ 31,143** |
| **4310X Utilities** | | **$ 57,000** | **$ 57,000** | |
| Gas and Electric | $ 47,000 | | | |
| Water | 10,000 | | | |
| **4320X Taxes** | | **$ 2,300** | **$ 10,756** | |
| Taxes/Property Tax | $ 10,756 | | | |
| **43802 Class Fees** | | **$ 20,980** | **$ 20,980** | |
| Instructor Fees | 20,600 | | | |
| Pool Felt | 380 | | | |
| **43803 Personal Service** | | **$ -** | **$ 500** | |
| WestCat tickets (reimbursed when sold) | $ 500 | | | |
| **43804 Food Program** | | **$ 57,850** | **$ 57,850** | |
| Food Expense | 44,000 | | | |
| Kitchen Maintenance | 12,850 | | | |
| Snack Bar | 1,000 | | | |
| **43805 Travel** | | **$ 7,200** | **$ 7,200** | |
| **43806 Dance Program** | | **$ 4,260** | **$ 4,260** | |
| Entertainment - CW line dance | $ 3,180 | | | |
| Entertainment - Ballroom | 1,080 | | | |
| **43807 Fundraising** | | **$ 4,000** | **$ 11,600** | |
| Food Fundraiser | $ 10,000 | | | |
| Outdoor Craft Fair | 600 | | | |
| PCS Cookbook | 1000 | | | |

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

## MEASURE S - 2014 FUND - 106

| | | | | | | |
|---|---|---|---|---|---|---|
| **47101 FF&E/Equipment** | | | **$** | **58,207** | **$** | **7,000** |
| Senior Center Dishwasher *(carryforward)* | $ | 7,000 | | | | |
| Senior Center Chair Replacement | | - | | | | |

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

**EXPENDITURE SUMMARY**

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

**MEASURE S - 2014 FUND - 106**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Asset Acquisition/Improvement - 47 | 14,593 | - | - | 2,950 | 4,850 | 1,900 | 39% |
| **Total** | **14,593** | **-** | **-** | **2,950** | **4,850** | **1,900** | **39%** |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|---|
| **42107 Equipment Maintenance** | | | **$ 300** | **$ 300** |
| Copier and other equipment maintenance | $ | 300 | | |
| **42108 Maintenance Structure/Imp** | | | **$ 10,303** | **$ 12,496** |
| Alarm Monitoring | | 1,026 | | |
| Countertops | | 1,000 | | |
| Building Maintenance | | 500 | | |
| HVAC Maintenance | | 300 | | |
| Janitorial (3 times weekly and annual deep clean) | | 6,360 | | |
| Landscape Maintenance | | 2,472 | | |
| Pest Control | | 388 | | |
| Sanitary Supplies | | 450 | | |
| **42201 Office Expense** | | | **$ 1,500** | **$ 1,500** |
| Toner, ink, other office supplies | $ | 1,500 | | |
| **42302 Travel & Training** | | | **$ 500** | **$ 500** |
| CPR staff training | $ | 500 | | |
| **42501 Bank Fees** | | | **$ 4,200** | **$ 4,200** |
| **42514 Special Department Expense** | | | **$ 4,712** | **$ 4,712** |
| Holiday paper and craft supplies | | 650 | | |
| Paper and craft supplies | | 1,562 | | |
| Toy replacement | | 2,000 | | |
| T-Shirt fundraiser | | 500 | | |

**Total Professional/Administrative Services $ 23,708**

| | | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|---|
| **4310X Utilities** | | | **$ 1,000** | **$ 1,200** |
| Gas and Electric | $ | 1,000 | | |
| Water | | 200 | | |
| **43201 Property Tax** | | | **$ 2,800** | **$ 3,686** |
| **44306 Maintenance Supplies** | | | **$ -** | **$ 30** |
| Misc. Maintenance Supplies | $ | 30 | | |
| **4710X Furniture Fixtures & Equipment** | | | **$ 200** | **$ 3,100** |
| 47105 Tiny Tots dishwasher replacement | $ | 200 | | |
| 47107 Portable Sink | $ | 2,900 | | |

## MEASURE S - 2014 FUND - 106

| | | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|---|
| **47103 FF&E/Furniture** | | | **$ 2,950** | **$ 4,850** |
| Tiny Tots dishwasher replacement | $ | 550 | | |
| Tiny Tots outdoor shade | | 2,400 | | |
| Tiny Tots Countertop | | 1,900 | | |

## RECREATION FUND - 209
## YOUTH CENTER - 554

### EXPENDITURE SUMMARY

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

## MAJOR NON-PERSONNEL EXPENSE DETAILS

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

| | | | |
|---|---|---|---|
| **43812 Youth Center** | | **$ 10,004** | **$ 13,495** |
| Instructor invoices | $ 12,495 | | |
| Program supplies | 1,000 | | |

**Total Other Operating Expenses** **$ 19,795**

| | | | |
|---|---|---|---|
| **44301 Fuel** | | **$ 400** | **$ 400** |
| **44304 Permit Fee** | | **$ -** | **$ 1,200** |
| Health Permit | $ 1,200 | | |
| **47101 FF&E/Equipment** | | **$ 4,709** | **$ 15,000** |
| Replacement of vinyl floor at Youth Center | $ 15,000 | | |

## MEASURE S - 2014 FUND - 106

| | | | |
|---|---|---|---|
| **47101 FF&E/Equipment** | | **$ 10,000** | **$ 10,000** |
| Replace vinyl floor at Youth Center | $ 10,000 | | |

## RECREATION FUND - 209
## DAYCAMP PROGRAM - 555

### EXPENDITURE SUMMARY

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

### MAJOR NON-PERSONNEL EXPENSE DETAILS

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

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

## EXPENDITURE SUMMARY

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

## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | FY 2021/22 | FY 2022/23 | |
|---|---|---|---|---|
| **42101 Professional Services** | | **$ 62,517** | **$ 62,517** | |
| Swim Center Operations Contract | $ 62,517 | | | |
| **42108 Maintenance Structure/Imp** | | **$ 31,150** | **$ 31,150** | |
| Annual Fire Sprinkler Maintenance | 250 | | | |
| Building Maintenance | 5,000 | | | |
| Janitorial | 6,400 | | | |
| Landscape Maintenance | 2,640 | | | |
| Pool Maintenance | $ 8,860 | | | |
| Pool Supplies | 8,000 | | | |
| **42501 Bank Fees** | | **$ -** | **$ 500** | |
| Credit Card Processing Fees | $ 500 | | | |
| **42514 Special Department Expense** | | **$ 2,500** | **$ -** | |
| *(moved to permit fee)* | $ - | | | |
| **Total Professional/Administrative Services** | | | | **$ 93,667** |
| **4310X Utilities** | | **$ 11,700** | **$ 19,000** | |
| 43103 Gas and Electric | $ 12,000 | | | |
| 43102 Water | 7,000 | | | |
| **43201 Property Taxes** | | **$ 2,800** | **$ 4,000** | |
| **44304 Permit Fee** | | **$ -** | **$ 2,750** | |
| Health Permits | $ 2,750 | | | |
| **47101 FF&E/Equipment** | | **$ -** | **$ 6,500** | |
| Refrigerator/Freezer | $ 6,500 | | | |

Return to Agenda



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

**EXPENDITURE SUMMARY**

| | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Actual Thru Mar-22 | FY 2021/22 Revised Budget | FY 2022/23 Proposed Budget | Prop to Rev $ Change | Prop to Rev % Change |
|---|---|---|---|---|---|---|---|
| **Services and Supplies** | | | | | | | |
| Professional & Administrative Services - 42 | 7,878 | 10,293 | 1,458 | 8,200 | 11,200 | 3,000 | 27% |
| Other Operating Expenses - 43 | 2,709 | 2,530 | 1,343 | 2,700 | 3,000 | 300 | 10% |
| Materials & Supplies - 44 | - | - | 192 | - | - | - | 0% |
| **Total Services and Supplies** | **10,587** | **12,824** | **2,993** | **10,900** | **14,200** | **3,300** | **23%** |
| **Indirect Cost Allocations** | | | | | | | |
| Administrative Credits - 46121 | - | - | - | - | - | - | 0% |
| Administrative Debits - 46122 | - | - | - | - | - | - | 0% |
| Legal Charges - 46126 | - | 390 | 210 | - | - | - | 0% |
| **Total Indirect Cost Allocations** | **-** | **390** | **210** | **-** | **-** | **-** | **0%** |
| **Total** | **10,587** | **13,214** | **3,203** | **10,900** | **14,200** | **3,300** | **23%** |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

| | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|
| **42107 Equipment Maintenance** | | $ - | $ - |
| | $ - | | |
| **42108 Maintenance Structure/Imp** | | $ 8,000 | $ 11,000 |
| Building Maintenance | $ 6,000 | | |
| Misc. Maintenance | 3,850 | | |
| Pest Control | 450 | | |
| Plumbing Supplies | 300 | | |
| Sanitary Supplies | 400 | | |
| **42501 Bank Fees** | | $ 200 | $ 200 |

**Total Professional/Administrative Services** $ 11,200

| | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|
| **4310X Utilities** | | $ 2,700 | $ 3,000 |
| Gas and Electric | $ 500 | | |
| Water | 2,500 | | |

Return to Agenda



## RECREATION FUND - 209
## TENNIS - 559

## EXPENDITURE SUMMARY

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

## MAJOR NON-PERSONNEL EXPENSE DETAILS

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

Return to Agenda



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

### EXPENDITURE SUMMARY

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

[1] PEG funded

Return to Agenda



## MAJOR NON-PERSONNEL EXPENSE DETAILS

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

| | | | |
|---|---|---|---|
| **47101 Equipment** | | **$61,200** | **$ 48,000** |
| 4th Council Chambers camera | $11,000 | | |
| A/D cross over units | 4,000 | | |
| Install HD projector/video wall system for Council Chambers | 15,000 | | |
| SDI audio embedders and de-embedders | 3,000 | | |
| Video monitors | 3,000 | | |
| Video router | 12,000 | | |

| | | | |
|---|---|---|---|
| **47103 Furniture** | | **$891** | **$ 1,782** |
| 2 office desk chairs | $1,782 | | |

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

### EXPENDITURE SUMMARY

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

[1] PEG funded

## MAJOR NON-PERSONNEL EXPENSE DETAILS

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

**Total Professional/Administrative Services** **$ 177**

| | | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|---|
| **4310X Utilities** | | | $ 23 | $ 23 |
| 43103 Gas and Electric | $ | 17 | | |
| 43102 Water | | 2 | | |
| 43201 Taxes | | 4 | | |
| **44301 Fuel** | | | $ 1 | $ 1 |

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

### EXPENDITURE SUMMARY

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

[1] PEG funded

## MAJOR NON-PERSONNEL EXPENSE DETAILS

| | | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|---|
| **42101 Professional Services** | | | **$ 16,120** | **$ 16,120** |
| Equipment Master Plan consultant | | 16,120 | | |
| **42106 Software Maintenance** | | | **$ 611** | **$ 611** |
| Scala Annual License | $ | 611 | | |
| **42107 Equipment Maintenance** | | | **$ 1,008** | **$ 1,008** |
| Equipment repair | $ | 121 | | |
| Equipment repair parts | | 806 | | |
| Loaner equipment | | 81 | | |
| **42108 Maintenance Structure/Imp** | | | **$ 1,096** | **$ 1,096** |
| Cleaning supplies | $ | 202 | | |
| Elevator maintenance | | 484 | | |
| HVAC maintenance | | 322 | | |
| Pest control | | 89 | | |
| **42201 Office Expense** | | | **$ 161** | **$ 161** |
| **4230X Travel and Training** | | | **$ 1,411** | **$ 1,411** |
| NAB Convention for two employees | $ | 1,008 | | |
| Other Travel and Training | $ | 403 | | |
| **42514 Special Department Expense** | | | **$ 891** | **$ 891** |
| Misc. specialized supplies | | 594 | | |
| Other Special Dept Expenses | | 297 | | |

**Total Professional/Administrative Services $ 21,297**

| | | | FY 2021/22 | FY 2022/23 |
|---|---|---|---|---|
| **4310X Utilities** | | | **$ 2,746** | **$ 2,746** |
| 43103 Gas and Electric | $ | 2,015 | | |
| 43102 Water | | 208 | | |
| 43201 Taxes | | 524 | | |
| **44301 Fuel** | | | **$ 141** | **$ 141** |
| **47103 Furniture** | | | **$605** | **$ 605** |
| 2 office desk chairs | | $605 | | |

## GENERAL GOVERNMENT

### Mission

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

### Major Services and Functions

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

### FY 2021/22 Key Accomplishments

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

### FY 2022/23 Key Priorities and Projects

- Continue to account for internal service functions

### Major Changes in FY 2022/23 Budget

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

### Position Summary

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

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

## GENERAL GOVERNMENT BUDGET SUMMARY

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

## MAJOR NON-PERSONNEL EXPENSE DETAILS

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

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

**MEASURE S - 2014 FUND - 106**

| | | | |
|---|---|---|---|
| **49901 Transfers Out** | | **$ 715,500** | **$ 718,000** |
| Arterial Street Rehabilitation Projects | $ 250,000 | | |
| Cable TV Contribution | 55,000 | | |
| Recreation-Cinema in the Park | 2,500 | | |
| Recreation-Community Service Commission | 4,000 | | |
| Recreation-Summer Sounds in the Park | 4,000 | | |
| Recreation-Swim Center Contribution | 65,000 | | |
| Recreation-Tree Lighting | 2,500 | | |
| Reserve to replace 2 PW vehicles per year | 30,000 | | |
| Street Projects Funding | 250,000 | | |
| Initiate ISF- Depreciation for Heavy Equipment | 50,000 | | |
| Initiate ISF- Depreciation to Replace 2 Dev Svcs Vehicles per year | 5,000 | | |

**MEASURE J - FUND 215**

| | | | |
|---|---|---|---|
| **42401 Memberships** | | **$ 48,930** | **$ -** |
| WCCTAC dues | $ - | | |
| (Moved to Roads Div.) | | | |

**American Rescue Plan Act - Fund 217**

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

**PENSION FUND 700**

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

## SCHEDULE OF TRANSFERS

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

| FUND # | DESCRIPTION | TRANSFER-OUT 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] |
| 100 | General Fund | 100-117-49901 | 650,925 | 150 | General Reserve Fund | 150-000-39901 | Reserve to meet reverse policy level |
| | ***Subtotal Transfers from the General Fund*** | | **1,353,880** | | | | |
| 106 | Measure S 2014 Fund | 106-117-49901 | 65,000 | 209 | Recreation Fund | 209-557-39901 | Swim Center contribution [1] |
| 106 | Measure S 2014 Fund | 106-117-49901 | 250,000 | 325 | City Street Fund | 325-343-39901 | Funding for Future Street Projects |
| 106 | Measure S 2014 Fund | 106-117-49901 | 250,000 | 377 | Arterial Streets Rehabilitation Fund | 377-343-39901 | Fund Portion of Arterial Streets Rehabilitation |
| 106 | Measure S 2014 Fund | 106-117-49901 | 55,000 | 505 | Cable Television Fund | 505-119-39901 | Cable Television contribution [1] |
| 106 | Measure S 2014 Fund | 106-117-49901 | 13,000 | 209 | Recreation Fund | 209-551-39901 | Recreation: Cinema, Community Service, Summer Sounds, Tree Lighting. |
| 106 | Measure S 2014 Fund | 106-117-49901 | 30,000 | 160 | Equipment Reserve Fund | 160-345-39901 | Reserves to replace 2 vehicles per year |
| 106 | Measure S 2014 Fund | 106-117-49901 | 50,000 | 160 | Equipment Reserve Fund | 160-345-39901 | Reserves to replace heavy equipment |
| 106 | Measure S 2014 Fund | 106-117-49901 | 5,000 | 160 | Equipment Reserve Fund | 160-461-39901 | Reserves to replace 2 vehicles per year |
| | ***Subtotal Transfers from Measure S 2014*** | | **718,000** | | | | |
| 217 | American Rescue Plan Act Fun( | 217-117-49901 | 4,090,010 | 100 | General Fund | 100-117-39901 | Transfer from ARPA fund |
| 700 | Pension Fund | 700-000-49901 | 2,016,612 | 100 | General Fund | 100-117-39901 | Transfer from Pension Trust |
| | ***Subtotal Transfers from other funds*** | | **6,106,622** | | | | |
| | ***Grand total Transfers*** | | **8,178,502** | | | | |

**NOTES:**

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

## DEBT OBLIGATIONS

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

**Pension Obligation Bonds**

On June 1, 2006, the City Council authorized the issuance of $16,800,000 of Taxable Pension Obligation Bonds, 2006 Series A-2 (Capital Appreciation Bonds). The bonds in the aggregate principal of $6,214,630 were issued to raise funds, presumably at a lower cost, to pay down the City's unfunded accrued actuarial liability with CalPERS. The bonds bear compounded interest which is due semi-annually on June 1 and December 1 through 2036. Principal payments are due annually on June 1 through 2036. The debt structure does not allow the bonds to be retired any earlier than 2036. In accordance with Section 4.01 (a) of the Trust Agreement, the City is required to deposit with the Trustee on or before August 1 of each year the annual amount for the upcoming fiscal year ending June 30. The bonds are secured with an insurance policy.

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

| For the Year Ending, June 30 | Principal | Interest |
|---|---|---|
| 2022 | $ 221,565 | $ 353,435 |
| 2023 | 215,586 | 379,414 |
| 2024 | 207,790 | 402,210 |
| 2025 | 203,321 | 431,679 |
| 2026 | 195,585 | 454,415 |
| *2027-2031 | 903,985 | 2,696,015 |
| *2032-2036 | 786,618 | 3,448,382 |
| | 2,734,450 | $ 8,165,550 |

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

**2016 Wastewater Revenue Refunding Bonds**

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

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

| For the Year Ending, June 30 | Principal | Interest |
|---|---|---|
| 2022 | $ 329,000 | $ 191,322 |
| 2023 | 341,000 | 181,440 |
| 2024 | 347,000 | 171,292 |
| 2025 | 362,000 | 160,384 |
| 2026 | 372,000 | 150,008 |
| 2027-2031 | 2,025,000 | 576,710 |
| 2032-2036 | 2,357,000 | 254,157 |
| 2037 | 517,000 | 7,626 |
| | $ 6,650,000 | $ 1,693,390 |

**2016 Clean Water State Revolving Fund**

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

| Year Ending June 30, | Principal | Interest |
|---|---|---|
| 2022 | $ 668,026 | 421,158 |
| 2023 | 679,383 | 409,801 |
| 2024 | 690,932 | 398,252 |
| 2025 | 702,678 | 386,506 |
| 2026 | 714,624 | 374,560 |
| 2027-2031 | 3,759,531 | 1,686,389 |
| 2032-2036 | 4,090,142 | 1,355,777 |
| 2037-2041 | 4,449,828 | 996,092 |
| 2042-2046 | 4,841,144 | 604,776 |
| 2047-2050 | 4,177,688 | 179,047 |
| | $ 24,773,976 | $ 6,812,358 |

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# Appendix

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## ACCOUNTING AND BUDGET BASIS

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

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

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

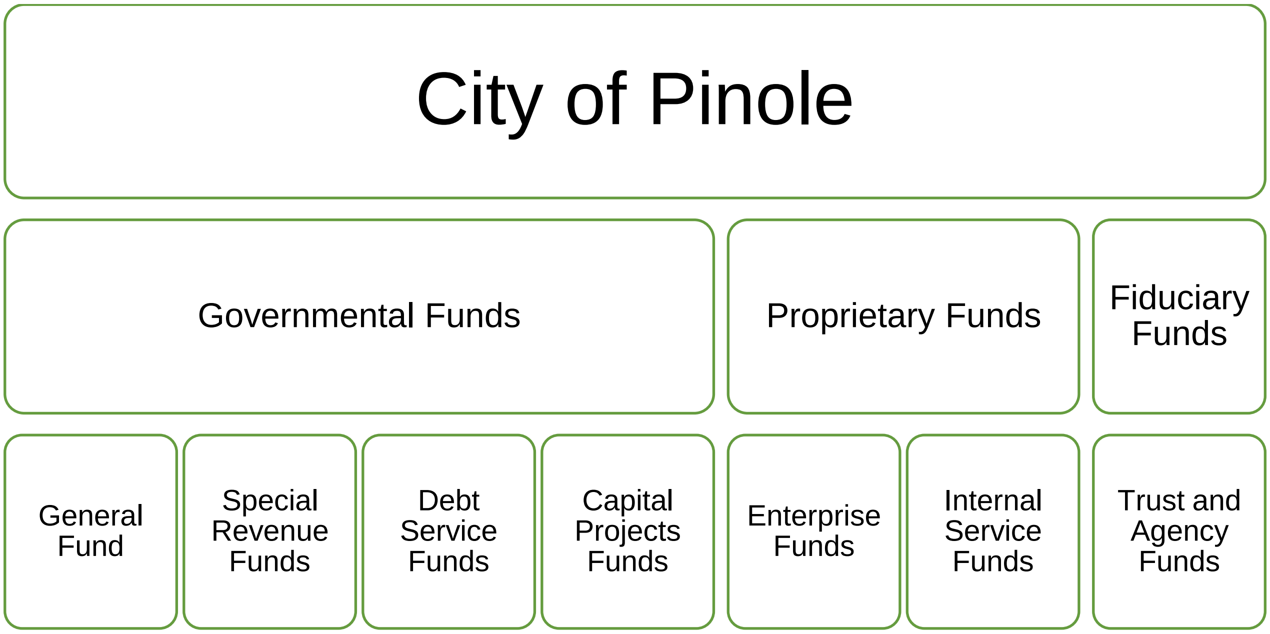
The basis of budgeting is consistent with the basis of accounting discussed above. Appropriations that are budgeted and not expensed at the end of the year lapse and revert to fund balance.

## MONITORING THE BUDGET

Once adopted, the budget becomes the main internal control document used to monitor and manage the City's financial position. The City's budget level of control is executed at the fund level set by the City's governing body. Requests for budget amendments are presented to the City Council and are enacted by resolution. Managers can transfer funds within their respective departments with the approval of the City Manager. Financial reports that highlight revenue and expenditure variances, some of which may require adjustments to the budget, are presented to City Council for consideration and adoption on a quarterly basis.

## FUND STRUCTURE

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




## GOVERNMENTAL FUNDS

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

| *Fund Number* | *Name* |
|---|---|
| 100 | General Fund |
| 105 | Measure S 2006 Fund |
| 106 | Measure S 2014 Fund |
| 150 | General Reserve Fund |
| 160 | Equipment Reserve Fund |

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

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

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

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

| *Fund Number* | *Name* |
|---|---|
| 310 | Lighting and Landscape District Fund |
| 324 | Public Facilities Fund |
| 325 | City Street Improvements |
| 327 | Parks Grants Fund |
| 377 | Arterial Rehabilitation |

## PROPRIETARY FUNDS

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

| *Fund Number* | *Name* |
|---|---|
| 500 | Sewer Enterprise Fund |
| 505 | Cable Access TV Fund |

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

| *Fund Number* | *Name* |
|---|---|
| 525 | Information Systems Fund |

## FIDUCIARY FUNDS

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

| *Fund Number* | *Name* |
|---|---|
| 700 | Section 115 Pension Trust Fund |
| 750 | Redevelopment Obligation Retirement Fund |

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

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## GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Reserve** - An account used to record a portion of the fund balance as legally segregated for a specific use.
**Resolution** - A special order of the City Council which has a lower legal standing than an Ordinance.

**Return to Source Funds** - Residual moneys from former Redevelopment Agency's tax levy's that are redistributed to the Cities after the Agency's debt obligations have been paid off. These funds are non-restricted and are distributed by the State in January and July of every year.

**Revenues** - Amount received for taxes, fees, permits, licenses, interest, intergovernmental sources, and other sources during the fiscal year.

**Revenue Bonds** - A type of bonds usually issued to construct facilities. The bonds are repaid from the revenue produced by the operation of these facilities.

**Salaries and Benefits** - A budget category which generally accounts for full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

**Special Revenue Funds** - This fund type collects revenues that are restricted by the City, State, or Federal Government as to how the City might spend them.

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

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

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

## ACRONYMS

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

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

## FINANCIAL AND INVESTMENT POLICIES

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

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

1. Structurally Balanced Budget Policy

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

2. Reserves Policy

   The City will establish, dedicate and maintain reserves annually to meet known and estimated future obligations. The City will establish specific reserve accounts which include but are not limited to:
   - General Fund Reserves for Economic Uncertainties equivalent to a minimum 10 percent or 180 days cash on hand of General Fund recurring expenditures;
   - Reserves for depreciation and replacement of vehicles and major equipment;
   - Reserves for maintenance, replacement, and renovations of facilities, parks, landscape maintenance and infrastructure.

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

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

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

City established reserves, or early retirement of debt, capital expenditures, reducing unfunded pension liabilities (PERS and OPEB), and other non-recurring expenditures.

4. Revenue Policy – User Fees and Charges

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

5. Expenditure and Budget Policy

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

6. Debt Policy

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

7. Receivables Policy

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

8. Grants Policy

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

9. Capital Assets Policy

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

10. Unclaimed Funds Policy

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

11. Investment Policy

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

12. Pension Investment Policy

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

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

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# EMPLOYEE COMPENSATION AND BENEFITS

## Compensation

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

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

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

## Pension Plans

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

*Funding Policy:* Miscellaneous Plan participants are required to contribute 8% of their annual covered salary, while Safety Plan participants are required to contribute 9% of their annual covered salary. The City as employer is required to contribute for the period July 1, 2021 to June 30, 2022 at an actuarially determined rate of 58.84% and 77.20% of annual covered payroll for miscellaneous and safety employees respectively.

The City entered into cost-sharing agreements with its union-represented and unrepresented employees whereby miscellaneous and safety employees' total CalPERS contribution (combined Employee Contribution and Employees' Share of the City's contribution) are capped at 16% (8% employee portion and 8% employer portion) and 20% (9% employee portion and 11% employer portion) respectively. In the event the annual CalPERS Employer Contribution increase exceeds 4.0% of the prior years' contribution rate, the additional amount above the 4.0% shall be shared equally between the City and the employee, and the cap will be adjusted accordingly for miscellaneous employees. Similarly, in the event the annual CalPERS Employer Contribution increase exceeds 5.0% of the prior years' contribution rate, the additional amount above the 5.0% shall be shared equally between the City and the employee, and the cap will be adjusted accordingly for safety employees. The City pays the employer contribution above employee share of 50.452% (58.840% – 8.388%) and 64.265% (77.200% – 12.935%) for its miscellaneous and safety employees respectively.

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

## Other Post-Employment Benefits

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

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

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

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

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## Risk Management

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

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

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

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## JURISDICTIONAL COMPARISON

| | City of Pinole | City of Hercules | City of San Pablo | City of El Cerrito |
|---|---|---|---|---|
| Form of Government | Council-Manager General Law | Council-Manager General Law | Council-Manager General Law | Council-Manager General Law |
| Year Incorporated | 1903 | 1900 | 1948 | 1917 |
| **Budget Comparison** | | | | |
| General Fund Revenue | 21,712,288 | 17,901,000 | 36,797,138 | 40,402,247 |
| General Fund Expenditures | 26,306,934 | 18,899,500 | 37,596,533 | 39,924,879 |
| Total Full Time Equivalents (FTE) | 124.38* | 85.25 | 182.5 | 161.2 |
| Sworn Personnel FTE | 44 | 26** | 55** | 74.6 |
| **Demographics** | | | | |
| Population | 18,628 | 26,091 | 31,510 | 25,650 |
| Annual Percent Change | -3.82 | .88 | 1.51 | 3.24 |
| Median Age | 42.8 | 41.7 | 33.1 | 41.8 |
| Population per FTE | 150* | 306 | 173 | 159 |
| Population per Sworn FTE | 423 | 1003 | 573 | 344 |
| Housing Units | 7,114 | 9,340 | 9,963 | 11,125 |
| Average Household Size | 2.70 | 2.88 | 3.27 | 2.42 |
| Labor Force | 9,800 | 13,900 | 13,400 | 13,400 |
| Unemployment Rate | 2.9% | 2.8% | 3.4% | 2.3% |
| Median Household Income | $104,904 | $110,669 | $60,819 | $108,294 |
| Per Capita Income | $43,581 | $45,865 | $22,405 | $58,329 |

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**RESOLUTION NO. 2022-__**

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

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

**WHEREAS,** the City Council has held a public meeting on the matter of the Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget and has discussed the individual department and fund budgets with City staff members; and

**WHEREAS**, the City Council has solicited public input on the Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget.

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

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

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

| | | |
|---|---|---|
| 100 | General Fund | $21,884,462 |
| 105 | Measure S - 2006 Fund | 2,447,767 |
| 106 | Measure S - 2014 Fund | 4,662,912 |
| 160 | Equipment Reserve Fund | 205,000 |
| 200 | Gas Tax Fund | 1,144,557 |
| 201 | Restricted Real Estate Maintenance Fund | 26,000 |
| 203 | Public Safety Augmentation Fund | 387,365 |
| 205 | Traffic Safety Fund | 21,059 |
| 206 | Supplemental Law Enforcement Svc Fund | 111,067 |
| 207 | NPDES Storm Water Fund | 336,938 |
| 209 | Recreation Fund | 1,918,034 |
| 212 | Building & Planning Fund | 2,410,793 |
| 213 | Refuse Management Fund | 167,825 |
| 214 | Solid Waste Fund | 682,778 |

| | | |
|---|---|---|
| 215 | Measure C and J Fund | 639,880 |
| 217 | American Rescue Plan Act Fund | 4,090,010 |
| 225 | Asset Seizure-Adjudicated Fund | 58,231 |
| 276 | Growth Impact Fund | 58,000 |
| 285 | Housing Assets Fund | 327,475 |
| 310 | Lighting & Landscape District Fund | 62,125 |
| 317 | Pinole Valley Caretaker Fund | 15,055 |
| 324 | Public Facilities Fund | 70,000 |
| 325 | City Street Improvements Fund | 1,706,213 |
| 327 | Park Grants (Measure WW) Fund | 189,758 |
| 377 | Arterial Streets Rehabilitation Fund | 810,312 |
| 500 | Sewer Enterprise Fund | 11,258,624 |
| 505 | Cable Access TV Fund | 646,780 |
| 700 | Pension Trust Fund | 2,056,612 |
| 750 | Recognized Obligation Retirement Fund | 227,378 |

**TOTAL OPERATIONS BUDGET $58,623,010**

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

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

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

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

**Section 7.** Estimated revenues and transfers anticipated to fund appropriations for expenditures for the FY 2022/23 Fiscal Year are presented in Exhibit A (Budget Summaries). Any changes to the established control limits will be subject to approval by resolution of the City Council.

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

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**PASSED AND ADOPTED** this **21st** day **June 2022,** by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on this **21st** day of **June, 2022.**

______________________________
Heather Bell, CMC
City Clerk

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**DATE:** **JUNE 21, 2022**

**TO:** **MAYOR AND COUNCIL MEMBERS**

**FROM:** **MARKISHA GUILLORY, FINANCE DIRECTOR**

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

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## RECOMMENDATION

Adopt a resolution establishing the Fiscal Year (FY) 2022/23 Appropriations Limit.

## BACKGROUND

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

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

California Government Code Section 7910 requires each local government to establish its appropriations limit by resolution for each fiscal year. Adoption of the attached resolution will approve the City of Pinole FY 2022/23 Appropriations Limit at $157,628,644.

## REVIEW AND ANALYSIS

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

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

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

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

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

Staff recommends that the City use the California per capita personal income increase and the County population change to compute the City's FY 2022/23 Appropriations Limit. Using those factors, the FY 2022/23 calculation is:

| | |
|---|---|
| Per capita personal income converted to ratio: | $\frac{7.55 + 100}{100} = 1.0755$ |
| Population change converted to a ratio: | $\frac{-0.41 + 100}{100} = 0.9959$ |
| Calculation of factor: | 1.0755 X 1.0041 = 1.0711 |
| FY 2021/22 limit: | $147,165,198 |
| FY 2022/23 factor: | x 1.0711 |
| FY 2022/23 Appropriations Limit: | $158,628,644 |
| Appropriations Subject to the Limit: | $27,870,440 |
| Total Appropriations Under the Limit: | $129,758,204 |

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

For FY 2022/23, the City's annual Appropriations Limit is calculated at $158,628,644 as shown above. By law, tax allocations are not allowed to exceed this authorized spending limit. The City of Pinole and the Successor Agency to the Pinole Redevelopment Agency tax revenues subject to the Appropriations Limit will be approximately $27,870,440, which is significantly lower than the limit, at 18% of $158,628,644.

## FISCAL IMPACT

There is no fiscal impact created by the City Council's adoption of this resolution to authorize the City's Appropriations Limit for FY 2022/23.

## ATTACHMENTS

A – Resolution Adopting FY 2022/23 Appropriations Limit

B – State of California Department of Finance Price Factor and Population Information

C – HdL Coren & Cone Nonresidential New Construction, Pinole

# RESOLUTION NO. 2022-___

## RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE CITY OF PINOLE'S APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022/23

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

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

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

**WHEREAS,** the City of Pinole calculated its Fiscal Year 2022/23 Appropriations Limit based on the percent of change in the population of the Contra Costa County, January 1, 2021 to January 1, 2022, and the change in the State of California's per capita personal income.

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

1. That the growth factor has been calculated as follows:

   1.0755 x 0.9959 = 1.0711

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

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

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

**PASSED AND ADOPTED** at a regular meeting of the Pinole City Council held on the 21st day of June 2022 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on this **21st** day of **June, 2022.**

______________________________
Heather Bell, CMC
City Clerk

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**ATTACHMENT A**

# RESOLUTION NO. 2022-XX

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

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

**WHEREAS,** the City Council has held a public meeting on the matter of the Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget and has discussed the individual department and fund budgets with City staff members; and

**WHEREAS**, the City Council has solicited public input on the Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget.

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

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

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

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

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

**TOTAL OPERATIONS BUDGET $58,623,010**

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

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

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

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

**Section 7.** Estimated revenues and transfers anticipated to fund appropriations for expenditures for the FY 2022/23 Fiscal Year are presented in Exhibit A (Budget Summaries). Any changes to the established control limits will be subject to approval by resolution of the City Council.

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

**PASSED AND ADOPTED** this **21st** day **June 2022,** by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on this **21st** day of **June, 2022.**

______________________________

Heather Bell, CMC

City Clerk

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# EXHIBIT A

## Fiscal Year (FY) 2022/23 Operating and Capital Budget
## Budget Summaries - Revenue, Expenditures, and Fund Balance by Fund

| | FY 2018/19 Actual | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Original Budget | FY 2021/22 Revised Budget | FY 2021/22 Actual Thru Mar-22 | FY 2021/22 Projected Year-end | FY 2022/23 Proposed | Prop to Rev Percent Change |
|---|---|---|---|---|---|---|---|---|---|
| **General Fund (including Measure S 2006 and 2014)** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 311 - Property Taxes | 3,837,167 | 4,514,755 | 4,091,345 | 4,230,122 | 4,230,122 | 2,814,337 | 4,230,122 | 4,776,626 | 13% |
| *Basic 1% Property Tax* | *2,461,344* | *2,595,604* | *2,770,607* | *3,072,882* | *3,072,882* | *1,612,965* | *3,072,882* | *3,285,675* | 7% |
| *RPTTF and Passthrough Payments* | *1,375,823* | *1,919,151* | *1,320,738* | *1,157,240* | *1,157,240* | *1,201,372* | *1,157,240* | *1,490,951* | 29% |
| 312 - Sales and Use Taxes | 3,994,720 | 3,788,080 | 4,303,800 | 4,224,661 | 4,483,848 | 3,504,436 | 4,483,848 | 4,582,095 | 2% |
| 312 - Sales and Use Taxes- Measure S 2006 | 2,146,708 | 1,951,039 | 2,309,123 | 2,142,000 | 2,420,000 | 1,894,076 | 2,420,000 | 2,451,000 | 1% |
| 312 - Sales and Use Taxes- Measure S 2014 | 2,139,620 | 1,950,798 | 2,314,438 | 2,142,000 | 2,420,000 | 1,892,257 | 2,420,000 | 2,451,000 | 1% |
| 313 - Utility Users Tax | 1,812,844 | 1,809,832 | 1,939,726 | 1,915,000 | 1,915,000 | 1,588,620 | 1,915,000 | 1,934,150 | 1% |
| 314 - Franchise Taxes | 735,311 | 750,002 | 751,598 | 779,000 | 779,000 | 455,486 | 779,000 | 786,790 | 1% |
| 315 - Other Taxes | 884,757 | 826,504 | 795,839 | 800,000 | 800,000 | 759,640 | 800,000 | 852,500 | 7% |
| *Other Tax/Transient Occupancy Tax* | *485,499* | *444,453* | *446,105* | *418,000* | *418,000* | *356,713* | *418,000* | *440,000* | 5% |
| *Other Tax/Business License* | *399,258* | *382,051* | *349,733* | *382,000* | *382,000* | *402,927* | *382,000* | *412,500* | 8% |
| 321 - Intergovernmental Taxes | 1,836,501 | 1,952,717 | 2,034,203 | 2,082,883 | 2,082,883 | 1,051,058 | 2,082,883 | 2,215,948 | 6% |
| 323 - State Grants | 109,993 | 40,193 | 10,951 | 40,000 | 40,000 | 8,206 | 40,000 | 40,000 | 0% |
| 324 - Other Grants | 57,026 | 47,026 | 287,768 | 47,026 | 47,026 | - | 47,026 | 47,026 | 0% |
| 332 - Permits | 57,354 | 65,987 | 77,991 | 68,700 | 68,700 | 81,862 | 82,000 | 68,700 | 0% |
| 341 - Review Fees | 44,484 | 13,730 | 37,139 | 28,000 | 28,000 | 28,340 | 28,500 | 28,000 | 0% |
| 342 - Other Fees | 69,934 | 41,929 | 56,754 | 40,694 | 40,694 | 5,571 | 40,694 | 43,194 | 6% |
| 343 - Abatement Fees | 15,893 | 46,060 | 3,844 | 7,000 | 7,000 | 4,264 | 7,000 | 36,000 | 414% |
| 351 - Fines and Forfeiture | 51,741 | 16,874 | 13,166 | 22,050 | 22,050 | 7,808 | 22,050 | 22,050 | 0% |
| 361 - Public Safety Charges | 42,563 | 4,051 | 73,021 | 33,548 | 33,548 | 2,646 | 33,548 | 33,548 | 0% |
| *361 - Public Safety Charges/Dispatch* | *924,755* | *1,255,962* | *1,272,567* | *1,306,248* | *1,306,248* | *1,094,829* | *1,306,248* | *1,371,560* | 5% |
| 370 - Interest and Investment Income | 269,508 | 289,324 | 33,339 | 150,000 | 150,000 | (113,328) | 150,000 | 150,000 | 0% |
| 381 - Rental Income | 89,500 | 89,661 | 86,880 | 89,896 | 89,896 | 65,975 | 92,642 | 89,896 | 0% |
| 383 - Reimbursements | 93,367 | 23,257 | 83,285 | 18,674 | 18,674 | 14,757 | 15,928 | 18,674 | 0% |
| 384 - Other Revenue | 7,077 | 47,205 | 3,788 | 5,100 | 5,100 | 12,705 | 12,500 | 5,100 | 0% |
| 392 - Proceeds from Sale of Property | 1,290 | 13,855 | 83,209 | 601,000 | 601,000 | 7,443 | 601,000 | 1,000 | -100% |
| 393 - Loan/Bond Proceeds | 1,500,000 | 500,000 | 55,197 | - | - | - | - | - | 0% |
| **Revenue Total** | **20,722,113** | **20,038,840** | **20,718,970** | **20,773,602** | **21,588,789** | **15,180,987** | **21,609,989** | **22,004,857** | **2%** |
| 399 - Transfers In | 6,290,688 | - | - | - | - | - | - | - | |
| 399 - Transfers In from Section 115 Pension Fund | - | - | 1,327,427 | 853,686 | 853,686 | - | 853,686 | 2,016,612 | 136% |
| 399 - Transfers In from ARPA Fund | | | | | | | | 4,090,010 | |
| **Sources Total** | **27,012,802** | **20,038,840** | **22,046,397** | **21,627,288** | **22,442,475** | **15,180,987** | **22,463,675** | **28,111,479** | **25%** |

| | FY 2018/19 Actual | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Original Budget | FY 2021/22 Revised Budget | FY 2021/22 Actual Thru Mar-22 | FY 2021/22 Projected Year-end | FY 2022/23 Proposed | Prop to Rev Percent Change |
|---|---|---|---|---|---|---|---|---|---|
| **Fund: 100 - General Fund** | | | | | | | | | |
| **Expenditures** | | | | | | | | | |
| Division: 110 - City Council Total: | 141,626 | 163,703 | 215,352 | 176,609 | 176,609 | 151,404 | 176,609 | 170,496 | -3% |
| Division: 111 - City Manager Total: | 163,510 | 206,565 | 603,505 | 562,708 | 681,538 | 323,511 | 586,538 | 615,943 | -10% |
| Division: 112 - City Clerk Total: | 235,966 | 183,241 | 243,065 | 450,393 | 450,393 | 221,997 | 450,393 | 586,347 | 30% |
| Division: 113 - City Treasurer Total: | 10,866 | 8,592 | 8,286 | 8,693 | 8,693 | 6,306 | 8,693 | 8,662 | 0% |
| Division: 114 - City Attorney Total: | 308,240 | 462,151 | 489,955 | 310,200 | 310,200 | 280,036 | 310,200 | 321,057 | 4% |
| *114 - City Attorney Services* | *509,176* | *721,388* | *763,076* | *564,000* | *564,000* | *578,447* | *564,000* | *583,740* | 4% |
| *114 - City Attorney Indirect Cost Allocations* | *(200,935)* | *(259,237)* | *(273,121)* | *(253,800)* | *(253,800)* | *(298,411)* | *(253,800)* | *(262,683)* | 4% |
| Division: 115 - Finance Department Total: | 482,018 | 477,675 | 571,900 | 554,891 | 566,846 | 374,984 | 566,846 | 627,847 | 11% |
| Division: 116 - Human Resources Total: | 392,207 | 430,578 | 292,727 | 493,626 | 523,446 | 229,796 | 523,446 | 768,472 | 47% |
| Division: 117 - General Government Total: | 1,544,250 | 1,704,538 | 1,387,531 | 1,397,087 | 1,397,087 | 966,087 | 1,397,087 | 961,955 | -31% |
| **Administrative Total** | **3,278,683** | **3,637,043** | **3,812,321** | **3,954,207** | **4,114,812** | **2,554,120** | **4,019,812** | **4,060,779** | **-1%** |
| Division: 221 - Police Operations Total: | 3,626,415 | 3,335,075 | 3,802,334 | 4,260,699 | 4,366,771 | 3,032,986 | 3,999,312 | 4,892,111 | 12% |
| Division: 222 - Police Support Services Total: | 902,310 | 908,771 | 1,087,828 | 1,272,091 | 1,272,092 | 725,568 | 1,144,883 | 1,538,502 | 21% |
| Division: 223 - Dispatch WBCC Total: | 1,718,128 | 1,878,391 | 1,988,812 | 2,077,088 | 2,077,088 | 1,566,042 | 2,077,088 | 2,169,105 | 4% |
| Division: 231 - Fire Total: | 2,716,433 | 3,195,023 | 4,604,922 | 3,925,759 | 3,965,759 | 2,659,856 | 3,767,471 | 4,212,704 | 6% |
| **Public Safety Total** | **8,963,285** | **9,317,260** | **11,483,896** | **11,535,637** | **11,681,710** | **7,984,452** | **10,988,754** | **12,812,422** | **10%** |
| Division: 341 - Administration/Engineering Total: | 183,755 | 273,487 | 151,103 | 726,407 | 758,686 | 135,672 | 177,090 | 736,363 | -3% |
| Division: 342 - Road Maintenance Total: | 50,173 | 28,451 | 32,157 | 225,284 | 225,284 | 37,941 | 50,588 | 212,969 | -5% |
| Division: 343 - Facility Maintenance Total: | 480,771 | 457,490 | 513,141 | 693,759 | 693,759 | 356,193 | 458,021 | 611,147 | -12% |
| Division: 345 - Park Maintenance Total: | 231,016 | 228,811 | 253,021 | 482,887 | 482,887 | 186,747 | 248,562 | 539,309 | 12% |
| **Public Works Total** | **945,714** | **988,239** | **949,421** | **2,128,337** | **2,160,616** | **716,553** | **934,261** | **2,099,788** | **-3%** |
| Division: 461 - Planning Total: | 9,072 | 4,683 | 10,583 | 167,938 | 167,938 | 3,385 | 4,513 | 77,192 | -54% |
| Division: 465 - Code Enforcement Total: | 70,924 | 169,010 | 162,921 | 201,947 | 201,947 | 137,595 | 179,461 | 253,452 | 26% |
| Division: 466 - Economic Development Total: | - | - | - | - | - | - | - | 176,820 | 100% |
| **Community Development Total** | **79,996** | **173,693** | **173,504** | **369,885** | **369,885** | **140,980** | **183,974** | **507,464** | **37%** |
| Division: 551 - Recreation Admin Total | | | | 427025 | 427,025 | 135,359 | 180,478 | 454,022 | 6% |
| Division: 554 - Youth Center Total: | - | - | - | - | - | - | - | | 0% |
| Division: 557 - Swim Center Total: | - | - | - | - | - | - | - | | 0% |
| **Recreation Total** | **-** | **-** | **-** | **427,025** | **427,025** | **135,359** | **180,478** | **454,022** | **0%** |
| 481 - Debt Service | 523,631 | 536,120 | 558,607 | 576,107 | 576,107 | 576,091 | 576,107 | 596,107 | 3% |
| **Sub-Total** | **13,791,308** | **14,652,356** | **16,977,749** | **18,991,198** | **19,330,154** | **12,107,554** | **16,883,386** | **20,530,582** | **6%** |
| 499 - Transfers Out | 21,225,833 | 562,558 | 921,762 | 702,955 | 2,445,517 | 2,149,357 | 2,445,517 | 1,353,880 | -45% |
| **Expenditure Total:** | **35,017,141** | **15,214,914** | **17,899,511** | **19,694,153** | **21,775,671** | **14,256,911** | **19,328,903** | **21,884,462** | **0%** |

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Exhibit A

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

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Exhibit A

| | FY 2018/19 Actual | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Original Budget | FY 2021/22 Revised Budget | FY 2021/22 Actual Thru Mar-22 | FY 2021/22 Projected Year-end | FY 2022/23 Proposed | Prop to Rev Percent Change |
|---|---|---|---|---|---|---|---|---|---|
| **Fund: 160 - Equipment Reserve Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 384 - Other Revenue | | | 43,459 | | - | - | - | | |
| 399 - Transfers In | - | 85,000 | 85,000 | 85,000 | 85,000 | 85,000 | 85,000 | 85,000 | 0% |
| **Revenue Total:** | **-** | **85,000** | **128,459** | **85,000** | **85,000** | **85,000** | **85,000** | **85,000** | **0%** |
| **Expenditures** | | | | | | | | | |
| Division: 221 - Police Operations Total: | 33,936 | - | - | - | | | | | |
| Division: 342 - Road Maintenance Total: | | | | 194,000 | 194,000 | 104,242 | 150,000 | 120,000 | |
| Division: 345 - Park Maintenance Total: | 82,303 | - | - | 80,000 | 80,000 | - | - | 80,000 | 0% |
| Division: 461 - Planning Total: | - | - | - | 5,000 | 5,000 | - | - | 5,000 | 0% |
| **Expenditure Total:** | **116,239** | **-** | **-** | **279,000** | **279,000** | **104,242** | **150,000** | **205,000** | **-27%** |
| **Fund: 160 - EQUIPMENT RESERVE Net Results** | **(116,239)** | **85,000** | **128,459** | **(194,000)** | **(194,000)** | **(19,242)** | **(65,000)** | **(120,000)** | |
| **Fund Balance, July 1** | **146,188** | **29,949** | **114,949** | **243,408** | **243,408** | | **243,408** | **178,408** | |
| **Fund Balance, June 30** | **29,949** | **114,949** | **243,408** | **49,408** | **49,408** | | **178,408** | **58,408** | |
| **Fund: 200 - Gas Tax Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 321 - Intergovernmental Taxes | 754,674 | 789,998 | 795,113 | 906,667 | 906,667 | 638,015 | 906,667 | 990,635 | 9% |
| 370 - Interest and Investment Income | 5,879 | 18,024 | 1,878 | 5,000 | 5,000 | (4,730) | 5,000 | 5,000 | 0% |
| 383 - Reimbursements | | | 9,074 | 7,636 | 7,636 | 6,358 | 7,636 | 7,636 | 0% |
| **Revenue Total:** | **760,554** | **808,022** | **806,065** | **919,303** | **919,303** | **639,643** | **919,303** | **1,003,271** | **9%** |
| **Expenditures** | | | | | | | | | |
| Division: 341 - Administration/Engineering Total: | | | 2023 | | - | - | - | - | 0% |
| Division: 342 - Road Maintenance Total: | 403,967 | 577,100 | 1,374,969 | 1,074,728 | 1,074,728 | 306,558 | 1,074,728 | 1,144,557 | 6% |
| **Expenditure Total:** | **403,967** | **577,100** | **1,376,992** | **1,074,728** | **1,074,728** | **306,558** | **1,074,728** | **1,144,557** | **6%** |
| **Fund: 200 - Gas Tax Fund Net Results** | **356,586** | **230,922** | **(570,927)** | **(155,425)** | **(155,425)** | **333,085** | **(155,425)** | **(141,286)** | |
| **Fund Balance, July 1** | **339,936** | **696,522** | **927,444** | **356,517** | **356,517** | | **356,517** | **201,092** | |
| **Fund Balance, June 30** | **696,522** | **927,444** | **356,517** | **201,092** | **201,092** | | **201,092** | **59,806** | |
| **Fund: 201 - Restricted Real Estate Maintenance Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 342 - Other Fees | 1,825 | 475 | 475 | 3,175 | 3,175 | 475 | 3,175 | 3,175 | 0% |
| 381 - Rental Income | 70,833 | 3,787 | 34,150 | 36,816 | 36,816 | - | 36,816 | 36,816 | 0% |
| **Revenue Total:** | **72,658** | **4,262** | **34,625** | **39,991** | **39,991** | **475** | **39,991** | **39,991** | **0%** |
| **Expenditures** | | | | | | | | | |
| Division: 343 - Facility Maintenance Total: | 19,413 | 24,414 | 20,118 | 26,000 | 26,000 | 12,883 | 26,000 | 26,000 | 0% |
| **Expenditure Total:** | **19,413** | **24,414** | **20,118** | **26,000** | **26,000** | **12,883** | **26,000** | **26,000** | **0%** |
| **Fund: 201 - Restricted RE Maintenance Fund Net Result** | **53,245** | **(20,152)** | **14,507** | **13,991** | **13,991** | **(12,407)** | **13,991** | **13,991** | |
| **Fund Balance, July 1** | **133,586** | **186,832** | **166,679** | **181,187** | **181,187** | | **181,187** | **195,178** | |
| **Fund Balance, June 30** | **186,832** | **166,679** | **181,187** | **195,178** | **195,178** | | **195,178** | **209,169** | |
| **Fund: 203 - Public Safety Augmentation Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 321 - Intergovernmental Taxes | 202,489 | 185,306 | 187,448 | 170,266 | 170,266 | 202,219 | 202,219 | 170,266 | 0% |
| 370 - Interest and Investment Income | 3,201 | 7,117 | 1,269 | 2,500 | 2,500 | (3,777) | 2,500 | 2,500 | 0% |
| **Revenue Total:** | **205,691** | **192,423** | **188,717** | **172,766** | **172,766** | **198,442** | **204,719** | **172,766** | **0%** |
| **Expenditures** | | | | | | | | | |
| Division: 221 - Police Operations Total: | 131,658 | 179,741 | 143,643 | 204,574 | 204,574 | 138,454 | 204,574 | 387,365 | 89% |
| **Expenditure Total:** | **131,658** | **179,741** | **143,643** | **204,574** | **204,574** | **138,454** | **204,574** | **387,365** | **89%** |
| **Fund: 203 - Public Safety Augmentation Fund Net Resu** | **74,032** | **12,682** | **45,074** | **(31,808)** | **(31,808)** | **59,988** | **145** | **(214,599)** | |
| **Fund Balance, July 1** | **279,125** | **353,158** | **365,840** | **410,914** | **410,914** | | **410,914** | **411,059** | |
| **Fund Balance, June 30** | **353,158** | **365,840** | **410,914** | **379,106** | **379,106** | | **411,059** | **196,460** | |
| **Fund: 204 - Police Grants Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 323 - State Grants | | 9,197 | - | | | | | | 0% |
| 324 - Other Grants | 328,000 | 300,500 | - | | | | | | 0% |
| 384 - Other Revenue | 120 | | | | | | | | 0% |
| **Revenue Total:** | **328,120** | **309,697** | **-** | **-** | **-** | **-** | **-** | **-** | **0%** |
| 399 - Transfers In | - | - | 29,428 | - | - | - | | | 0% |
| **Sources Total** | **328,120** | **309,697** | **29,428** | **-** | **-** | **-** | **-** | **-** | **0%** |
| **Expenditures** | | | | | | | | | |
| Division: 227 - Police Grants Total: | 255,638 | 304,023 | 85,999 | - | - | 23 | 23 | | 0% |
| **Expenditure Total:** | **255,638** | **304,023** | **85,999** | **-** | **-** | **23** | **23** | **-** | **0%** |
| **Fund: 204 - Police Grants Net Results** | **72,482** | **5,674** | **(56,571)** | **-** | **-** | **(23)** | **(23)** | **-** | |
| **Fund Balance, July 1** | **47,342** | **119,824** | **125,498** | **68,927** | **68,927** | | **68,927** | **68,904** | |
| **Fund Balance, June 30** | **119,824** | **125,498** | **68,927** | **68,927** | **68,927** | | **68,904** | **68,904** | |

Return to Agenda

Exhibit A

| | FY 2018/19 Actual | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Original Budget | FY 2021/22 Revised Budget | FY 2021/22 Actual Thru Mar-22 | FY 2021/22 Projected Year-end | FY 2022/23 Proposed | Prop to Rev Percent Change |
|---|---|---|---|---|---|---|---|---|---|
| **Fund: 205 - Traffic Safety Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 351 - Fines and Forfeiture | 35,181 | 46,640 | 27,491 | 45,000 | 45,000 | 21,692 | 45,000 | 45,000 | 0% |
| 370 - Interest and Investment Income | 1,541 | 3,821 | 750 | 1,500 | 1,500 | (2,267) | 1,500 | 1,500 | 0% |
| **Revenue Total:** | **36,722** | **50,461** | **28,241** | **46,500** | **46,500** | **19,424** | **46,500** | **46,500** | **0%** |
| **Expenditures** | | | | | | | | | |
| Division: 227 - Police Grants Total: | 7,674 | 6,399 | 565 | 20,261 | 20,261 | 6,458 | 20,261 | 21,059 | 4% |
| **Expenditure Total:** | **7,674** | **6,399** | **565** | **20,261** | **20,261** | **6,458** | **20,261** | **21,059** | **4%** |
| **Fund: 205 - Traffic Safety Fund Net Results** | **29,048** | **44,062** | **27,676** | **26,239** | **26,239** | **12,966** | **26,239** | **25,441** | |
| **Fund Balance, July 1** | **134,192** | **163,240** | **207,302** | **234,979** | **234,979** | | **234,979** | **261,218** | |
| **Fund Balance, June 30** | **163,240** | **207,302** | **234,979** | **261,218** | **261,218** | | **261,218** | **286,659** | |
| **Fund: 206 - Supplemental Law Enforcement Svc Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 323 - State Grants | 148,747 | 155,948 | 156,727 | 156,727 | 156,727 | 161,285 | 161,285 | 156,727 | 0% |
| 370 - Interest and Investment Income | 1,769 | 4,955 | 1,080 | 1,600 | 1,600 | (3,694) | 1,600 | 1,600 | 0% |
| **Revenue Total:** | **150,515** | **160,903** | **157,807** | **158,327** | **158,327** | **157,591** | **162,885** | **158,327** | **0%** |
| **Expenditures** | | | | | | | | | |
| Division: 227 - Police Grants Total: | 101,008 | 60,196 | 98,192 | 104,188 | 104,188 | 76,000 | 104,188 | 111,067 | 7% |
| **Expenditure Total:** | **101,008** | **60,196** | **98,192** | **104,188** | **104,188** | **76,000** | **104,188** | **111,067** | **7%** |
| **Fund: 206 - Supplemental Law Enforcement Svc Fund N** | **49,507** | **100,707** | **59,615** | **54,139** | **54,139** | **81,591** | **58,697** | **47,260** | |
| **Fund Balance, July 1** | **119.097** | **168.604** | **269.311** | **328.926** | **328.926** | | **328.926** | **387.623** | |
| **Fund Balance, June 30** | **168.604** | **269.311** | **328.926** | **383.065** | **383.065** | | **387.623** | **434.883** | |
| **Fund: 207 - NPDES Storm Water Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 321 - Intergovernmental Taxes | 251,004 | 259,103 | 260,430 | 323,978 | 323,978 | 163,990 | 323,978 | 253,272 | -22% |
| 370 - Interest and Investment Income | 29 | (190) | 51 | 150 | 150 | 719 | 174 | 150 | 0% |
| 384 - Other Revenue | - | | | - | | | | | 0% |
| **Revenue Total:** | **251,032** | **258,913** | **260,480** | **324,128** | **324,128** | **164,709** | **324,152** | **253,422** | **-22%** |
| **Expenditures** | | | | | | | | | |
| Division: 117 - General Government Total: | | | 2,222 | | | - | - | | 0% |
| Division: 342 - Road Maintenance Total: | | | | 28,874 | 28,874 | 10,000 | 28,874 | 12,005 | -58% |
| Division: 344 - NPDES Storm Drain Total: | 304,913 | 289,103 | 272,838 | 391,811 | 408,811 | 216,198 | 288,264 | 324,933 | -21% |
| **Expenditure Total:** | **304,913** | **289,103** | **275,059** | **420,685** | **437,685** | **226,198** | **317,138** | **336,938** | **-23%** |
| **Fund: 207 - NPDES Storm Water Fund Net Results** | **(53.881)** | **(30.190)** | **(14.579)** | **(96.557)** | **(113.557)** | **(61.489)** | **7.014** | **(83.516)** | |
| **Fund Balance, July 1** | **100,502** | **46,622** | **16,432** | **1,853** | **1,853** | | **1,853** | **8,867** | |
| **Fund Balance, June 30** | **46.622** | **16.432** | **1.853** | **(94.704)** | **(111.704)** | | **8.867** | **(74.649)** | |
| **Fund: 209 - Recreation Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| Division: 551 - Recreation Administration Total: | 17.950 | 13.104 | 19.603 | 17.550 | 17.550 | 26.181 | 17.550 | 70.268 | 300% |
| Division: 552 - Senior Center Total: | 384.153 | 270.294 | 26.358 | 224.220 | 224.220 | 70.758 | 224.220 | 216.130 | -4% |
| Division: 553 - Tiny Tots Total: | 200.673 | 110.474 | 41.022 | 140.125 | 140.125 | 71.039 | 140.125 | 172.021 | 23% |
| Division: 554 - Youth Center Total: | 36.277 | 26.713 | 2.592 | 34.340 | 34.340 | 2.459 | 34.340 | 17.855 | -48% |
| Division: 555 - Day Camp Total: | 25.551 | 14.406 | 5.014 | 20.790 | 20.790 | (862) | 20.790 | 7.560 | 0% |
| Division: 556 - Performing Arts Total: | 46.784 | 2.630 | - | - | - | - | | - | 0% |
| Division: 557 - Swim Center Total: | 57.208 | 31.407 | 63.959 | 74.953 | 74.953 | 34.423 | 74.953 | 63.500 | -15% |
| Division: 558 - Memorial Hall Total: | 1.250 | 10.982 | 3.649 | 7.594 | 7.594 | 3.308 | 7.594 | 10.316 | 0% |
| Division: 559 - Tennis Total: | 370 | 674 | 204 | 350 | 350 | 240 | 350 | 350 | 0% |
| **Revenue Total:** | **770.216** | **480.684** | **162.400** | **519.922** | **519.922** | **207.545** | **519.922** | **558.000** | 7% |
| 399 - Transfers In | 307.214 | 522.254 | 624.721 | 673.331 | 1.091.962 | 732.878 | 1.091.962 | 675.831 | -38% |
| 399 - Transfers In from Section 115 Pension Fund | - | - | 7.334 | | | | | | 0% |
| **Sources Total** | **1.077.430** | **1.002.938** | **794.455** | **1.193.253** | **1.611.884** | **940.423** | **1.611.884** | **1.233.831** | **-23%** |
| **Expenditures** | | | | | | | | | |
| Division: 117 - General Government Total: | 7,700 | 7,980 | 7,987 | - | - | 5,727 | - | - | 0% |
| Division: 551 - Recreation Administration Total: | 172,230 | 187,153 | 273,358 | 534,654 | 534,654 | 451,219 | 534,654 | 694,990 | 30% |
| Division: 552 - Senior Center Total: | 467,615 | 438,540 | 201,229 | 448,819 | 448,819 | 244,131 | 448,819 | 579,673 | 29% |
| Division: 553 - Tiny Tots Total: | 131,602 | 133,396 | 102,241 | 149,744 | 149,744 | 102,325 | 149,744 | 174,421 | 16% |
| Division: 554 - Youth Center Total: | 149,165 | 140,656 | 110,557 | 216,749 | 216,749 | 79,636 | 216,749 | 247,067 | 14% |
| Division: 555 - Day Camp Total: | 3,195 | 2,087 | 20,453 | 64,315 | 64,315 | 16,451 | 64,315 | 74,116 | 15% |
| Division: 556 - Performing Arts Total: | 46,868 | 221 | - | - | - | - | | - | 0% |
| Division: 557 - Swim Center Total: | 92,194 | 81,400 | 88,099 | 111,167 | 111,167 | 36,500 | 111,167 | 126,917 | 14% |
| Division: 558 - Memorial Hall Total: | 5,092 | 10,587 | 13,214 | 10,900 | 10,900 | 3,203 | 10,900 | 14,200 | 30% |
| Division: 559 - Tennis Total: | 2,310 | 6,359 | 6,300 | 5,700 | 5,700 | 3,452 | 5,700 | 6,650 | 17% |
| **Expenditure Total:** | **1,077,973** | **1,008,380** | **823,437** | **1,542,048** | **1,542,048** | **942,643** | **1,542,048** | **1,918,034** | **24%** |
| **Fund: 209 - Recreation Fund Net Results** | **(543)** | **(5,442)** | **(28,982)** | **(348,795)** | **69,836** | **(2,220)** | **69,836** | **(684,203)** | |
| **Fund Balance, July 1** | **64,128** | **63,585** | **58,144** | **29,162** | **29,162** | | **29,162** | **98,998** | |
| **Fund Balance, June 30** | **63,585** | **58,144** | **29,162** | **(319,633)** | **98,998** | | **98,998** | **(585,205)** | |

Return to Agenda

Exhibit A

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

Return to Agenda

Exhibit A

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

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Exhibit A

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

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Exhibit A

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

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Exhibit A

| | FY 2018/19 Actual | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Original Budget | FY 2021/22 Revised Budget | FY 2021/22 Actual Thru Mar-22 | FY 2021/22 Projected Year-end | FY 2022/23 Proposed | Prop to Rev Percent Change |
|---|---|---|---|---|---|---|---|---|---|
| **Fund: 700 - Pension Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 370 - Interest and Investment Income | 924.669 | 1.010.988 | 2.792.382 | | 1.127.665 | (658.526) | (878.035) | 1.140.017 | 100% |
| 399 - Transfers In | 16,287,510 | | | | | | | | 0% |
| **Revenue Total:** | **17,212,179** | **1,010,988** | **2,792,382** | **-** | **1,127,665** | **(658,526)** | **(878,035)** | **1,140,017** | **100%** |
| **Expense** | | | | | | | | | |
| Division: 115 - Finance Total: | - | - | - | | | - | - | | 100% |
| Division: 117 - General Government Total: | 52,921 | 81,434 | 86,587 | | 50,000 | 66,308 | 88,411 | 40,000 | 0% |
| **Sub-Total:** | **52.921** | **81.434** | **86.587** | **-** | **50.000** | **66.308** | **88.411** | **40.000** | **0%** |
| 499 - Transfers Out | - | | 1,352,111 | | 853,686 | - | | 2,016,612 | 100% |
| **Expense Total:** | **-** | **81,434** | **1,438,698** | **-** | **903,686** | **66,308** | **-** | **2,056,612** | **100%** |
| **Fund: 700 - Pension Fund Net Results** | **17.159.258** | **929.554** | **1.353.684** | **-** | **223.979** | **(724.835)** | **(966.446)** | **(916.595)** | |
| **Fund Balance, July 1** | **-** | **17.159.258** | **18.088.811** | **19.442.495** | **19.442.495** | | **19.442.495** | **18.476.049** | |
| **Fund Balance, June 30** | **17,159,258** | **18,088,811** | **19,442,495** | **19,442,495** | **19,666,474** | | **18,476,049** | **17,559,454** | |
| **Fund: 750 - Recognized Obligation Retirement Fund** | | | | | | | | | |
| **Revenue** | | | | | | | | | |
| 311 - Property Taxes | 250.000 | 250.000 | 265.900 | 250.000 | 250.000 | 219,147 | 250,000 | 250,000 | 0% |
| 370 - Interest and Investment Income | 26,800 | 82,725 | 3,185 | - | | (20,579) | (3,746) | | 0% |
| 384 - Other Revenue | 1,232 | | | - | | | | | 0% |
| 393 - Loan/Bond Proceeds | 16,096 | 14,452 | 12,681 | - | | 5,131 | 5,131 | 5,000 | 0% |
| **Revenue Total:** | **294,128** | **347,176** | **281,766** | **250,000** | **250,000** | **203,699** | **251,385** | **255,000** | **2%** |
| **Expense** | | | | | | | | | |
| Division: 463 - Successor Agency to RDA Total: | 978,750 | 300,640 | 352,370 | 194,899 | 194,899 | 190,948 | 194,899 | 227,378 | 17% |
| **Expense Total:** | **978,750** | **300,640** | **352,370** | **194,899** | **194,899** | **190,948** | **194,899** | **227,378** | **17%** |
| **Fund: 750 - Recognized Obligation Retirement Fund Ne** | **(684,622)** | **46,536** | **(70,603)** | **55,101** | **55,101** | **12,751** | **56,486** | **27,622** | |

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# EXHIBIT B

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Budget Summaries - Budgeted Positions (FTE)

| Department | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 |
|---|---|---|---|---|---|
| **CITY MANAGER** | | | | | |
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant City Manager | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 |
| Management Analyst | 0.00 | 0.00 | 1.00 | 1.00 | 0.00 |
| Assistant to the City Manager | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Administrative Assistant | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Total Full-Time Equivalents (FTEs) | 1.00 | 1.00 | 4.00 | 3.00 | 3.00 |
| **CITY CLERK** | | | | | |
| City Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Clerk | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Administrative Assistant, *part-time* | 0.48 | 0.48 | 0.48 | 0.48 | 1.00 |
| Total Full-Time Equivalents (FTEs) | 1.48 | 1.48 | 1.48 | 2.48 | 3.00 |
| **FINANCE DEPARTMENT** | | | | | |
| Finance Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accountant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Technician, *part-time* | 0.48 | 0.48 | 0.48 | 0.48 | 0.48 |
| Accounting Intern, *part-time/temporary* | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Full-Time Equivalents (FTEs) | 3.48 | 3.48 | 3.48 | 3.48 | 3.48 |
| **HUMAN RESOURCES** | | | | | |
| Assistant City Manager | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Human Resources Director | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Human Resources Analyst | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Human Resources Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Human Resources Technician | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Total Full-Time Equivalents (FTEs) | 2.00 | 2.00 | 1.00 | 2.00 | 3.00 |
| **GENERAL GOVERNMENT** | | | | | |
| Management Analyst | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Total Full-Time Equivalents (FTEs) | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| **POLICE DEPARTMENT** | | | | | |
| **SWORN** | | | | | |
| Police Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Lieutenant | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Police Sergeant | 6.00 | 6.00 | 6.00 | 6.00 | 7.00 |
| Police Officer | 19.00 | 19.00 | 19.00 | 19.00 | 20.00 |
| **Sub-total Sworn** | 28.00 | 28.00 | 28.00 | 28.00 | 30.00 |
| **NON-SWORN** | | | | | |
| Administrative Secretary | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Community Safety Specialist | 0.96 | 1.00 | 1.00 | 1.00 | 1.00 |
| Community Service Officer | 0.96 | 0.96 | 0.96 | 2.00 | 2.00 |
| Crossing Guards, *part-time/temporary* | 0.50 | 0.50 | 0.25 | 0.25 | 0.25 |
| Dispatcher | 11.00 | 11.00 | 11.00 | 11.00 | 10.00 |
| Lead Dispatcher | 1.00 | 1.00 | 1.00 | 1.00 | 2.00 |
| Police Property Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Records Specialist | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| **Sub-total Non-Sworn** | 18.42 | 18.46 | 18.21 | 19.25 | 19.25 |
| Total Full-Time Equivalents (FTEs) | 46.42 | 46.46 | 46.21 | 47.25 | 49.25 |

Exhibit B

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Budget Summaries - Budgeted Positions (FTE)

| Department | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 |
|---|---|---|---|---|---|
| **FIRE DEPARTMENT** | | | | | |
| **SWORN** | | | | | |
| Fire Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Battalion Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Fire Captain | 3.00 | 3.00 | 3.00 | 5.00 | 5.00 |
| Fire Engineer | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Fire Fighter/Paramedic | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Fire Fighter | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| **Sub-total Sworn** | 14.00 | 14.00 | 14.00 | 16.00 | 16.00 |
| **NON-SWORN** | | | | | |
| Administrative Assistant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Management Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| **Sub-total Non-Sworn** | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Full-Time Equivalents (FTEs) | 15.00 | 15.00 | 15.00 | 17.00 | 17.00 |
| **PUBLIC WORKS** | | | | | |
| Public Works Director | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Development Services Director/City Engineer | 0.50 | 0.50 | 0.50 | 1.00 | 0.00 |
| Senior Project Manager | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Capital Improvement and Environmental Program Mai | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Associate Civil Engineer | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Public Works Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 2.00 |
| Administrative Assistant | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Management Analyst | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Development Services Technician | 0.00 | 0.00 | 0.00 | 0.00 | 0.50 |
| Public Works Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Works Maintenance Supervisor | 2.00 | 2.00 | 2.00 | 3.00 | 3.00 |
| Public Works Maintenance Workers | 7.00 | 7.00 | 7.00 | 8.00 | 8.00 |
| Park Caretaker | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| Treatment Plant Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Water Pollution Control Plant Operation Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| WWTP Senior Operator | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| WWTP Operator | 5.00 | 5.00 | 5.00 | 5.00 | 4.00 |
| Environmental Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Environmental Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| WWTP Maintenance Mechanic | 1.00 | 1.00 | 1.00 | 2.00 | 2.00 |
| Water Pollution Control Plant Intern | 0.48 | 0.48 | 0.48 | 0.48 | 0.48 |
| Total Full-Time Equivalents (FTEs) | 24.23 | 24.23 | 23.23 | 27.73 | 30.23 |
| **COMMUNITY DEVELOPMENT** | | | | | |
| Development Services Director/City Engineer | 0.50 | 0.50 | 0.50 | 0.00 | 0.00 |
| Community Development Director | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Planning Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Building Inspector | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Building Official | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Building Inspector | 0.00 | 0.00 | 1.00 | 1.00 | 0.00 |
| Building Inspector I/II | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Code Enforcement Officer | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Code Enforcement Officer I/II | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Permit Technician | 1.48 | 2.00 | 2.00 | 2.00 | 0.00 |
| Permit Technician I/II | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 |
| Development Services Technician | 0.00 | 0.00 | 0.00 | 0.00 | 0.50 |
| Total Full-Time Equivalents (FTEs) | 4.98 | 5.50 | 6.50 | 7.00 | 7.50 |

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Exhibit B



| Department | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 |
|---|---|---|---|---|---|
| **COMMUNITY SERVICES DEPARTMENT** | | | | | |
| **RECREATION** | | | | | |
| Community Services Director | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Recreation Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Cook, *part-time/regular* | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| Recreation Coordinator | 2.60 | 2.60 | 2.60 | 2.60 | 3.50 |
| Recreation Leader | 2.88 | 2.88 | 2.88 | 2.88 | 2.88 |
| Recreation Leader [Tiny Tots] | 1.13 | 1.13 | 1.13 | 1.13 | 1.13 |
| Rental Facility Custodian, *part-time/temporary* | 1.65 | 1.65 | 1.65 | 1.65 | 1.65 |
| Senior Recreation Leader | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 |
| **Sub-total Recreation** | 11.50 | 11.50 | 11.50 | 12.50 | 13.40 |
| | | | | | |
| **PINOLE COMMUNITY TELEVISION (PCTV)** | | | | | |
| Cable Access Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Cable Access Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Cable Equipment Operators | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| **Sub-total Cable Access Television** | 2.75 | 2.75 | 2.75 | 2.75 | 2.75 |
| Total Full-Time Equivalents (FTEs) | 14.25 | 14.25 | 14.25 | 15.25 | 16.15 |
| **GRAND TOTAL ALL DEPARTMENTS** | **113.84** | **114.40** | **115.15** | **125.19** | **132.61** |

# CITY COUNCIL REPORT

9D

**DATE:** JUNE 21, 2022

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** SANJAY MISHRA, PUBLIC WORKS DIRECTOR
MISHA KAUR, CAPITAL IMPROVEMENT AND ENVIRONMENTAL PROGRAM MANAGER

**SUBJECT:** FINAL PROPOSED CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2022/23 THOUGH 2026/27

## RECOMMENDATION

Staff recommends that the City Council adopt a resolution approving the Final Proposed Capital Improvement Plan for Fiscal Years 2022/23 through 2026/27 (CIP, attached).

## BACKGROUND

As provided by Section 2.04.150 of Title 2 of the Pinole Municipal Code, the City Manager in collaboration with the Finance Director, Public Works Director, and Capital Improvement and Environmental Program Manager has compiled budget recommendations for City capital projects for the next five (5) fiscal years. The Capital Improvement Plan (CIP) is reviewed and updated annually for capital projects and programs that support the maintenance and expansion of City's public facilities and infrastructure.

The Final Proposed FY 2022/22 through 2026/27 Five-Year CIP is comprised of projects that fall into the following broad categories:

- Facilities
- Parks
- Sanitary Sewer
- Stormwater
- Streets and Roads
- Infrastructure Assessments

Staff presented a preliminary proposed list of projects for the FY 2022/23 through 2026/27 Five-Year CIP to the Finance Subcommittee and City Council on April 14, 2022 and April 26, 2022, respectively. The Finance Subcommittee and City Council did not direct any changes to the preliminary proposed list of projects. On May 9, 2022, the Planning Commission reviewed the preliminary proposed list of projects for conformity and consistency with the General Plan and determined that the list did conform with the General Plan.

On May 17, 2022, City Council reviewed the Preliminary Proposed CIP for FY 2022/23 through 2026/27 and accepted staff's recommendations including the funding of two new positions to assist with capital project delivery. In addition, the City Council directed staff to return to the Council with additional information on the following items of interest:

- Solar carport at the Senior Center parking lot;
- Installation of waste receptacles at the proposed pocket parks on Galbreth Ave.;
- Budgeting of Park and Recreation development impact fees for park projects; and
- Cost estimates including identification of funding sources and next steps related to the renovation of the Faria House.

Staff provided additional information on the items noted above at the June 7, 2022 Council meeting. At the June 7, 2022 meeting, Council requested staff to provide information on the following:

- Scope of work for Plum St. Parking Lot Improvements (CIP Project FA2401)
- Revised cost estimate for the installation of two (2) benches, and waste receptacles at pocket parks on Galbreth Rd. (CIP Project PA2201)
- Estimate the number of high-capacity trash bins to be installed for the $425,000. (CIP Project PA2101)

In addition, City Council directed staff to:

- Amend the construction budget for the Senior Center Auxiliary Parking lot (CIP Project FA1901) to include $500,000 for the installation of a solar canopy to offset the current energy demand of the Senior Center building (CIP Project FA1901).
- Fund a project from the unfunded and unprogrammed project list - Faria House Renovations project (UF025) for $425,000 to pursue hazard remediation and renovations to create a lower-level office, and upper-level warm shell.

**REVIEW & ANALYSIS**

The Final Proposed CIP for Fiscal Years 2022/23 through 2026/27 lists 36 planned public improvement projects, which includes 10 new projects. In addition, there are 9 infrastructure assessments for Fiscal Years 2022/23 through 2026/27. For Fiscal Year (FY) 2022/23, there are 23 public improvement projects and 8 infrastructure assessments programmed in the CIP. The CIP also includes a list of unprogrammed and unfunded projects/needs that far exceed the available funding in the five-year plan.

**Notable changes between draft versions of the CIP:**

The Final Proposed CIP for Fiscal Years 2022/23 through 2026/27, Attachment A, reflects minor edits to address non-substantive changes, and below is a summary of the notable changes that have occurred since staff presented the Revised Proposed CIP to Council on June 7, 2022:

- The project sheet for Plum St. Parking Lot Improvements (CIP Project FA2401) has been revised to provide additional information on the scope of work. The project number has also been revised to FA2302.

- The total budget for Pocket Parks – Galbreth Rd. (CIP Project # PA2201) was decreased from $150,000 to $65,000.
- The project sheet for Installation of high-capacity trash bins (CIP Project PA2101) has been revised to include an estimate of forty (40) high-capacity bins to be installed for $425,000 at City parks.
- Additional funds have been programmed for the Senior Center Auxiliary Parking lot (CIP Project # FA1901) for preliminary engineering and design and construction of a solar canopy. An additional $35,000 for preliminary engineering and design has been budgeted in FY 2022/23 and an additional $500,000 has been budgeted for FY 2023/24 for construction.
- A new project, Faria House Renovations (CIP Project # FA2201), has been added and programmed for FY 2022/23. The project sheet provides additional details of the improvements.
- An additional $428,910 has been budgeted in SB1 funds for FY 2022/23 for Arterial Rehabilitation (CIP Project #RO2101).
- The following projects have been deferred to future years as a result an increase in scope of certain projects and addition of a new project:
    - Citywide roof repairs and replacement, CIP Project FA1702
    - City Hall Modernization, CIP Project FA1703
    - Roble Road Drainage Improvements, CIP Project SW2001
    - Adobe Road Drainage Improvements, CIP Project SW2002
    - Storm Drain Master Plan, CIP Project IN1703

## FISCAL IMPACT

The Final Proposed Capital Improvement Plan for Fiscal Years 2022/23 through 2026/27 includes $57,679,144 identified projects of which, $34,934,135 are listed as unfunded. The FY 2022/23 CIP Budget in the amount of $8,476,899 is incorporated into and will be a part of the adoption of the Final Proposed FY 2022/23 Operating and Capital Budget.

| SOURCES BY FUND | FY 2022/23 CIP BUDGET |
|---|---|
| 100 – General Fund | $335,000 |
| 106 – Measure S 2014 | $1,725,159 |
| 200 – Gas Tax | $528,910 |
| 214 – Solid Waste | $425,000 |
| 215 – Measure J | $350,000 |
| 276 – Growth Impact Fees | $58,000 |
| 325 – City Street Improvements | $1,706,213 |
| 327 – Park Grants | $189,758 |
| 377 – Arterial Rehabilitation | $758,624 |
| 500 – Sewer Enterprise Fund | $2,400,235 |
| **SOURCES TOTAL** | **$8,476,899** |

There is sufficient fund balance in each of these sources to fund the projects. Years two through five of the CIP will be used to forecast funding needs. Staff will provide Council with updated CIP budgets for each future Plan year during the appropriate fiscal year.

**ATTACHMENT(S)**

A. Final Proposed Capital Improvement Plan for Fiscal Years 2022/23 through 2026/27

B. Resolution Approving the Final Proposed Capital Improvement Plan for Fiscal Years 2022/23 through 2026/27

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ATTACHMENT A

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

Final Proposed

June 21, 2022

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# CAPITAL IMPROVEMENT PLAN FY 2022/23 – 2026/27

## CITY COUNCIL

Vincent Salimi, Mayor

Devin T. Murphy, Mayor Pro Tem

Anthony L. Tave, Council Member

Maureen Toms, Council Member

Norma Martínez-Rubin, Council Member

## CITY MANAGER

Andrew Murray

## PUBLIC WORKS DIRECTOR

Sanjay Mishra

## CAPITAL IMPROVEMENT & ENVIRONMENTAL PROGRAM MANAGER

Misha Kaur

# CAPITAL IMPROVEMENT PLAN: FY 2022/23 THROUGH FY 2026/27
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## Introduction

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

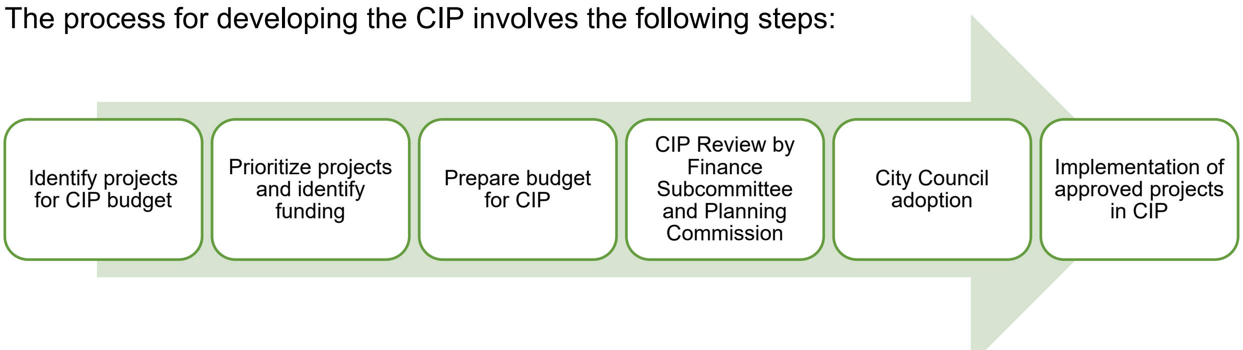
The projects in the CIP fall into the following broad categories: facility maintenance, parks, sewer collection and treatment, stormwater, streets and roads. These projects are developed in collaboration with department heads, and division managers under the direction of the City Manager to ensure all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

The CIP is reviewed and updated annually for capital projects and programs that support City goals and objectives including priorities identified in the 2020-2025 Strategic Plan of developing a disciplined approach to funding infrastructure maintenance and improvements. The City seeks to enhance its focus on the state of the infrastructure throughout the community by first inventorying all the assets, assessing their contributions to a safe and vibrant Pinole, assessing their current conditions, and creating a disciplined investment approach resulting in a strong and purpose driven Capital Investment Plan.

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

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

The process for developing the CIP involves the following steps:



**Next Steps in City Capital Planning**

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

**Project Funding**

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

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

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## Funding Sources

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

**Grants**

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

- California Department of Transportation (Caltrans)
  - Highway Bridge Program (HBP) – funds to improve bridge structural safety.
    - Project: RO1710
  - Highway Safety Improvement Program (HSIP) – funds projects that significantly reduce fatalities and injuries on all public roads.
    - Project: IN2104
- West Contra Costa Transportation Advisory Committee (WCCTAC)
  - Subregional Transportation Mitigation Program (STMP) – funds projects that provide congestion relief and mitigate traffic impacts on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit service.
    - Projects: RO2105, RO1902, and RO1710
- Metropolitan Transportation Commission (MTC)
  - One Bay Area Grant 2 (OBAG2) – policy framework for MTC's distribution of federal State Transportation Program and Congestion Mitigation and Air Quality Improvement Program funds. The OBAG2 program provides funding for local street and road maintenance, streetscape enhancements, bicycle and pedestrian improvements, Safe Route to School projects, Priority Conservation Areas, and Transportation planning.
    - Project: RO1714
  - Transportation Developlment Act (TDA) Article 3 – funds construction and/or engineering of bicycle or pedestrian capital or quick build projects, maintenance of Class I or Class IV separated bikeways, bicycle and/or pedestrian safety education projects, development of a comprehensive bicycle or pedestrian facilities plans, and restriping Class II bicycle lanes and buffered bicycle lanes.
    - Project: RO1714

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

## Overview of Recommended Capital Budget

The FY 2022/23 – 2025/26 CIP contains 36 planned public improvement projects, which includes 10 new projects. In addition, there are 9 infrastructure assessments programmed for FY 2022/23 – 2025/26. The CIP also contains information for 24 unfunded and unprogrammed projects. A funded project is one that has identified specific funding, including on-going existing resources to fully implement the project. A partially funded project has funding to accomplish various phases of the project but lacks sufficient funding to complete the project. An unfunded project is one that has been identified in the CIP as a need but no funding secured to implement the project. Should funding become available through grant or other sources, the unfunded list can be reviewed to determine if it is suitable to seek such funding.

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

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

| Category | Abbreviation |
|---|---|
| Facilities | FA |
| Parks | PA |
| Sewer | SS |
| Stormwater | SW |
| Streets & Roads | RO |
| Infrastructure Assessments | IA |
| Unfunded | UF |

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

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

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

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

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

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

| PRJ # | USES BY PROJECT | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 | Account # | FY 2022-23 Funds | Funding Source |
|---|---|---|---|---|---|---|---|---|---|
| **FACILITIES** | | | | | | | | | |
| FA2302 | Plum St. Parking Lot Improvements | | $80,000 | | | | | | |
| FA2301 | Public Safety Building Modernization | | $100,000 | $100,000 | $100,000 | | | | |
| FA2202 | Senior Center Modernization | $60,000 | $100,000 | $100,000 | | | 106-343-47201 | $60,000 | Measure S 2014 |
| FA2201 | Faria House Renovations | $420,000 | | | | | 106-343-47201 | $420,000 | Measure S 2014 |
| FA2002 | Electric Vehicle Charging Stations | $50,000 | | | | | 106-343-47201 | $50,000 | Measure S 2014 |
| FA1902 | Energy Upgrades | $120,811 | | | | | 106-343-47201 | $120,811 | Measure S 2014 |
| FA1901 | Senior Center Auxiliary Parking Lot | $184,120 | $1,088,860 | | | | 106-343-47201 | $184,120 | Measure S 2014 |
| FA1703 | City Hall Modernization | | $125,000 | $125,000 | | | | | |
| FA1702 | Citywide Roof repairs and replacement | | $272,000 | $140,000 | | | | | |
| **PARKS** | | | | | | | | | |
| PA2203 | Playground Rubberized Surface Improvements | $237,198 | | | | | 106-343-47201<br>327-345-47203 | $47,440<br>$189,758 | Measure S 2014<br>Park Grants |
| PA2202 | Skatepark Rehabilitation | | | $150,000 | | | | | |
| PA2201 | Pocket Parks - Galbreth Rd. | $65,000 | | | | | 106-343-47201 | $65,000 | Measure S 2014 |
| PA2101 | Installation of high-capacity trash bins | $425,000 | | | | | 214-345-47203 | $425,000 | Solid Waste Fund |
| PA1901 | Pinole Valley Park Soccer Field Rehabilitation | | $200,000 | | | | | | |
| **SANITARY SEWER** | | | | | | | | | |
| SS2203 | Effulent Outfall* | $150,000 | | | | $3,000,000 | 500-641-47201 | $150,000 | Sewer Enterprise |
| SS2202 | Replacement of Diesel Tank* | $150,000 | | | | | 500-641-47201 | $150,000 | Sewer Enterprise |
| SS2201 | Sanitary Sewer Rehabilitation | $1,500,000 | $800,000 | $800,000 | $800,000 | $800,000 | 500-642-47201 | $1,500,000 | Sewer Enterprise |
| SS2101 | Secondary Clarifier - Center Column Rehabilitation* | $350,000 | | | | | 500-641-47201 | $350,000 | Sewer Enterprise |
| SS2102 | Air Release Valve Replacements* | $50,000 | | | | | 500-641-47201 | $50,000 | Sewer Enterprise |
| SS2002 | Water Pollution Control Plant Lab Remodel* | $100,000 | | | | | 500-641-47201 | $100,000 | Sewer Enterprise |
| SS1702 | Sewer Pump Station Rehabilitation | | $1,200,000 | | | | | | |
| **STORMWATER** | | | | | | | | | |
| SW2001 | Roble Road Drainage Improvements | | $30,000 | $320,000 | | | | | |
| SW2002 | Adobe Road Repair and Drainage Improvements | | $30,000 | $200,000 | | | | | |
| SW1901 | Hazel Street Storm Drain Improvements | $476,460 | | | | | 106-344-47206<br>276-344-47206 | $418,460<br>$58,000 | Measure S 2014<br>Growth Impact Fees |
| **STREETS & ROADS** | | | | | | | | | |
| RO2501 | Residential Slurry Seal | | | | $890,000 | | | | |
| RO2401 | Cape Seal | | | $560,000 | | | | | |
| RO2301 | Residential Slurry Seal | | $890,000 | | | | | | |
| RO2101 | Arterial Rehabilitation | $1,187,534 | $32,250 | | | | 200-342-47205<br>377-342-47205 | $428,910<br>$758,624 | Gas Tax - RMRA<br>Arterial Rehabilitation |
| RO2102 | Tennent Ave. Rehabilitation | $10,382 | | $655,000 | | | 500-641-47201 | $10,382 | Sewer Enterprise |
| RO2105 | Appian Way Complete Streets | $100,000 | | | | $970,000 | 325-342-47205 | $100,000 | WCCTAC - STMP Fees |
| RO2107 | Brandt St. Improvements | $170,000 | | | | | 100-342-47205 | $170,000 | General Fund |
| RO1902 | Pedestrian Improvements at Tennent Ave. near R X | $61,556 | | $800,000 | | | 325-342-47205 | $61,556 | WCCTAC - STMP Fees |
| RO1802 | Hazel Street Gap Closure (Sunnyview) | | | $200,000 | | | | | |
| RO1710 | San Pablo Ave. Bridge over BNSF Railroad | $1,385,463 | $16,293,235 | $8,431,700 | $8,439,200 | | 325-342-47205<br>325-342-47205<br>325-342-47205 | $1,223,746<br>$80,000<br>$81,717 | WCCTAC - STMP Fees<br>CCTA Measure J<br>Caltrans - HBP |
| RO1708 | Pinole Valley Road Improvements | $100,000 | | | | | 200-342-47205 | $100,000 | Gas Tax - RMRA |
| RO1714 | Safety Improvements at Appian Way & Marlesta Rd.<br>formerly known as HAWK at Appian Way and Marlesta | $637,872 | | | | | 325-342-47205<br>215-342-47205<br>325-342-47205<br>106-344-47206 | $9,144<br>$350,000<br>$129,400<br>$149,328 | City Street Improvements<br>MTC/OBAG2<br>MTC/TDA Article 3<br>Measure S 2014 |
| **INFRASTRUCTURE ASSESSMENTS** | | | | | | | | | |
| IN2201 | Energy Audit | $50,000 | | | | | 106-344-47206 | $50,000 | Measure S 2014 |
| IN2101 | Emergency Power for Critical Facilities | $30,000 | $170,000 | | | | 100-343-47201 | $30,000 | General Fund |
| IN2102 | Municipal Broadband Feasibility | $60,000 | | | | | 106-118-47201 | $60,000 | Measure S 2014 |
| IN2103 | Recycled Water Feasibility | $60,000 | $140,000 | | | | 100-341-42101 | $60,000 | General Fund |
| IN2104 | Local Road Safety Plan | $20,650 | | | | | 325-342-47205 | $20,650 | Caltrans - HSIP |
| IN2106 | Active Transportation Plan | $75,000 | | | | | 100-341-42101 | $75,000 | General Fund |
| IN2001 | Sanitary Sewer Collection System Master Plan | $89,853 | | | | | 500-642-47201 | $89,853 | Sewer Enterprise |
| IN1703 | Storm Drainage Master Plan | | $75,000 | $75,000 | | | | | |
| IN1704 | Park Master Plan | $100,000 | | | | | 106-344-47206 | $100,000 | Measure S 2014 |
| | **Uses by Project Total** | **$8,476,899** | **$21,546,345** | **$12,656,700** | **$10,229,200** | **$4,770,000** | | | |

**LEGEND:**
- Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Streets & Roads; **IN** = Infrastructure Assessments

* Project cost to be split 50% with the City of Hercules

# PROJECT DESCRIPTION SHEETS

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# FACILITIES

## FA2[illegible]2 - Plum St. Parking Lot Improvements

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

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

**Supplemental Information:**

**Budget:**

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

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# FACILITIES

## FA2[illegible]1 - Public Safety Building Modernization

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


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

**Supplemental Information:**

**Budget:**

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

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# FACILITIES

## FA2[illegible]2 - Senior Center Modernization

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

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

**Supplemental Information:**

**Budget:**

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

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# FACILITIES

## FA2 1 - Faria House Renovations

**Initial Project Start:** July 1, 2022

**Initial Project Completion:** June 30, 2023

**Revised Project Start:**

**Revised Project Completion:**

**Project Origin:** Council Request

**Multi-year Project:** No

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

**Supplemental Information:**

**Budget:**

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

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# FACILITIES

## FA2[illegible]2 - Electric Vehicle Charging Stations

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

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

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

**Budget:**

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

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# FACILITIES

## FA1 2 - Energy Upgrades

**Initial Project Start:** July 1, 2020
**Initial Project Completion:** June 30, 2021
**Revised Project Start:**
**Revised Project Completion:** June 30, 2023
**Project Origin:** End of life cycle
**Multi-year Project:** No

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

**Supplemental Information:** In October 2020, City staff began working with Marin Clean Energy's (MCE's) Energy Efficiency program to explore opportunities for energy conservation and generation at City owned facilities by replacing the HVAC systems and upgrading streetlights. It was determined that the MCE program could not incentivize HVAC replacement project or the upgrade of the streetlights. This project was formerly known as FA1706 and FA1801. In April 2021, the AC unit at City Hall broke down and was replaced.

**Budget:**

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

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# FACILITIES

## FA1[illegible]l - Senior Center Auxiliary Parking Lot

**Initial Project Start:** July 1, 2020
**Initial Project Completion:** June 30, 2021
**Revised Project Start:**
**Revised Project Completion:** June 30, 2024
**Project Origin:** Fowler Lot Re-Use Committee
**Multi-year Project:** Yes

**Description:** On April 16, 1990 City Council adopted Resolution 2380 authorizing the purchase of 2548 Charles Street. At the time of purchase, City Council determined that construction of a Senior Center was necessary, and that this property was needed to provide sufficient parking for the Center. The parcel is surrounded by municipal parking lots which serve the Senior Center and Old Town Pinole. On February 2, 2021 City Council adopted Resolution 2021-07 and awarded a contract to a consultant for the preliminary engineering and design for the parking lot. The parking lot will be designed to be a multi-benefit project that includes pavement structural section, striping, lighting, bicycle parking, electric vehicle charging stations, stormwater capture and retention, and drought tolerant landscaping. The final design will offer the maximum number of parking spaces while allowing access for both vehicles and pedestrians and include aesthetic design components. On June 7, 2022, City Council directed staff to incorporate the installation of a solar canopy at the site.

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

**Budget:**

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

# FACILITIES

## FA1[illegible]3 - City Hall Modernization (formerly known as Paint City Hall)

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

**Description:** To extend the useful life of the City hall building, there are several items that require attention including but not limited to carpet, flooring, window coverings, light fixtures, etc. The interior and exterior surfaces of the building require repainting as the paint system has reached the end of its useful life. Exterior painting is necessary to maintain external protection from the environment. Fading, chipping paint, along with water and mildew damage necessitates the painting project.

**Supplemental Information:**

**Budget:**

| | Fund | Prior Funding | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|---|---|---|
| **Construction** | 106 | | | $ 125,000 | $ 125,000 | | |
| | **Subtotal** | | | **$ 125,000** | **$ 125,000** | | |
| | **Total Cost Estimate: $ 250,000** | | | | | | |

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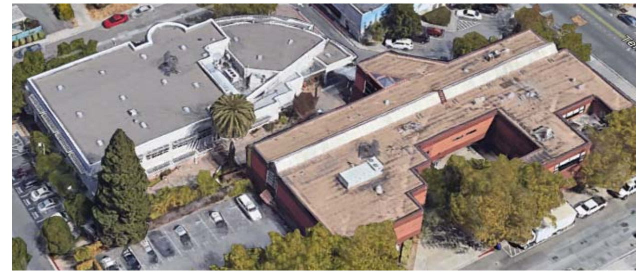
# FACILITIES

## FA1[illegible]2 - Citywide Roof repairs and replacement



**Initial Project Start:** July 1, 2020
**Initial Project Completion:** June 30, 2022
**Revised Project Start:** July 1, 2022
**Revised Project Completion:** June 30, 2024
**Project Origin:** End of life cycle
**Multi-year Project:** Yes

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

**Supplemental Information:**

**Budget:**

| | Fund | Prior Funding | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|---|---|---|
| **Construction** | 106 | | | $ 272,000 | $ 140,000 | | |
| | **Subtotal** | | | **$ 272,000** | **$ 140,000** | | |
| | **Total Cost Estimate:** | **$ 412,000** | | | | | |

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# PARKS

## PA2[illegible]3 - Playground Rubberized Surface Improvements

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

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

**Supplemental Information:**

**Budget:**

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

# PARKS

## PA2[illegible]2 - Skatepark Rehabilitation

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

**Supplemental Information:**

**Budget:**

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

# PARKS

## PA2[illegible]1 - Pocket Parks - Galbreth Rd.


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

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

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

**Budget:**

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

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# PARKS

## PA2 1 - Installation of high capacity trash bins

**Initial Project Start:** July 1, 2021
**Initial Project Completion:** June 30, 2022
**Revised Project Start:**
**Revised Project Completion:** June 30, 2023
**Project Origin:** Beautification Ad Hoc Committee
**Multi-year Project:** No

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

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

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

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# PARKS

## PA1[illegible]1 - Pinole Valley Park Soccer Field Rehabilitation

**Initial Project Start:** July 1, 2020
**Initial Project Completion:** June 30, 2021
**Revised Project Start:** July 1, 2023
**Revised Project Completion:** June 30, 2024
**Project Origin:** Council Request
**Multi-year Project:** No

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

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

**Budget:**

| | Fund | Prior Funding | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|---|---|---|
| **Construction** | 106 | | | $ 200,000 | | | |
| | **Subtotal** | | | **$ 200,000** | | | |
| | **Total Cost Estimate: $ 200,000** | | | | | | |

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# SANITARY SEWER

## SS2[illegible]3 - Effluent Outfall

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

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

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

**Budget:**

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

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# SANITARY SEWER

## SS2[illegible]2 - Replacement of Diesel Tank

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

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

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

**Budget:**

| | Fund | Prior Funding | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|---|---|---|
| **Construction** | 500 | | $ 150,000 | | | | |
| | **Subtotal** | | **$ 150,000** | | | | |
| | **Total Cost Estimate:** | **$ 150,000** | | | | | |

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# SANITARY SEWER

## SS2[illegible]1 - Sanitary Sewer Rehabilitation

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

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

**Supplemental Information:**

**Budget:**

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

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# SANITARY SEWER

## SS2[illegible]1 - Secondary Clarifier—Center Column Rehabilitation

**Initial Project Start:** July 1, 2021
**Initial Project Completion:** June 30, 2022
**Revised Project Start:** July 1, 2022
**Revised Project Completion:** June 30, 2023
**Project Origin:** End of life cycle
**Multi-year Project:** No

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

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

**Budget:**

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

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# SANITARY SEWER

## SS2[illegible]2 - Air Release Valve Replacements

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

**Description:** There are four air relief valves at various locations on the WPCP Effluent Pipeline between the WPCP and the Rodeo treated water discharge point. This project includes removal and replacement of the pipe saddle, short pipe section, isolation valve, and air relief valve. The four locations are: 1) across from the WPCP at 11 Tennent Ave., near the entrance of the SF Bay Trail, 2) On the SF Bay Trail near the corner of Santa Fe and Railroad Ave., 3) At the intersection of Mariposa St. and Railroad Ave. (Rodeo), 4) Outside the gate of Rodeo Sanitary District at 800 San Pablo Ave. (Rodeo).

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

**Budget:**

| | Fund | Prior Funding | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|---|---|---|
| **Construction** | 500 | | $ 50,000 | | | | |
| | **Subtotal** | | **$ 50,000** | | | | |
| | **Total Cost Estimate:** | **$ 50,000** | | | | | |

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# SANITARY SEWER

## SS2[illegible]2 - Water Pollution Control Plant Lab Remodel


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

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

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

**Budget:**

| | Fund | Prior Funding | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|---|---|---|
| Construction | 500 | | $ 100,000 | | | | |
| | **Subtotal** | | **$ 100,000** | | | | |
| | **Total Cost Estimate:** | **$ 100,000** | | | | | |

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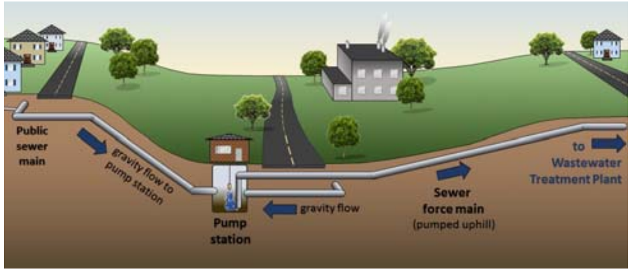
# SANITARY SEWER

## SS1[illegible]2 - Sewer Pump Station Rehabilitation

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




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

**Supplemental Information:** The two pump stations are located on San Pablo Ave. and Hazel St. In FY 2019/20, this project was renamed to include both pump stations. Previously, this project was titled, “Hazel Street Sewer Pump Rehabilitation.”

**Budget:**

| | Fund | Prior Funding | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|---|---|---|
| **Design** | 500 | | | $ 22,500 | | | |
| **Engineering** | 500 | | | $ 150,000 | | | |
| **Construction** | 500 | | | $ 884,000 | | | |
| **Contingency** | 500 | | | $ 143,500 | | | |
| | **Subtotal** | | | **$ 1,200,000** | | | |
| | **Total Cost Estimate: $1,200,000** | | | | | | |

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# STORMWATER

## SW2 1 - Roble Road Storm Drainage Improvements

**Initial Project Start:** July 1, 2020
**Initial Project Completion:** June 30, 2021
**Revised Project Start:** July 1, 2022
**Revised Project Completion:** June 30, 2024
**Project Origin:** Staff Recommendation
**Multi-year Project:** Yes


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

**Supplemental Information:**

**Budget:**

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

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# STORMWATER

## SW2[illegible]2 - Adobe Road Storm Drainage Improvements

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

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

**Supplemental Information:**

**Budget:**

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

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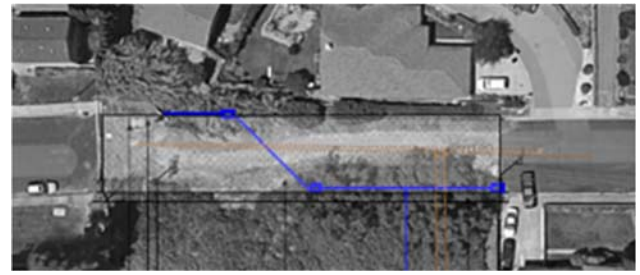
# STORMWATER

## SW1 1 - Hazel Street Storm Drain Improvements

**Initial Project Start:** July 1, 2020
**Initial Project Completion:** June 30, 2021
**Revised Project Start:**
**Revised Project Completion:** June 30, 2023
**Project Origin:** Development Driven
**Multi-year Project:** Yes



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

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

**Budget:**

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

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## RO2[illegible]1 - Residential Slurry Seal

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

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

**Supplemental Information:**

**Budget:**

| | Fund | Prior Funding | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|---|---|---|
| **Engineering** | 325 | | | | | $ 10,000 | |
| **Construction** | 325 | | | | | $ 800,000 | |
| **Contingency** | 325 | | | | | $ 80,000 | |
| | **Subtotal** | | | | | **$ 890,000** | |
| | **Total Cost Estimate: $ 890,000** | | | | | | |

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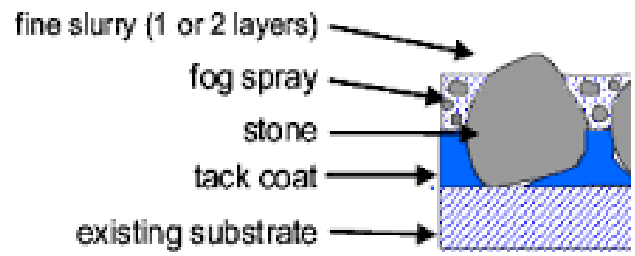
# ROADS

## RO2 1 - Cape Seal

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




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

**Supplemental Information:**

**Budget:**

| | Fund | Prior Funding | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|---|---|---|
| **Engineering** | 325 | | | | $ 10,000 | | |
| **Construction** | 325 | | | | $ 500,000 | | |
| **Contingency** | 325 | | | | $ 50,000 | | |
| | **Subtotal** | | | | **$ 560,000** | | |
| | **Total Cost Estimate: $ 560,000** | | | | | | |

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# ROADS

## RO2[illegible]1 - Residential Slurry Seal

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

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

**Supplemental Information:**

**Budget:**

| | Fund | Prior Funding | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|---|---|---|
| **Engineering** | 325 | | | $ 10,000 | | | |
| **Construction** | 325 | | | $ 800,000 | | | |
| **Contingency** | 325 | | | $ 80,000 | | | |
| | **Subtotal** | | | **$ 890,000** | | | |
| | **Total Cost Estimate: $ 890,000** | | | | | | |

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# ROADS

## RO2 1 - Arterial Rehabilitation

**Initial Project Start:** July 1, 2020
**Initial Project Completion:** June 30, 2023
**Revised Project Start:**
**Revised Project Completion:** June 30, 2024
**Project Origin:** Pavement Management Program
**Multi-year Project:** Yes

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

**Supplemental Information:**

**Budget:**

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

## RO2[illegible]2 - Tennent Ave. Rehabilitation

**Initial Project Start:** July 1, 2020
**Initial Project Completion:** June 30, 2023
**Revised Project Start:**
**Revised Project Completion:** June 30, 2025
**Project Origin:** Pavement Management Program
**Multi-year Project:** Yes

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

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

**Budget:**

| | Fund | Prior Funding | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|---|---|---|
| **Engineering** | 500 | $ 27,423 | $ 10,382 | | | | |
| **Construction** | 200 | | | | $ 381,082 | | |
| | 500 | | | | $ 74,597 | | |
| | 325 | | | | $ 167,321 | | |
| **Contingency** | 500 | | | | $ 32,000 | | |
| | **Subtotal** | **$ 27,423** | **$ 10,382** | | **$ 655,000** | | |
| | **Total Cost Estimate: $ 692,805** | | | | | | |

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# ROADS

## RO2[illegible]5 - Appian Way Complete Streets

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

**Description:** Completion of preliminary engineering and design to provide continuous sidewalks and bike lanes along Appian Way beginning from unincorporated El Sobrante to about 1500 lineal feet north of the City limit within Pinole. In December 2021, City Council approved a Cooperative Funding Agreement with WCCTAC to receive STMP funds to complete preliminary design for this project.

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

**Budget:**

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

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# ROADS

## RO2[illegible]7 - Brandt St. Improvements

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

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

**Supplemental Information:**

**Budget:**

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

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# ROADS

## RO1[illegible]2 - Pedestrian Improvements at Tennent Ave. near R x R


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

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

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

**Budget:**

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

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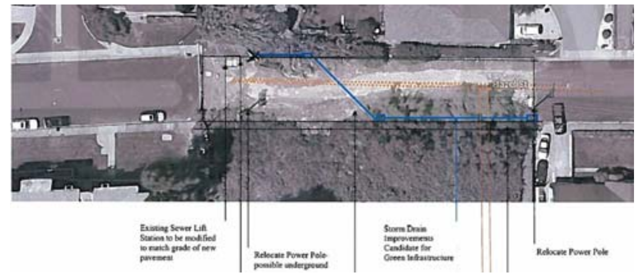
## RO1[illegible]2 - Hazel Street Gap Closure (Sunnyview)

**Initial Project Start:** July 1, 2021
**Initial Project Completion:** June 30, 2022
**Revised Project Start:**
**Revised Project Completion:** July 30, 2025
**Project Origin:** Development Driven
**Multi-year Project:** No




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

**Supplemental Information:** Completion of Project SW1901 prior to this project.

**Budget:**

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

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# ROADS

## RO1[illegible]0 - San Pablo Avenue Bridge over BNSF Railroad


**Initial Project Start:** July 1, 2017

**Initial Project Completion:** Beyond 5 year term

**Revised Project Start:**

**Revised Project Completion:** June 30, 2026

**Project Origin:** End of life cycle

**Multi-year Project:** Yes

**Description:** The San Pablo Avenue bridge over the Burlington Northern Santa Fe Railroad is an integral part of the area's transportation network. The age and condition assessment of the bridge supports replacement. The City was approved for initial funding from the Caltrans Highway Bridge Program (HBP). In February 2020, the City awarded a contract to a consultant for preliminary engineering (PE) to advance the project. The PE will be completed in two phases due to funding limitations. Completion of preliminary design is necessary to develop a final cost estimate for the project. Unfunded portions of this project appear in the Unfunded and Unprogrammed project list as Project UF022.

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

**Budget:**

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

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# ROADS

## RO1[illegible]8 - Pinole Valley Road Improvements

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

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

**Supplemental Information:**

**Budget:**

| | Fund | Prior Funding | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|---|---|---|
| **Engineering** | 200 | | $ 5,000 | | | | |
| **Construction** | 200 | | $ 87,000 | | | | |
| **Contingency** | 200 | | $ 8,000 | | | | |
| | **Subtotal** | | **$ 100,000** | | | | |
| | **Total Cost Estimate:** | | **$ 100,000** | | | | |

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# ROADS

## RO1[illegible]4 - Safety Improvements at Appian Way and Marlesta Rd. (formerly known as HAWK at Appian Way and Marlesta Rd.)

**Initial Project Start:** July 1, 2024
**Initial Project Completion:** June 30, 2025
**Revised Project Start:** July 1, 2020
**Revised Project Completion:** June 30, 2023
**Project Origin:** TAPS
**Multi-year Project:** Yes

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

**Supplemental Information:** The City secured grant funds to install a traffic signal at this intersection instead of a HAWK.

**Budget:**

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

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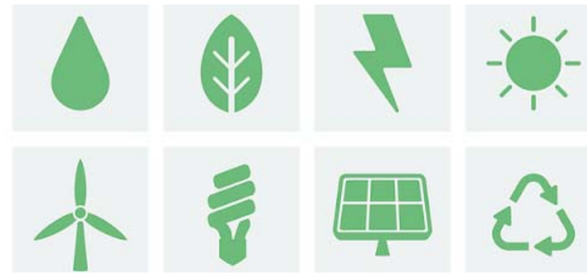
# INFRASTRUCTURE ASSESSMENTS

## IN22 - Energy Audit

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



**Description:**

**Supplemental Information:**

**Budget:**

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

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# INFRASTRUCTURE ASSESSMENTS

## IN21 - Emergency Power for Critical Facilities

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

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

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

**Budget:**

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

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# INFRASTRUCTURE ASSESSMENTS

## IN21 - Municipal Broadband Feasibility

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

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

**Supplemental Information:**

**Budget:**

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

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# INFRASTRUCTURE ASSESSMENTS

## IN21 - Recycled Water Feasibility

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

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

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

**Budget:**

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

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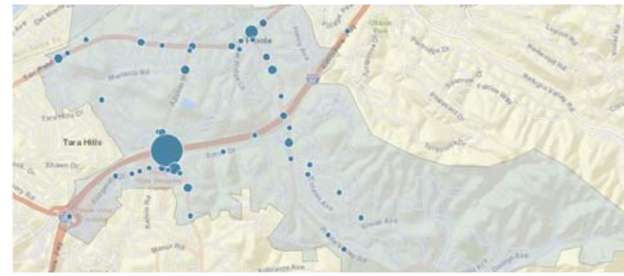
# INFRASTRUCTURE ASSESSMENTS

## IN21 - Local Road Safety Plan



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

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

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

**Budget:**

| | Fund | Prior Funding | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|---|---|---|
| **Planning** | 325 | $ 19,013 | $ 20,650 | | | | |
| | **Subtotal** | $ 19,013 | **$ 20,650** | | | | |
| | **Total Cost Estimate:** | **$ 39,663** | | | | | |

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# INFRASTRUCTURE ASSESSMENTS

## IN21 - Active Transportation Plan

**Initial Project Start:** July 1, 2021
**Initial Project Completion:** June 30, 2022
**Revised Project Start:** July 1, 2022
**Revised Project Completion:** June 30, 2023
**Project Origin:** TAPS
**Multi-year Project:** No

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

**Supplemental Information:**

**Budget:**

| | Fund | Prior Funding | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|---|---|---|
| **Planning** | 100 | | $ 75,000 | | | | |
| | **Subtotal** | | **$ 75,000** | | | | |
| | **Total Cost Estimate:** | | **$ 75,000** | | | | |

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# INFRASTRUCTURE ASSESSMENTS

## IN2 - Sanitary Sewer Collection System Master Plan


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

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

**Supplemental Information:**

**Budget:**

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

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# INFRASTRUCTURE ASSESSMENTS

## IN17 - Storm Drainage Master Plan

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


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

**Supplemental Information:**

**Budget:**

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

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# INFRASTRUCTURE ASSESSMENTS

## IN1[illegible]4 - Park Master Plan

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

CITY OF PINOLE
PARK MASTER PLAN

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

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

**Budget:**

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

# UNFUNDED AND UNPROGRAMMED PROJECTS

## CAPITAL IMPROVEMENT PLAN: FY 2022/23 THROUGH FY 2026/27
## UNFUNDED AND UNPROGRAMMED PROJECTS

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

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## UF001 - Railroad Avenue Bridge Removal and Replacement

**Project Information**

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

**Origin:** Staff Recommendation

**Budget Unit:** Roads/Sanitary Sewer/ Stormwater

**Cost Estimate:**

**Potential Funding Sources:**

## UF002 - Electric Vehicle Charging Stations in City lots

**Project Information**

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

**Origin:** Council Request

**Budget Unit:** Facilities

**Cost Estimate:**

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

## UF003 - Parking lot resurfacing

**Project Information**

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

**Origin:** Staff Recommendation

**Budget Unit:** Facilities

**Cost Estimate:**

**Potential Funding Sources:** Economic stimulus funding

## UF004 - LLAD Landscape Restoration and Improvement

**Project Information**

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

**Origin:** LLAD Report

**Budget Unit:** LLAD

**Cost Estimate:**

**Potential Funding Sources:** Fund 345 & 348

## UF005 - Dog Park Restroom Replacement

**Project Information**

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

**Origin:** Staff Recommendation

**Budget Unit:** Parks

**Cost Estimate:**

**Potential Funding Sources: -**

## UF006 - Dog Park resurfacing and fencing improvements

**Project Information**

Resurfacing and fencing improvements

**Origin:** Staff Recommendation

**Budget Unit:** Parks

**Cost Estimate:**

**Potential Funding Sources:**

## UF007 - Eucalyptus Grove Restoration

**Project Information**

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

**Origin:** Council Request

**Budget Unit:** Parks

**Cost Estimate:**

**Potential Funding Sources:**

## UF008 - Fernandez Park Baseball grandstand improvement

**Project Information**

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

**Origin:** Staff Recommendation

**Budget Unit:** Parks

**Cost Estimate:**

**Potential Funding Sources:**

## UF009 - Repave Trails

**Project Information**

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

**Origin:** Staff Recommendation

**Budget Unit:** Parks

**Cost Estimate:**

**Potential Funding Sources:**

## UF010 - ADA Ramps

**Project Information**

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

**Origin:** Staff Recommendation

**Budget Unit:** Roads

**Cost Estimate:**

**Potential Funding Sources:**

## UF011 - Appian Complete Streets

**Project Information**

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

**Origin:** Staff Recommendation

**Budget Unit:** Roads

**Cost Estimate:** $970,000

**Potential Funding Sources: -**

## UF012 - Bridge Maintenance

**Project Information**

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

**Origin:** Staff Recommendation

**Budget Unit:** Roads

**Cost Estimate:**

**Potential Funding Sources:**

## UF013 - Installation of High intensity Activated crossWALK (HAWK)

**Project Information**

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

**Origin:** Staff Recommendation

**Budget Unit:** Roads

**Cost Estimate:**

**Potential Funding Sources:**

## UF014 - Pavement Maintenance

**Project Information**

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

**Origin:** Staff Recommendation

**Budget Unit:** Roads

**Cost Estimate:** $42,000,000

**Potential Funding Sources:** Fund 200 and Fund 106

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

**Project Information**

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

**Origin:** Staff Recommendation

**Budget Unit:** Roads

**Cost Estimate:** $10,959,000

**Potential Funding Sources:**

## UF016 - Shale Hill Retaining wall and sidewalk gap

**Project Information**

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

**Origin:** Staff Recommendation

**Budget Unit:** Roads

**Cost Estimate:**

**Potential Funding Sources:**

## UF017 - Sidewalk gaps

**Project Information**

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

**Origin:** Staff Recommendation

**Budget Unit:** Roads

**Cost Estimate:**

**Potential Funding Sources:**

## UF018 - Signal System Upgrades

**Project Information**

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

**Origin:** Staff Recommendation

**Budget Unit:** Roads

**Cost Estimate:**

**Potential Funding Sources:**

## UF019 - San Pablo Sewer Lift Station Upgrade

**Project Information**

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

**Origin:** Sanitary Sewer Master Plan

**Budget Unit:** Sewer

**Cost Estimate:**

**Potential Funding Sources:**

## UF020 - Sewer Collection Systemwide Rehabilitation

**Project Information**

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

**Origin:** Sanitary Sewer Master Plan

**Budget Unit:** Sewer

**Cost Estimate:**

**Potential Funding Sources:**

## UF021 - Tree Master Plan

**Project Information**

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

**Origin:** Beautification AdHoc Committee

**Budget Unit:**

**Cost Estimate:** $375,000

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

## UF022 - San Pablo Avenue Bridge over BNSF Railroad

**Project Information**

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

**Origin:** End of life cycle

**Budget Unit:** Roads

**Cost Estimate:** $35,582,665

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

## UF023 - Installation of Solar at City Facilities

**Project Information**

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

**Origin:** Council Request

**Budget Unit:** Facilities

**Cost Estimate:**

**Potential Funding Sources:**

## UF024 - All access weather roads

**Project Information**

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

**Origin:** General Plan

**Budget Unit:** Roads

**Cost Estimate:**

**Potential Funding Sources:**

# ATTACHMENT B

## RESOLUTION NO. 2022-XX

## RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE FINAL PROPOSED CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2022/23 THROUGH 2026/27

**WHEREAS,** staff has prepared the Final Proposed Capital Improvement Plan (CIP) for the City of Pinole for Fiscal Years 2022/23 through 2026/27; and

**WHEREAS**, the preliminary proposed list of projects in the CIP was reviewed for consistency with the City's General Plan by the Planning Commission at its regular meeting on May 9, 2022, and was found to be consistent; and

**WHEREAS**, the Final Proposed Capital Improvement Plan for Fiscal Years 2022/23 through 2026/27 includes \$57,679,144 identified projects of which, \$34,934,135 are listed as unfunded; and

**WHEREAS**, the FY 2022/23 CIP Budget in the amount of \$8,476,899 is incorporated into and will be a part of the adoption of the Final Proposed FY 2022/23 Operating and Capital Budget.

**WHEREAS**, the City Council has solicited public input on the Final Proposed CIP for Fiscal Years 2022/23 through 2026/27 at a public meeting; and

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Pinole hereby adopts a resolution approving the Final Proposed Capital Improvement Plan for Fiscal Years 2022/23 through 2026/27.

**PASSED AND ADOPTED** at a regular meeting of the Pinole City Council held on the 21st day of June by the following vote, to-wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 21st day of June 2022.

______________________________
Heather Bell, CMC
City Clerk

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# CITY COUNCIL REPORT

**9E**

**DATE:** JUNE 21, 2022

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** MARKISHA GUILLORY, FINANCE DIRECTOR

**SUBJECT:** RESOLUTION APPROVING THE FINAL PROPOSED LONG-TERM FINANCIAL PLAN FOR FISCAL YEAR (FY) 2022/23 - FY 2026/27

---

## RECOMMENDATION

Adopt a resolution approving the Final Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27 (attached).

## BACKGROUND

In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025. The Strategic Plan identified four goals for the City (safe and resilient, financially stable, vibrant and beautiful, and high performance), and 22 individual strategies (special projects) to complete over a five-year timeframe.

One of the strategies under the goal of a financially stable Pinole is to “develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities).”

The City developed its first Long-Term Financial Plan, for Fiscal Year (FY) 2021/22 - FY 2025/26, in spring 2021 to address this Strategic Plan strategy. As an ongoing practice, staff will update the LTFP periodically.

Staff has created the attached Final Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27. One important element of a LTFP is a long-term financial forecast. City staff presented the Status Quo Financial Forecast to the Finance Subcommittee on April 14, 2022. The Finance Subcommittee discussed the forecast and asked questions of staff. Staff incorporated the Status Quo Financial Forecast into the Preliminary Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27, which was presented to the City Council on April 26, 2022. Input from the City Council was incorporated into the Revised Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27, which was presented to the City Council on May 17, 2022.

Staff initially presented the Final Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27 to the City Council for adoption on June 7, 2022. During that meeting, it was brought to staff's attention that there were, in some instances, discrepancies in the historical budget information presented in the LTFP financial forecast and the FY 2022/23 Operating and Capital Budget summaries. The corrections have been made, and the information in the LTFP financial forecast and the budget summaries align.

## **REVIEW AND ANALYSIS**

The LTFP identifies any major economic or demographic trends that might impact future requests for City services or City revenues. As noted above, it includes a five-year forecast of all City funds, including the General Fund and Non-General Funds, based on the City's current services and revenue sources and assumptions about the future. The forecast anticipates that the General Fund will be essentially balanced throughout the five-year timeframe. The Final Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27 recommends that the City maintain current service and staffing levels, and look for new funding sources to address deferred capital needs and unfunded liabilities.

## **FISCAL IMPACT**

The Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27 adopted by the City Council will be a valuable resource for City leaders when they make future financial and operational decisions. The LTFP does not itself require or authorize any expenditure of City funds, and therefore does not itself have any fiscal impact to the City.

## **ATTACHMENTS**

A - Final Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27

B- Resolution

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**ATTACHMENT A**

*City of Pinole*

# Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27

**Final Proposed Version**

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# ELECTED OFFICIALS AND DEPARTMENT HEADS

**ELECTED OFFICIALS**

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

**DEPARTMENT HEADS**

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

## STRATEGIC PLAN 2020 – 2025 VISION, MISSION, AND GOALS

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

**VISION**

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

**MISSION**

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

**GOALS**

1. **Safe and Resilient Pinole**: Develop and communicate resilience through quality public safety service delivery, property maintenance policies and practices, and disciplined investment in community assets.

2. **Financially Stable Pinole**: Ensure the financial health and long-term sustainability of the City.

3. **Vibrant and Beautiful Pinole**: Facilitate a thriving community through development policies and proactive relationship building.

4. **High Performance Pinole**: Build an organization culture that is efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

# EXECUTIVE SUMMARY

The City of Pinole's Long-Term Financial Plan (LTFP) for Fiscal Year (FY) 2022/23 - FY 2026/27 has been created to help implement the City's Strategic Plan 2020 – 2025. It has been developed in conformance with public finance best practices.

The LTFP identifies the major economic and demographic trends that might impact future demands for City services and future City revenues. It includes a five-year forecast of all City funds, including the General Fund and Non-General Funds, based on the City's current services and revenue sources and assumptions about the future. The forecast anticipates that the General Fund will be essentially balanced throughout the five-year timeframe.

The LTFP identifies the major challenges and opportunities that the City will likely face over the planning horizon, as well as the main discretionary service level/expenditure options and new revenue options that the City can consider and should bear in mind as it makes future financial and operational decisions.

The LTFP for FY 2022/23 - FY 2026/27 recommends that the City generally maintain its current service and staffing levels and begin to explore new revenue generation options to fund its unfunded liabilities, primarily capital asset renewal and replacement and Other Post-Employment Benefits (OPEB).

# INTRODUCTION

## BACKGROUND

In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025. The Strategic Plan identified four goals for the City (safe and resilient, financially stable, vibrant and beautiful, and high performance), and 22 individual strategies (special projects) to complete over a five-year timeframe.

One of the strategies under the goal of a financially stable Pinole is to "develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities)." The City of Pinole's inaugural Long-Term Financial Plan (LTFP) for Fiscal Year (FY) 2021/22 - FY 2025/26 was adopted in June 2021 to address this Strategic Plan strategy.

## PURPOSE

The purpose of the LTFP is to inform the City's financial and operational decision making. The LTFP can be used as a guide to many planning and decision-making processes, such as the development of future budgets and Capital Improvement Plans (CIP). The LTFP also marks the beginning of the FY 2022/23 annual budget development process.

## SCOPE

The LTFP for FY 2022/23 - FY 2026/27 covers the revenues and expenditures of the City's General Fund and Non-General Funds over a five-year period.

## DEVELOPMENT PROCESS

City staff (the City Manager, Finance Director, Finance Department staff, and other department heads and staff) began developing the LTFP in winter 2021/2022. The LTFP was created using public finance best practices, which are well summarized in the key publication on municipal long-term financial planning, the Government Finance Officers Association's (GFOA) Financing the Future: Long-Term Financial Planning for Local Government. GFOA, one of the leading professional associations in the public finance field, defines financial forecasting and long-term financial planning as follows:

- Financial forecasting is the process of projecting revenues and expenditures over a long-term period, using assumptions about economic conditions, future spending scenarios, and other salient variables.

- Long-term financial planning is the process of aligning financial capacity with long-term service objectives. Financial planning uses forecasts to provide insight into future financial capacity so that strategies can be developed to achieve long-term sustainability in light of the government's service objectives and financial challenges.

The main tasks required to create the LTFP were the following:

- Forecast revenues and expenditures using key assumptions about the City's operating environment;
- Identify the major challenges and opportunities that the City will face over the next five years;
- Identify policy alternatives, including changes to revenue sources and expenditures, that will result in a sustainable, long-term balance between desired service levels and City financial resources; and
- Gather feedback on a draft LTFP and gain Council approval of the final LTFP.

City staff has completed the necessary tasks using best practices. This has resulted in a LTFP that is consistent with GFOA's Long-Term Financial Planning best practice, which requires that a long-term financial plan:

- Use a planning horizon of at least five years;
- Include an analysis of the financial environment, revenue and expenditure forecasts, debt position and affordability analysis, strategies for achieving and maintaining financial balance, and plan monitoring mechanisms; and
- Be visible.

The process of developing the inaugural Long-Term Financial Plan (LTFP) for Fiscal Year (FY) 2021/22 - FY 2025/26 was structured to support participation from a variety of stakeholders. Staff shared information and received input from Council Members and the public at multiple Finance Subcommittee and City Council meetings in spring 2021. Staff also gathered input from interested stakeholders through an online survey that specifically focused on identifying the most important challenges and opportunities that the City will face over the five-year planning period. The participatory development process resulted in a LTFP that reflected the interests and priorities of the City Council and community. City staff used similar mechanisms to create the LTFP for FY 2022/23 - FY 2026/27.

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# LONG-TERM FINANCIAL FORECAST

## INTRODUCTION

One of the key steps in creating a LTFP is to create a long-term financial forecast. A long-term financial forecast estimates future revenues and expenditures based on assumptions about the City's future operating environment. Over the past few years, the City has included a long-term financial forecast covering the General Fund, including the Measure S funds, in the annual budget.

## FORECAST METHODOLOGY

As noted above, City staff followed public finance best practices when creating the LTFP, including when designing the forecast methodology. Staff reviewed the City's past forecasting work, the work of peer jurisdictions and other leading municipalities, and academic and professional materials on the topic. Staff used the FY 2021/22 revised mid-year budget as the base year of the five-year forecast and applied quantitative and qualitative methods. Quantitative methods involve using historic numerical data to forecast future numeric values. As an example, staff looked at average annual historic growth rates for various revenues and expenditures, then used those average growth rates to forecast future values for those revenues and expenditures. Qualitative forecasting methods involve using information other than historic numerical data to conduct forecasting. This might involve factoring into a forecast the opinions of experts regarding issues such as future economic conditions and changes in the regulatory environment. Staff incorporated some qualitative forecasting into the LTFP.

## MAJOR ECONOMIC AND DEMOGRAPHIC TRENDS

Forecasting future conditions requires identifying the major current trends that will shape the future. The primary determinants of a city's financial sustainability are the demands for city services, the city's revenues, and service delivery methods. These are primarily driven by demographic and cultural changes as well as economic changes.

### Demographic and Cultural Changes

City staff is not anticipating any significant changes to the demographics or cultural characteristics of Pinole's population over the five-year period covered by the LTFP. The City's total population has remained very stable over the past decade, growing less than 1% annually on average. The Association of Bay Area Governments (ABAG) projects that Pinole's population will increase by 1,775 residents between 2020 and 2040, to a total of 21,280, which represents an annual growth rate of 0.44%. According to the 2020 American Community Survey (latest available), the City's median age is 42.8 years. According to the 2020 Decennial Census, its race and ethnic composition are as follows: White alone (33%), Asian alone (26%), Black or African American alone (11%), American Indian and Alaska Native alone (1%), Native Hawaiian and Other Pacific Islander alone (0.4%), Some Other Race alone (15%), and two or more races (14%). According to the 2020 American Community Survey, the share of Pinole's population that is Hispanic or Latino (may be of any race, so also included in applicable race categories) (24%). The percentage of the population that is female is 53%. There are approximately 6,792 households with an average of 2.83 persons per household. Pinole's median household income is $104,904.

The City has received applications for some new housing projects at infill sites, but it is not possible at this point to forecast how many new housing units will be created as a result, nor to forecast how such projects, if constructed, might impact the City's population and service demands.

The City's demographics have also remained fairly stable, and staff is not anticipating any significant changes to demographics over the five-year planning horizon that would impact long-term financial planning.

## Economic Changes

Prior to the onset of COVID-19 in early 2020, the City was experiencing a steady, modest economic expansion, similar to that experienced by many other cities in the aftermath of the Great Recession. COVID-19 created an unanticipated shock to the national economy. Many of Pinole's businesses were significantly impacted by the shelter-in-place health orders, which disrupted many retail, restaurant, entertainment, and personal service activities. Due to public health interventions and the availability of vaccines, the local and national economies have largely recovered and are expected to resume the steady, modest growth of the pre-COVID period. Therefore, City staff is not anticipating any economic changes during the five-year planning horizon that would significantly influence the City's finances.

City staff expects that City operations will generally experience modest productivity gains consistent with those realized in the economy generally over the next five years. The federal government has made a significant new investment in infrastructure. City staff does not have a precise sense of how that might impact the cost of City capital projects, and therefore has not included any related increased cost in the LTFP. Forthcoming CIPs will incorporate the City's estimate of any increase in the cost of capital projects due to additional federal investment.

Inflation has significantly increased over the course of the last year. Since spring 2021, inflation has steadily grown from around 3% annually to around 8% annually. It is unclear how inflation will change over the five-year planning horizon of the LTFP. Staff has assumed a 3% rate of inflation in the LTFP.

## STATUS QUO FORECAST

The following five-year forecast is a "status quo" forecast. A "status quo" forecast assumes that the City continues current (status quo) staffing levels, service levels, and programs in the future and that the City does not establish any new revenue-generating mechanisms.

City staff has created an updated status quo five-year forecast for the General Fund, including Measure S funds, for FY 2022/23 through FY 2026/27. This forecast will be used as the basis of the development of the FY 2022/23 budget. For the status quo forecast, staff assumed that future City service levels would remain at the levels of FY 2021/22. Staff then forecasted revenues and expenditures for the five succeeding years by applying assumptions about future changes in economic conditions that impact revenues and expenditures.

Based on specific assumptions, detailed below, the City forecasts that the General Fund and the Measure S funds will be essentially structurally balanced over the five-year planning horizon, with small surpluses or deficits. Although the City's revenues are sufficient to cover normal operating costs, the revenues and reserves are not sufficient to cover the City's two large unfunded liabilities, deferred maintenance of capital assets (streets, sidewalks, parks, City buildings, etc.) and other postemployment benefits (OPEB), primarily retired City employee medical insurance coverage.

It is important to note that the status quo forecast for FY 2022/23 through FY 2026/27 includes the organizational changes that were made in FY 2021/22 and the associated additional positions that were included in the FY 2021/22 budget. The new positions included a dedicated Human Resources Director, Community Services Director, Community Development Director, and Public Works Director as well as an Administrative Fire Captain, Fire Prevention Captain, Deputy City Clerk, Management Analyst in Public Works and other new maintenance positions in Public Works.

Below find a table illustrating the five-year forecast for the City's General Fund (including Measure S 2006 and 2014).

*Table 1 – General Fund Status Quo Financial Forecast*

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

## Revenues

As shown in Table 1 above, the status quo forecast anticipates that General Fund revenue, including the Measure S funds, will grow by 22% from $23.3 million in FY 2022/23 to $27.1 million in FY 2026/27, approximately 5% annually, primarily due to increases in the property tax and sales tax categories.

### Property Tax

Property tax is an ad valorem tax levied on real property. The fixed statutory rate, set by Proposition 13, is 1% of assessed valuation. The City receives approximately 19% of the total property tax levied on property located within its boundaries.

Property tax is made up of four components—secured (basic and Redevelopment Property Tax Trust Fund (RPTTF)); unsecured; supplemental; and property transfer tax. The 22% growth in property tax forecasted for FY 2023/24 is primarily due to an increase in the residual property tax revenue resulting after outstanding Redevelopment bonds are retired in the prior year.

### Sales Tax

The overall sales tax rate on purchases made in Pinole is 9.75%. Of that amount, the City receives the statewide standard 1% (referred to as the Bradley Burns sales tax) plus 0.5% due to Measure S 2006 and 0.5% due to Measure S 2014. The forecast assumes an average 2% growth rate in the City's sales tax revenue, consistent with projections provided by HdL, the City's sales tax consultant.

### Utility Users Tax (UUT)

The City levies an 8% utility users' tax (UUT) on the value of public utilities services consumed within the City limits for electricity, gas, and telecommunications. The UUT was originally established in 1998 and extended in 2004 and 2018. The forecasted growth rate averages 1% per year, which aligns with the City's recent experience of very low to flat growth in UUT, notably in the telecommunications subcategory.

### Franchise Fees

The City levies a franchise fee on organizations that use the public right of way to furnish gas (PG&E) (1%) and electricity (PG&E) (2%), refuse (Republic Services) (10%), and cable television (Comcast and AT&T) (5%) services to citizens living within the City's boundaries. The fees are defined in the franchise agreements between the City and the organizations and are paid directly to the City by these franchisees. The forecasted growth rate averages 1% per year. While franchise fee revenue has grown collectively, one of the major services, cable, has had flat to low growth. One factor is the change in consumer preference from traditional cable to streaming services.

## Intergovernmental Tax

The main General Fund revenue categorized as Intergovernmental Tax is the motor vehicle license fee (VLF), also known as the automobile in-lieu tax, which is imposed on the ownership of a motor vehicle in-lieu of taxing it as personal property. The VLF is paid annually to the State at the time vehicle registrations are renewed based on a vehicle's current value. The forecast assumes an average 6% growth rate, consistent with projections provided by HdL, the City's property tax consultant. The other General Fund revenue categorized as Intergovernmental Tax is the Homeowners Property Tax Relief.

## Transient Occupancy Tax

The City's transient occupancy tax (TOT) was established in 1986 and amended in 1991 to impose a 10% tax for the privilege of occupying quarters on a transient basis in accordance with Chapter 3.24 of Municipal Code. This tax is imposed upon persons staying 30 days or less in a motel or lodging facility. The forecast assumes a 5% growth rate based on industry trends.

## Business License Tax

The City's business license tax was established in 1975 and is assessed on all businesses operating within City limits in accordance with Municipal Code Title 5. The City charges business license tax in accordance with the provisions of Government Code 37101. Pinole's tax is computed based on a flat tax (currently $152) per year combined with a variable tax component based on the number of employees engaged in each business. The forecast assumes a 5% growth rate based on trends.

## Public Safety Charges

Public safety charges are the revenues received from the cities of Hercules and San Pablo for police dispatch services that Pinole provides to those jurisdictions under an Intergovernmental Service Sharing agreement. Under the current agreement, the City recovers approximately 67% of the total cost of performing dispatch services for the three jurisdictions. The forecast assumes a 7% increase based on the established formula.

## Other Revenue

Other revenues is made up of all other revenue sources, such as fees, permits, interest income, grants, reimbursements, and other miscellaneous revenue. These revenues are projected primarily using historical trend analysis.

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

### Transfers In

The transfer in shown in the five-year forecast comes from the Pension Section 115 Trust to offset the increase in pension costs in the General Fund and Measure S Funds. The amount transferred is based on the difference between the City's base year (FY 2018/19) contribution toward employee pensions and the forecasted required City contribution in future years.

## Expenditures

As shown Table 1 above, the status quo forecast anticipates that General Fund expenditures, including the Measure S funds, will grow by 13%, approximately 3% annually, from $23.4 million in FY 2022/23 to $27.6 million in FY 2026/27, primarily due to increases in the salaries and benefits categories.

### Salaries

The forecast for salaries and wages is based on the City's current staffing level (123 FTEs), future salary increases for different classifications already agreed upon in the City's current labor memorandums of understanding (MOUs), and an assumption about salary increases for classifications after current labor MOUs expire (3% annually). Starting in FY 2022/23, the forecast includes a savings factor equal to 5% of total annual salary expenditures to account for savings resulting from position vacancies.

### Benefits - Retirement

The cost of benefits - retirement is the City's annual required contribution for employees' pension to the California Public Employees' Retirement System (CalPERS). The City's annual required contribution is determined by an annual actuarial valuation report, the most recent of which is from July 2020. The forecast reflects the net cost to the City (the required total contribution minus the employee contributions). As a result of recent negotiations between the City and most of the unions representing City employees, City employees' contribution toward their pension benefit was reduced in FY 2021/22. This has increased the City's pension cost, and is included in the forecast.

### Benefits - Other

Benefits - other includes employee medical/dental/vision care, workers' compensation, general liability, and others. The benefits cost in the forecast is based primarily on rate schedules provided by outside agencies, such as CalPERS. The forecast assumes an average 5% annual growth rate.

### Operations and Maintenance

Operations and maintenance is primarily discretionary and non-personnel related expenditures, such as professional services, utilities, and materials and supplies. The forecast assumes an average 3% increase to account for anticipated inflation.

## Capital Outlay

Capital outlay in the status quo forecast includes non-major asset acquisition and improvements, such as computer equipment and furniture. The forecast assumes an average 3% growth rate to account for anticipated increases in the price of products.

Major one-time capital improvements that were included in the FY 2021/22 budget and funded by the General Fund and Measure S are not reflected in the status quo forecast. Though they may span multiple fiscal years, capital projects are non-recurring in nature and are not accounted for in the forecast.

The City develops a separate Five-Year Capital Improvement Plan (CIP) to plan for and appropriate funds to capital improvement projects. Each year, capital needs are assessed and prioritized through the capital improvement planning process.

## Debt Service

Debt service is solely composed of the payment of principal and interest on the 2006 pension obligation bonds (POBs) that were issued to pay down the City's unfunded accrued actuarial liability with CalPERS. The future years are forecasted based on the long-term debt obligation schedule. This debt will be fully paid and retired in FY 2035/36.

## Transfers Out

Transfers out includes the transfer of funds from the General Fund and Measure S to other funds to support Recreation and Pinole Community Television (PCTV) operations. The transfer helps to stabilize the budgets in those areas as the operating costs are not fully recoverable. The forecast assumes a flat dollar amount consistent with past practice.

# Fund Balance

Fund balance is basically an accumulation of funds as a result of revenues minus expenditures. When total revenue exceeds total expenditures at the end of a fiscal year, a surplus of funds results and increases fund balance (reserves). On the opposite end, when total expenditures exceed total revenue, a deficit results and reduces fund balance (reserves).

## General Fund Balance and General Reserves

The Preliminary Fund Balance, June 30 shown in the table above and other City financial schedules is the estimated General Fund fund balance before any transfers are made out of the General Fund to the General Reserve per the Reserve Policy. The Reserve Policy requires that an amount equal to 50% of total General Fund ongoing expenditures be set aside in a separate fund, the General Reserve, to maintain adequate financial resources in the event of financial distress.

If the General Reserve balance falls short of the policy requirement, funds are transferred from the General Fund unassigned fund balance in an amount equal to the difference between the

General Reserve fund balance and the amount required as per the policy. As such, the Fund Balance, June 30 is the Preliminary Fund Balance, June 30 less the General Reserve Adjustment, if any.

The General Reserve fund balance is forecasted to increase from $8.5 million in FY 2021/22 to $11.0 million in FY 2026/27.

### Pension Trust Fund Balance

In June 2018, the City established a Section 115 Trust to set aside resources to offset the City's significant unfunded pension liability and anticipated significant increases in the City's future annual required contributions to CalPERS. The City intended to withdraw resources from the trust to remit to CalPERS such that the General Fund's contribution to CalPERS for any year would be held level at the City's contribution in FY 2018/19, the baseline year.

The pension fund balance for each fiscal year is calculated by starting with the fund balance at July 1, adding estimated interest earnings, subtracting transfers out to offset increases in pension costs, and subtracting administrative costs. The pension fund balance will continue to decrease as funds are withdrawn each year because the trust was funded with one-time proceeds as its only source of funding.

## NON-GENERAL FUNDS

City staff has also created status quo five-year forecasts for the City's Non-General Funds. These forecasts will also be used as the basis of the development of the FY 2022/23 budget. Similar to the General Fund status quo forecast, staff assumed that future City service levels would remain at the levels of FY 2020/21. Staff then forecasted revenues and expenditures for the five succeeding years by applying assumptions about future changes in economic conditions that impact revenues and expenditures. The forecasts include projects programmed in the draft FY 2022/23 Five-Year Capital Improvement Plan.

### Gas Tax Fund

The Gas Tax Fund accounts for the Highway Users Tax Account (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City Limits. These taxes are distributed primarily on the basis of population pursuant to formulas specified in Streets and Highways Code Sections 2105, 2106, 2107, 2107.5, and Section 2103. As a result of the Road Repair and Accountability Act of 2017 (SB1 Beall), funds received as part of the Road Maintenance and Rehabilitation Account (RMRA) Section 2106 are also accounted for in this fund. Gas Tax funds are restricted for use in the construction, improvement, and maintenance of public streets. These funds support both annual operating and capital projects related to streets. It is common for funds that support capital projects to accrue significant fund balances over multiple years while cities save resources over time to invest in large projects, which have greater economies of scale.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| INTERGOVERNMENTAL REVENUES | 754,674 | 789,998 | 795,113 | 906,667 | 924,800 | 952,544 | 981,121 | 1,010,554 | 1,040,871 |
| OTHER REVENUE | 5,879 | 18,024 | 10,952 | 12,636 | 12,889 | 13,146 | 13,409 | 13,678 | 13,951 |
| **TOTAL REVENUES** | **760,554** | **808,022** | **806,065** | **919,303** | **937,689** | **965,691** | **994,530** | **1,024,232** | **1,054,822** |
| **EXPENDITURES** | | | | | | | | | |
| OPERATIONS AND MAINTENANCE | 403,541 | 447,320 | 559,471 | 510,283 | 525,591 | 541,359 | 557,600 | 574,328 | 591,558 |
| CAPITAL OUTLAY | 426 | 129,781 | 817,521 | 564,445 | 100,000 | - | - | - | - |
| **TOTAL EXPENDITURES** | **403,967** | **577,100** | **1,376,992** | **1,074,728** | **625,591** | **541,359** | **557,600** | **574,328** | **591,558** |
| Surplus/(Deficit) | 356,586 | 230,922 | (570,927) | (155,425) | 312,098 | 424,332 | 436,930 | 449,904 | 463,264 |
| Fund Balance, July 1 | 339,936 | 696,522 | 927,445 | 356,517 | 201,092 | 513,190 | 937,521 | 1,374,452 | 1,824,355 |
| Fund Balance, June 30 | 696,522 | 927,445 | 356,517 | 201,092 | 513,190 | 937,521 | 1,374,452 | 1,824,355 | 2,287,620 |

## Restricted Real Estate Maintenance Fund

The Restricted Real Estate Maintenance 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 project areas.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| FEES | 1,825 | 475 | 475 | 3,175 | 3,175 | 3,175 | 3,175 | 3,175 | 3,175 |
| OTHER REVENUE | 70,833 | 3,787 | 34,150 | 36,816 | 37,921 | 39,058 | 40,230 | 41,437 | 42,680 |
| **TOTAL REVENUES** | **72,658** | **4,262** | **34,625** | **39,991** | **41,096** | **42,233** | **43,405** | **44,612** | **45,855** |
| **EXPENDITURES** | | | | | | | | | |
| OPERATIONS AND MAINTENANCE | 19,413 | 24,418 | 20,118 | 26,000 | 26,780 | 27,583 | 28,411 | 29,263 | 30,141 |
| **TOTAL EXPENDITURES** | **19,413** | **24,418** | **20,118** | **26,000** | **26,780** | **27,583** | **28,411** | **29,263** | **30,141** |
| Surplus/(Deficit) | 53,245 | (20,156) | 14,507 | 13,991 | 14,316 | 14,650 | 14,994 | 15,349 | 15,714 |
| Fund Balance, July 1 | 133,586 | 186,831 | 166,676 | 181,183 | 195,174 | 209,490 | 224,140 | 239,134 | 254,483 |
| Fund Balance, June 30 | 186,831 | 166,676 | 181,183 | 195,174 | 209,490 | 224,140 | 239,134 | 254,483 | 270,197 |

## Public Safety Augmentation Fund

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

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| INTERGOVERNMENTAL REVENUES | 202,489 | 185,306 | 187,448 | 170,266 | 175,374 | 180,635 | 186,054 | 191,636 | 197,385 |
| OTHER REVENUE | 3,201 | 7,117 | 1,269 | 2,500 | 2,525 | 2,550 | 2,576 | 2,602 | 2,628 |
| **TOTAL REVENUES** | **205,691** | **192,423** | **188,717** | **172,766** | **177,899** | **183,185** | **188,630** | **194,237** | **200,012** |
| **EXPENDITURES** | | | | | | | | | |
| OPERATIONS AND MAINTENANCE | 131,658 | 179,741 | 143,643 | 204,574 | 210,711 | 217,033 | 223,544 | 230,250 | 237,157 |
| **TOTAL EXPENDITURES** | **131,658** | **179,741** | **143,643** | **204,574** | **210,711** | **217,033** | **223,544** | **230,250** | **237,157** |
| Surplus/(Deficit) | 74,032 | 12,682 | 45,074 | (31,808) | (32,812) | (33,847) | (34,914) | (36,012) | (37,145) |
| Fund Balance, July 1 | 279,126 | 353,158 | 365,841 | 410,915 | 379,107 | 346,295 | 312,448 | 277,534 | 241,522 |
| Fund Balance, June 30 | 353,158 | 365,841 | 410,915 | 379,107 | 346,295 | 312,448 | 277,534 | 241,522 | 204,377 |

## Traffic Safety Fund

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. 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.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| FINES AND FORFEITURES | 35,181 | 46,640 | 27,491 | 45,000 | 45,450 | 45,905 | 46,364 | 46,827 | 47,295 |
| OTHER REVENUE | 1,541 | 3,821 | 750 | 1,500 | 1,515 | 1,530 | 1,545 | 1,561 | 1,577 |
| **TOTAL REVENUES** | **36,722** | **50,461** | **28,241** | **46,500** | **46,965** | **47,435** | **47,909** | **48,388** | **48,872** |
| **EXPENDITURES** | | | | | | | | | |
| SALARIES AND WAGES | 6,303 | 4,704 | - | 7,280 | 7,498 | 7,723 | 7,955 | 8,194 | 8,440 |
| BENEFITS | 977 | 707 | 209 | 820 | 869 | 921 | 977 | 1,035 | 1,097 |
| OPERATIONS AND MAINTENANCE | 395 | 988 | 356 | 4,661 | 4,801 | 4,945 | 5,093 | 5,246 | 5,403 |
| CAPITAL OUTLAY | - | - | - | 7,500 | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **7,674** | **6,399** | **565** | **20,261** | **13,168** | **13,590** | **14,025** | **14,475** | **14,940** |
| Surplus/(Deficit) | 29,048 | 44,062 | 27,676 | 26,239 | 33,797 | 33,845 | 33,884 | 33,913 | 33,932 |
| Fund Balance, July 1 | 134,192 | 163,240 | 207,302 | 234,978 | 261,217 | 295,014 | 328,859 | 362,743 | 396,656 |
| Fund Balance, June 30 | 163,240 | 207,302 | 234,978 | 261,217 | 295,014 | 328,859 | 362,743 | 396,656 | 430,588 |

## Supplemental Law Enforcement Services Fund

The Supplemental Law Enforcement Services Fund (SLESF) accounts for funds received from the State via the County under AB 3229, which enacted the Citizens Option for Public Safety (COPS) Program for local law enforcement activities. The minimum allocation for public agencies is $100,000, which is the amount Pinole has historically received.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| INTERGOVERNMENTAL REVENUES | 148,747 | 155,948 | 156,727 | 156,727 | 159,862 | 163,059 | 166,320 | 169,646 | 173,039 |
| OTHER REVENUE | 1,769 | 4,955 | 1,080 | 1,600 | 1,616 | 1,632 | 1,648 | 1,665 | 1,682 |
| **TOTAL REVENUES** | **150,515** | **160,903** | **157,807** | **158,327** | **161,478** | **164,691** | **167,968** | **171,311** | **174,721** |
| **EXPENDITURES** | | | | | | | | | |
| OPERATIONS AND MAINTENANCE | 101,008 | 60,170 | 98,192 | 104,188 | 107,314 | 110,533 | 113,849 | 117,265 | 120,782 |
| **TOTAL EXPENDITURES** | **101,008** | **60,170** | **98,192** | **104,188** | **107,314** | **110,533** | **113,849** | **117,265** | **120,782** |
| Surplus/(Deficit) | 49,507 | 100,733 | 59,615 | 54,139 | 54,164 | 54,158 | 54,119 | 54,047 | 53,938 |
| Fund Balance, July 1 | 119,096 | 168,603 | 269,337 | 328,952 | 383,091 | 437,255 | 491,413 | 545,532 | 599,579 |
| Fund Balance, June 30 | 168,603 | 269,337 | 328,952 | 383,091 | 437,255 | 491,413 | 545,532 | 599,579 | 653,517 |

## Storm Water Fund

The Storm Water Fund accounts for assessments collected by the County via property tax bills and remitted to the City 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.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| INTERGOVERNMENTAL REVENUES | 251,004 | 259,103 | 260,430 | 323,978 | 336,937 | 350,415 | 364,431 | 379,008 | 394,169 |
| OTHER REVENUE | 29 | (190) | 51 | 150 | 152 | 153 | 155 | 156 | 158 |
| **TOTAL REVENUES** | **251,032** | **258,913** | **260,480** | **324,128** | **337,089** | **350,568** | **364,586** | **379,165** | **394,326** |
| **EXPENDITURES** | | | | | | | | | |
| BENEFITS | 13,162 | - | 2,222 | - | - | - | - | - | - |
| OPERATIONS AND MAINTENANCE | 291,751 | 289,103 | 272,838 | 437,685 | 285,000 | 293,550 | 302,357 | 311,427 | 320,770 |
| **TOTAL EXPENDITURES** | **304,913** | **289,103** | **275,059** | **437,685** | **285,000** | **293,550** | **302,357** | **311,427** | **320,770** |
| Surplus/(Deficit) | (53,881) | (30,190) | (14,579) | (113,557) | 52,089 | 57,018 | 62,229 | 67,737 | 73,556 |
| Fund Balance, July 1 | 100,502 | 46,621 | 16,432 | 1,853 | (111,704) | (59,616) | (2,598) | 59,631 | 127,368 |
| Fund Balance, June 30 | 46,621 | 16,432 | 1,853 | (111,704) | (59,616) | (2,598) | 59,631 | 127,368 | 200,925 |

## Recreation Fund

The Recreation Fund accounts for program fees, fundraising proceeds, and donations for Recreation programs. Resources are used towards staffing and maintenance costs to operate the programs. The fund receives a transfer in from the General Fund to offset a recurring operating loss.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| FEES | 7,823 | 8,307 | 13,361 | 8,000 | 8,240 | 8,487 | 8,742 | 9,004 | 9,274 |
| CHARGES FOR SERVICES | 628,825 | 379,124 | 128,296 | 377,778 | 389,111 | 400,785 | 412,808 | 425,192 | 437,948 |
| OTHER REVENUE | 133,569 | 93,253 | 20,743 | 134,144 | 135,485 | 136,840 | 138,208 | 139,590 | 140,986 |
| TRANSFERS IN | 307,214 | 522,254 | 632,055 | 1,091,962 | 984,425 | 1,108,640 | 1,154,738 | 1,202,853 | 1,253,083 |
| **TOTAL REVENUES** | **1,077,430** | **1,002,938** | **794,455** | **1,611,884** | **1,517,261** | **1,654,752** | **1,714,496** | **1,776,640** | **1,841,292** |
| **EXPENDITURES** | | | | | | | | | |
| SALARIES AND WAGES | 347,167 | 335,372 | 292,236 | 761,237 | 784,074 | 807,596 | 831,824 | 856,779 | 882,482 |
| BENEFITS | 162,725 | 172,763 | 154,133 | 299,720 | 317,703 | 336,765 | 356,971 | 378,390 | 401,093 |
| OPERATIONS AND MAINTENANCE | 567,183 | 500,244 | 374,548 | 468,217 | 482,263 | 496,731 | 511,633 | 526,982 | 542,792 |
| CAPITAL OUTLAY | 897 | - | 2,519 | 12,874 | 13,260 | 13,658 | 14,068 | 14,490 | 14,924 |
| **TOTAL EXPENDITURES** | **1,077,973** | **1,008,380** | **823,437** | **1,542,048** | **1,597,301** | **1,654,751** | **1,714,497** | **1,776,641** | **1,841,291** |
| Surplus/(Deficit) | (543) | (5,442) | (28,982) | 69,836 | (80,040) | 1 | (0) | (1) | 0 |
| Fund Balance, July 1 | 45,170 | 44,627 | 39,185 | 10,204 | 80,039 | (0) | 0 | 0 | (0) |
| Fund Balance, June 30 | 44,627 | 39,185 | 10,204 | 80,039 | (0) | 0 | 0 | (0) | (0) |

## Building and Planning Fund

The Building and Planning Fund accounts for fees collected for building permits and plan check fees. Fees collected are used to cover the cost involved in plan checks and inspections performed. The City is currently conducting a fee study to determine the City's total cost of providing certain services that have a specific beneficiary. The study will likely recommend changes to the City's building and planning fees, which is expected to result in increased revenue. Several large developments projects are anticipated to be initiated in FY 2022/23, which explains the large increases in the forecasted permit and fee revenues for that year.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| INTERGOVERNMENTAL REVENUES | - | - | - | 205,000 | 225,000 | | | | |
| LICENSES AND PERMITS | 386,019 | 310,704 | 264,128 | 487,000 | 2,427,800 | 501,610 | 516,658 | 532,158 | 548,123 |
| FEES | 315,732 | 417,735 | 239,196 | 900,700 | 2,162,649 | 927,721 | 955,553 | 984,219 | 1,013,746 |
| OTHER REVENUE | 12,568 | 19,176 | (422) | 13,000 | 13,130 | 13,261 | 13,394 | 13,528 | 13,663 |
| TRANSFERS IN | - | - | 192,000 | 374,216 | - | - | - | - | - |
| **TOTAL REVENUES** | **714,318** | **747,614** | **694,902** | **1,979,916** | **4,828,579** | **1,442,592** | **1,485,605** | **1,529,905** | **1,575,532** |
| **EXPENDITURES** | | | | | | | | | |
| SALARIES AND WAGES | 217,029 | 163,594 | 240,134 | 614,251 | 830,874 | 855,800 | 881,474 | 907,918 | 935,156 |
| BENEFITS | 85,720 | 85,015 | 124,965 | 316,715 | 359,104 | 380,650 | 403,489 | 427,699 | 453,361 |
| OPERATIONS AND MAINTENANCE | 686,315 | 827,458 | 622,505 | 1,473,003 | 1,206,783 | 627,783 | 646,616 | 666,015 | 685,995 |
| CAPITAL OUTLAY | - | - | - | 3,000 | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **989,063** | **1,076,066** | **987,604** | **2,406,969** | **2,396,761** | **1,864,233** | **1,931,580** | **2,001,632** | **2,074,512** |
| Surplus/(Deficit) | (274,745) | (328,452) | (292,702) | (427,053) | 2,431,818 | (421,641) | (445,975) | (471,727) | (498,980) |
| Fund Balance, July 1 | 761,594 | 486,849 | 158,397 | (134,305) | (561,358) | 1,870,460 | 1,448,818 | 1,002,843 | 531,116 |
| Fund Balance, June 30 | 486,849 | 158,397 | (134,305) | (561,358) | 1,870,460 | 1,448,818 | 1,002,843 | 531,116 | 32,136 |

## Refuse Management Fund

The Refuse Management Fund accounts for a surcharge collected by Republic Services and remitted to the City 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 and source reduction of solid waste.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| INTERGOVERNMENTAL REVENUES | 66,161 | 111,950 | 66,635 | 60,060 | 61,862 | 63,718 | 65,629 | 67,598 | 69,626 |
| OTHER REVENUE | 7,083 | 7,176 | 1,008 | 6,000 | 6,060 | 6,121 | 6,182 | 6,244 | 6,306 |
| **TOTAL REVENUES** | **73,244** | **119,125** | **67,643** | **66,060** | **67,922** | **69,838** | **71,811** | **73,842** | **75,932** |
| **EXPENDITURES** | | | | | | | | | |
| OPERATIONS AND MAINTENANCE | 103,347 | 93,143 | 102,639 | 99,000 | 101,970 | 105,029 | 108,180 | 111,425 | 114,768 |
| CAPITAL OUTLAY | 307,432 | | | | | | | | |
| TRANSFERS OUT | | - | 107,805 | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **410,778** | **93,143** | **210,444** | **99,000** | **101,970** | **105,029** | **108,180** | **111,425** | **114,768** |
| Surplus/(Deficit) | (337,535) | 25,983 | (142,801) | (32,940) | (34,048) | (35,191) | (36,369) | (37,584) | (38,836) |
| Fund Balance, July 1 | 684,738 | 347,203 | 373,186 | 230,385 | 197,445 | 163,396 | 128,206 | 91,837 | 54,253 |
| Fund Balance, June 30 | 347,203 | 373,186 | 230,385 | 197,445 | 163,396 | 128,206 | 91,837 | 54,253 | 15,417 |

## Solid Waste Fund

The Solid Waste Fund accounts for a surcharge collected by Republic Services and remitted to the City for solid waste services. These funds must be used for future solid waste capital projects.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| **REVENUES** | | | | | | | | | |
| OTHER REVENUE | 10,164 | 27,628 | 5,804 | 8,000 | 8,080 | 8,161 | 8,242 | 8,325 | 8,408 |
| MISCELLANEOUS REVENUE | 314,229 | 375,749 | 347,367 | 360,000 | 374,400 | 389,376 | 404,951 | 421,149 | 437,995 |
| **TOTAL REVENUES** | **324,392** | **403,377** | **353,171** | **368,000** | **382,480** | **397,537** | **413,193** | **429,474** | **446,403** |
| **EXPENDITURES** | | | | | | | | | |
| OPERATIONS AND MAINTENANCE | 3,003 | - | 2,240 | 118,645 | 122,204 | 125,870 | 129,647 | 133,536 | 137,542 |
| CAPITAL OUTLAY | | - | - | 642,800 | 425,000 | - | - | - | - |
| TRANSFERS OUT | | - | 45,700 | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **3,003** | **-** | **47,940** | **761,445** | **547,204** | **125,870** | **129,647** | **133,536** | **137,542** |
| Surplus/(Deficit) | 321,390 | 403,377 | 305,231 | (393,445) | (164,724) | 271,666 | 283,547 | 295,938 | 308,861 |
| Fund Balance, July 1 | 833,364 | 1,154,754 | 1,558,130 | 1,863,361 | 1,469,916 | 1,305,192 | 1,576,858 | 1,860,405 | 2,156,343 |
| Fund Balance, June 30 | 1,154,754 | 1,558,130 | 1,863,361 | 1,469,916 | 1,305,192 | 1,576,858 | 1,860,405 | 2,156,343 | 2,465,204 |

## Measure C/J Fund

The Measure C/J Fund accounts for special override sales tax revenues collected by the Contra Costa Transportation Authority (CCTA) and reapportioned to the cities for local street projects. The City must submit a checklist each year to confirm compliance with a Growth Management Program to maintain eligibility for the funds. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula split (50/50) between population and road mileage. It is common for funds that support capital projects to accrue significant fund balances over multiple years while cities save resources over time to invest in large projects, which have greater economies of scale.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| **REVENUES** | | | | | | | | | |
| INTERGOVERNMENTAL REVENUES | 379,583 | 405,252 | 390,147 | 475,247 | 494,257 | 514,027 | 534,588 | 555,972 | 578,211 |
| OTHER REVENUE | 9,353 | 23,857 | 6,297 | 8,000 | 8,080 | 8,161 | 8,242 | 8,325 | 8,408 |
| **TOTAL REVENUES** | **388,936** | **429,109** | **396,444** | **483,247** | **502,337** | **522,188** | **542,831** | **564,297** | **586,619** |
| **EXPENDITURES** | | | | | | | | | |
| OPERATIONS AND MAINTENANCE | 124,329 | 82,819 | 160,835 | 199,189 | 205,165 | 211,320 | 217,659 | 224,189 | 230,915 |
| CAPITAL OUTLAY | 25,542 | 18,651 | - | 738,000 | 350,000 | - | - | - | - |
| **TOTAL EXPENDITURES** | **149,871** | **101,471** | **160,835** | **937,189** | **555,165** | **211,320** | **217,659** | **224,189** | **230,915** |
| Surplus/(Deficit) | 239,065 | 327,638 | 235,609 | (453,942) | (52,828) | 310,868 | 325,171 | 340,108 | 355,704 |
| Fund Balance, July 1 | 1,254,870 | 1,493,935 | 1,821,573 | 2,057,183 | 1,603,241 | 1,550,413 | 1,861,281 | 2,186,453 | 2,526,560 |
| Fund Balance, June 30 | 1,493,935 | 1,821,573 | 2,057,183 | 1,603,241 | 1,550,413 | 1,861,281 | 2,186,453 | 2,526,560 | 2,882,264 |

## Rate Stabilization Fund

The Rate Stabilization Fund was created to account for the excess revenues from the solid waste post collection contract with Republic Services. Twenty-five percent (25%) of the surplus funds, generated from prior years' rate increases, are set aside to offset year-over-year rate fluctuations; thereby, leveling the annual rates paid by consumers. Per Resolution 2013-91, the City was required to establish a rate stabilization fund, separate from the Solid Waste Fund, for the excess revenues collected.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| MISCELLANEOUS REVENUE | - | - | 31,171 | 31,483 | 31,798 | 32,116 | 32,437 | 32,761 | 33,089 |
| TRANSFERS IN | - | - | 153,505 | 158,110 | 162,853 | 167,739 | 172,771 | 177,954 | 183,293 |
| **TOTAL REVENUES** | **-** | **-** | **184,676** | **189,593** | **194,651** | **199,855** | **205,208** | **210,715** | **216,382** |
| **EXPENDITURES** | - | | | | | | | | |
| **TOTAL EXPENDITURES** | - | - | - | - | - | - | - | - | - |
| Surplus/(Deficit) | - | - | 184,676 | 189,593 | 194,651 | 199,855 | 205,208 | 210,715 | 216,382 |
| Fund Balance, July 1 | - | - | - | 184,676 | 374,269 | 568,920 | 768,775 | 973,983 | 1,184,698 |
| Fund Balance, June 30 | - | - | 184,676 | 374,269 | 568,920 | 768,775 | 973,983 | 1,184,698 | 1,401,080 |

## American Rescue Plan Act (ARPA) Fund

The American Rescue Plan Act Fund accounts for the $4.6 million allocated to the City from the federal government from the American Rescue Plan Act of 2021. The City received its first tranche of $2.3 million in July 2021 and will receive the second tranche one year later. The City Council has appropriated $400,000 of the funding for small business assistance.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| INTERGOVERNMENTAL REVENUES | - | - | - | 2,302,505 | 2,302,505 | - | - | - | - |
| **TOTAL REVENUES** | - | - | - | 2,302,505 | 2,302,505 | - | - | - | - |
| **EXPENDITURES** | | | | | | | | | |
| OPERATIONS AND MAINTENANCE | - | - | - | 400,000 | 1,902,505 | 2,302,505 | - | - | - |
| **TOTAL EXPENDITURES** | - | - | - | 400,000 | 1,902,505 | 2,302,505 | - | - | - |
| Surplus/(Deficit) | - | - | - | 1,902,505 | 400,000 | (2,302,505) | - | - | - |
| Fund Balance, July 1 | - | - | - | - | 1,902,505 | 2,302,505 | - | - | - |
| Fund Balance, June 30 | - | - | - | 1,902,505 | 2,302,505 | - | - | - | - |

## Parkland Dedication Fund

The Parkland Dedication Fund provides for the acquisition and development of parks as specified in the City's Parkland Dedication Ordinance (PDO) (Municipal Code Sec. 16.28), which requires as a condition of approval for the subdivision of land the dedication of park land or payment of a fee in-lieu of dedication, pursuant to California Government Code 66477 (the "Quimby Act").

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| FEES | 36,183 | 26,227 | 16,027 | 16,508 | 17,003 | 17,513 | 18,038 | 18,579 | 19,137 |
| OTHER REVENUE | 345 | 1,506 | 351 | 355 | 358 | 362 | 365 | 369 | 373 |
| **TOTAL REVENUES** | **36,528** | **27,733** | **16,378** | **16,862** | **17,361** | **17,875** | **18,404** | **18,949** | **19,510** |
| **EXPENDITURES** | | | | | | | | | |
| CAPITAL OUTLAY | - | 799 | - | - | - | - | - | - | - |
| **TOTAL EXPENDITURES** | **-** | **799** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| Surplus/(Deficit) | 36,528 | 26,934 | 16,378 | 16,862 | 17,361 | 17,875 | 18,404 | 18,949 | 19,510 |
| Fund Balance, July 1 | 24,608 | 61,137 | 88,070 | 104,448 | 121,311 | 138,672 | 156,547 | 174,950 | 193,899 |
| Fund Balance, June 30 | 61,137 | 88,070 | 104,448 | 121,311 | 138,672 | 156,547 | 174,950 | 193,899 | 213,408 |

## Growth Impact Fund

The Growth Impact Fund accounts for development fees collected to mitigate the impact of new development. Specifically, it provides for the expansion, design, construction, or upgrade to facilities, roadways, and equipment. The City collects fees for police, fire protection, municipal facilities, wastewater, roadways, and drainage.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| FEES | 81,747 | 33,716 | 32,090 | 229,834 | 100,000 | 165,000 | 132,500 | 148,750 | 140,625 |
| OTHER REVENUE | 733 | 1,842 | 477 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| **TOTAL REVENUES** | **82,480** | **35,557** | **32,567** | **230,834** | **101,000** | **166,000** | **133,500** | **149,750** | **141,625** |
| **EXPENDITURES** | | | | | | | | | |
| CAPITAL OUTLAY | - | - | - | 258,000 | 108,860 | 320,000 | 200,000 | - | - |
| **TOTAL EXPENDITURES** | **-** | **-** | **-** | **258,000** | **108,860** | **320,000** | **200,000** | **-** | **-** |
| Surplus/(Deficit) | 82,480 | 35,557 | 32,567 | (27,166) | (7,860) | (154,000) | (66,500) | 149,750 | 141,625 |
| Fund Balance, July 1 | - | 82,480 | 118,037 | 150,604 | 123,438 | 115,578 | (38,422) | (104,922) | 44,828 |
| Fund Balance, June 30 | 82,480 | 118,037 | 150,604 | 123,438 | 115,578 | (38,422) | (104,922) | 44,828 | 186,453 |

## Housing Assets Fund

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

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| OTHER REVENUE | 292,531 | 63,041 | 7,374 | 50,000 | 50,500 | 51,005 | 51,515 | 52,030 | 52,551 |
| TRANSFERS IN | - | 44,892 | 1,750,000 | 1,683,692 | 862,883 | - | - | - | - |
| **TOTAL REVENUES** | **292,531** | **107,933** | **1,757,374** | **1,733,692** | **913,383** | **51,005** | **51,515** | **52,030** | **52,551** |
| **EXPENDITURES** | | | | | | | | | |
| OPERATIONS AND MAINTENANCE | 170,110 | 69,688 | 44,092 | 228,798 | 235,662 | 242,732 | 250,014 | 257,514 | 265,240 |
| **TOTAL EXPENDITURES** | **170,110** | **69,688** | **44,092** | **228,798** | **235,662** | **242,732** | **250,014** | **257,514** | **265,240** |
| Surplus/(Deficit) | 122,421 | 38,245 | 1,713,282 | 1,504,894 | 677,721 | (191,727) | (198,499) | (205,484) | (212,689) |
| Fund Balance, July 1 | 767,942 | 890,363 | 928,607 | 2,641,890 | 4,146,784 | 4,824,505 | 4,632,778 | 4,434,279 | 4,228,795 |
| Fund Balance, June 30 | 890,363 | 928,607 | 2,641,890 | 4,146,784 | 4,824,505 | 4,632,778 | 4,434,279 | 4,228,795 | 4,016,106 |

## Landscape & Lighting District Fund

The Landscape & Lighting District Fund accounts for assessments paid by property owners in the City's Landscape and Lighting Assessment District (LLAD) to maintain median lighting and landscaping within the Pinole Valley Road North and South areas.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| **REVENUES** | | | | | | | | | |
| INTERGOVERNMENTAL REVENUES | 36,854 | 39,746 | 42,525 | 54,768 | 56,411 | 58,103 | 59,846 | 61,642 | 63,491 |
| OTHER REVENUE | 5,000 | - | 14,839 | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 |
| **TOTAL REVENUES** | **41,854** | **39,746** | **57,364** | **62,268** | **63,911** | **65,603** | **67,346** | **69,142** | **70,991** |
| **EXPENDITURES** | | | | | | | | | |
| OPERATIONS AND MAINTENANCE | 33,098 | 38,172 | 53,599 | 56,405 | 58,097 | 59,840 | 61,635 | 63,484 | 65,389 |
| CAPITAL OUTLAY | 2,346 | - | - | 5,720 | 5,892 | 6,068 | 6,250 | 6,438 | 6,631 |
| **TOTAL EXPENDITURES** | **35,444** | **38,172** | **53,599** | **62,125** | **63,989** | **65,908** | **67,886** | **69,922** | **72,020** |
| Surplus/(Deficit) | 6,410 | 1,575 | 3,765 | 143 | (78) | (305) | (539) | (780) | (1,029) |
| Fund Balance, July 1 | 19,478 | 25,888 | 27,462 | 31,227 | 31,370 | 31,292 | 30,987 | 30,448 | 29,667 |
| Fund Balance, June 30 | 25,888 | 27,462 | 31,227 | 31,370 | 31,292 | 30,987 | 30,448 | 29,667 | 28,638 |

## City Street Improvements Fund

The City Street Improvements Fund receives a transfer of $250,000 per year from Measure S 2014 to fund road maintenance projects.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| **REVENUES** | | | | | | | | | |
| INTERGOVERNMENTAL REVENUES | 5,183 | 535 | 149,002 | 289,594 | - | - | - | - | - |
| OTHER REVENUE | 20,609 | 18 | 1,417 | - | - | - | - | - | - |
| TRANSFERS IN | 200,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| **TOTAL REVENUES** | **225,792** | **250,553** | **400,419** | **539,594** | **250,000** | **250,000** | **250,000** | **250,000** | **250,000** |
| **EXPENDITURES** | | | | | | | | | |
| CAPITAL OUTLAY | 57,421 | 45,622 | 448,469 | 1,528,102 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| **TOTAL EXPENDITURES** | **57,421** | **45,622** | **448,469** | **1,528,102** | **250,000** | **250,000** | **250,000** | **250,000** | **250,000** |
| Surplus/(Deficit) | 168,371 | 204,930 | (48,050) | (988,508) | - | - | - | - | - |
| Fund Balance, July 1 | 969,485 | 1,137,856 | 1,342,786 | 1,294,736 | 306,228 | 306,228 | 306,228 | 306,228 | 306,228 |
| Fund Balance, June 30 | 1,137,856 | 1,342,786 | 1,294,736 | 306,228 | 306,228 | 306,228 | 306,228 | 306,228 | 306,228 |

## Arterial Streets Rehabilitation Fund

The Arterial Streets Rehabilitation Fund receives a transfer of $250,000 per year from the Measure S 2014 to fund road rehabilitation projects.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| **REVENUES** | | | | | | | | | |
| OTHER REVENUE | 35,631 | | | | | | | | |
| TRANSFERS IN | 200,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| **TOTAL REVENUES** | **235,631** | **250,000** | **250,000** | **250,000** | **250,000** | **250,000** | **250,000** | **250,000** | **250,000** |
| **EXPENDITURES** | | | | | | | | | |
| CAPITAL OUTLAY | 1,302 | 125,202 | 236,007 | 819,689 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| **TOTAL EXPENDITURES** | **1,302** | **125,202** | **236,007** | **819,689** | **250,000** | **250,000** | **250,000** | **250,000** | **250,000** |
| Surplus/(Deficit) | 234,329 | 124,798 | 13,993 | (569,689) | - | - | - | - | - |
| Fund Balance, July 1 | 415,454 | 649,783 | 774,581 | 788,574 | 218,885 | 218,885 | 218,885 | 218,885 | 218,885 |
| Fund Balance, June 30 | 649,783 | 774,581 | 788,574 | 218,885 | 218,885 | 218,885 | 218,885 | 218,885 | 218,885 |

## Sewer Enterprise Fund

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

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| CHARGES FOR SERVICES | 7,210,207 | 7,093,734 | 7,414,842 | 7,797,500 | 8,187,375 | 8,596,744 | 9,026,581 | 9,477,910 | 9,951,805 |
| OTHER REVENUE | 110,630 | 277,807 | 66,300 | 100,000 | 101,000 | 102,010 | 103,030 | 104,060 | 105,101 |
| **TOTAL REVENUES** | **7,320,836** | **7,371,541** | **7,481,142** | **7,897,500** | **8,288,375** | **8,698,754** | **9,129,611** | **9,581,970** | **10,056,906** |
| **EXPENDITURES** | | | | | | | | | |
| SALARIES AND WAGES | 986,229 | 1,019,018 | 1,029,690 | 1,277,035 | 1,315,346 | 1,354,806 | 1,395,451 | 1,437,314 | 1,480,434 |
| BENEFITS | 673,353 | 896,886 | 969,691 | 672,838 | 713,208 | 756,001 | 801,361 | 849,442 | 900,409 |
| OPERATIONS AND MAINTENANCE | 2,490,145 | 2,442,357 | 2,615,618 | 3,430,345 | 3,533,255 | 3,639,253 | 3,748,430 | 3,860,883 | 3,976,710 |
| CAPITAL OUTLAY | 565,189 | 544,807 | 816,475 | 2,206,855 | 2,310,382 | 2,000,000 | 1,040,597 | 800,000 | 3,800,000 |
| DEBT SERVICE | 215,195 | 612,491 | 621,332 | 1,609,506 | 1,611,624 | 1,607,476 | 1,612,018 | 1,611,192 | 1,609,526 |
| **TOTAL EXPENDITURES** | **4,930,110** | **5,515,558** | **6,052,806** | **9,196,579** | **9,483,815** | **9,357,536** | **8,597,857** | **8,558,832** | **11,767,078** |
| Surplus/(Deficit) | 2,390,726 | 1,855,983 | 1,428,336 | (1,299,079) | (1,195,440) | (658,782) | 531,754 | 1,023,139 | (1,710,172) |
| Fund Balance, July 1 | 15,538,118 | 17,928,844 | 19,784,827 | 21,213,163 | 19,914,084 | 18,718,643 | 18,059,861 | 18,591,615 | 19,614,754 |
| Fund Balance, June 30 | 17,928,844 | 19,784,827 | 21,213,163 | 19,914,084 | 18,718,643 | 18,059,861 | 18,591,615 | 19,614,754 | 17,904,582 |

## Pinole Community Television Fund

The Pinole Community Television (PCTV) Fund accounts for revenues and expenditures related to the operation of PCTV. Revenue is received from video production charges to other cities, Public, Educational, and Governmental (PEG) access fees, and the General Fund. PEG fees are designated for equipment purchases.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| TAXES | 32,702 | 28,833 | 25,359 | 52,972 | 54,561 | 56,198 | 57,884 | 59,620 | 61,409 |
| CHARGES FOR SERVICES | 188,351 | 191,537 | 223,342 | 316,956 | 326,465 | 336,259 | 346,346 | 356,737 | 367,439 |
| MISCELLANEOUS REVENUE | 4,020 | 3,000 | 341 | 5,000 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| TRANSFERS IN | 132,303 | 147,804 | 174,853 | 160,124 | 247,643 | 219,839 | 231,496 | 243,796 | 256,786 |
| **TOTAL REVENUES** | **357,375** | **371,175** | **423,895** | **535,052** | **631,169** | **614,796** | **638,226** | **662,653** | **688,134** |
| **EXPENDITURES** | | | | | | | | | |
| SALARIES AND WAGES | 186,080 | 174,271 | 184,450 | 197,042 | 202,953 | 209,042 | 215,313 | 221,773 | 228,426 |
| BENEFITS | 103,742 | 121,948 | 137,325 | 147,867 | 156,739 | 166,143 | 176,112 | 186,679 | 197,879 |
| OPERATIONS AND MAINTENANCE | 46,491 | 45,328 | 70,017 | 163,161 | 168,056 | 173,097 | 178,290 | 183,639 | 189,148 |
| CAPITAL OUTLAY | 21,063 | 33,327 | - | 62,696 | 64,576 | 66,514 | 68,509 | 70,564 | 72,681 |
| **TOTAL EXPENDITURES** | **357,375** | **374,875** | **391,792** | **570,765** | **592,324** | **614,796** | **638,224** | **662,654** | **688,134** |
| Surplus/(Deficit) | - | (3,700) | 32,104 | (35,713) | 38,845 | (0) | 2 | (1) | (0) |
| Fund Balance, July 1 | (31,535) | (31,535) | (35,235) | (3,131) | (38,845) | (0) | (1) | 1 | 0 |
| Fund Balance, June 30 | (31,535) | (35,235) | (3,131) | (38,845) | (0) | (1) | 1 | 0 | (0) |

## Information Systems Fund

The Information Systems Fund is an internal service fund used to account for activities of the City's Information Technology (IT) Division.

| Category | 2018-19 Actual | 2019-20 Actual | 2020-21 Actual | 2021-22 Revised Budget | 2022-23 Forecast | 2023-24 Forecast | 2024-25 Forecast | 2025-26 Forecast | 2026-27 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| OPERATIONS AND MAINTENANCE | 555,995 | 723,886 | 641,766 | 1,035,936 | 1,067,014 | 1,099,025 | 1,131,995 | 1,165,955 | 1,200,934 |
| CAPITAL OUTLAY | 53,720 | 71,755 | 26,323 | 161,700 | 166,551 | 171,548 | 176,694 | 181,995 | 187,455 |
| INTERFUND/INTERDEPARTMENTAL CHAR | (609,715) | (795,641) | (668,089) | (1,197,636) | (1,233,565) | (1,270,572) | (1,308,689) | (1,347,950) | (1,388,388) |
| *TRANSFER TO CLEAR NEGATIVE CASH* | - | | | 196,169 | | | | | |
| **TOTAL EXPENDITURES** | **-** | **-** | **(0)** | **196,169** | **-** | **-** | **-** | **-** | **-** |
| Surplus/(Deficit) | - | - | (0) | 196,169 | - | - | - | - | - |
| Fund Balance, July 1 | (196,169) | (196,169) | (196,169) | (196,169) | (0) | (0) | (0) | (0) | (0) |
| Fund Balance, June 30 | (196,169) | (196,169) | (196,169) | (0) | (0) | (0) | (0) | (0) | (0) |

# MAJOR CHALLENGES AND OPPORTUNITIES OVER THE NEXT FIVE YEARS

One of the main objectives of a LTFP is to identify significant challenges and opportunities that an organization is likely to face in the future, so that the organization has adequate lead time to take action to overcome challenges and profit from opportunities.

The City has taken many steps to identify major challenges and opportunities that it is likely to face in the future. In 2019, the City engaged a public opinion research firm to identify the top concerns of likely voters. As part of the development of the Strategic Plan 2020 – 2025, the City conducted an environmental scan. Additionally, the City has deployed multiple online surveys to gather input from the community on the major challenges and opportunities that the City will face over the next five years. The findings of the public opinion research, environmental scan, and the community surveys are integrated into the content below.

## MAJOR CHALLENGES

Changes in demographics and economic conditions can create significant challenges for cities. As noted above, City staff does not anticipate that demographic or economic changes over the next five years will create any significant challenges for the City. The City will nonetheless face a number of other challenges over the next five years.

In the public opinion research conducted in November 2019, a representative sample of likely voters was asked to identify their top concerns and prevailing opinions. Participants provided the following responses to the question “What do you think is the most important issue facing the City of Pinole today?”:

- Traffic/transportation (14%);
- Public services funding/spending (13%);
- Crime/policing (9%);
- City budget/policies (8%);
- Housing/overpopulation (7%);
- Infrastructure/roads/power issues (6%);
- Jobs/economy/development (6%);
- Schools/education (5%);
- Community improvements (4%);
- Wildfires/fire safety (4%);
- Homelessness (2%);
- Taxes (2%);
- None/nothing (7%);
- Other (3%); and
- Don’t know (11%).

It is interesting to note that no single issue emerged as the most significant to a majority of respondents.

In addition to those listed above, City staff and the environmental scan identified the following additional items as major challenges that the City will face over the next five years:

- The City's extensive infrastructure, which needs upgrade and replacement;
- Retaining and developing staff, and succession planning;
- Climate change; and
- The changing nature of retail and the related impact to the City's sales and property tax revenues.

The City deployed a voluntary online survey specifically related to the LTFP from May 3, 2021 to May 17, 2021 using Survey Monkey. A total of 47 self-selected community members completed the survey and identified the following as the main challenges facing the City of Pinole over the next five years, some of which overlap with the major challenges identified in the environmental scan:

- Infrastructure maintenance and replacement, notably roads and parks;
- Climate change;
- Public safety, including policing and fire services; and
- Public transportation.

## MAJOR OPPORTUNITIES

Changes in demographics and economic conditions can also create opportunities for cities. City staff does not anticipate that there will be any significant demographic or economic changes in the City over the next five years, therefore staff is not anticipating that demographic or economic changes will themselves present major opportunities. That said, the City currently faces and will continue to face a number of opportunities over the next five years.

Opportunities facing the City include the following:

- The opportunity to reimagine retail centers, potentially as mixed use or destination retail and entertainment developments, as the nature of retail changes and there is less need for large retail buildings and centers;
- The opportunity to redevelop other underdeveloped infill sites, such as vacant lots;
- The City's central location in the Bay Area, adjacent to I-80 and San Francisco Bay;
- The City's diverse population; and
- The City's historic downtown.

Respondents to the LTFP survey of May 2021 identified the following as the main opportunities facing the City of Pinole over the next five years, some of which overlap with the major opportunities identified in the environmental scan:

- Environmental initiatives, including the use of green and renewable energy;
- Economic development strategy to attract and support small businesses;
- Redevelopment of areas that can be used for new businesses and housing; and
- Revitalization of the historic downtown.

In April 2022, staff deployed an online survey designed to gauge community members' priorities. Staff used the results from the previous surveys, outlined above, to create the qualitative survey using the Balancing Act simulation tool. The survey included a menu of eleven potential City initiatives to be considered for funding, and asked respondents to select items that are of the highest priority to them, then rank them in order of importance. Following are the survey results from 149 submissions, ranked from highest priority (1) to lowest priority (11).

1. Public safety services (98%)
2. Climate and environmental sustainability (92%)
3. Parks and facilities maintenance (90%)
4. Pavement maintenance and rehabilitation (81%)
5. Community services (73%)
6. Economic development (69%)
7. Road safety (63%)
8. Active transportation (57%)
9. Community spaces and facilities (51%)
10. Financial reserves (41%)
11. Housing assistance (25%)

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# POLICY ALTERNATIVES - ADDITIONAL DISCRETIONARY EXPENDITURES

One goal of a LTFP is to identify the City services, and service levels, that residents desire, and can be afforded on an ongoing basis by a structurally balanced City budget.

In the United States, there are many levels of government (federal, state, county, city, and special districts), with distinct responsibilities. Cities are primarily responsible for public safety, land use, and public works. They are also often responsible for parks and recreation and sometimes responsible for providing utility services, such as clean water, wastewater, and power.

Pinole is considered a “full service” city, which means that it provides all traditional municipal services. It also provides some services, particularly fire protection and wastewater, that are provided by special districts in many other cities. Pinole provides a very broad range of services for a city of its size.

The majority of City of Pinole staff and resources are dedicated to public safety (police and fire services), land use regulation, building safety, local transportation infrastructure (streets, sidewalks, signals, bike lanes, etc.), and wastewater services. The City also invests significant staff and resources in additional public-facing services, such as outdoor recreation space and facilities, recreational and educational programs, cable television programming, and childcare and senior services. Some City staff and resources are also needed to provide internal services, such as finance, human resources, legal, information technology, records management, and facilities and equipment, to support the public-facing operations. Since having made reductions in staffing during the Great Recession, the City has been leanly staffed compared to many other cities. The City has begun to add back staff in recent years to fortify services that the City Council and community prioritize.

Customer expectations for certain municipal services, such as wastewater, are fairly consistent across communities. Therefore, it is straightforward for a city to identify the optimal service level for that function. Customer expectations, and service levels, for other municipal services, vary significantly across communities, and are influenced by a number of factors. As noted above, the City of Pinole is leanly staffed, and provides a solid but basic level of service in most service areas.

## UNFUNDED/DEFERRED LIABILITIES

The City has a number of unfunded liabilities and deferred maintenance needs that it could address, described below.

## Unfunded Liabilities

The City has a number of unfunded liabilities, such as unfunded accrued compensated absences, unfunded liability for other post-employment benefits (OPEB), and unfunded retirement (pension) liabilities.

### Unfunded Accrued Compensated Absences

City employees accrue paid vacation and sick leave. As of the end of FY 2020/21, the City had approximately $1.1 million in unfunded liability for vacation and sick leave that employees had earned but not yet taken. The City traditionally pays for paid leave out of its normal operating budget, referred to as "pay-as-you-go." The City could choose to set aside funds to eliminate this unfunded liability. The funding source could be one-time funding, such as unassigned fund balance.

### Unfunded Retirement (Pension) Liability

The City provides its employees with a defined benefit retirement program through CalPERS. Depending on the demographic characteristics of the City's employees, the amount of City and employee contributions to the retirement program, and the program's return on its investments, the assets and liabilities in the City's CalPERS account fluctuate over time. Per the most recent actuarial valuation available, as of June 30, 2020 the City had a total unfunded pension liability with CalPERS of approximately $39.4 million.

CalPERS has made several changes to its policies and procedures over the past decade that have been intended to increase the financial strength of the system, but have also resulted in significantly increased required contributions and unfunded liabilities for municipalities. CalPERS has changed key assumptions that increased unfunded liabilities, including increasing the life expectancy of beneficiaries and decreasing the expected rate of return on assets. CalPERS has also implemented new policies that require municipalities to accelerate contributions in order to achieve adequate funded status more quickly. So, despite the implementation of the less costly Public Employees' Pension Reform Act (PEPRA) in 2013, the City's unfunded pension liability has grown substantially over the past few years. CalPERS is unlikely to implement a comparably broad set of additional changes in the coming years, but even more modest changes, in addition to other factors, could continue to significantly increase the City's unfunded pension liability over the next few years.

The City created a special trust fund in FY 2017/18, referred to as a "Section 115 trust," funded with one-time General Fund resources, to offset this significant unfunded pension liability. As of June 30, 2021, the market value of the assets in the trust fund was $19.4 million. The unfunded liability in CalPERS will fluctuate over time, as will the value of the assets in the Section 115 trust.

## Unfunded Accrued Liability (UAL) for Other Post-Employment Benefits (OPEB)

A pension is the primary benefit that the City provides to retired City employees. The other main benefit that the City provides to retired City employees is a contribution toward retiree medical insurance premiums during retirement. This and other ancillary, non-pension retirement benefits, are referred to as other post-employment benefits (OPEB). Until recently, employers have not been required to report OPEB assets and liabilities in the same way that they have been required to report pension assets and liabilities. Further, employers have generally not been required to make regular payments to pre-fund OPEB liabilities. Employers have normally paid for OPEB benefits on a pay-as-you-go basis. This has resulted in significant unfunded OPEB liability for many employers, including the City. As of June 30, 2021, the City had an unfunded OPEB liability of $46.5 million.

The City could consider creating an OPEB trust, like the Section 115 Trust that was created for pension. The City would need to determine a funding source for the trust, or it could consider using the current Section 115 Trust for both pension and OPEB. If the trust were to be used for pension and OPEB, the funds would be exhausted faster unless additional funding was put into the trust.

## Deferred Maintenance and Renewal

Like many cities, Pinole has deferred investment and expenditures on capital assets and other systems, particularly in response to and in the aftermath of the Great Recession and the dissolution of redevelopment. The City's current budget allows the City to provide essential services, but defers some investment in capital assets. This deferral of investment will lead to the deterioration of some assets and systems in the long run.

### Capital Asset Renewal and Replacement

Pinole has deferred expenditures on capital asset maintenance and renewal, and many of the City's capital assets are reaching the natural end of their useful life. The City owns a significant portfolio of capital assets, which are well described in the City's Capital Improvement Plan (CIP). These include buildings, roads, sidewalks, parking lots, trails, parks, open space, the WWTP, the sewer collection system, the stormwater collection system, vacant lots, streetlights, and traffic control devices. The City's Strategic Plan includes a strategy to conduct a citywide asset condition assessment. That effort is currently underway, addressing different asset types in phases. The City is in the process of developing a sewer system master plan and will be developing a Park Master Plan. The City is also implementing a new capital asset management software system. After these efforts are complete, the City will have a much clearer picture of its capital asset portfolio and the expenditures required for maintenance and renewal to achieve the lowest possible total cost of ownership of its assets.

### Vehicle and Equipment Replacement

Vehicles and equipment are another significant asset that the City relies upon to provide services. The City does not currently have an integrated, citywide vehicle and equipment management program. It acquires new vehicles and equipment when needed on a pay-as-you-go basis, and its vehicles and equipment are generally modern enough to meet current operating needs. Paying for equipment on a pay-as-you-go basis can lead to expenditure spikes when expensive equipment needs to be replaced. The City's new capital asset management software system has a module for fleet and equipment. Once that module is implemented, the City will have a clearer sense of its vehicle and equipment replacement needs and the amount of funding that the City should set aside on an annual basis to address needs.

## SERVICE AND PROGRAM EXPANSION

As noted above, the City provides a solid but basic level of service in most service areas. The City can spend any surplus discretionary financial resources it may have on expanding services and programs.

### Expansion of Existing Services

### Economic Development

The City has not had a formal economic development function since 2012, when the dissolution of redevelopment occurred, although the City has undertaken some limited economic development activities recently. One of the Strategic Plan strategies is to "develop a comprehensive economic development strategy," and several other Strategic Plan strategies also relate to economic development. The City has hired a professional services firm to develop the economic development strategy, which will include a recommendation on the appropriate form and magnitude of a City economic development program.

### Climate Resiliency and Environmental Programs

The City is required by the State and federal government to undertake a number of programs related to protecting the environment. For example, the City is required to comply with requirements related to effluent of the WWTP, stormwater protection, having low emission fleet vehicles, reducing solid waste disposal, complying with the California Environmental Quality Act (CEQA), having a General Plan, and others. The City has also undertaken voluntary steps to protect the environment and to keep the City resilient to the threats of a climate crisis, such as joining a community choice energy program, Marin Clean Energy (MCE), authorizing a property-assessed clean energy (PACE) program, and participating in a local transit joint powers authority (Western Contra Costa County Transit, "WestCAT"). There are additional programs and activities that the City could undertake to further promote environmental protection. The City Council recently reviewed the various programs and activities that the City is currently undertaking related to climate change and directed staff to complete an Active Transportation Plan, a Climate Action Plan, and an energy conservation, generation, and storage assessment of all City facilities. These plans and assessments will recommend new steps the City can take to address environmental issues.

### Fire Service

Expanding fire service in Pinole, particularly through the reopening of Station 74, has been a priority of many residents over the past decade. The City is currently in discussion with Confire about expanding fire service in Pinole through a cooperative arrangement.

### Housing Assistance

Redevelopment was a significant tool for affordable housing development. Since the dissolution of redevelopment, the City of Pinole, and other California cities, have fewer tools and financial resources to create affordable housing. Upon the dissolution of redevelopment, the City opted to become the housing successor to the former Pinole Redevelopment Agency. In that capacity, the City monitors affordable housing units that were funded by the former agency for ongoing compliance with affordability covenants. The City also has an inclusionary housing ordinance that requires that all housing development projects with four units or more must ensure that 15% of the units are affordable. The City can expend resources remaining from the former agency’s affordable housing assets to support the creation of a limited number of new affordable housing units or to provide services to the homeless population. However, these resources are significantly less than what would be needed to provide any substantial amount of new affordable housing units in the City. The State has recently adopted numerous pieces of legislation intended to spur the creation of additional new affordable and market rate housing.

### Youth Development and Support

The City supports and engages youth ages six through 17 through the activities of the Community Services Department’s Youth Center, which provides afterschool and summer enrichment programs. The Youth Center could expand services to address youth health, engagement, community service, a youth commission, workforce development, or other activities.

### Cultural, Historical, and Artistic Programs

The City provides a limited number of cultural, historic, and artistic programs. These include enrichment programs through the Community Services Department’s Senior Center and Youth Center, periodic community events such as music in Fernandez Park, broadcast of some community events on PCTV, rental of the Memorial Hall building to the Pinole Community Players theater company, and some public art. The City does not have a specific requirement that new development projects include public art or pay an in-lieu fee for public art elsewhere in the City. The community does have a number of cultural, historic, and artistic organizations and resources that the City could support or leverage to provide more cultural, historic, and artistic offerings.

## New Services

Although Pinole is a "full service" city, there are some services that other cities provide that Pinole does not. These include educational support programs.

### Education Support

In California, public education is provided by school districts. School districts rely on a different source of revenue than do cities. Some cities support the education of their residents by offering educational support programs or by providing financial assistance to public schools. The City does offer after school enrichment programs to students for a fee, but does not currently provide educational support programs. In the past, West Contra Costa Unified School District (WCCUSD) has provided the City with grant funding such that the City could assign two police officers to serve as school resource officers (SROs). WCCUSD eliminated that funding in FY 2020/21. The officers previously assigned as SROs have been reassigned to other public safety duties, although the Police Department still has a regular presence at schools.

## Capital Expansion

The term "capital expansion" refers to creating new capital assets, such as parks or plazas, opposed to simply renewing or replacing existing capital assets.

### New Parks and Park Upgrades

The Contra Costa Local Agency Formation Commission (LAFCO) recently released a municipal service review (MSR) of parks and recreation services in the County. The final report found that Pinole has adequate park space based on 12.9 acres of developed parkland per 1,000 residents, but did not look in detail at the City's specific park amenities. The City is preparing a Park Master Plan, which is a CIP project. The Park Master Plan will involve gathering community input on desired park amenities and will recommend whether any additional parks, or additional amenities within existing parks, are desirable, accessible, and feasible. Potential funding sources for consideration include grant opportunities, park development impact fees, fundraising from individuals or organizations, and new tax measures.

### Other Capital Expansion Projects

#### New Public Spaces/Placemaking

The term "capital expansion" refers to building new capital assets, such as buildings, roads, parks, paths, bike lanes, etc., opposed to replacing existing capital assets. As noted above, the City has a substantial capital asset footprint already, and much of the City's current capital assets have deferred maintenance that would require significant investment to eliminate. Nonetheless, it might be desirable to create some new, high-impact capital assets that would improve economic vitality or quality of life.

## Additional Reserves

Pursuant to its Reserve Policy, the City is required to maintain a General Reserve equal to 50% of total ongoing annual General Fund expenditures. As of June 30, 2021, General Fund unassigned fund balance exceeded the minimum required at approximately 58% of total General Fund expenditures.

The City's formal General Fund reserve and other uncommitted General Fund fund balance have fluctuated over the years. The larger these reserves and balances, the better the City is able to address unplanned revenue reductions or expenditure increases.

Staff performed an analysis of the City's financial resiliency using the diagnostic tool offered by the GFOA. The tool determined that the City has a low level of financial risk based on several factors, including its revenue stability, low expenditure volatility, and high liquidity. GFOA suggests that cities with a low level of financial risk maintain a minimum general reserve of approximately 17% of total ongoing annual General Fund expenditures. (GFOA recommends that cities with moderate and high levels of financial risk maintain general reserves at a minimum of 26% and 36%, respectively.)

City staff believe that a high reserve is appropriate given the ongoing uncertainty regarding the impact of the pandemic. However, City staff may recommend, at some point in the future, reducing the required reserve to 35%, so that funds currently held in reserve greater than 35% can be invested in high-priority City needs.

# Policy Alternatives – Additional Revenue and Expenditure Reduction Options

As noted above, one goal of a LTFP, and of a city's annual budget, is to identify the City services that residents desire and to simultaneously identify an equivalent amount of funding, which results in a structurally balanced budget. The mechanisms through which cities receive revenue vary across states. In California, cities receive the bulk of their revenues for general operations through sales tax and property tax. In addition, to offset the loss of property tax revenue that cities experienced due to Proposition 13, many cities instituted other forms of taxes, such as business license tax, transient occupancy tax (TOT), utility users' tax (UUT), and "local sales tax" (transactions and use tax). Cities have also instituted mechanisms to recoup funds that they spend to provide services that directly benefit a specific user or beneficiary through fees and assessments.

The section above identified some unfunded and deferred liabilities and service and program expansions in which the City could invest additional resources. Because the five-year forecast predicts that the City's General Fund budget will be essentially balanced over the next five years, there are limited resources to invest in unfunded/deferred liabilities and expanded services/programs. Therefore, if the City would like to make any substantial new investments, it will need to identify additional revenue sources or reduce some other current expenditures. Both of these options are discussed below.

## Additional Revenue

### New Local Revenue

The mechanisms through which California cities can independently generate new revenue have been significantly restricted over the past few decades. There are nonetheless a few, limited mechanisms that cities can still use.

#### Increased Fee Revenue

Cities can establish fees for service that fully cover the cost of the service, but cannot set fees any higher than required for full cost recovery. Many cities have financial policies that state the specific intention to achieve full cost recovery for certain services. Many cities also routinely reevaluate the cost of providing services and adjust fees accordingly to achieve full cost recovery.

The City has hired a consulting firm to create a new cost allocation plan and recommend a new master fee schedule for all City fees. The City expects to receive the consultant's recommendations in spring 2022, after which the City can consider modifying fees to achieve full cost recovery of certain services.

## Franchise Fees

Franchise fees are fees that the City charges to private parties for the private parties' use of City right of way. The most significant franchise fee that the City charges is to the City's solid waste collection company, Republic Services, which entitles Republic Services to use the City's streets and right of way to perform solid waste management activities, such as refuse, recycling, and organic material pick up. The fee varies as it is adjusted annually for inflation. Another franchise agreement that the City has is with Pacific Gas and Electric (PG&E) for its use of City poles, wires, conduits, and appurtenances, to transmit electricity and gas to the public. The City levies a fee of 1% to 2% of gross receipts based on one of two formulas, whichever is greater. The City also has a franchise agreement with Comcast, as a State franchise holder, to provide video services to the City. The City levies a fee of 5% of gross revenues. Under the same agreement, the City levies a fee of 2.12% of gross revenues to go toward Public, Educational, and Government (PEG) access channel capacity. PEG fees are used to fund PCTV capital improvements. Franchise fees can be higher than what is required for full cost recovery. Most cities have a small number of franchises, with long term agreements, so the opportunity to increase franchise fees is infrequent.

## Sale of Surplus Property

Cities can generate one-time revenue through the sale of surplus property, which might take the form of equipment, furniture, or real property. The sale of surplus equipment, furniture, or supplies rarely generates any significant amount of revenue, whereas the sale of surplus real property can result in significant proceeds, depending upon the characteristics of the property. The proceeds are usually required to be returned to the fund or specific use that originally purchased the property. Many cities sold most or all of their remaining surplus real property following the onset of the Great Recession, to generate revenue to offset the loss of revenue resulting from the Great Recession.

The City did not divest of all of its real property at that time, and therefore still owns a number of real properties that could be considered surplus and sold. Real property owned by the City that is not currently being used for a core City function includes the building in which the United States Postal Service is housed on Pear Street, the vacant lot across the street, and others. As noted above, the Strategic Plan requires that the City conduct a citywide asset condition assessment. This will include cataloging all of the city's capital assets, including real property, and assessing their condition and value. Once the City has this information, it can be reviewed in comparison to the City's anticipated future public facility needs, and surplus properties can be identified and sold. The City is concluding the process of selling five former Pinole Redevelopment Agency properties.

## New Local Tax Measures

The City has instituted a number of local taxes, such as a UUT, TOT, business license tax, and two local sales taxes, to support City services. The City can consider other new local taxes, or increase existing taxes, to generate additional revenue for critical City services.

### Increased Parcel Tax and Real Property Transfer Tax (RPTT)

In 2019 and 2020, the City Council considered the desirability of placing two different local tax measures on the ballot, a special parcel tax and a real property transfer tax (RPTT).

In 2019, the City Council directed City staff to take the steps necessary to place a tax measure to fund fire service on the March 2020 ballot. Subsequently, in August 2019, the City Council directed staff to specifically take steps necessary to place a special parcel tax to fund fire service on the November 2020 ballot rather than March 2020. The City hired a public opinion research firm to assess voter support for a potential special parcel tax for fire service. The firm presented its findings to the City Council in November 2019.

In 2019, the City Council also directed City staff to analyze the steps necessary to place a measure on the ballot that would increase the RPTT. A RPTT is a tax imposed on the deed, instrument, or writing by which interests in real property are transferred. Under the California Revenue and Taxation Code, general law cities, like Pinole, may impose a RPTT of no more than $0.55 per $1,000 of value on the property transferred (the County may also impose a RPTT equal to this rate). Pinole currently has a RPTT of the maximum allowed for general law cities of $0.55 per $1,000 of value. Charter cities may impose RPTTs at a rate higher than the maximum statutory rate of $0.55 per $1,000 of value if approved by voters. The median RPTT rate for charter cities in Contra Costa and Alameda Counties is $12 per $1,000 of value. Staff calculated that were the City to implement a RPTT of $12 per $1,000 of value and $8 per $1,000 of value, it might create new City revenue averaging approximately $2.2 million and $1.5 million annually, respectively. In February 2020, the Council directed staff to retain a polling consultant to gather information on public opinion regarding a charter city ballot measure limited to an increase in the RPTT and directed staff to retain a communications consultant. Due to the onset of COVID-19, in April 2020, the Council directed staff to suspend all of its activities in pursuit of a November 2020 charter city and RPTT ballot measure. In July 2020, the Council also directed staff not to move forward in preparing a November 2020 ballot measure for a special parcel tax for fire service.

In early 2022, the City Council revisited placing a charter city/RPTT measure on the November 2022 ballot. It directed staff to engage a polling and community engagement consultant to gauge community interest. The City expects to receive the polling results in spring 2022.

### Increased Utility Users Tax (UUT)

As noted above, the City currently levies an 8% UUT on the value of public utility services consumed within the City limits for electricity, gas, and telecommunications, which includes phone landline and cellular phone. The UUT was originally approved by Pinole voters in November 1998, and extended by voters in 2004, 2012, and 2018. UUTs can also be applied to water and sewer utility service. The City could consider pursuing either an increase in the amount of the levy or broaden the types of utility services to which it applies.

### General Obligation Bonds

General obligation (GO) bonds are bonds that must be approved by two-thirds of voters and are repaid through an additional assessment ("override") on property taxes. They are issued by public entities to finance large projects that acquire or improve real property, and are usually repaid over a 20-to-30-year period. As an illustration, the City could issue and repay a GO bond of $35 million if two-thirds of voters approved an annual property assessment of $70 per $100,000 of assessed valuation (0.07%) for 20 years, which would generate approximately $2 million of revenue to repay the bond annually.

### Other Potential Local Taxes

Two other taxes that some California cities have enacted are cannabis taxes and vacant parcel taxes. They are discussed in more detail below.

### Cannabis Tax

The City does not currently allow cannabis businesses to operate in Pinole (the City cannot prohibit a cannabis delivery business based outside of Pinole from delivering in town). If the City permitted cannabis businesses to operate in Pinole, residents could vote to impose a tax on these cannabis businesses. It should be noted that the cannabis industry has started to claim that high taxes and the persistent illegal market make it hard for businesses to be viable. Berkeley, Oakland, San Francisco, and San Jose have all reduced or suspended cannabis taxes in recent months to help their cannabis businesses stay competitive. Cities with mature cannabis industries are seeing declining cannabis tax receipts as more cities legalize cannabis and the market saturates.

### Vacant Parcel Tax

A vacant parcel tax is a special tax on vacant real property based on either a flat per-parcel rate or a variable rate depending on the size, use, or number of units on the parcel. It requires two-thirds voter approval and can be imposed for a variety of purposes, including police and fire services, parks, libraries, and open space protection. Parcel taxes provide less than one percent of city revenues statewide. There are both vacant property taxes and vacant property registration fees. A vacant property registration fee must not exceed the cost of the City managing a vacant property monitoring program.

## Assessment Districts

### Assessment Districts

Assessment districts are a mechanism through which property owners agree to pay an additional assessment on their property to fund specific services or improvements within a specific geographic area. The assessment's purpose must be defined prior to the district's creation and the amount that each property owner pays must be proportional to the benefit the property will receive. Assessment districts can be established by a simple majority vote of the property owners. State law allows the creation of numerous specific types of assessment districts with varying authority to conduct different types of improvements and activities. The City currently has a landscape and lighting assessment district (LLAD), which generates funding for the maintenance of public spaces along portions of Pinole Valley Road. The Pinole Valley Road Landscape and Lighting Assessment District (LLAD) assesses property owners in the district approximately $500 annually per “assessment unit” (acre of developable land), which results in approximately $50,000 to invest in maintenance of traffic signals, streetlights, median landscaping, irrigation, graffiti removal, and electricity to the traffic signals and streetlights. The City could consider promoting the formation of assessment districts to fund specific improvements in different areas of the City.

### Business Improvement District

A business improvement district (BID) is a special type of assessment district focused on commercial districts. BIDs can undertake infrastructure projects such as parking facilities and streetscape improvements, cleaning and maintenance of the district, and marketing and promotion of the district and its properties/businesses. The City could consider promoting the formation of a BID for downtown or other commercial areas. This is an issue that the forthcoming Economic Development Strategy will address.

## Enhanced Infrastructure Financing District

Property tax increment was the primary revenue source that redevelopment agencies used to fund their projects. Cities lost access to this tool in its traditional form when redevelopment agencies were dissolved in California in 2012. In the aftermath of dissolution, the State did create some new tools intended to mimic some of those previously available under redevelopment. One such tool is an enhanced infrastructure financing district (EIFD), which uses tax increment in a more restricted way. Whereas previously, a redevelopment agency had a right to the property tax increment generated in a redevelopment project area, under an EIFD a taxing entity must volunteer to forego receipt of the tax increment it would otherwise receive so that the increment can be used for the redevelopment project. Use of the EIFD tool requires significant collaboration between separate governmental entities, and will only be advantageous for both parties under specific circumstances. As a result, EIFDs are not yet widely used, but are nonetheless a tool that the City should keep in mind for future capital projects.

# New Federal Funding

### American Rescue Plan Act (ARPA)

The American Rescue Plan Act (ARPA) is federal legislation passed in 2021 to provide COVID-19 relief. It builds upon the relief provided by two other significant pieces of federal legislation, the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the Families First Coronavirus Response Act (FFCRA). ARPA includes $1.9 trillion in funding, program changes, and tax policies aimed at mitigating the effects of the pandemic. ARPA is the first piece of federal COVID-19 relief legislation that includes direct financial assistance to cities. The City will receive approximately $4.6 million from ARPA of which it received the first installment in July 2021. City staff recommends that the City Council consider using the allocation to backfill the loss of revenue in the General Fund.

## Grants

Grant funding allows the City to leverage public funds for extending and enhancing the services it offers to the community, introducing new initiatives and programs, and advancing capital projects. Grant opportunities are typically made available by federal, state, and county governments, and private organizations for a broad array of municipal services, including public safety, infrastructure and roads, transportation, environmental initiatives, housing services, community development, recreation programs, among many others. As a strategy in the Strategic Plan 2020-2025, the City will establish a program to evaluate and pursue grant opportunities, and to evaluate the City's capacity to meet grant requirements.

## Additional Cash from Debt

Under certain circumstances, it might be advantageous for a city to incur debt (borrow money) in order to finance a high-priority project. When a city incurs debt, it must have a means of repaying the debt, which can be a dedicated revenue source or a general purpose source.

Best practices in long-term financial planning require analyzing the City's debt position and the affordability of additional borrowing. One financial strength of the City's is having relatively little general debt. The City has capacity, per the legal debt limit, to issue debt for City expenses. Per the City's FY 2020/21 Annual Comprehensive Financial Report, the City's legal bonded debt limit, which is equivalent to 3.75% of assessed property value, was $103,173,971, whereas the City only had $2,734,450 of such debt, which is the City's pension obligation bonds. Debt financing is an option that the City could consider for significant future expenditures, such as capital projects. One form of debt, GO bonds, were discussed above. Another debt financing option that the City could consider, lease revenue bonds, are discussed below.

### Lease Revenue Bonds

Lease revenue bonds are issued to acquire, construct or expand public projects for which fees, charges, or admissions are charged. Because the debt service is paid from income generated by the facility or related service, such debt is considered self-liquidating and generally does not constitute debt of the issuer, subject to constitutional debt limits. These bonds do not require voter approval.

## EXPENDITURE REDUCTIONS

In addition to generating more revenue, the City can create additional resources to invest in unfunded/deferred liabilities and expanded services/programs by reducing other expenditures. As noted above, however, the City currently provides a leanly staffed and resourced solid but basic level of service in most service areas, with the majority of the City's resources expended on core services. As such, the City has fewer opportunities than perhaps some other cities to scale back some services in order to expand others. That said, there are two options that the City should consider or pursue to reduce expenditures, reducing retiree medical benefit costs and improving processes to achieve cost-saving efficiencies.

### Retiree Medical Benefit

One of the City's largest unfunded liabilities is the medical benefit that the City provides to retired City employees. The City pays for this benefit on a pay-as-you-go basis, which means that the City simply pays for retirees' medical premiums when they are due, and does not set aside funding in advance on behalf of current employees commensurate with the normal cost of this benefit. This has created the City's current unfunded OPEB liability. The City instituted some changes to its retiree medical benefit offering in 2010 when it adopted a standard CalPERS benefit vesting schedule. Under the current program, the City must pay 100% of the medical premium for a retired employee and their dependents if the employee has just five years of City service and 20 years of total CalPERS service. This is a more generous retiree medical benefit than is provided by many other cities. The City could consider exploring other CalPERS program options. There has also been more discussion over the past decade about the possibility of the federal government assuming greater responsibility for retiree medical care or enacting other federal healthcare reforms, which might reduce the City's responsibility and cost for such.

### Process Improvements/Efficiencies

All organizations, including cities, use procedures and tools to provide their goods and services. New procedures and tools are constantly emerging, which can result in improved quality, efficiency, or both. As a result, workers become more productive over time. Labor productivity has grown only modestly in the United States over the past decade. For this reason, as noted in the economic changes section above, City staff did not assume any significant productivity increases in the five-year forecast. Nonetheless, the City will likely identify some opportunities to improve procedures or tools that will result in increased efficiency, and associated expanded service or reduced expenditures. The Strategic Plan includes a strategy to review citywide implementation of best practices and improve processes. This is an effort that City staff will be working on over the next few years, and which will likely result in at least a few improvements that will lead to greater quality, efficiency, or both.

## OPTIMAL SERVICE LEVELS AND REVENUES

The City's current service levels and program offerings have been established over time in response to factors such as community preferences and financial capacity. Preferences and financial capacity can vary considerably from community to community and can evolve over time, as do regulatory requirements and best practices. Public officials monitor these factors and adjust service levels and programs over time accordingly. The City's current service and staffing levels are appropriate to the community's priorities and the City's financial capacity.

## RECOMMENDATIONS

The City should maintain its current service and staffing levels, as they are commensurate with the City's current financial capacity and are responsive to community needs and priorities. The City should start to address its unfunded liabilities, particularly capital asset renewal and replacement and possibly Other Post-Employment Benefits (OPEB). The City should pursue opportunities to generate new revenue and evaluate debt financing (for capital projects) as possible funding options.

## SUMMARY AND NEXT STEPS

The City is in a relatively strong financial position which is expected to continue through the life of the forecast. According to the status quo forecast, the City will be able to continue to fund its current service levels and has the capacity to address some of the operating and capital improvement needs beyond the baseline. The City will update the LTFP in spring 2023.

# ATTACHMENT B

## RESOLUTION NO. 2022-XX

## RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE ADOPTING A RESOLUTION TO APPROVE THE CITY OF PINOLE'S LONG-TERM FINANCIAL PLAN FOR FISCAL YEAR (FY) 2022/23 - FY 2026/27

**WHEREAS,** the City of Pinole's Long-Term Financial Plan (LTFP) for FY 2022/23 - FY 2026/27 was created to help implement the City's Strategic Plan 2020-2025; and

**WHEREAS,** one of the strategies under of the goal of a financially stable Pinole is to "develop a long-term financial plan and use it to guide budget and financial decisions"; and

**WHEREAS,** the LTFP was developed in conformance with public finance best practices; and

**WHEREAS,** the LTFP considers how economic and demographic trends might impact future requests for City services and City revenues; and

**WHEREAS,** the LTFP incorporates five-year forecasts of the General Fund, including Measure S 2006 and Measure S 2014 funds, and Non-General Funds revenues and expenditures; and

**WHEREAS,** the LTFP development process involved engagement with the community, Finance Subcommittee, and City Council during public meetings on April 26, 2022 and May 17, 2022; and

**WHEREAS,** the City Council reviewed the Preliminary Proposed Long-Term Financial Plan for FY 2022/23 – FY 2026/27 at its meeting on April 26, 2022 and proposed some revisions;

**WHEREAS,** City staff incorporated the City Council's prepared the Revised Proposed Long-Term Financial Plan for FY 2022/23 – FY 2026/27 and presented it the City Council at its meeting on May 17, 2022, June 7, 2022, and June 21, 2022;

**WHEREAS,** City staff has prepared the Final Proposed Long-Term Financial Plan for FY 2022/23 – FY 2026/27; and

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Pinole does hereby adopt the attached City of Pinole Long-Term Financial Plan for Fiscal Year (FY) 2022/23 – FY 2026/27.

**PASSED AND ADOPTED** this 21st day of June 2022**,** by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

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I hereby certify that the foregoing resolution was introduced, passed and adopted on this **21st** day of **June, 2022**.

________________________________________
Heather Bell, CMC
City Clerk

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# CITY COUNCIL REPORT

**9F**

**DATE:** JUNE 21, 2022

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** MARKISHA GUILLORY, FINANCE DIRECTOR

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

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## RECOMMENDATION

Adopt a resolution establishing the Fiscal Year (FY) 2022/23 Appropriations Limit.

## BACKGROUND

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

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

California Government Code Section 7910 requires each local government to establish its appropriations limit by resolution for each fiscal year. Adoption of the attached resolution will approve the City of Pinole FY 2022/23 Appropriations Limit at $157,628,644.

## REVIEW AND ANALYSIS

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

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

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

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

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

Staff recommends that the City use the California per capita personal income increase and the County population change to compute the City's FY 2022/23 Appropriations Limit. Using those factors, the FY 2022/23 calculation is:

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

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

| | |
|---|---|
| Calculation of factor: | 1.0755 X 1.0041 = 1.0711 |
| FY 2021/22 limit: | $147,165,198 |
| FY 2022/23 factor: | x 1.0711 |
| FY 2022/23 Appropriations Limit: | $158,628,644 |
| Appropriations Subject to the Limit: | $27,870,440 |
| Total Appropriations Under the Limit: | $129,758,204 |

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

For FY 2022/23, the City's annual Appropriations Limit is calculated at $158,628,644 as shown above. By law, tax allocations are not allowed to exceed this authorized spending limit. The City of Pinole and the Successor Agency to the Pinole Redevelopment Agency tax revenues subject to the Appropriations Limit will be approximately $27,870,440, which is significantly lower than the limit, at 18% of $158,628,644.

## FISCAL IMPACT

There is no fiscal impact created by the City Council's adoption of this resolution to authorize the City's Appropriations Limit for FY 2022/23.

## ATTACHMENTS

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

# ATTACHMENT A

## RESOLUTION NO. 2022-XX

## RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE CITY OF PINOLE'S APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022/23

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

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

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

**WHEREAS,** the City of Pinole calculated its Fiscal Year 2022/23 Appropriations Limit based on the percent of change in the population of the Contra Costa County, January 1, 2021 to January 1, 2022, and the change in the State of California's per capita personal income.

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

1. That the growth factor has been calculated as follows:
   1.0755 x 0.9959 = 1.0711

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

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

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

**PASSED AND ADOPTED** at a regular meeting of the Pinole City Council held on the 21st day of June 2022 by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on this **21st** day of **June, 2022.**

______________________________
Heather Bell, CMC
City Clerk

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# ATTACHMENT B

DEPARTMENT OF FINANCE
OFFICE OF THE DIRECTOR

Gavin Newsom ▪ Governor
1021 O Street, Suite 3110 ▪ Sacramento CA 95814 ▪ www.dof.ca.gov

May 2022

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**
California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2022, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2022-23. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2022-23 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**
Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: http://leginfo.legislature.ca.gov/faces/codes.xhtml.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**
The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2022**.

**Please Note**: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER
Director
By:

ERIKA LI
Chief Deputy Director

Attachment

A. **Price Factor**: Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2022-23 appropriation limit is:

Per Capita Personal Income

| Fiscal Year (FY) | Percentage change over prior year |
|---|---|
| 2022-23 | 7.55 |

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2022-23 appropriation limit.

**2022-23:**

Per Capita Cost of Living Change = 7.55 percent
Population Change = -0.30 percent

Per Capita Cost of Living converted to a ratio: $\frac{7.55 + 100}{100} = 1.0755$

Population converted to a ratio: $\frac{-0.30 + 100}{100} = 0.997$

Calculation of factor for FY 2022-23: 1.0755 x 0.997 = 1.0723

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Fiscal Year 2022-23

**Attachment B**
**Annual Percent Change in Population Minus Exclusions***
**January 1, 2021 to January 1, 2022 and Total Population, January 1, 2022**

| County<br>City | Percent Change<br>2021-2022 | --- Population Minus Exclusions ---<br>1-1-21 | <br>1-1-22 | Total Population<br>1-1-2022 |
|---|---|---|---|---|
| Contra Costa | | | | |
| Antioch | -0.06 | 115,142 | 115,074 | 115,074 |
| Brentwood | 0.18 | 64,224 | 64,342 | 64,342 |
| Clayton | -0.92 | 10,964 | 10,863 | 10,863 |
| Concord | -0.90 | 124,755 | 123,634 | 123,634 |
| Danville | -0.05 | 43,373 | 43,352 | 43,352 |
| El Cerrito | -0.08 | 25,671 | 25,650 | 25,650 |
| Hercules | -1.01 | 26,357 | 26,091 | 26,091 |
| Lafayette | -0.61 | 25,217 | 25,064 | 25,064 |
| Martinez | -0.77 | 37,195 | 36,908 | 36,908 |
| Moraga | -0.59 | 17,206 | 17,105 | 17,105 |
| Oakley | 2.08 | 43,627 | 44,533 | 44,533 |
| Orinda | -0.09 | 19,496 | 19,478 | 19,478 |
| Pinole | -1.01 | 18,819 | 18,628 | 18,628 |
| Pittsburg | -0.83 | 75,788 | 75,156 | 75,156 |
| Pleasant Hill | -0.90 | 34,335 | 34,026 | 34,026 |
| Richmond | -0.13 | 114,643 | 114,489 | 114,489 |
| San Pablo | -0.89 | 31,793 | 31,510 | 31,510 |
| San Ramon | -0.48 | 84,226 | 83,820 | 83,820 |
| Walnut Creek | -0.96 | 70,566 | 69,891 | 69,891 |
| Unincorporated | -0.55 | 177,843 | 176,857 | 176,941 |
| County Total | -0.41 | 1,161,240 | 1,156,471 | 1,156,555 |

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

HdL Coren & Cone

# ATTACHMENT C

# THE CITY OF PINOLE
# NONRESIDENTIAL NEW CONSTRUCTION

2020/21 TO 2021/22 TAX YEARS - IN PARCEL NUMBER ORDER

| Parcel | Use Category | Owner | Prior Year Improvements | Current Year Improvements | Percent Change |
|---|---|---|---|---|---|
| 360-010-030-3 | Commercial | Bp West Coast Products | 332,705 | 347,921 | + 4.6% |
| 401-112-029-4 | Commercial | Zhao Xian Cheng Tre | 522,455 | 587,142 | + 12.4% |
| 426-391-008-7 | Commercial | Roic Pinole Vista Llc | 2,520,893 | 2,577,009 | + 2.2% |
| 426-391-009-5 | Commercial | Rotc Pinole Vista Llc | 425,000 | 440,000 | + 3.5% |
| **4 Parcels Listed** | | | **3,801,053** | **3,952,072** | **+ 4.0%** |

This calculation reflects the 2021/22 increase in taxable values for this city due to non-residential new construction as a percentage of the total taxable value **Increase** (as of the 2021/22 lien year roll date). This percentage may be used as an alternative to the change in California per-capita personal income for calculating a taxing agency's annual adjustment of its Appropriation Limit pursuant to Article XIIIB of the State Constitution as Amended by Proposition 111 in June, 1990.

| | |
|---|---|
| Total Change in Non-Residential Valuation Due to New Development | 151,019 |
| Less Automatic 1.036% Assessors's Inflation Adjustment | -39,379 |
| Actual Change in Non-Residential Valuation | 111,640 |
| Change in Total Assessed Value | 93,108,854 |
| = Alternate 2022/23 Appropriations Limit Factor | **0.12%** |

**Includes taxable primary parcels with known nonresidential use codes, no prior lien year transfers, and improvement value increases greater than 1.0%**
**Change in Total Assessed Value is the assessed value change of the locally assessed secured and unsecured tax rolls.**

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# CITY COUNCIL REPORT

**9G**

**DATE:** JUNE 21, 2022

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** HEATHER BELL, CITY CLERK

**SUBJECT:** CALL ELECTION FOR CITY COUNCIL SEATS, REQUEST CONSOLIDATION OF THE PINOLE MUNICIPAL ELECTION ON NOVEMBER 8, 2022 WITH CONTRA COSTA COUNTY, AND SET SPECIFICATIONS OF THE ELECTION ORDER

## RECOMMENDATION

Adopt a resolution to consolidate the Pinole General Municipal Election with Contra Costa County to be held on Tuesday, November 8, 2022, for three Council seats and set specifications of the election order contained in the resolution.

## BACKGROUND

Since adoption of Ordinance No. 434 in 1982, the City of Pinole has consolidated with Contra Costa County for election services. The Council must adopt a resolution requesting the Contra Costa Board of Supervisors to consolidate the Pinole General Municipal Election with the election to be held on November 8, 2022.

This resolution authorizes the Contra Costa County Registrar of Voters to provide election services, which include ballot preparation, providing precinct personnel, and canvassing the votes. The resolution contains the Specification Order and establishes the obligations of both offices for their respective duties and charges. The County certifies the election results which are accepted by the City, following the election.

## DISCUSSION

The City Council must deliver a resolution requesting and consenting to consolidation with the Contra Costa County Board of Supervisors no later than July 6, 2022.

The nomination period for obtaining and/or filing election papers from the City Clerk's Office runs from Monday, July 18 through Friday, August 12, 2022. The nomination period is extended (for non-incumbents only) to August 17th if an incumbent fails to file nomination papers. Pinole City Hall is closed on Fridays, however the City Clerk will be available to receive nomination papers until 4:30 pm on Friday, August 12th. Potential candidates will be advised that they must make appointments with the City Clerk to pull and file nomination papers.

The County Clerk must deliver official election results to the City no later than 30 days following the election. Newly elected or re-elected Council members may be installed after receipt and acceptance of the certification of election.

## CANDIDATE'S STATEMENT

California Elections Code Section 13307 provides for a candidate statement, which is voluntary, for candidates seeking local elective office. This candidate statement may include the name, age and occupation of the candidates and a brief description, of no more than **250 words**, of the candidate's education and qualifications expressed by the candidate. The section also provides that:

1. The "local governing body of the local agency" (City) may authorize an increase from 250 words to 400 words.

2. The City requires that each candidate filing a candidate statement pay the cost in advance as a condition of having his or her statement published in the voter pamphlet.

The attached resolution follows the long-standing policy for a 250-word Statement of Qualifications. According to the Contra Costa County Elections Department, for this election the cost for a Statement of Qualifications is approximately **$410.40**. The County has not yet finalized the cost. Final costs for candidate statements will be reflected in the nomination paperwork and candidate guide that is provided by the City Clerk. This fee is based on one 250-word statement, per candidate, in English, Spanish and Chinese, as required by Code. The City of Pinole will collect the cost from each candidate submitting a statement.

## TIE VOTE

The resolution references Pinole Ordinance 2004-08, which requires a special election in the event of a tie.

## LOCAL VOLUNTARY CANDIDATE EXPENDITURE LIMITS

In 2008, the Council approved, by minute order, a voluntary campaign expenditure limit of $12,000 per election or election cycle. This is strictly **voluntary** and a candidate can either elect to sign to comply with the limit, or sign that they received the form and elect not to maintain the expenditure limit. The form will be made part of the Candidate Packet.

## FISCAL IMPACT

The County's estimate for election services is approximately $1.75 per registered voter. Pinole's registered voter population, per the November 3, 2020 District Registration Report, is 12,403. Based on that count, the estimated cost would be $21,705.25 plus other publication and printing costs borne directly by the City of Pinole. The final count will be based on the last certification by the Secretary of State approximately 60 days prior to the election.

Return to Agenda

Staff has budgeted $22,500 in the preliminary FY 2022/23 budget for election expenses.

**ATTACHMENTS**

A. Resolution

# ATTACHMENT A

**RESOLUTION NO. 2022-XX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, REQUESTING AND CONSENTING TO CONSOLIDATION WITH CONTRA COSTA COUNTY FOR THE PINOLE MUNICIPAL ELECTION ON NOVEMBER 8, 2022 AND SETTING SPECIFICATIONS OF THE ELECTIONS ORDER**

**WHEREAS,** Section 1.05.010 of the Pinole Municipal Code provides for a general municipal election to be conducted on the day of the statewide general election, the first Tuesday after the first Monday in November of each even-numbered year; and

**WHEREAS,** Elections Code Section 10400 provides that the City Council may request the County Board of Supervisors to consolidate said general municipal election with the statewide general election; and

**WHEREAS,** Elections Code Section 10242 provides that the governing board shall determine the hours of opening and closing the polls; and

**WHEREAS,** the City Council has ordered a Municipal Election to be held on **Tuesday, November 8, 2022** to fill certain municipal offices; and

**WHEREAS,** other elections may be held in whole or in part of the territory of the city and it is to the advantage of the City to consolidate pursuant to Elections Code Section 10002; and

**WHEREAS,** Elections Code Section 10002 requires the City to reimburse the County in full for the services performed upon presentation of a bill to the City by the County Elections Official; and

**WHEREAS**, Elections Code Section 13307 requires that before the nominating period opens the governing body must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may estimate cost; and determine whether the estimate cost be paid in advance; and

**WHEREAS,** Elections Code Section 12101 requires the publication of a notice of the election once in a newspaper of general circulation in the city;

**WHEREAS,** a tie-vote shall be determined by conducting a special runoff election pursuant to Section 15651(b) of the State of California Elections Code, and Pinole Municipal Code Section 1.05.020.

**NOW, THEREFORE, BE IT RESOLVED**

1. The Pinole City Council hereby calls for a General Municipal Election to be held on Tuesday, November 8, 2022.

2. Pursuant to the provisions of Sections 10400, 10402 and 10403 of the Elections Code of the State of California, it is in the best public interest to consolidate the Pinole General Municipal Election with the Statewide Election to be held on November 8, 2022; and

3. That the Contra Costa County Elections Department is authorized to specify the location for the tally of ballots, and canvass and certify the results to the City Clerk of the City of Pinole.

**NOW, THEREFORE, BE IT FURTHER RESOLVED AND ORDERED** by the Pinole City Council that an election be held in accordance with the following:

**SPECIFICATIONS OF THE ELECTION ORDER**

1. The Election shall be held on **Tuesday**, the **8th day of November 2022**. The purpose of the election is to choose candidates for the following seats:

**Three (3) Council Members**
Term: Four (4) years
December 2022 – November 2026*
*Specific dates are dependent on the date of the certification of the election results in 2022

2. This Pinole City Council hereby requests and consents to the consolidation of this election with other elections, which may be held in whole or in part of the territory of the city, as provided in Elections Code 10002.

3. The City will reimburse the County for the actual cost incurred in conducting the election upon receipt of a bill stating the amount due as determined by the County Elections Official.

4. The Pinole City Council has determined that the <u>Candidate</u> will pay for the Candidate's Statement. The Candidate's Statement will be limited to **two hundred fifty (250)** words. As a condition of having a Candidate's Statement published in the voter information guide, <u>the candidate shall pay the cost which is estimated at of $410.40</u>, at the time of filing.

5. The City of Pinole is responsible to publish the Notice of Election in the East Bay Times, which is a newspaper of general circulation that is published daily in the city.

6. The City Council has determined that the action to be taken in the event of a tie vote is as follows, pursuant to Ordinance 2004-08 approved on August 3, 2004, and codified as Section 1.05.020 of the Pinole Municipal Code:

"1.05.020 Tie Vote.

a. Whenever an election for the position of Council Member results in a "tie vote," defined herein as an occurrence where two or more candidates receive an equal number of votes and the highest number of votes and the number of "tied" candidates exceeds the number of positions available to be filled, the City Council shall conduct a special runoff election pursuant to Section 15651(b) of the Elections Code of the State of California.

b. Pursuant to Section 15651(b), the City Council shall call for the runoff election to be held on a Tuesday not less than forty (40), nor more than one hundred twenty- five (125) days after the administrative or judicial certification of the election that resulted in a tie vote. The City Council shall direct the City Clerk to conduct all necessary steps and expend the funds necessary to conduct the runoff election.

c. If a regular election is to be held within that time period, the special runoff election shall be held on the same day as, and consolidated with, the regular election."

7. The City directs that a certified copy of this Resolution be forwarded to the Registrar of Voters, and the Board of Supervisors of Contra Costa County.

**PASSED AND ADOPTED** at a regular meeting of the Pinole City Council held on the 21st day of June, 2022 by the following vote:

**AYES:** COUNCILMEMBERS:
**NOES:** COUNCILMEMBERS:
**ABSENT:** COUNCILMEMBERS:
**ABSTAIN:** COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 21st day of June, 2022.

____________________________
Heather Bell, CMC
City Clerk

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# CITY COUNCIL REPORT

**9H**

**DATE:** JUNE 21, 2022

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** RESOLUTION APPROVING AN AMENDMENT TO THE AGREEMENT WITH RSG TO EXTEND THE CONTRACT TERM AND INCREASE THE BUDGET BY $10,000 FOR AFFORDABLE HOUSING MONITORING, COMPLIANCE AND REPORTING, AND APPROPRIATING FUNDING FROM THE HOUSING SUCCESSOR FUND FOR THIS PURPOSE

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## RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution that:

1. Authorizes the City Manager to amend the agreement with Rosenow Spevacek Group Inc. (RSG), to extend the contract term through November 20, 2022 and increase the budget for affordable housing monitoring, compliance, and reporting in an amount not to exceed $10,000; and
2. Appropriates $10,000 from the Housing Successor Fund for this purpose.

## BACKGROUND

The City of Pinole is the Housing Successor Agency to the former Pinole Redevelopment Agency (the “Agency”). When the former Agency dissolved in February 2012, the City inherited its housing assets and functions. California Health and Safety Code ("HSC") Section 34176.1(f) requires the City to prepare an annual report summarizing activities in the prior fiscal year related to the former Agency's housing assets.

On May 16, 2017, the City approved a three-year agreement with RSG to monitor and assure compliance of the City’s affordable housing restrictions for various properties as well as to complete the Annual Housing Fund report as required under SB 341. When the three-year agreement expired on April 30, 2020 the COVID pandemic was in early stages in the United States and several of the affordable housing property managers requested an extension in providing tenants data. As such, RSG had not concluded that year’s compliance reports. To maintain continuity and consistency for each reporting period, Staff recommended a two-year extension to the agreement with RSG to complete the 2019 and subsequent compliance reporting.

On May 19, 2020 the City Council approved an amendment to the existing agreement with

RSG for affordable housing monitoring and housing successor agency annual reports through June 30, 2022. The agreement contains the following services.

***Affordability Compliance Monitoring***

This service includes collection and review of controlling documents, agreements, and funding source guidelines (i.e., HOME, CDBG, NSP, Redevelopment Affordable Housing Set-Aside, or Low-Income Housing Tax Credits) to ensure that affordable housing properties are being managed and maintained according to the standards set forth by the City and controlling documents. The services provided by RSG under the agreement evaluates the following:

- 7 rental properties with 1 restricted unit at each property;
- 3 multifamily apartments having 2-4 restricted units at each property;
- 2 multifamily apartments having 16-19 restricted units at each property; and
- 4 multifamily apartments having 65+ restricted units at each property.

***SB 341 Reporting***

Pursuant to redevelopment agency dissolution, SB 341 created a new requirement that successor housing entities provide an annual report that details compliance with the expenditure limitations specified in SB 341 during each five-year compliance period ("SB 341 Report"). As the successor housing entity to the former Pinole Redevelopment Agency, the City is required to annually provide the SB 341 Report. The SB 341 Report details compliance with expenditure limitations, provides an inventory of homeownership units, describes property disposition efforts, and provides information regarding the Housing Fund encumbrances reported on the City's Housing Assets Transfer form.

## DISCUSSION AND ANALYSIS

The existing agreement with RSG for the services described in the background section is set to terminate on June 30, 2022. The City’s Procurement Policy, adopted by the City Council, requires a formal competitive selection process for consultant/professional services valued at greater than $45,000. This requires the City to:

- Prepare a request for proposals (RFP) document identifying the project requirements, vendor qualifications, and evaluation factors;
- Send the RFP to an adequate number of qualified sources as determined by the relevant department head or the City Manager;
- Publish notice of the RFP in a local newspaper and/or post the RFP on the City’s website at least ten days prior to the deadline for receipt of proposals; and
- Establish and implement procedures for evaluation of proposals

Due to the amount of time that a competitive solicitation process can take, staff recommends that the City Council authorize a short-term amendment to the existing agreement. The amendment would both extend the term of the agreement to be coterminous with the agreement RSG maintains with the City for real estate broker services (which is November 20, 2022) and increase the budget by $10,000 to ensure that routine affordable housing compliance and monitoring occurs while the formal competitive process is underway.

## FISCAL IMPACT

The cost for a short-term extension to the agreement is $10,000 for the period of July 1, 2022 through November 20, 2022 and would be appropriated from the Successor Housing Agency Fund. The Successor Housing Agency Fund had a balance in excess of $7 million as of June 14, 2022.

## ATTACHMENTS

A. Draft Resolution
   Exhibit A: Draft 2nd Amendment to RSG Agreement (June 2022)
B. Executed 1st Amendment to RSG Agreement (May 2020)
C. Executed Original Agreement with RSG (May 2017)

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# ATTACHMENT A

## RESOLUTION NO. 2022-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE EXISTING AGREEMENT WITH ROSENOW SPEVACEK GROUP INC (RSG) TO EXTEND THE CONTRACT TERM THROUGH NOVEMBER 20, 2022 AND INCREASE THE BUDGET BY $10,000, FOR A TOTAL CONTRACT AMOUNT OF $122,550 FOR AFFORDABLE HOUSING MONITORING AND COMPLIANCE SERVICES AND APPROVE A BUDGET APPROPRIATION FROM THE HOUSING SUCCCESOR FUND**

**WHEREAS,** with the dissolution of the Redevelopment Agency, the City of Pinole inherited its housing assets and functions as the Housing Successor Agency to the former Pinole Redevelopment Agency; and

**WHEREAS,** California Health and Safety Code ("HSC") Section 34176.1(f) requires the City to prepare an annual report summarizing activities in the prior fiscal year related to the former Agency's housing assets; and

**WHEREAS,** on May 16, 2017, the Successor to the Housing Agency of the Pinole Redevelopment Agency approved a three-year contract with RSG, Inc. for affordable housing compliance monitoring and reporting; and

**WHEREAS,** on May 19, 2020, the Successor to the Housing Agency of the Pinole Redevelopment Agency approved a two-year contract with RSG to maintain continuity and consistency for monitoring and compliance through June 30, 2022; and

**WHEREAS**, the City’s Procurement Policy, adopted by the City Council, requires a formal competitive proposal process for consultant/professional services valued at greater than $45,000; and

**WHEREAS,** due to the amount of time that a competitive solicitation process can take, a short-term amendment to the existing agreement is needed to ensure that routine affordable housing compliance and monitoring occurs while the formal competitive process is underway; and

**WHEREAS,** RSG, Inc is agreeable to a short-term extension of the existing agreement, to be coterminous with the agreement RSG maintains with the City for real estate broker services (November 20, 2022) and an additional budget of $10,000; and

**WHEREAS,** a budget appropriation of $10,000 from the Successor Housing Agency Fund Balance is necessary for the period of July 1, 2022 through November 20, 2022.

**NOW THEREFORE, BE IT RESOLVED**, that the above recitals are true and correct and made part of this resolution.

**BE IT FURTHER RESOLVED** that the Pinole City Council serving as the Successor

Housing Agency for the former Redevelopment Agency of Pinole does hereby authorize the City Manager to execute an amendment, incorporated herein as Exhibit A, with RSG for affordable housing compliance monitoring and reporting through November 20, 2022 and authorizes the appropriation of $10,000 from the Successor Housing Agency Fund Balance for these services.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Pinole held on the **21th** day of **June, 2022** by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the **21th** day of **June, 2022.**

___________________________________
Heather Bell, CMC
City Clerk

**EXHIBIT A**

# AMENDMENT TO THE CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF PINOLE AND RSG, Inc.

This Amendment to the Consulting Services Agreement dated May 17, 2017 (the "Agreement"), between the City of Pinole, a general law city and municipal corporation, ("City") and RSG, Inc. ("Consultant") (together sometimes referred to as "Parties") is approved as of the date executed below.

Effect of Amendment. The terms and conditions of this Amendment are intended by the Parties to modify the Agreement. To the extent there is any inconsistency between the terms of this Amendment and the terms of the Agreement and/or its Appendix, the terms of this Amendment shall control.

**3. Compensation**

1. Fees and Invoices. CONSULTANT fees shall not exceed $122,550. CONSULTANT shall submit invoices to CITY not more often than once per month during the term of this Agreement. Invoices shall contain: (i) the beginning and ending dates of the billing period; (ii) a description of the work performed during the billing period; and (iii) the total amount payable.

**5. Term of Agreement**

The term of this agreement shall be from May 17, 2017 through November 20, 2022.

With the exception of the foregoing, all other terms and conditions in the Services Agreement, dated May 17, 2017, remain in force and effect.

**The Parties have executed this Amendment to the Agreement as of the date signed by the City**

| | |
|---|---|
| City of Pinole | Contractor |
| ______________________________ | ________________________ |
| Andrew Murray<br>City Manager | |
| Dated: ______________________ | Dated: ___________________ |
| Approved as to Form | Attest: |
| ________________________________ | ______________________________ |
| Eric S. Casher<br>City Attorney | Heather Bell, CMC<br>City Clerk |

**ATTACHMENT B**

# AMENDMENT TO THE CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF PINOLE AND RSG, Inc.

This Amendment to the Consulting Services Agreement dated May 17, 2017 (the "Agreement"), between the City of Pinole, a general law city and municipal corporation, ("City") and RSG, Inc. ("Consultant") (together sometimes referred to as "Parties") is approved as of the date executed below.

**Effect of Amendment**. The terms and conditions of this Amendment are intended by the Parties to modify the Agreement. To the extent there is any inconsistency between the terms of this Amendment and the terms of the Agreement and/or its Appendix, the terms of this Amendment shall control.

**3. Compensation**

1. **Fees and Invoices.** CONSULTANT fees shall not exceed $112,550. CONSULTANT shall submit invoices to CITY not more often than once per month during the term of this Agreement. Invoices shall contain: (i) the beginning and ending dates of the billing period; (ii) a description of the work performed during the billing period; and (iii) the total amount payable.

**5. Term of Agreement**

The term of this agreement shall be from May 17, 2017 through June 30, 2022.

With the exception of the foregoing, all other terms and conditions in the Services Agreement, dated May 17, 2017, remain in force and effect.

**The Parties have executed this Amendment to the Agreement as of the date signed by the City**

City of Pinole
DocuSigned by:
008692C995E4430...
Andrew Murray
City Manager

Dated: 6/1/2020

Contractor
DocuSigned by:
Tara Matthews
3691F98D72A442C...
Tara Matthews
RSG, Inc

Dated: 5/28/2020

APPROVED AS TO FORM
DocuSigned by:
Eric Casher
9FCC7E1E193045D...
Eric S. Casher
City Attorney

Dated: 6/7/2020

ATTEST:
DocuSigned by:
Heather Iopu
417B39FF517849F...
Heather Iopu
City Clerk

Dated: 6/7/2020

# ATTACHMENT C

## CONSULTING SERVICES AGREEMENT

This Agreement is made and entered into this 17 day of May, 2017, by and between the **CITY OF PINOLE,** a municipal corporation (hereinafter referred to as "CITY"), located at 2131 Pear Street, Pinole, CA 94564-1774; and RSG, Inc (CONSULTANT), a corporation, located at 309 West 4th Street, Santa Ana, CA 92701-4502 (hereinafter referred to as "CONSULTANT").

### 1. SCOPE OF SERVICES

*INSERT SCOPE OF SERVICES (MARK AS EXHIBIT "A")*

### 2. DELIVERABLES

CONSULTANT to provide written reports as follows:

*INSERT DELIVERABLES (MARK AS EXHIBIT "B")*

### 3. RESPONSIBLE PERSONNEL AND DIRECTION

Tara Matthews will be charged with the completion of CONSULTANT'S responsibilities under this Agreement. CONSULTANT shall report to and receive direction from Hector De La Rosa.

### 4. COMPENSATION

CONSULTANT agrees to perform the Scope of Services delineated herein, and CITY agrees to make payments for work completed under the following terms:

1. **Fees and Invoices.** CONSULTANT fees shall not exceed $ 27,500 in Year 1 of this agreement, $21,000 each in Year 2 and Year 3, plus any adjustment based on the annual percentage increase in the California Consumers Price Index. CONSULTANT shall submit invoices to CITY not more often than once per month during the term of this Agreement. Invoices shall contain: (i) the beginning and ending dates of the billing period; (ii) a description of the work performed during the billing period; and (iii) the total amount payable.

2. **Reimbursable Costs.** CITY agrees to pay only those reasonable reimbursable costs incurred in conjunction with this Agreement, without additional mark-up. CONSULTANT shall submit copies of receipts for reimbursement. CITY has sole discretion to determine which costs are reimbursable.

3. **Early Termination.** If CITY terminates this Agreement pursuant to Section 18 of this Agreement, CITY shall compensate CONSULTANT for work satisfactorily completed as of the date of written notice of termination and within 30 days of CITY'S receipt of CONSULTANT invoices in a form satisfactory to CITY.

5. **TERM OF AGREEMENT**

Unless otherwise agreed to in writing, the term of this Agreement shall be from May 17, 2017 through April 30, 2020.

6. **BUSINESS LICENSE**

CONSULTANT shall obtain a City of Pinole business license according to the terms of Title 5 of the City of Pinole Municipal Code and deliver to CITY proof of such business license prior to beginning work under this Agreement. Work under this Agreement cannot begin until CITY receives proof that CONSULTANT has obtained a City of Pinole business license. If the CONSULTANT does not show satisfactory proof of having obtained a business license from CITY, CITY may deduct the business license fee from CONSULTANT'S invoice and issue a business license to CONSULTANT.

7. **AMENDMENT**

This Agreement may be amended, modified or changed by the parties in writing and approved by the authorized representatives of the parties.

8. **OWNER OF DOCUMENT/PROPRIETARY INTEREST**

It is agreed that CITY has a proprietary interest in all material prepared by CONSULTANT under this Agreement, with the exception of promotional materials, and may retain, alter or use as it sees fit all portions of the material prepared for the completion of the project. City shall defend and hold CONSULTANT harmless for all claims, losses and damages related to CITY'S use of the material on any other project.

9. **SUBCONTRACTORS**

CONSULTANT may utilize professional subcontractors only as approved by CITY.

10. **ADDITIONAL SERVICES**

In the event CITY desires to retain CONSULTANT for the performance of additional services in connection with this Agreement, specification of such additional services and compensation therefore shall be made only by amendment to this Agreement in accordance with compensation rates to be negotiated at that time.

11. **INDEPENDENT CONTRACTOR**

It is specifically understood and agreed that in the making and performance of this contract, CONSULTANT is an independent contractor and is not and shall not be an employee, agent, or servant of CITY.

## 12. NONDISCRIMINATION

There shall be no discrimination against any employee who is employed in the work covered by this contract, or against any applicant for such employment because of age, race, religion, sex or national origin.

## 13. CONSULTANT CONFLICT OF INTEREST

CONSULTANT will comply with all conflict of interest laws and regulations including, without limitation, CITY'S Conflict of Interest Code (on file in the City Clerk's Office). It is incumbent upon CONSULTANT or CONSULTANT'S firm to notify CITY of any staff changes relating to this Agreement.

A. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of CONSULTANT(S), unless as indicated in Subsection B., will be performing a very limited and closely supervised function, and, therefore, are unlikely to have a conflict of interest arise. No disclosures are required for any officers, employees, and/or agents of CONSULTANT, except as indicated in Subsection B.

____________________________
Initialed by City Attorney's Office

B. In accomplishing the scope of services of this Agreement, CONSULTANT(S) will be performing a specialized or general service for CITY, and there is substantial likelihood that CONSULTANT'S work product will be presented, either written or orally, for the purpose of influencing a governmental decision. As a result, the following CONSULTANT(S) shall be subject to the Disclosure Categories "1-5" of CITY'S Conflict of Interest Code:

Tara Matthews, Principal ________________________

________________________ ________________________

## 14. ASSIGNMENT

CONSULTANT shall not assign any interest in this contract, and shall not transfer any interest in the same without the prior written consent of CITY.

## 15. AGREEMENT BINDING

This Agreement is binding on the heirs, successors and assigns of the parties hereto.

## 16. APPLICABLE LAW AND ATTORNEY'S FEES

This Agreement shall be construed and enforced in accordance with the laws of the State of California. Should any legal action be brought by a party for breach of this

Agreement or to enforce any provisions of this Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, court costs or any other costs as may be fixed by the court. Any action arising out of this Agreement shall be venued in the Superior Court of the State of California in and for the County of Contra Costa.

**17. SEVERABILITY**

If any one of more of the covenants and agreements or portions thereof shall be held by a court of competent jurisdiction in a final judicial action to be void, voidable or unenforceable, such covenant, or covenants, such agreement or agreements, or such portions thereof shall be null and void and shall be deemed severable from the remaining covenants and agreements or portions thereof, and shall in no way affect the validity or enforceability of the remaining portions of this Agreement.

**18. TERMINATION**

A. CITY may terminate this Agreement at any time, without cause, by giving CONSULTANT two (2) weeks' (i.e., 14 days) written notice of discontinuance and termination of this Agreement. CONSULTANT shall be entitled to compensation for services satisfactorily rendered up to the written notice of termination of this Agreement. CITY may condition such payment upon CONSULTANT'S delivery of all material prepared by CONSULTANT under this Agreement.

B. CITY may, at any time, at its discretion, abandon or suspend any portion of the work being done under the terms of this Agreement. In the event of abandonment or suspension of work for which professional services have been performed under this Agreement by CONSULTANT or in the event of the termination of this Agreement, CONSULTANT shall immediately stop work on the project required by this Agreement, or shall stop work at the stage directed by CITY.

**19. INSURANCE AND INDEMNIFICATION**

A. **Insurance Requirements.** Before beginning any work under this Agreement, CONSULTANT, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by CONSULTANT and its agents, representatives, employees, and subcontractors. CONSULTANT shall maintain the insurance policies required by this section throughout the term of this Agreement. CONSULTANT shall furnish CITY with complete copies of all insurance policies prior to execution of this Agreement and upon CITY'S request.

B. **Workers' Compensation.** CONSULTANT shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by CONSULTANT. The Statutory Workers' Compensation Insurance and

Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS ($1,000,000.00) per accident. In the alternative, CONSULTANT may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code.

C. **Commercial General and Automobile Liability Insurance.**

1. **General Requirements.** CONSULTANT, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS ($1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

2. **Minimum Scope of Coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 or GL 0002 (most recent editions) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition) Code 1. No endorsement shall be attached limiting the coverage.

D. **Professional Liability Insurance (Required for all licensed consultants).** CONSULTANT, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS ($1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed $250,000 per claim.

E. **Additional Requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

1. Other than Professional Liability, the insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

2. Any failure of CONSULTANT to comply with reporting provisions of the policy shall not affect coverage provided to CITY and its officers, employees, agents, and volunteers.

F. **Notice of Reduction in or Cancellation of Coverage.** Coverage shall not be canceled by either party except after thirty (30) days' prior written notice has been given to CITY; ten (10) days if cancellation is due to non-payment of premium.

G. **Additional Insured; Primary Insurance.** A certified endorsement at least as broad as Insurance Services Office form number CG 20 10 (11/85 ed.) shall be attached to all policies stating that CITY and its officers, employees, agents, and volunteers shall be covered as additional insureds. A certified endorsement shall be attached to all policies stating that coverage is primary insurance with respect to CITY and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by CITY shall be called upon to contribute to a loss under the coverage.

H. **Variation.** CITY, through its City Attorney. may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that CITY'S interests are otherwise fully protected.

I. **Indemnification.**

CONSULTANT shall, to the fullest extent allowed by law, with respect to all services performed in connection with this Agreement, defend with counsel acceptable to CITY, indemnify, and hold CITY, its officers, employees, agents, and volunteers, harmless from and against any and all claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT, ("Claims"). CONSULTANT will bear all losses, costs, damages, expense and liability of every kind, nature and description that arise out of, pertain to, or relate to such Claims, whether directly or indirectly ("Liability"). Such obligations to defend, hold harmless and indemnify CITY shall not apply to the extent that such Liability is caused by the sole negligence, active negligence, or willful misconduct of CITY.

With respect to third party claims against CONSULTANT, CONSULTANT waives any and all rights of any type of express or implied indemnity against the Indemnitees.

However, notwithstanding the foregoing, in accordance with California Civil Code Section 1668, nothing in this Agreement shall be construed to exempt CITY from its own fraud, willful injury to the person or property of another, or violation of law. In addition, and notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code section 2783, as may be amended from time to time, such duties of CONSULTANT to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

## 20. NOTICES

All correspondences shall be sent by first-class mail and directed to the party at the addresses specified below, or to a substitute address as a party may designate by written notice to the other party:

**CONSULTANT: Ms. Tara Matthews, Principal**
**RSG, INC.**
**309 W. 4th Street**
**Santa Ana, CA 92701**

**CITY:**

| | | |
|---|---|---|
| City of Pinole<br>2131 Pear Street<br>Pinole, CA 94564<br>Attention: Hector De La Rosa | with a copy to: | City Attorney<br>2131 Pear Street<br>Pinole, CA 94564 |

## 21. MISCELLANEOUS PROVISIONS

A. Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events or conditions beyond the party's control.

B. In the event any provisions of this agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

C. This agreement constitutes the entire agreement between the parties and there are no conditions, agreements or representations between the parties except as expressed in said document. It is not the intent of the parties to this agreement to form a partnership or joint venture.

D. Where the terms and conditions of this Agreement and any attachments or exhibits hereto conflict, the parties expressly agree that the terms and conditions of this Agreement shall prevail and preside.

E. The Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from the City of Pinole.

F. Preparation and negotiation of this Agreement has been a joint effort of the parties and neither the Agreement nor any of its provisions shall be construed against either of the parties as the drafting party or otherwise

G. Consultant shall comply with all applicable laws, statutes, City of Pinole ordinances, resolutions, policies and procedures in force and effect on the date this Agreement is executed by the City, including, but not limited to the California Environmental Quality Act and all relevant provisions of the Public Resources Code, the California Public Contract Code, the California Labor Code and the California Government Code.

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## 22. ATTACHMENTS

Exhibit A - SCOPE OF SERVICES

Exhibit B – FEE ESTIMATE

Certificates of Insurance

**IN WITNESS WHEREOF**, CITY AND CONSULTANT have caused their authorized representatives to execute this Agreement.

**CITY OF PINOLE**

By: Michelle Fitzer
Michelle Fitzer, City Manager

**CONSULTANT**

By: Tara E. Matthews

Consultant's City of Pinole Business License #: 17-08169

**ATTEST:**

By: Rosa Acosta
City Clerk

**APPROVED AS TO FORM:**

By: Stephanie Downs
for Benjamin T. Reyes II, City Attorney

**SCOPE OF SERVICES**

*Compliance Monitoring*

Annual compliance monitoring activities will be initiated when annual income limits are published by HUD and HCD, typically in the Spring. For example, monitoring for FY 2016-17 will commence when 2017 income limits are released in the Spring or Summer of 2017. The following details the tasks that RSG would undertake:

1. Request Monitoring Forms: RSG will prepare and distribute letters requesting property managers/owners to submit the following:

    - *Tenant Forms (signed by tenant and submitted to property management):*
        - Tenant Income Certification with supporting income documentation
        - Income Verification Lease Provisions
        - Crime Free Lease Addendum (East Bluff Apartments only)
    - *Property Manager/Owner Forms (signed by property manager/owner):*
        - Landlord Summary Form
        - Certificate of Continuing Program Compliance

    The letter includes directions for property managers/owners to complete forms and submit them to RSG. The request will include a statement that all tenant information will remain confidential and reviewed only by authorized personnel at the City and RSG.

2. Analyze Data and Prepare Monitoring Reports: RSG will review the completed compliance monitoring materials to analyze compliance with affordable housing agreements and restrictive covenants. RSG will prepare a monitoring summary report for each property that identifies whether the property is in compliance with the terms of the applicable regulatory documents. It will detail areas of non-compliance, if any, and make recommendations for correcting any non-compliance issues. Monitoring reports will be sent to the City for review and edit, then to property owners. Property owners will be given an opportunity to address non-compliance issues, if any. Per the City's direction, RSG will review 100% of the restricted units listed on the management forms. RSG's review of the Tenant Income Certification forms and supporting income documentation will reflect a 20% sampling of the total income-restricted units.

3. Follow-up with Non-Compliant Properties: RSG will correspond with property managers/owners to address issues of non-compliance that can be addressed by providing additional documentation. This will be limited to up to 10 hours of correspondence and review. More complicated matters, particularly those requiring changes in rents or tenancies, will be addressed jointly with City staff and for an additional fee with the City's authorization (see "Additional Optional Services" section).

4. Clearance Reports and Summary Report: For any properties that had non-compliance issues, RSG will prepare Clearance Reports after the property managers/owners respond to corrective action

# ATTACHMENT A

# SCOPE OF WORK

requests. RSG will provide a compliance review summary table to City staff summarizing the compliance status of each property and remaining non-compliance issues, if any.

5. Additional Optional Services: RSG is available to provide the following services for an additional fee, billed on a time and materials basis with pre-authorization from City staff:
   - Negotiations with owners, if needed, for resolving complex project compliance issues that require more time than outlined under Item 3.
   - Updating the required website data pursuant to Assembly Bill 987 (effective January 1, 2008) requiring the City to annually update and post on the City's website a list of income-restricted affordable housing units assisted by the City.

*Housing Successor Agency Annual Report*

The City serves as the Housing Successor Agency to the former Pinole Redevelopment Agency ("RDA"). Senate Bill 341 and related legislation implemented annual reporting requirements in 2014 for successor housing agencies. The City must prepare a Housing Successor Annual Report that details compliance with expenditure limitations, provides an inventory of homeownership units, describes property disposition efforts, and other items. The report is submitted to HCD with the City's Housing Element Annual Progress Report due by April 1 annually.

The City is also required to prepare an independent financial audit of the Successor Housing Agency's Low and Moderate Income Housing Asset Fund ("Housing Fund"), which is due to the City Council by December 31 annually. The audit may be completed as a component of the City's Annual Audited Financial Statements.

RSG will prepare the Housing Successor Agency Annual Report for Fiscal Years 2016-17 through 2018-19 (due April 1, 2018, 2019, and 2020, respectively) with the following information:

1. The amounts deposited into the Housing Fund
2. A statement of the balance of the Housing Fund
3. A description of Housing Fund expenditures by category
4. The statutory value of real property and loans receivable
5. A description of funds transferred to the Housing Successor
6. A description of projects that receive funding through ROPS, if any
7. The status of efforts to dispose of former RDA properties transferred to the Housing Successor, if any (there is a five-year disposition deadline)
8. An update on inclusionary and replacement housing obligations remaining from the former RDA, if any
9. Compliance with expenditures limitations within a 5-year compliance period
10. The percentage of senior deed-restricted units assisted in the last 10 years
11. The amount of excess surplus
12. An inventory of homeownership units assisted by the former RDA or Housing Successor
13. The amounts received from repayment of any City loans to the former RDA through the ROPS

The reports are written so staff understands the City's current compliance status and any actions it must take or avoid to remain in compliance with State law.

# ATTACHMENT B

# FEE SCHEDULE

**RSG STAFFING**

Tara Matthews, Principal will serve as the principal in charge of this engagement. Rosa Romero, Analyst, will serve as project manager on the engagement, and will be the day-to-day contact with City staff. Ms. Romero may be assisted by Brett Poirier, Analyst, to fulfill the Scope of Services. Suzy Kim, a Senior Associate based in Berkeley, CA, will assist with the Housing Successor Agency Annual Report and with housing monitoring as needed. Resumes for RSG staff are available on our website at http://www.webrsg.com/about/.

**FEE ESTIMATE**

RSG proposes to provide the tasks described in the Scope of Services on a time-and-materials basis **not to exceed** the amounts below for services covering the following fiscal years:

| Fiscal Year Monitoring/ Reporting | # Properties | # Units | Compliance Monitoring | Housing Successor Report | Total |
|---|---|---|---|---|---|
| FY 16-17 (2017 income limits) | 16 | 423 | $20,000 | $7,500 | **$27,500** |
| FY 17-18 (2018 income limits) | 12 | 320 | $15,000 | $6,000 | **$21,000** |
| FY 18-19 (2019 income limits) | 12 | 320 | $15,000 | $6,000 | **$21,000** |

The services will be provided based on RSG's 2017 billing rates below:

| | |
|---|---|
| Principal / Director | $ 235 |
| Senior Associate | $ 180 |
| Associate | $ 160 |
| Senior Analyst | $ 135 |
| Analyst | $ 125 |
| Research Assistant | $ 110 |
| Technician | $ 80 |
| Clerical | $ 60 |
| Reimbursable Expenses | Cost plus 10% |

Our fee is based upon an estimate of the number of annual hours needed for each task. If the Scope of Services is substantially changed in the future, RSG will notify the City and request a fee adjustment. Any revisions to the Scope of Services will be billed on a time-and-materials basis at RSG's hourly rates.

# CITY COUNCIL REPORT

**9I**

**DATE:** JUNE 21, 2022

**TO:** HONORABLE MAYOR AND COUNCIL MEMBERS

**FROM:** ERIC CASHER, CITY ATTORNEY

**SUBJECT:** RESOLUTION AUTHORIZING ADOPTION OF THE FIRST AMENDMENT TO THE TRI-CITY DISPATCH AGREEMENT

## RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing the first amendment to the Tri-City Dispatch Agreement, extending the term of the agreement

## BACKGROUND AND DISCUSSION

Tri-City Dispatch, commonly referred to as West Bay Communications Center, is a regional partnership with the Cities of San Pablo, Pinole, and Hercules that provides dispatch services that include, but are not limited, to: radio communications, intake of calls for service (emergency and non-emergency), CAD/RMS data input, inquiries into various law enforcement databases, and twenty-four-hour recordings of communication transmissions (radio and telephone).

On May 17, 2017, the Cities of San Pablo, Pinole and Hercules entered into a five-year Tri-City Dispatch Services and Computer Aided Dispatch/ Records Management Systems ("CAD/RMS") Agreement with an expiration date of June 30, 2022 (Resolution 2017-22). Parties involved in the Tri-City Dispatch Services Agreement wish to extend the current five-year agreement for a period of one year, effective June 30, 2022, to allow for all parties to collaborate upon a new five-year services agreement beginning Fiscal Year 23-24.

The First Amendment to the Tri-City Dispatch Services and CAD/RMS Agreement only modifies the Term and Notices sections of the Agreement. All other terms and conditions of the Agreement shall remain in full force and effect.

Section 2(C) of the Agreement, "Termination Date," is amended to include the following provision: "By mutual agreement, the term of the Agreement shall be extended by one (1) year, to end on June 30, 2023 ("Termination Date")."

Section 23 of the Agreement, "Notices," is amended to indicate the new address for the City of San Pablo as: City of San Pablo, Attn: City Manager, San Pablo City Hall, 1000 Gateway Avenue, San Pablo, CA 94806.

## FISCAL IMPACT

There is no direct fiscal impact from adoption of the resolution.

## ATTACHMENTS

A. Resolution Authorizing adoption of the First Amendment to the Tri-City Dispatch Agreement.

**ATTACHMENT A**

# RESOLUTION NO. 2022-XX

## RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE AUTHORIZING ADOPTION OF THE FIRST AMENDMENT TO THE TRI-CITY DISPATCH SERVICES AND CAD/RMS AGREEMENT EXTENDING THE TERM FOR A PERIOD OF ONE YEAR EFFECTIVE JUNE 30, 2022, THROUGH JUNE 30, 2023

**WHEREAS**, Tri-City Dispatch, commonly referred to as West Bay Communications Center, is a regional partnership with the Cities of San Pablo, Pinole, and Hercules that provides dispatch services that include, but are not limited, to: radio communications, intake of calls for service (emergency and non-emergency), CAD/RMS data input, inquiries into various law enforcement databases, and twenty-four-hour recordings of communication transmissions (radio and telephone); and

**WHEREAS**, On May 17, 2017, the Cities of San Pablo, Pinole and Hercules entered into a five-year Tri-City Dispatch Services and Computer Aided Dispatch/ Records Management Systems ("CAD/RMS") Agreement with an expiration date of June 30, 2022 (City Council Resolution 2017-22). Parties involved in the Tri-City Dispatch Services Agreement wish to extend the current five-year agreement for a period of one year, effective June 30, 2022, to allow for all parties to collaborate upon a new five-year services agreement beginning FY 23-24; and

**WHEREAS,** the First Amendment to the Tri-City Dispatch Services and CAD/RMS Agreement only modifies the Term and Notices sections of the Agreement. All other terms and conditions of the Agreement shall remain in full force and effect. Section 2(C) of the Agreement, "Termination Date," is amended to include the following provision: "By mutual agreement, the term of the Agreement shall be extended by one (1) year, to end on June 30, 2023 ("Termination Date")." Section 23 of the Agreement, "Notices," is amended to indicate the new address for the City of San Pablo as: City of San Pablo, Attn: City Manager, San Pablo City Hall, 1000 Gateway Avenue, San Pablo, CA 94806; and

**WHEREAS**, there is no fiscal impact from adopting the First Amendment; and

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the City of Pinole hereby declares as follows:

1. The above recitals are true and correct, and incorporated into this Resolution.

2. The City Manager is authorized to ratify the First Amendment to the Tri-City Dispatch Services and CAD/RMS Agreement extending the term for a period of one year effective July 1, 2022, through June 30, 2023.

3. The City Manager is authorized to negotiate a new five-year Tri-City Dispatch Services and CAD/RMS Agreement with the City of San Pablo and the City of Hercules beginning July 1, 2023, and extending through June 30, 2028.

**PASSED AND ADOPTED** at a regular meeting of the Pinole City Council held on the 21st day of June, 2022, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed, and adopted on the 21st day of June, 2022.

______________________________
Heather Bell, CMC
City Clerk

# CITY COUNCIL REPORT

**9J**

**DATE:** JUNE 21, 2022

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** SANJAY MISHRA, PUBLIC WORKS DIRECTOR

**SUBJECT:** ADOPT A RESOLUTION TO ADOPT A LIST OF PROJECTS FOR FISCAL YEAR 2022/23 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

---

## RECOMMENDATION

It is recommended that the City Council adopt a resolution to adopt the list of City projects to be funded in fiscal year (FY) 2022/23 by SB 1: the Road Repair and Accountability Act of 2017.

## BACKGROUND

In April 2017, the Governor signed into law Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017). SB 1 provides additional gas tax funding to State and local agencies to address significant multi-modal transportation infrastructure funding shortfalls.

SB 1 will provide additional funding to the City of Pinole to be used to maintain the City's existing road system. The city is expecting to receive $428,910 in SB 1 funding for FY 2022/23.

We intend to continue to use gas taxes for routine road maintenance including crack sealing, pothole patching, sidewalks, signage, signals, streetlights, street trees, and sound walls. We will continue to use SB 1 funds for road maintenance treatments to extend the life of our pavements as intended by the Governor at the time SB 1 was signed into law. Maintenance treatments include slurry seals, cape seals, and thin asphalt overlays. Measure J and Measure S 2014 also contribute funds for road maintenance and rehabilitation.

SB 1 requires cities and counties to provide detailed information annually about the projects funded by SB 1. The required details include project name, project description, project location, project budget amount, project completion date, and the useful life of the project. For FY 2022/23, this information must be submitted to the California Transportation Commission by July 1, 2022.

The City is responsible for the maintenance and repair of approximately 52.02 centerline miles of streets, which are defined in 351 pavement sections. The City's arterial and residential roadways are maintained and rehabilitated using various pavement treatments. The City participates in the Metropolitan Transportation Commission (MTC) Pavement Technical Assistance Program (P-TAP) which provides grant funding to utilize a pavement management program (PMP) software called StreetSaver to evaluate the pavement network and provides funding for a consultant to prepare a P-TAP Pavement Management Report.

**REVIEW AND ANALYSIS**

The Pavement Management Program P-TAP 22 was completed April 25, 2022. The report was prepared for the City by AMS Consulting who visually inspected every section of pavement in Pinole. The data collected in the field was imported into the StreetSaver database which generates a scoring of the condition of each street segment. This score is known as the Pavement Condition Index (PCI) and is based on a scale of 0-100. Each road section received a condition score. The score is entered into a computer model that identifies where to invest limited road maintenance funds in order to achieve the best return on investment in terms of improving the overall PCI. This computer model uses a “fix it first” approach to recommend which segments of the road system should be targeted for treatment based on different spending levels. Constrained spending, like we experience in Pinole, results in selecting roads that are in fairly good condition while ignoring segments that are truly falling apart.

The PTAP-22 Pavement Management Report is currently scheduled for Council adoption on July 19,2022

On December 10, 2020, the City issued a Request for Proposals (RFP) for preliminary engineering and design services to advance CIP Project RO2101 along with other projects. On February 2, 2021, City Council awarded a contract to CSW/Stuber-Stroeh Engineering Group, Inc. to complete preliminary engineering and design for several roadway projects including CIP Project RO2101. Preliminary engineering for this project involved a comparative pavement analysis on various segments of Estates Avenue, Marlesta Road, Pinole Valley Road, Sarah Drive, and Shea Drive to validate StreetSaver recommendations and to suggest the optimum utilization of available funds.

After a comparative analysis and field visits to inspect the various sections noted below, Pinole Valley Road (Section ID 010, 020, 030, and 035) were recommended for treatment for CIP Project RO2101. The estimated cost of these improvements is $2,269,000. This cost exceeds the amount of funding available. The current amount programmed for construction for CIP Project RO2101 is $625,000. Staff recommends programming an additional $428,910 in Road Maintenance & Rehabilitation Account (RMRA) funds (also known as SB 1 funds) for this project.

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It is recommended that the City direct SB 1 funds to the following project:

| | |
|---|---|
| Name | : Arterial Rehabilitation |
| Description | : Repair base failures, mill and fill, and reinstall striping |
| Location | : Pinole Valley Road from City limits (East of Marlin Ct) to Simas Ave |
| Total Budget | : $2,269,000 |
| City Budget FY 2022/23 | : $625,000 |
| SB 1 Funds | : $428,910 |
| Completion Date | : Multi-year project (anticipated completion by July 2024) |
| Remaining Service Life | : Varies from 1 Year to 8 years. |

## FISCAL IMPACT

SB 1 funding augments the annual gas tax funding the City receives for road maintenance. Adopting this detailed project description is required to receive SB 1 funds. Without this action the City would lose our SB 1 allocation of $428,910 for FY 22/23.

The Final Revised Capital Improvement Plan FY 2022/23 presented to Council for adoption includes this project.

## ATTACHMENTS

A Resolution

**ATTACHMENT A**

## RESOLUTION NO. 2022-XX

## RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2022-23 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of our City of Pinole are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, the City of Pinole must adopt by resolution a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account, created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

**WHEREAS**, the City of Pinole, will receive an estimated $428,910 in Road Maintenance and Rehabilitation Account funding in Fiscal Year 2022-23 from SB 1; and

**WHEREAS**, SB 1 funding received by the City of Pinole will allow the City of Pinole to perform essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

**WHEREAS,** in 2022, the City of Pinole completed a Pavement Management Report as part of Pavement Management Technical Assistance Program (P-TAP) Round 22; and

**WHEREAS,** the final P-TAP 22 Pavement Management Report is scheduled to be presented to the City Council in July 19, 2022 for adoption; and

**WHEREAS,** the City of Pinole developed the SB 1 project list to ensure SB 1 funds are being used in the most cost-effective projects that also meet the community's priorities for transportation investment; and

**WHEREAS,** the funding from SB 1 in FY 2022/23 will help the City of Pinole maintain and rehabilitate more sections of streets throughout the City of Pinole this year, and SB 1 funding in future years will help us tackle essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options into the future; and

**WHEREAS,** the City of Pinole's streets and roads currently have a Pavement Condition Index (PCI) of 57 and experienced a decline of 5 points from our prior PCI of 62 assessed in 2019 and this revenue will help us address the decline in the overall serviceability of our road system, and over the next decade will assist in bringing streets and roads into good condition; and

**WHEREAS**, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide, and

**NOW, THEREFORE IT IS HEREBY RESOLVED,** by the City Council of the City of Pinole, State of California,

1. The foregoing recitals are true and correct.

2. The fiscal year 2022-23 project planned to be funded with Road Maintenance and Rehabilitation Account revenues is as follows:

| | |
|---|---|
| Name | : Arterial Rehabilitation |
| Description | : Repair base failures, mill and fill, and reinstall striping |
| Location | : Pinole Valley Road from City limits (East of Marlin Ct) to Simas Ave |
| Total Budget | : $2,269,000 |
| City Budget FY 2022/23 | : $625,000 |
| SB1 Funds | : $428,910 |
| Completion Date | : Multi-year project (anticipated completion by July 2024) |
| Remaining Service Life | : Varies from 1 Year to 8 years. |

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Pinole, held this 21st day of June 2022, by the following vote:

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| | |
|---|---|
| AYES: | COUNCILMEMBERS: |
| NOES: | COUNCILMEMBERS: |
| ABSENT: | COUNCILMEMBERS: |
| ABSTAIN: | COUNCILMEMBERS: |

I hereby certify that the foregoing resolution was introduced, passed, and adopted on the 21st day of June 2022.

______________________________

Heather Bell, CMC
City Clerk

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# CITY COUNCIL REPORT

**10A**

**DATE:** JUNE 21, 2022

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** MARKISHA GUILLORY, FINANCE DIRECTOR

**SUBJECT:** FY 2021/22 ANNUAL REVIEW OF UTILITY USERS' TAX AND ADOPTION OF A RESOLUTION MODIFYING HOUSEHOLD INCOME ELIGIBILITY THRESHOLDS FOR UTILITY USERS' TAX EXEMPTIONS FOR FY 2022/23

---

## RECOMMENDATION

It is recommended that the City Council:

1. Conduct the FY 2021/22 Annual Review of the Utility Users' Tax (UUT); and
2. Adopt a Resolution modifying the Household Income eligibility thresholds for exemptions from the Utility Users' Tax for FY 2022/23.

## BACKGROUND

In November 1998, voters approved the City of Pinole's Utility Users' Tax (UUT) at a rate of 8% on electricity, gas, and telephone services. Voters approved ballot measures to extend the UUT in 2004, 2012, and 2018. The UUT does not have a sunset date. Renewal of the UUT was essential to secure the City's fourth largest General Fund revenue source. Revenue generated by the UUT amounts to approximately 9% of the City's General Fund (excluding transfers in) and remains necessary to fund critical City services.

Currently, Section 3.26.150(A) of the Pinole Municipal Code authorizes the City Council to exempt the following classes of persons from paying UUT: (1) Persons who receive Aid to Families with Dependent Children (AFDC), (2) Persons who receive Veterans' benefits and Veterans' survivor pension benefits, (3) Persons on Supplemental Security Income or State Supplemental Payments (SSI/SSP); and (4) Persons who receive food stamps.

Additionally, Section B of the Code states: In addition, customers may also qualify for an exemption if their total household income does not exceed household incomes set by resolution of the City Council. Each year, the City Council adopts a resolution setting the household income thresholds. The City has used as the threshold the limits set annually by the California Alternative Rates for Energy (CARE) program, administered Pacific Gas & Electricity (PG&E).

Pursuant to Section 3.26.170 of the Pinole Municipal Code, in June of every year, as part of the budget process, UUT is required to be reviewed through a report to the City Council. The report shall contain a summary of amounts of UUT realized, which is provided in the subsequent section of this report.

## REVIEW AND ANALYSIS

Staff anticipates that the City will close FY 2021/22 with approximately $1,950,620 in actual UUT collected, which is 0.6% above the $1,939,726 collected for FY 2020/21. Although the City continues to see a decline in the taxes collected on communication services, energy collections are holding constant, slightly increasing year-over-year. The chart below is a ten-year history of UUT collections.

| | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 |
|---|---|---|---|---|---|
| **Energy** | 1,303,940 | 1,278,552 | 1,290,533 | 1,347,738 | 1,564,702 |
| **% of Total UUT** | 66% | 68% | 70% | 72% | 76% |
| **Communications** | 671,726 | 601,672 | 553,085 | 528,580 | 501,921 |
| **% of Total UUT** | 34% | 32% | 30% | 28% | 24% |
| **Total UUT** | 1,975,666 | 1,880,224 | 1,843,618 | 1,876,318 | 2,066,623 |
| **% Change** | 2.3% | -4.8% | -1.9% | 1.8% | 10.1% |

| | 2017/18 | 2018/19 | 2019/20 | 2020/21 | *Estimated* 2021/22 |
|---|---|---|---|---|---|
| **Energy** | 1,452,015 | 1,416,001 | 1,484,969 | 1,651,216 | 1,685,000 |
| **% of Total UUT** | 75% | 78% | 82% | 85% | 86% |
| **Communications** | 474,780 | 396,843 | 324,863 | 288,510 | 265,620 |
| **% of Total UUT** | 25% | 22% | 18% | 15% | 14% |
| **Total UUT** | 1,926,796 | 1,812,844 | 1,809,832 | 1,939,726 | 1,950,620 |
| **% Change** | -6.8% | -5.9% | -0.2% | 7.2% | 0.6% |

Looking ahead to FY 2022/23, the UUT budget proposed is at a conservative $1,934,000, which is a 1% increase from the current year revised budget amount of $1,915,000 and is based on trend analysis. While UUT revenue from energy services are holding steady, UUT revenue from communication services continues to decline because of an increase in internet-based forms of telephone use and a decrease in use of landline telephones.

### Telecommunication Taxation

Changes in federal excise taxation regulations coupled with federal law prohibitions on local taxation (the *Internet Tax Freedom Act)* on communication services provided through the internet significantly limited UUT collections in Pinole at prior years' taxation levels. Current period collections illustrate the negative impact of modernization of telecommunication services that are tax exempt to traditional intrastate utility taxation programs supported by local exchange/switching networks. The continued decline in telecommunication UUT over the past ten fiscal years reflects users transitioning from more traditional landline services to telecommunication services facilitated through Voice-over Internet Protocol (VoIP), internet and broadband technologies.

AB 1717 was implemented effective January 1, 2016, which requires local jurisdictions to contract with the California State Board of Equalization (BOE) in order to receive revenue from local utility users' taxes, local 911 charges, and any other local charges imposed on consumers of prepaid mobile services. Council approved Resolution No. 2015-77 on September 1, 2015 authorizing the Finance Director to execute an agreement with the BOE for collection of and administration of local charges imposed on mobile telephony services. The City receives 7.5% out of 8% of the UUT collected by the BOE for prepaid mobile services with 0.5% allocated to BOE administrative costs.

Utility Users Tax Exemption

Pursuant to Pinole Municipal Code Section 3.26.150(B), the City establishes by resolution the household income limits equal to those set by the California Alternative Rates for Energy (CARE) program for exemption from the UUT. PG&E administers the CARE program and confirms customers' eligibility based on IRS income returns and certifies continued eligibility every two years.

This is consistent with the process other California cities use as a basis for exemption from the UUT levy. In some cases, agencies rely on PG&E to administer the exemption in which case they automatically do not charge the UUT to customers who are eligible for the CARE program. In other cases, customers apply for the exemption with the agency who verifies eligibility for the CARE program. The City of Pinole relies on PG&E to administer the exemption program. PG&E provides a listing of customers who have received an exemption from UUT on a monthly basis.

Household Income Exemption Thresholds

Staff has obtained the current household income guidelines for the California Alternative Rates for Energy (CARE) program in the PG&E service area and recommends continuing to set the City's household income exemption at the CARE amounts. The current thresholds effective June 1, 2022 through May 31, 2023 are displayed below.

| Household Size | Current CARE Threshold | Previous CARE Threshold |
|---|---|---|
| 1-2 Persons | $36,620 | $34,840 |
| 3 Persons | $46,060 | $43,920 |
| 4 Persons | $55,500 | $53,000 |
| 5 Persons | $64,940 | $62,080 |
| 6 Persons | $74,380 | $71,160 |
| 7 Persons | $83,820 | $80,240 |
| 8 Persons | $93,260 | $89,320 |
| 9 Persons | $102,700 | $98,400 |
| 10 Persons | $112,140 | $107,480 |
| Each additional person, add | $9,440 | $9,080 |

## FISCAL IMPACT

There is no fiscal impact as a result of this report itself. Utility users' tax is budgeted at $1,934,000 in the FY 2022/23 Operating and Capital Budget.

## ATTACHMENTS

A – PG&E CARE Program Guidelines
B – Resolution setting levels for Utility Users Tax Exemptions

# Reduce your energy bill through the CARE Program

**To qualify for CARE:**

- The PG&E bill must be in your name. (For sub-metered tenants, the energy bill from your landlord must be in your name.)
- You must live at the address to which the discount applies.
- Another person (besides your spouse) can't claim you as a dependent on an income tax return.
- You must not share an energy meter with another home.
- You must account for all sources of qualifying household income and meet the program income guidelines.
- You must notify PG&E if your household no longer qualifies for the CARE discount.
- After you enroll, you may need to provide proof of qualifying household income, including IRS tax returns. You may also be required to participate in the Energy Savings Assistance Program.
- Your monthly electric usage must not exceed six times the Tier 1 allowance. This is the lowest-priced rate tier within PG&E's standard Tiered Base Plan.
- You must renew your eligibility every two years (or every four years if you're on a fixed income).
- Qualification is based on the total income of everyone living in the home or participation in qualifying public assistance programs.

**Qualifying for CARE based on public assistance program participation**

You may qualify for the CARE Program if you or someone in your household takes part in any of the following public assistance programs.

- Low Income Home Energy Assistance Program (LIHEAP)
- Women, Infants, and Children (WIC)
- CalFresh/SNAP (Food Stamps)

Return to Agenda

# CARE Program Guidelines

- CalWORKs (TANF) or Tribal TANF
- Head Start Income Eligible (Tribal Only)
- Supplemental Security Income (SSI)
- Medi-Cal for Families (Healthy Families A & B)
- National School Lunch Program (NSLP)
- Bureau of Indian Affairs General Assistance
- Medicaid/Medi-Cal (under age 65)
- Medicaid/Medi-Cal (age 65 and over)

## Qualifying for CARE based on household income

Add all household members' incomes from all eligible sources for your total gross annual household income. The total combined gross annual household income must be at or below the amounts shown in the following table.

**COVID-19 NOTE:** Household income is calculated as your income as of the date you apply. Your income eligibility is based on current earnings of all persons living in your household going forward. It is not based on your past income, so if you have had a change in circumstances such as job loss or decreased wages, you may now qualify.

| Number of Persons in Household | Total Gross Annual Household Income* |
|---|---|
| 1-2 | $36,620 or less |
| 3 | $46,060 or less |
| 4 | $55,500 or less |
| 5 | $64,940 or less |
| 6 | $74,380 or less |
| 7 | $83,820 or less |
| 8 | $93,260 or less |
| 9 | $102,700 or less |
| 10 | $112,140 or less |
| Each additional person, add | $9,440 |

*Before taxes based on current income sources. Valid through May 31, 2023.

# CARE Program Guidelines

Household income includes all taxable and nontaxable revenues from all people living in the home. It includes, but is not limited to the following sources:

- Wages
- Salaries
- Interest and dividends
- Spousal and child support payments
- Public assistance payments
- Social Security and pensions
- Housing and military subsidies
- Rental income
- Self-employment income
- All employment-related, non-cash income

**PLEASE NOTE:** Your household income must meet the program income guidelines.

https://www.pge.com/en_US/residential/save-energy-money/help-paying-your-bill/longer-term-assistance/care/program-guidelines.page

# ATTACHMENT B

## RESOLUTION 2022-XX

## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA SETTING HOUSEHOLD INCOME LEVELS FOR UTILITY USERS TAX EXEMPTIONS FOR FISCAL YEAR (FY) 2022/23

**WHEREAS**, Section 3.26.170 (Review) of the Pinole Municipal Code provides for the establishment and modification of classes of exemptions of persons or service from utility users taxes; and

**WHEREAS**, the City Council held a Public Hearing, on June 21, 2022, to discuss and receive public comment on the tax and whether or not changes to household income levels for utility users tax exemptions should be made; and

**WHEREAS**, the City Council desires to continue to allow exemptions for telephone users tax, electricity users tax and gas users tax based upon the Household Income Thresholds adopted by the State Public Utilities Commission's California Alternative Rate for Energy (CARE) Program for the 2022/23 budget year.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL** of the City of Pinole that, as provided in Section 3.26.150 of the Pinole Municipal Code, utility customers may qualify for exemption from the telephone users tax (P.M.C. Section 3.26.040), electricity users tax (P.M.C. Section 3.26.050) and gas users tax (P.M.C. Section 3.26.060) if their total household income does not exceed the following thresholds:

1. Thirty-six thousand six hundred twenty dollars ($36,620) for household with one or two persons;

2. Forty-six thousand sixty dollars ($46,060) for households with three persons;

3. Fifty-five thousand five hundred dollars ($55,500) for households of four persons;

4. Sixty-four thousand nine hundred fourty dollars ($64,940) for households of five persons;

5. Seventy-four thousand three hundred eighty dollars ($74,380) for households of six persons;

6. Eighty-three thousand eight hundred twenty dollars ($83,820) for households of seven persons;

7. Ninety-three thousand two hundred sixty dollars ($93,260) for households of eight persons;

8. One hundred two thousand seven hundred dollars ($102,700) for households of

nine persons;

9. One hundred twelve thousand one hundred forty dollars ($112,140) for households of ten persons;

10. For households with eleven or more members, increase income in No. 9 by nine thousand four hundred forty dollars ($9,440) for each additional member over ten.

**AND BE IT FURTHER RESOLVED THAT** the City Manager or his designee, and the City Attorney are hereby authorized and directed, to make all approvals and take all actions necessary or appropriate to carry out the intent of this Resolution.

*********************************

**PASSED AND ADOPTED** by the City Council of the City of Pinole this 21st day of June, 2022, by the following vote to-wit:

| | |
|---|---|
| AYES: | COUNCILMEMBERS: |
| NOES: | COUNCILMEMBERS: |
| ABSENT: | COUNCILMEMBERS: |
| ABSTAIN: | COUNCILMEMBERS: |

I hereby certify that the foregoing resolution was introduced, passed and adopted on this **21st** day of **June, 2022.**

____________________________

Heather Bell, CMC

City Clerk

# CITY COUNCIL REPORT

**10B**

**DATE:** JUNE 21, 2022

**TO:** HONORABLE MAYOR AND COUNCIL MEMBERS

**FROM:** ERIC CASHER, CITY ATTORNEY

**SUBJECT:** CONDUCT FIRST READING OF ORDINANCE AMENDING CHAPTER 12.04 "STREET EXCAVATIONS" OF THE CITY OF PINOLE MUNICIPAL CODE AND ADDING PERMITTING PROCEDURES, INSURANCE REQUIREMENTS, CONSTRUCTION STANDARDS AND PAVEMENT RESTORATION GUIDE FOR ENCROACHMENTS INTO PUBLIC RIGHT-OF-WAY

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## RECOMMENDATION

Staff recommends that the City Council conduct the first reading of an ordinance amending Chapter 12.04, "Street Excavations," of the City of Pinole Municipal Code to rename Chapter 12.04 as "Encroachments Into Public Right-Of-Way" and add language regarding permitting procedures, insurance requirements, construction standards and pavement restoration guides for encroachments into the public right-of-way.

## BACKGROUND

Government Code Section 38775 authorizes the City of Pinole to prohibit and prevent encroachments upon or obstruction in or to any sidewalks, street, alley, lane, court, park, or other public place and provide for the removal of such encroachment or obstruction.

In 1965, the City Council adopted Ordinance No. 217, which established street and sidewalk excavation and construction procedures for the City by adding Chapter 12.04 entitled "Street Excavations" to the City of Pinole Municipal Code. Municipal Code Chapter 12.04 authorizes the superintendent of streets to issue written permits to make an opening or excavation for any purpose in the city streets; plan, remove, cut, injure or destroy trees, shrubs and plants; or repair or construct a sidewalk, driveway or its appurtenances by private contractor.

The amendments to the Municipal Code propose to rename Chapter 12.04 as "Encroachments Into Public Right-Of-Way" to provide a comprehensive permitting procedure for all encroachments into the public right-of-way, and to amend Chapter 12.04 by adding detailed permitting procedures, mandating insurance requirements, and establishing construction and engineering standards and pavement restoration guides for encroachments into public right-of-way.

The Municipal Code Update Subcommittee has reviewed and approved the proposed ordinance and amended language to Chapter 12.04, without revision.

**DISCUSSION**

Staff's recent review of the excavation procedures established by Chapter 12.04 revealed discrepancies between the procedures described in the Municipal Code, and the practical permitting needs of the City. Additionally, Staff have identified a need to more adequately ensure that the City of Pinole is fully protected against risk of injury, damage and/or costs of enforcement from encroachments into the public rights-of-way and to supplement the City's existing enforcement authority to require removal of encroachments where necessary.

Staff is proposing the City Council rename Chapter 12.04 as “Encroachments Into Public Right-Of-Way” to provide a comprehensive permitting procedure for all encroachments into the public right-of-way. This includes expanding Municipal Code Chapter 12.04 Section 12.04.010 to add definitions for the terms “City Engineer,” “Emergency street cut,” “Encroachment” or “encroach,” “Permittee,” “Public Agency,” “Right-of-way,” and “utility.”

Staff is proposing to amend Chapter 12.04 to add detailed permitting procedures, mandate permittee insurance coverage, and establish comprehensive construction and engineering standards and pavement restoration guides for encroachments into public right-of-way. One of the changes proposed by Staff is to amend the permitting requirements set forth in Municipal Code Chapter 12.04 Section 12.04.010 to expressly state that it is unlawful for any person to encroach or to make or to cause to be made any encroachment without first having obtained an encroachment permit from the City engineer. The amendment also mandates at least two (2) working days' notice to the City prior to performing any work.

Additionally, the proposed amendment to Chapter 12.04, sets forth exemptions to the excavation procedures which in effect ensures prior City approval for all excavation work not previously provided for under the Municipal Code. This includes work being performed by City employees in the discharge of their duties and work being performed pursuant to a contract with the City. The proposed amended will include an exemption for emergency street cuts not previously provided for under the Municipal Code. All emergency cuts by a utility to repair a broken or defective pipe, facility or conduit lawfully on or under a public street, or excavation by a utility as may be necessary for the safety of the public and public property must seek subsequent City approval on the next business day, at the sole discretion of the City engineer.

The amendment will also establish City engineer authority to review and approve an application for an encroachment permit if the proposed work will not significantly damage the public right-of-way or create an unreasonable risk of harm to persons or property, or the approval of the application is in the public interest. Any permit is subject to certain conditions, including but not limited to, appropriate commercial licensing, measures to protect the traveling public, special permitting procedures, and duration of a valid permit.

Municipal Code Chapter 12.04 is silent regarding liability insurance coverage. Revised section 12.04.060 requires all contractors to procure and maintain for the duration of the work, insurance against claims from injuries to persons or property arising out of the work performed under the permit. This includes a general liability policy with policy limit in the amount of two million dollars ($2,000,000), auto general liability policy with policy limit in the amount of two million dollars ($2,000,000), and employers' liability policy with policy limit the amount of one million dollars ($1,000,000). Doing so ensures that the City of Pinole is fully protected against risk of injury, including protection from third parties against un-insured or underinsured contractors.

Revised section 12.04.070 sets forth comprehensive constructions standards. This includes, but is not limited to, Caltrans Standard Plans and Specifications and the Contra Costa County Standard Plans, and Caltrans and Americans with Disabilities Act standards where applicable. In every case, the Permittee is responsible for restoring any portion of the City right-of-way to its former condition as nearly as may be possible. Contractors must adhere to specific restoration guidelines, with examples of repair conditions provided, and conduct all work under specific conditions which mandates City oversight and minimizes the inconvenience to traveling public.

The proposed amendment in Attachment A will, if approved by the City Council will supersede the existing excavation policy and procedures approved by the City Council in 1965.

## FISCAL IMPACT

There is no direct fiscal impact as a result of adopting the attached Ordinance. Staff expects that implementation of the proposed amendment is fiscally prudent as it will result in increased efficiency and reduced liability which will lead to administrative cost savings in the long run.

## ATTACHMENTS

A. Ordinance of the City Council of the City of Pinole
Exhibit A- Chapter 12.04 Street Excavations* Encroachments Into Public Right-Of-Way

# ATTACHMENT A

## ORDINANCE NO. 2022-XX

## AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PINOLE AMENDING CHAPTER 12.04, "STREET EXCAVATIONS", TO THE PINOLE MUNICIPAL CODE TO ADD PERMITTING PROCEDURES, INSURANCE REQUIREMENTS, CONSTRUCTION STANDARDS AND PAVEMENT RESTORATION GUIDE FOR ENCROACHMENTS INTO PUBLIC RIGHT-OF-WAY

**WHEREAS,** the California Constitution, Article XI, Section 7, provides cities and counties with the authority to enact ordinances and regulations not in conflict with general laws; and

**WHEREAS,** Government Code Section 38775 authorizes the City to prohibit and prevent encroachments upon or obstruction in or to any sidewalks, street, alley, lane, court, park, or other public place and provide for the removal of such encroachment or obstruction; and

**WHEREAS,** in 1965, the City Council adopted Ordinance No. 217 which established street and sidewalk excavation and construction procedures for the City by adding Chapter 12.04 entitled "Street Excavations" to the City of Pinole Municipal Code; and

**WHEREAS,** the City Council, on the recommendation of City Staff and the City Attorney, desires to amend and rename Chapter 12.04 to update and revise the street and sidewalk excavation and construction procedures; and

**WHEREAS,** the amendments to the Municipal Code propose to rename Chapter 12.04 as "Encroachments Into Public Right-Of-Way" and to amend Chapter 12.04 by adding permitting procedures, insurance requirements, construction standards and pavement restoration guide for encroachments into public right-of-way.

**THE CITY COUNCIL OF THE CITY OF PINOLE DOES ORDAIN AS FOLLOWS**:

**SECTION 1. Recitals.**

The above recitals are true and correct and made a part of this Ordinance.

**SECTION 2. Municipal Code Amendment.**

The City Council hereby approves the amendments to the City of Pinole Municipal Code Chapter 12.04, more particularly, renaming Chapter 12.04 "Street Excavations" of the City of Pinole Municipal Code as "Encroachments Into Public Right-Of-Way" and amending the text shown in attached Exhibit A, which is incorporated herein by reference and available for review in the City Clerk's office during normal business hours. Text that appears in *italics* reflects additions to Chapter 12.04, and text that appears as ~~strikethrough~~ is language proposed for removal from Chapter 12.04.

**SECTION 3. CEQA.**

Approval of the amendments is exempt from environmental review in accordance with California Environmental Quality Act Guidelines section 15061(b)(3), the general exemption for projects with no potential for significant effect on the environment. As a series of text amendments and additions, it can be seen with certainty that there is no possibility that the Municipal Code Amendment will have a significant effect on the environment.

**SECTION 4. Severability.**

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of this Ordinance, including the application of such part or provision to other persons or circumstances shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Ordinance are severable. The City Council of the City of Pinole hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be held unconstitutional, invalid, or unenforceable.

**SECTION 5. Effective Date.**

In accordance with California Government Code Section 36937, this Ordinance shall take effect and be in force on the thirty-first day after adoption.

**SECTION 6. Publication.**

The City Clerk is directed to cause this ordinance to be published in a manner required by law.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on June 21, 2022, the City Council passed this ordinance by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of Pinole on June 21, 2022.

Heather Bell, CMC
City Clerk

# EXHIBIT A

## Chapter 12.04
## ~~STREET EXCAVATIONS*~~ ENCROACHMENTS INTO PUBLIC RIGHT-OF-WAY

* For statutory provisions authorizing cities to prohibit and prevent encroach on public ways, see Gov. Code § 38775.

Sections:



### 12.04.010 ~~STREET DEFINED.~~ *DEFINITIONS.*

*"City engineer" means the City engineer of the City of Pinole, or his or her authorized representative.*

*"Emergency street cut" means any street cut by a utility to repair a facility within the right-of-way to remediate an immediate hazard or danger to life, health or property, as determined at the sole discretion of the City engineer.*

*"Encroachment" or "encroach" means any tower, pole, pole line, pipe, pipeline, driveway, private road, fence, sign, billboard, stand or building, or any structure or object of any kind or character not particularly mentioned herein, which is placed in, under or over any portion of the public right-of-way or natural water course, temporarily or permanently.*

*"Excavation" means any operation in which earth, rock, asphalt, concrete, or other material in the ground is moved, removed, or otherwise displaced by means of tools, equipment, or explosives in any of the following ways: grading, sawcutting, trenching, digging, ditching, drilling, auguring, tunneling, scraping, boring, cable or pipe plowing and driving or any other way.*

*"Permittee" means any person, firm, corporation, Public Agency, or Utility which proposes to do work or encroach upon a right-of-way or water course and has been issued a permit for such encroachment by the City engineer.*

*"Public Agency" means any city, county, state, or other public entity.*

*"Right-of-way" means land which by deed, conveyance, agreement, easement, dedication, usage or process of law is reserved for and dedicated to the City of the general public for street, highway, alley, pedestrian walkway, storm drainage or other purposes.*

*"Utility" means any entity constituting a public utility under state law or private entity regulated by the California Public Utilities Commission.*

~~The term "s~~*S*treet" or "city street" means and includes all or any part of the entire width of the right-of-way of a city street whether or not such entire area is actually used for street purposes. (Ord. 217 § 1, 1965).

**12.04.020 PERMIT- REQUIRED.**

*A permit is required for all encroachments as defined in this chapter except work covered by exemptions.*

A. ~~The superintendent of streets may issue written permits as provided in this chapter authorizing the permittee to do any of the following acts:~~ *Encroachment permits shall be issued by the City engineer upon such conditions the City engineer deems necessary to protect the public interest, safety and welfare. The City engineer may issue written permits as provided in this chapter authorizing the permittee to do any of the following acts:*
   1. Make an opening or excavation for any purpose in the city street~~.~~*;*
   2. Plant, remove, cut, cut down, injury or destroy any tree, shrub, plant or flower growing with any city street;
   3. Repair or construct, or cause to be repaired or constructed, by private contract, any concrete sidewalk, concrete driveway, concrete curb and gutter, or to cut any curb for the purpose of constructing a driveway, or to begin the excavation for the purpose of constructing a sidewalk, driveway, or curb and gutter.

B. When sidewalks, driveways, curbs, and gutters, or a combination thereof, are repaired or constructed by a contractor at the same time and at the same location, a separate permit shall be required for each ownership.

C. ~~Any person who does any of the acts specified in this section without the authority of a permit is guilty of a misdemeanor. (Ord. 217 § 2, 1965).~~

*D. Except as otherwise provided in 12.04.030, it is unlawful for any person to encroach or to make or to cause to be made any encroachment without first having obtained an encroachment permit from the City engineer.*

*E. No person shall make a right-of-way encroachment or cause any street cut to be made without having secured the proper permit two (2) working days in advance of the date specified to begin work, except when an emergency street cut is necessary. All work shall be performed in strict compliance with the terms and conditions of the permit. The permittee shall notify the city at least two (2) working days prior to start of work and at that time shall provide a project schedule. The permittee shall notify the police department if the work might impede the passage of emergency vehicles.*

*F. All obligations, responsibilities and other requirements of the permittee as described in this article shall be binding on the subsequent owners of the encroachment.*

*G. Any encroachment for which a permit is required and for which no permit has been issued pursuant to this article shall be deemed a public nuisance which may be abated by the city pursuant to this Code.*

**12.04.030 PERMIT- ~~FEES~~ *EXEMPTIONS.***

~~A. The department of public works shall charge a fee of one dollar for each and every permit for work done under Section 12.04.020(A)3 except that no fee shall be charged for sidewalk,~~

~~driveway, or curb and gutter construction which is part of subdivision improvements or is being installed to fulfill the requirements of the Pinole building code.~~

~~B. A fee of five dollars shall be charged when the city furnishes grade stakes, for each two hundred linear feet, or portion thereof, of curb and gutter to be installed. (Ord. 217 § 3, 1965).~~

*The provisions of this chapter shall not apply to:*

*A. Officers or employees of the City acting in the discharge of their official duties;*

*B. Any work being performed by any person pursuant to a contract with the City;*

*C. The making of an emergency street cut by a utility to repair a broken or defective pipe, facility or conduit lawfully on or under a public street, or excavating by a utility as may be necessary for the preservation of life and property when an urgent necessity therefor arises when the offices of the city are closed. Any utility making such street cut shall apply for an emergency encroachment permit on the next city business day. The issuance of such permit shall be at the sole discretion of the City engineer. If the emergency street cut is performed during business hours, the permittee shall attempt to reach the City engineer by telephone in advance of the work. All provisions of this chapter for the protection of the public and governing repairs to the public way apply to the same extent as where applications and permits are required.*

**12.04.040 ~~NOTICE TO SUPERINTENDENT – DEPOSIT REQUIRED – LIABILITY FOR DAMAGE.~~ PERMIT – FEES**

~~No person shall tear up, loosen or remove any portion of the macadam, gravel or other surface dressing of any public street without first giving written notice thereof to the superintendent of streets or such other officer as may be designated by the City Council , securing a permit therefor, and depositing with the clerk the sum of fifty dollars for each twenty-five square feet or portion thereof to be torn up, loosened or removed as security for any damage that may be caused thereby, and that the streets shall be left in as good condition as they were before being so disturbed. All such work shall be done under the supervision and to the satisfaction of the director of public works or other officer designated by the City Council , and the materials taken up shall be removed from the job site and all backfill shall be sand, crushed rock, or pea gravel, which said backfill shall be placed in accordance with the specifications for first macadamizing or graveling the street and when pipes are laid the filling of trenches shall be thoroughly tamped and wet down. All black top shall be removed for twelve inches on each side of any trench or excavation and new black top, in replacement thereof, shall not be less than two inches in thickness. The surface dressing shall be rolled or tamped so as to leave no ridge in the paved street. The person so removing the surface dressing shall at any time within one year on demand of the Council repeat the work and do all filling that may be necessary to raise any sunken part of the street above the pipes to the proper grade. Upon the completion of any of the work above mentioned to the satisfaction of the officer supervising the same the officer shall report to the clerk who shall thereupon return the deposit made. In the event the material is not properly replaced and the street left in good order and condition the superintendent of streets or other officer supervising the work may cause the same to be repaired and certify the cost thereof to the clerk who shall deduct that amount from the sum so deposited and return the balance if any to the depositer of the same. (Ord. 217 § 4, 1965).~~

*Fees for processing or issuance of any permits pursuant to this Chapter shall be set forth in the City's Master Fee Schedule, as adopted by resolution of the City Council.*

**12.04.050 ~~WARNING SIGNALS.~~ PERMIT– APPLICATION – ISSUANCE.**

~~The contractor or other person having charge of any work on any street or sidewalk shall provide and maintain such fences, barriers, "Street Closed"- signs, red lights and watchmen as may be necessary to prevent avoidable accidents to the public. (Ord. 217 § 5, 1965).~~

A. *An application for a permit required pursuant to this chapter must be made in writing on a form supplied by the City engineer.*

B. *The City engineer will only review and approve an application for an encroachment permit if the proposed work will not significantly damage the public right-of-way or create an unreasonable risk of harm to persons or property, or the approval of the application is in the public interest. No permit shall be valid unless signed by the City engineer or his designee.*

C. *Notwithstanding subsection B of this section, the City engineer may approve an encroachment permit application subject to conditions, including measures to protect the traveling public, if the City engineer determines that by doing so it would be in the public interest, no significant damage to the public right-of-way would be created, and no unreasonable risk of harm to persons or property would be created. Nothing in this subsection requires the City engineer to approve an application subject to conditions.*

D. *Notwithstanding the provisions of subsection B of this section, the City engineer will approve an encroachment permit application, subject to conditions, for any Public agency or Utility with lawful authority to occupy the public right-of-way and authorized by law to establish or maintain any works or facilities in, over, or under any public right-of-way. This subsection does not apply to any Public Agency or Utility acting outside of its boundaries. Any encroachment permit issued to a public agency or public utility pursuant to this section is conditioned on a requirement that the permit he must relocate its encroachment and its sole expense if future improvement of the public right away necessitates such relocation.*

E. *Any permit issued pursuant to this chapter is subject to the following conditions:*

   1. *That if the permit expires, is revoked by the City, or the public right-of- way is vacated or abandoned, the permittee will, immediately onto the satisfaction of the City engineer, restore the public right of way to the same or better condition than it was on the date that the permit was issued;*

   2. *That the permittee indemnifies and holds harmless the City and any officer or employee from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring resulting from any placement, change or renewal of any encroachment and that all of the liabilities are assumed by the permittee;*

   3. *That the permittee and any successors, at their own expense, remove or relocate any encroachment that interferes with the improvement, grading or realignment of the public right-of-way by the City or other City project.*

F. *For any work performed within the public right-of-way, the Applicant, his/her Contractor, and/or the Contractor's Sub-contractor(s) shall possess valid Contractor License(s) issued by the State of California. The following licenses are acceptable:*

*Right-of-way Valid Contractors State License(s)*
*<u>Sanitary Sewer Laterals:</u>*
- *Class C-42 (Sanitation System)*
    - *plus Cal OSHA T-1 Annual Trench/Excavation Permit*

*<u>Public Street Repair (Right-of-way):</u>*
- *Class A (General Engineering),*
- *Class C-12 (Earthwork & Paving), or*
- *Class C-34 (Pipeline)*

*<u>Concrete Repair (e.g., sidewalk, curb, gutter, etc.):</u>*
- *Class C-8 (Concrete)*

*This ensures the quality and aesthetics of work performed.*

*Contractors working within the public right of way shall also possess a valid City of Pinole Business License at the time of application.*

G. *Permits will be valid for sixty (60) calendar days from date of issuance unless specified otherwise in Encroachment Permit Special Conditions or extended in writing by the City engineer. Encroachment Permit's issued in conjunction with a building permit are bound by the expiration date of the building permit, unless otherwise stated in the Encroachment Permit Special Conditions.*

H. *Permits are non-exclusive. If a conflict with an existing facility or improvement is discovered during the course of work, the Permittee must arrange with the owner of the facility or improvement for any necessary removal or relocation of the facility or improvement. Any and all associated cost for the removal or a relocation will be the responsibility of the Permittee. The improvements installed by Permittee will be subject to and subordinate to the City's use of the property.*

I. *Permits issued under this chapter are nontransferable and revocable by the City without cause. Non-compliance with this chapter, general and special conditions of the permit are all grounds for revocation.*

J. *Permittee, shall, whenever required, secure the written authorization for any work that must be approved by the California Public Utilities Commission (PUC), CAL-OSHA, Caltrans, or any other regional/state agencies as required by law. Failure to comply with the law, as noted above, will invalidate the City's Encroachment Permit. A copy of such permit shall be attached to the Encroachment Permit. Permittee shall be liable and shall indemnify the City of Pinole for any and all violations, consequences, mitigations, fees, and penalties that these agencies may impose that are caused directly or indirectly by the proposed work.*

K. *The issuance of a permit does not constitute a lease, deed, or grant of easement, or a fee interest by the City.*

**12.04.060 ~~MAINTENANCE OF RED LIGHTS ON SEWER TRENCHES.~~ INSURANCE REQUIREMENTS.**
~~All contractors and other persons making any trench on any street for the purpose of laying or repairing a sewer or otherwise-shall at night keep a red light burning at every thirty feet along the trench, throughout the entire night and must take all other necessary precautions to guard against all accident and danger. (Prior code § 81).~~

A. *All contractors working within the right-of-way shall procure and maintain for the duration of the work insurance against claims from injuries to persons or damages to property which may arise from the performance of work. Policy must name the City of Pinole, its elected officials, officers, boards, commissions, employees, and agents are additional insured and provide for a thirty-day notice of cancellation. The Contractor is required to maintain Workers' Compensation insurance as required by the State of California and Employer's Liability insurance. The Contractor shall maintain limits no less than:*

1. *General Liability: $2,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.*

2. *Auto Liability: $2,000,000 per accident for bodily injury and property damage.*

3. *Employer's Liability: $1,000,000 per accident for bodily injury or disease.*

**12.04.70 CONSTRUCTION STANDARDS.**

*A. All work, unless otherwise specified, shall be done in accordance with the current edition of the Caltrans Standard Plans and Specifications and the Contra Costa County Standard Plans. Caltrans and Americans with Disabilities Act standards apply where applicable.*

*B. If work is not being conducted in a safe manner, or is not in conformance with the approved design, specifications and standards, or with other Conditions of the permit, the City may issue a Stop Work Order. Permit holder shall indicate to the City how he/she plans to remedy the violation, and shall not resume work or make corrections until the City releases the Stop Work Order in writing. The City reserves the right to add or modify conditions to the initial permit in order to prevent future violations.*

*C. All work authorized by the permit shall be performed in a good and workmanlike, diligent, and expeditious manner, and must be completed to the satisfaction of the City engineer.*

*D. Permittee shall restore trenches and street surfaces in accordance with City requirements, including achieving the required compaction of all trench and surface sections. At the City's discretion, compaction testing may be required. A two-sack sand slurry mixture may be required for compaction where excavation interferes with traffic flow or where work is within the roadway portion of an intersection. Permittee shall acquire and pay for all services needed to perform the required compaction test and retest until the desired compaction is achieved.*

*E. Any street paved or resurfaced in the previous thirty-six (36) months shall be termed "prohibition streets" and shall be subject to special paving requirements.*

*F. During construction or installation, Permittee shall maintain the site in a safe and clean condition, free of dust, debris, dirt, siltation, concentrated runoff, and other nuisances. Noise shall be kept to a minimum. Excavations shall be covered and/barricaded at the City's direction at the end of each work day. Barricades and reflectors shall be used to mark obstructions. All barricades must have portable flashers unless otherwise specified. Access to adjacent properties shall not be unreasonably restricted. Excavations for sidewalks may remain open for up to two days with proper barricades. Excavations for driveway approaches may remain open for up to two days with proper barricades and permission of property owner.*

*G. Per City of Pinole Municipal Code Chapter 8.20, Permittee shall implement and maintain measures to keep sediment, wash waters, equipment maintenance products, and other construction related materials debris from entering the storm drainage system. Dumping or discharge into the City's storm drainage system is prohibited. Measures to protect the storm drainage system shall be in place prior to start of work. Permittee shall implement the Contra Costa Clean Water Program's Pollution Prevention Program Best Management Practice (BMP) guidelines.*

*H. In every case, the Permittee shall be responsible for restoring to its former condition as nearly as may be possible any portion of the City right-of-way which has been excavated or otherwise distributed by Permittee. The Permittee shall maintain the surface over facilities placed under any permit. If the right-of-way is not restored as herein provided, and if the City elects to make repairs, Permittee agrees by acceptance of permit to bear the cost of the restoration work. Plan shall also include work days, duration and hours of operation, and impacts on and provisions for on-street parking. Incomplete plans will be rejected.*

*I. If any future construction, reconstruction, or maintenance work by the City or required by the City on a street requires the relocation, removal, or abandonment of installations or encroachments in, on, over, or under a street, the Permittee owning, controlling, or maintaining such installations or encroachments shall relocate, remove, or abandon the same at his sole expense unless otherwise required by law. When removal, relocation, or abandonment is required, the City*

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*Engineer shall give such Permittee a written demand specifying the place of relocation, or that the installations or encroachment must be removed or abandoned. If said Permittee fails to comply with said instructions, the City may cause the removal, relocation, or abandonment of the encroachment at the expense of the permittee.*

*J. The Permittee shall ascertain the exact location of all underground facilities prior to doing work that may be damaged during construction. The permittee is responsible for verifying that all utilities including water, cable TV, electrical, gas, telephone, sewer, fiber optic, gasoline and other City facilities are clear, protected, or relocated from the area of work prior to construction. Forty-eight (48) hours before commencing work, the Permittee shall contact Underground Service Alert (USA) at 811, 1-800-227-2600 or online usanorth811.org to verify elevations and locations of all existing utilities. Additional potholing of critical utilities shall be performed by Permittee at Permittee's expense if there is uncertainty regarding possible conflicts.*

*K. Permittee shall remove all painted utility markings associated with the project when the job is completed at the City's direction. Depending on the location, the City may require applicant to ensure a uniform right-of-way appearance after the markings are removed. This may include, but is not limited to, cleaning an entire flag of sidewalk or asphalt.*

*L. Permittee shall adhere to the pavement restoration regulations established in 12.04.090.*

~~A. Concrete sidewalk, concrete driveway, and concrete curb and gutter shall be constructed in accordance with city standards except that the director of public works may authorize minor variations from the standards for cause. Any such exception shall be in writing and shall be secured before the work is started. No material shall be used for construction of sidewalk or driveway other than portland cement concrete meeting the standard specifications.~~

*M.* ~~B.~~ If all the construction and/or repair work is not completed within the time limit set on the permit, the ~~director of public works~~ *City engineer* is authorized to have the same done at the expense of the permittee. No new permits shall be issued to an individual or company who has not reimbursed the city for all of its expenses in completing work under this provision.

*N.* ~~C.~~ A permit shall become void if work is not commenced within thirty calendar days of its issue.

*O.* ~~D.~~ The permittee shall call for and secure a preliminary inspection of grading and form work before placing any concrete, and he shall call for a final inspection upon completion of the work. The permittee shall be responsible for removing all surplus and waste material from the job site and for the restoration of the work area to a clean and satisfactory condition.

*P.* ~~F.~~ The ~~director of public works~~ *City engineer* shall have the power and authority to determine that the use for which a driveway was constructed has been abandoned, and give written notice requiring that the curb and gutter and sidewalk shall be constructed to grade. (Ord. 217 § 6, 1965).

**12.04.080 ~~BLANKET PERMITS~~. USE OF PUBLIC PARKING AREA.**

~~Public service corporations are entitled to a blanket permit, renewable annually, for the installation of its service connections and for ordinary maintenance of its facilities located or installed in city streets. The superintendent of streets may revoke any such blanket permit if the permittee fails to comply with the provisions of this chapter. When the permit is revoked in a proper case, the public service corporation is entitled to a permit only on furnishing a bond in such amount as may be required by the superintendent of streets. (Ord. 217 § 7, 1965).~~

*A. All occupation of street parking spaces by Permittee shall be approved by City in the Encroachment Permit.*

*B. Any occupancy of parking spaces should occupy only the parking lane (width of 8 feet or less), shall occupy the minimal necessary length, shall not block gutter drainage flow, and shall not restrict flow of adjacent street traffic or provide an unsafe condition for vehicular traffic due to reduced lane width or impaired visibility.*

*C. All occupancies in the parking area shall be fitted with reflectors on the structure or on barricades.*

*D. The City may place restrictions on the duration of all such occupancies.*

*E. Permittee agrees to pay for utilization of any metered parking for as long as the parking spaces are not available for public use. The fees shall be based on the current meter rate or fee schedule.*

*F. For non-metered public parking spaces utilized during construction, the Permittee shall place temporary "No Parking" signs.*

**12.04.090 ~~PERMIT – FORM.~~ *PAVEMENT RESTORATION GUIDELINES***

~~Permits issued in conformance with the requirements of this chapter shall be in form as follows:~~

~~"(a) Form.~~

~~No. ________~~

~~City of Pinole~~

~~PERMIT~~

~~TO: __________________________________ Pinole, California~~

~~In compliance with your request of _______, 19_____, and subject to all the terms, conditions and restrictions written below or printed as general or special provisions on any part of this form,~~

~~PERMISSION IS HEREBY GRANTED TO:~~

~~This permit is to be strictly construed and no work other than that specifically mentioned above is authorized hereby.~~

~~This permit shall be void unless the work herein contemplated shall have been completed before _______________ ,19_______.~~

~~Superintendent of Streets *City engineer*"~~

~~(Ord. 217 § 8,1965).~~

*The final appearance of the street after the repairs are made should be acceptable with an engineered appearance. Street repairs that are satisfactory from a functional point of view may produce a negative reaction from the public if they give the appearance of being poorly planned or executed. The public's perception of street repairs is based primarily on shape, size, orientation, and the geometry of the patch.*

*Street repairs should leave a pavement in a condition at least as good as, if not better than, the condition prior to the repairs. In the case of major projects that involve excessive haul of materials or unusually heavy construction equipment or activity, non-destructive testing of the pavement condition before and after construction may be required at the City's discretion.*

*Excavations and street repairs, even well-constructed street repairs, shorten a pavement's life. Several types of street distress, settlement, alligator cracking, and potholes, often show up around patches. Quality street repairs should attempt to reduce the occurrence of these types of distress.*

*Avoid weakening or destroying the existing pavement around an excavation with heavy construction equipment, stockpiling, or delivery of materials, etc. When damage does occur, remove the damaged* *pavement, extending the limits of the street repair, before replacing the pavement. No stockpiling of backfill or road building materials is permitted on the pavement.*

*Contractors must adhere to the following pavement restoration guidelines:*

- *Pavement shall be cut to a single, vertical line prior to excavation.*
- *All excavated material shall be removed from the job site within twenty-four (24) hours.*
- *Any trench extending from the curb into the parking lane will require a complete 2" grind and overlay of the parking lane for 25 feet in each direction. All trenches extending into the traveled lane transversely will require the entire length of the trench up to the nearest lane line to be cold milled 2" and overlaid 24 feet in both directions from the center line of the trench.*
- *Every trench must be backfilled or covered by trench plates the same day. Trenches can be backfilled with Class 2 Aggregate Base as specified in the Caltrans Standard Specifications Section 26, "Aggregate Base."*
- *After a trench has been backfilled, and immediately prior to placing asphalt concrete, the existing asphalt concrete shall be saw cut, or milled to a vertical face. The cut shall be a "T-Cut" and the new asphalt concrete paving shall be butt joined to the existing asphalt concrete vertical face. No feathering of new paving to existing paving is allowed. The vertical faces shall be tack coated.*
- *In prohibition streets, placement of the final two (2) inches of asphalt concrete wearing surface shall be done by a paving machine or a spreader box.*
- *To allow for proper placement of the new pavement section, damaged pavement outside of the original trench cut lines shall be removed by cutting in lines perpendicular to or parallel to the original trench lines. No diagonal cuts are to be made. Undamaged pavement of three (3) feet or less between two damaged areas shall also be removed.*
- *For trenches in recently paved prohibition streets, the entire lane shall be key-cut two (2) inches deep, and repaved with asphalt concrete unless the engineer gives written authorization to resurface with a polymer modified slurry seal instead. Authorization from the engineer to use slurry seal instead of asphalt concrete shall set forth the reasons for the authorization.*
- *For trenches in recently slurry sealed prohibition streets, the entire lane shall be resurfaced with polymer modified slurry seal.*
- *Trenches in concrete streets shall be repaved with concrete. The thickness of the new pavement shall be equal to the thickness of the existing pavement with the minimum thickness to be six (6) inches in the roadway.*
- *Trenches in arterial and collector streets shall be paved with not less than six (6) inches asphalt concrete or match the existing pavement thickness (whichever is greater).*
- *Pavement shall be restored within fourteen (14) working days from the time the entire trench is backfilled, unless delay is excused due to circumstances beyond the contractor's control, such as inclement weather. For minor excavations such as service installations, the pavement shall be restored with in thirty (30) working days from the time the entire trench is backfilled, unless delay is excused due to circumstances beyond the contractor's control, such as inclement weather.*
- *Asphalt pavement shall be compacted to obtain a minimum of ninety-five percent (95%) relative compaction. The asphalt concrete wearing surface shall have no irregularity greater than five-sixteenths of an inch (5/16") in ten feet (10') in any direction.*
- *On all streets steel plates shall be used to facilitate traffic flow and to protect the excavation until finish pavement is restored. Steel plates used to bridge a street opening shall be ramped to the elevation on the adjacent pavement and secured against movement in any direction. Temporary ramps shall be constructed of asphalt and shall have a gradual 30:1 slope or flatter using asphalt cutback.*
- *All painted USA markings shall be removed by the permittee after the work has been completed.*
- *All damaged pavement markings and striping shall be replaced and restored by the permittee.*

***Example of Repair Details:***

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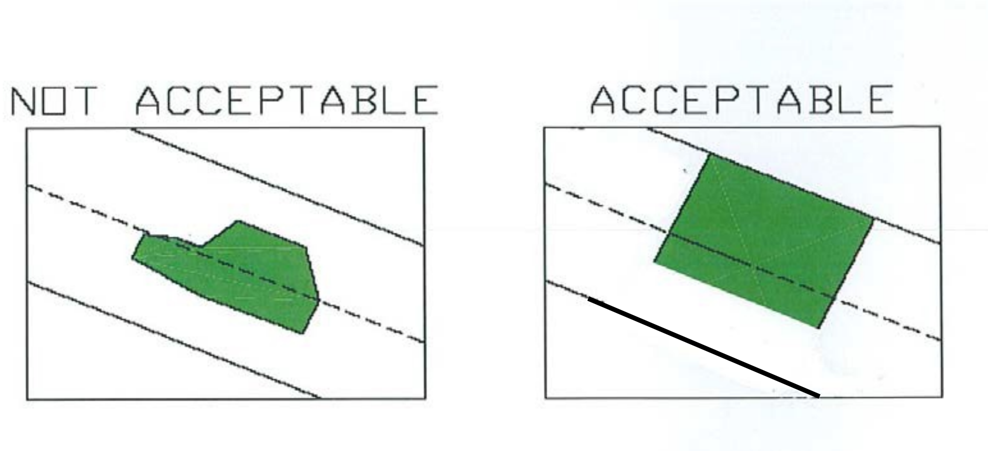
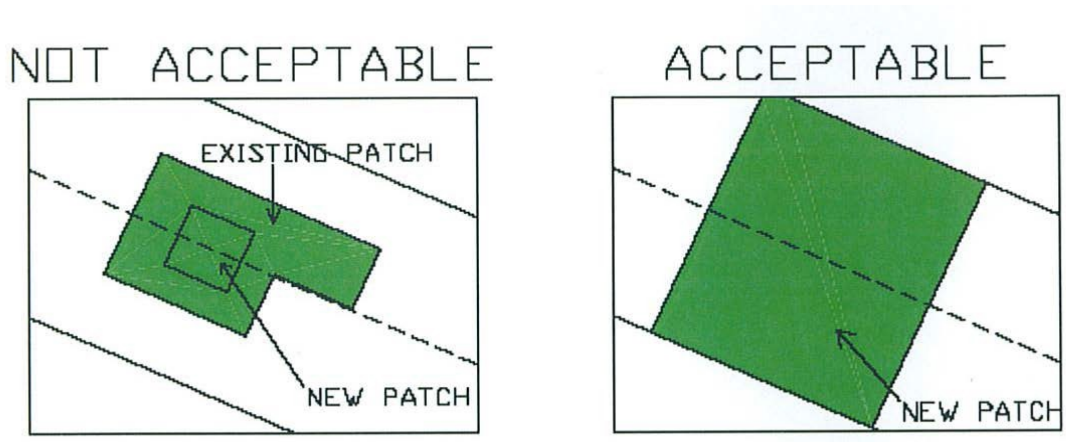
***# 1***

*Existing pavements should be removed to clean, straight lines parallel and perpendicular to the flow of traffic. Do not construct patches with angled sides and irregular shapes. All patches that exceed fifty percent of the transverse pavement width shall be full lane width and the non-patched areas shall be milled and resurfaced.*




***#2***

*Avoid patches within existing patches. If this cannot be avoided, make the boundaries of the patches coincide. All repairs should be full lane width.*




***#3***

*Do not leave strips of pavement less than one-half lane in width from the edge of the new patch to the edge of an existing patch or the lip of the gutter.*

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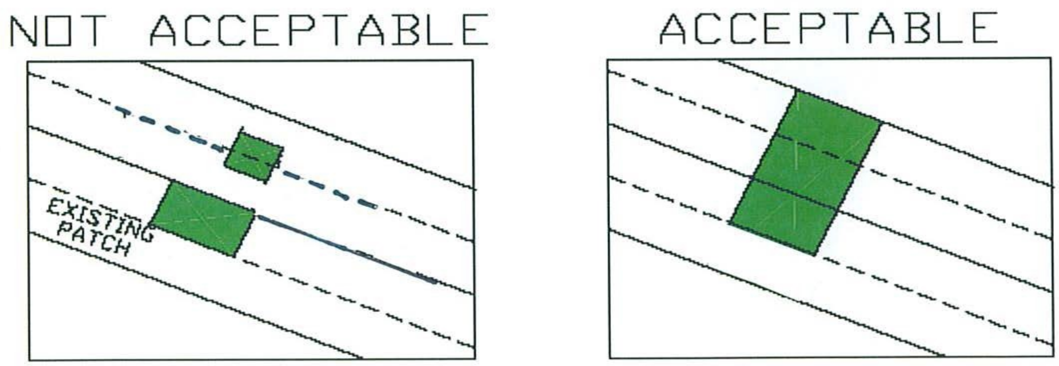
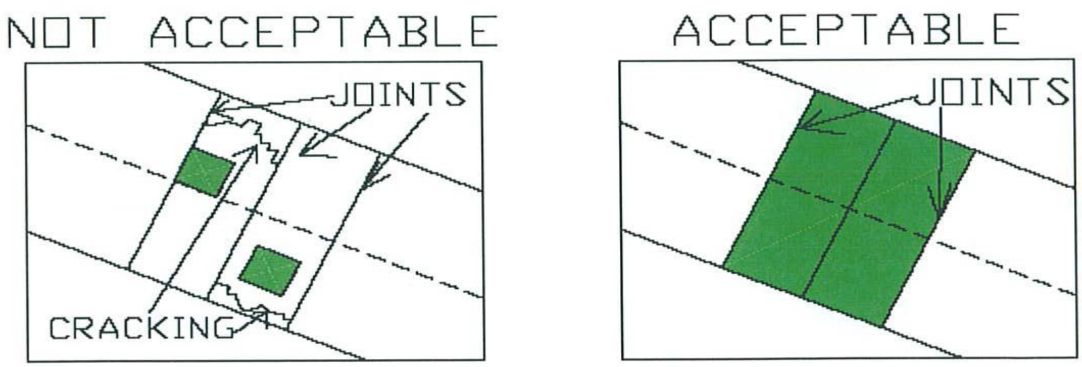
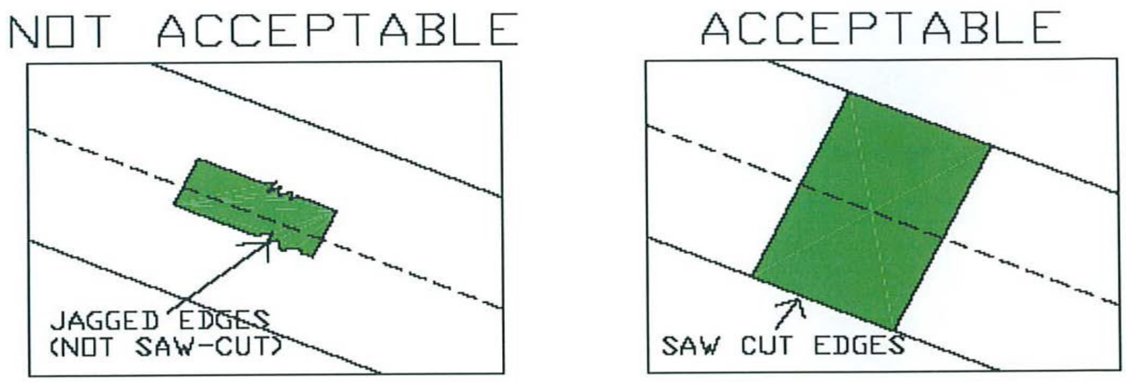
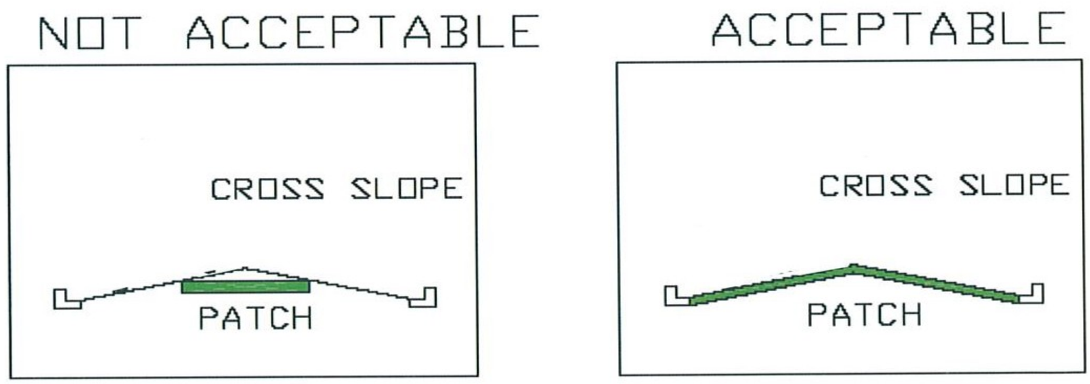



***#4***
*In concrete pavements, remove sections to existing joints, or new saw cut joints at midslab, that is in good repair. In damaged concrete, the limits of removal should be determined in the field by City Inspector.*



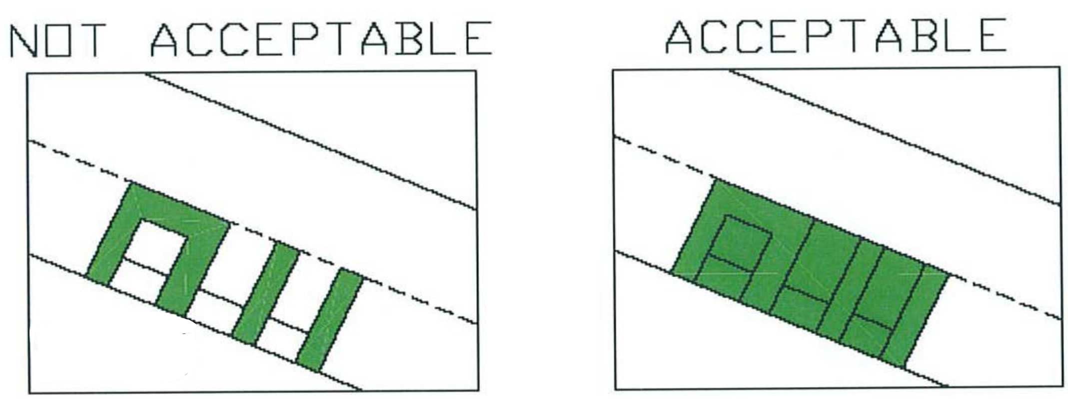

***#5***
*Asphalt and concrete pavements should be removed by saw cutting or grinding. Avoid breaking away the edges of the existing pavement or damaging the remaining pavement with heavy construction equipment. Patches should have a smooth longitudinal grade consistent with the existing roadway. Patches should also have a cross slope or cross section consistent with the design of the existing roadway.*




***#6***

*In the case of a series of patches or patches for service lines off a main trench, repair the pavement over the patches by grinding and overlay when the spacing between the patches is less than 10 feet. In cases where the existing pavement is in poor condition (in the upcoming years resurfacing contract) and may require overlay within the next few years, this requirement may be modified or waived by the City Engineer.*




***#7***

*A patch should provide a smooth ride with smooth transitions on and off the repair and all joints should be located outside the wheel path. Overlays should be placed by first removing the existing pavement to the desired depth by grinding or milling, and then placing the pavement flush with the adjacent surfaces.*

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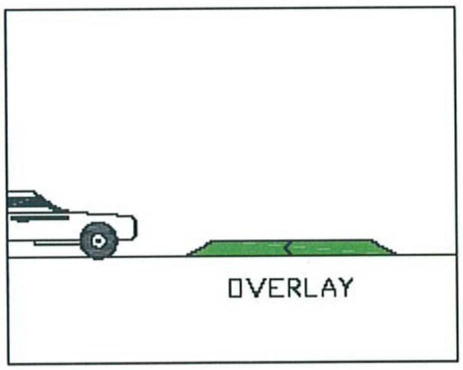
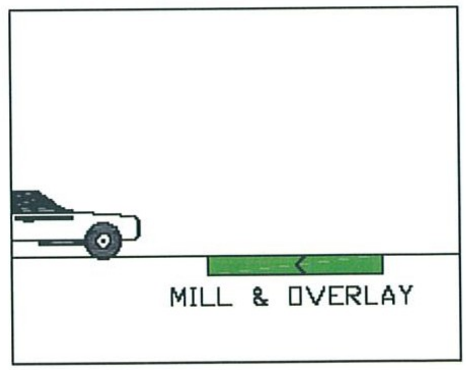
NOT ACCEPTABLE



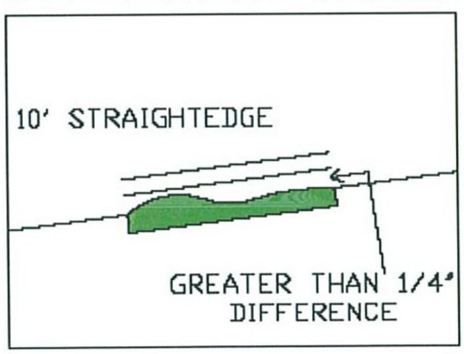

ACCEPTABLE



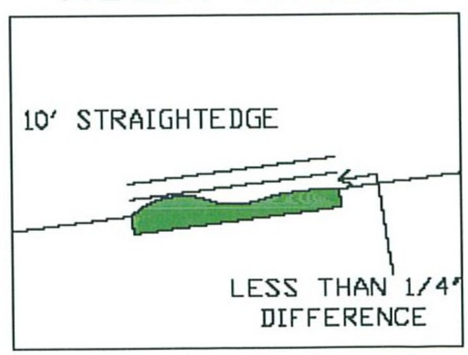

***#8***

*Surface tolerances for street repairs shall meet the standards for new construction. The finished surface of the pavement repair should be tested with a ten (10') foot straightedge parallel to the centerline or perpendicular across joints. Variations measured from the testing face of the straightedge to the surface of the street repair should not exceed one-quarter (¼") inch.*

NOT ACCEPTABLE



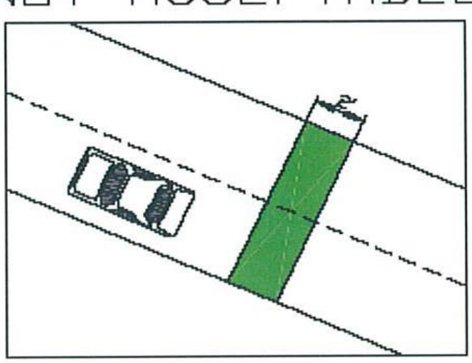

ACCEPTABLE



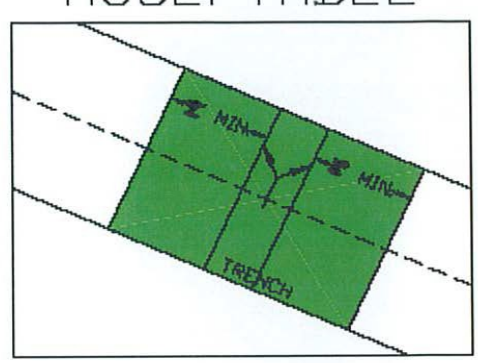

***#9***

*Transverse patches on arterial and collector streets shall be overlaid across the entire street width for a distance of two (2') feet minimum on all sides of the trench using a T-Patch.*

NOT ACCEPTABLE



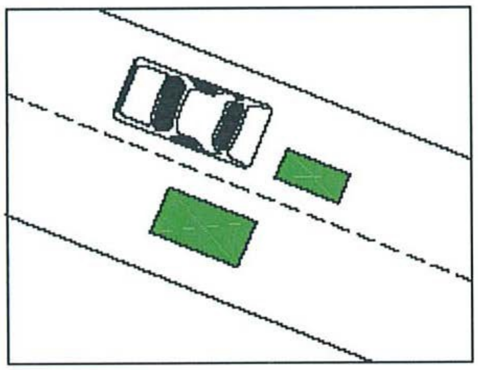

ACCEPTABLE



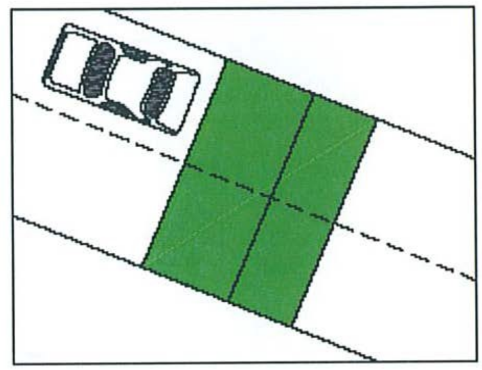

***#10***

*Do not allow the edges of patches to fall in existing wheel paths. The edges of patches parallel to the direction of traffic shall be limited to the boundaries of lanes or to the centerline of travel lanes.*

NOT ACCEPTABLE



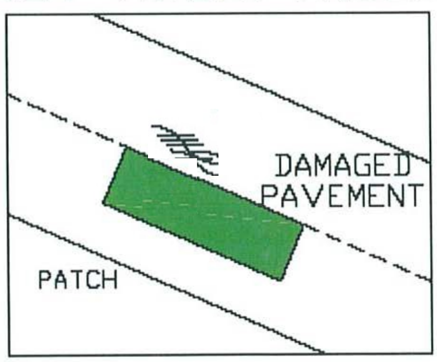
ACCEPTABLE



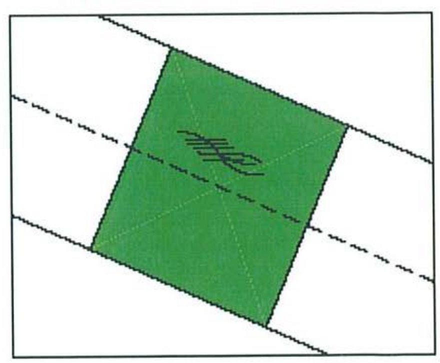
***#11***

*When the proposed excavation falls within 10 feet of a section of pavement damaged during the utility repair, the failed area shall be removed to sound pavement and patched. Scarring, gouging, or other damaged pavement adjacent to a patch shall be removed and the pavement repaired to the satisfaction of the City Inspector. Damaged pavement within 10 feet of a patch must also be patched.*

NOT ACCEPTABLE



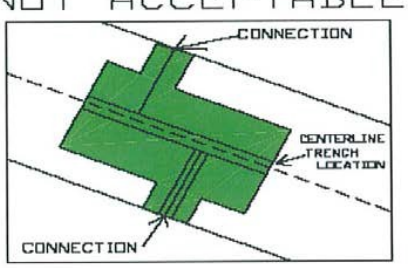

ACCEPTABLE



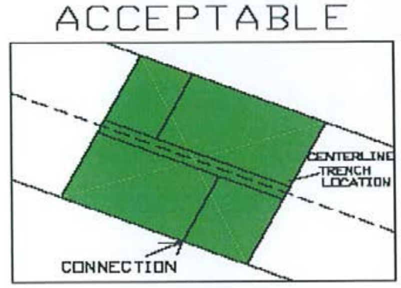
***#12***

*Patches must avoid frequent width changes.*

NOT ACCEPTABLE




ACCEPTABLE




**12.04.100 PERMIT – CONDITIONS.**

~~The permit referred to in Section 12.04.080 shall be issued upon the following conditions:~~

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~~A. It is understood and agreed by the permittee that the doing of any work under this permit shall constitute an acceptance of the provisions.~~

~~B. Before starting work on which an inspector is required, or whenever stated on the fact of this permit, the permittees shall notify the superintendent of streets or other designated employee of the city. Such notice shall be given at least three days in advance of the date work is to begin.~~

~~C. All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public except for the specific work permitted.~~

~~D. Upon completion of the work, all brush, timber, scraps and material shall be entirely removed and the rightof-way left in as presentable condition as before work started.~~

~~E. On work which requires the presence of an employee of the city as inspector, the salary, traveling expense and other incidental expense of such inspection during the work shall be paid by the permittee upon presentation of a bill therefor. No charge will be made for occasional routine inspection.~~

~~F. The permittee is responsible for all liability for personal injury or property damage which may arise out of work herein permitted, or which may arise out of a failure on the permittee's part to perform his obligations under this permit in respect to maintenance. In the event any claim of such liability is made against the city, or any department, officer or employee thereof, the permittee shall defend, indemnify and hold them and each of them harmless from claim. This permit shall not be effective for any purpose unless and until the above named permittee files with the city a surety bond in the form and amount required by the department, unless specifically exempted on the face hereof. The requirement that a bond be filed does not apply in the event the permittee is a governmental board which derives its revenue by taxation. (Ord. 217 § 9, 1965).~~

*A. Permittee shall notify the City 48 hours prior to starting work under the permit.*

*B. Permittee shall not work on Saturdays, Sundays, City of Pinole holidays nor between the hours of 5:00 p.m. and 8:00 a.m. without the written permission of the City engineer.*

*C. All work shall be subject to monitoring, inspection, and approval by the City. It is the Permittee's obligation to determine from the inspector what stages of frequency of inspection will be required. Requests for inspection shall be made at least 48 hours in advance. All form work and subgrade shall be inspected by the City prior to the placement of concrete or asphalt concrete. All pipelines and other underground facilities shall be inspected by the City prior to covering. Permittee shall request a final inspection and acceptance of the work.*

*D. All work shall be planned and carried out with the least possible inconvenience to traveling public. The Permittee shall assign properly trained and attired flagger(s) to direct traffic. Traffic shall not be unreasonably delayed. Flagging operations shall be in conformance with the Traffic Manual, flagging control chapter. Construction operations shall be conducted in such a manner as to cause as little inconvenience as possible to the abutting property owners. All work shall be subject to suspension if traffic delays are excessive.*

*E. Contractor shall request and obtain approval from the City engineer before any lane closures are implemented. Road closures shall not be permitted unless approved in writing by the City engineer. No open excavation shall be left unattended at any time.*

*F. Upon completion of the work, all brush, timber, scraps, material, etc., shall be entirely removed and the right-of-way shall be left in as presentable a condition as existed before work started. Removal of the encroachment shall be at applicant's expense and public facilities shall be restored to the satisfaction of the City engineer.*

*G. Permittee will properly maintain any encroachment in a safe and aesthetically acceptable condition for the duration of the occupancy. Inspection and repair of any damaged City facility resulting from the work under the permit shall be at the expense of the Permittee.*

**12.04.110 VIOLATION – PENALTY.**
Any person, firm or corporation violating any of the provisions of this chapter, or of the codes adopted under this chapter, shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punishable by a fine of not more than five hundred dollars or by imprisonment in the county jail for not more than six months or by both such fine and imprisonment. (Ord. 217 § 10, 1965).

# CITY COUNCIL REPORT

**10C**

**DATE:** JUNE 21, 2022

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** MARKISHA GUILLORY, FINANCE DIRECTOR

**SUBJECT:** RESOLUTION ADOPTING UPDATED USER AND REGULATORY FEES

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## RECOMMENDATION

Staff recommends the City Council hold a Public Hearing and adopt the proposed Resolution (attached) updating the City's user and regulatory fees, with updated fees to be effective September 1, 2022.

## BACKGROUND

In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025. The Strategic Plan identified four goals for the City (safe and resilient, financially stable, vibrant and beautiful, and high performance), and 22 individual strategies (special projects) to complete over a five-year timeframe.

One of the strategies under the goal of a financially stable Pinole is to "conduct a comprehensive fee study to ensure cost recovery of current and potential service fees."

The City's Revenue Policy – User Fees and Charges, a component of the Financial and Investment Policies, states the following:

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

This agenda item provides findings and recommendations from the recently completed user and regulatory fee study. The study, commenced in FY 2021/22, with support from ClearSource Financial Consulting (“ClearSource”), provides an up-to-date analysis of the City’s current costs of providing fee-related services. This information can be used by the City Council as it considers potential updates to fees.

User and regulatory fees are set at the direction of the City Council at the conclusion of a public hearing to consider adoption of any new fees or fee increases. If updated fees are adopted, staff recommends a September 1, 2022 effective date for fee changes. (New development-related fees, such as building, planning, and engineering, cannot be effective any sooner than 60 days after approval by the City Council.)

## REVIEW AND ANALYSIS

Cities often impose a user or regulatory fee for services related to an individual person or entity’s action, request, or behavior. Therefore, except in cases where there is an overwhelming public benefit generated by a city’s involvement in the individual action, a fee for service ensures that the individual bears most, if not all, of the cost incurred by the city to provide that service. When a fee targets “100% or full cost recovery,” the individual is bearing the entirety of the cost. When a fee targets less than full cost recovery, another city revenue source – in most cases, the General Fund – subsidizes the individualized activity.

Generally, fees for service are targeted to full cost recovery, inclusive of operating, direct, indirect, and capital costs, except in cases where the City Council cites a public interest in lower fees. The study reflects the full cost of providing each of the various services, but, in some cases, recommends assessing a fee that recovers an amount less than the full cost. The full cost of service, current fee, and proposed fee are indicated throughout the User and Regulatory Fee Study Report and Illustration of Proposed Fee Changes (attached).

Industry best practice and California statute are in harmony: user and regulatory fees should be set according to the estimated reasonable cost of service and should bear a fair and reasonable relationship to the payer’s burdens on, or benefits received from the activities and/or services provided by the City.

Additionally, ongoing review and adjustment of fees provides multiple benefits, including:

- Increasing the availability of General Fund revenues to be used for services and activities available to all residents and businesses, such as public safety services.
- Keeping pace with general cost inflation.
- Avoiding fee spikes that are more likely to occur when municipalities leave fees unchanged for a multi-year period.

- Providing fee payers, city staff, and city policymakers with a pattern of consistency that provides information for forecasting and decision-making purposes.
- Helps meet fee-payer service level expectations by collecting fees to fund the existing level of services provided.
- Encouraging generational equity among fee payers by avoiding long-term stagnation of fees followed by significant fee increases.

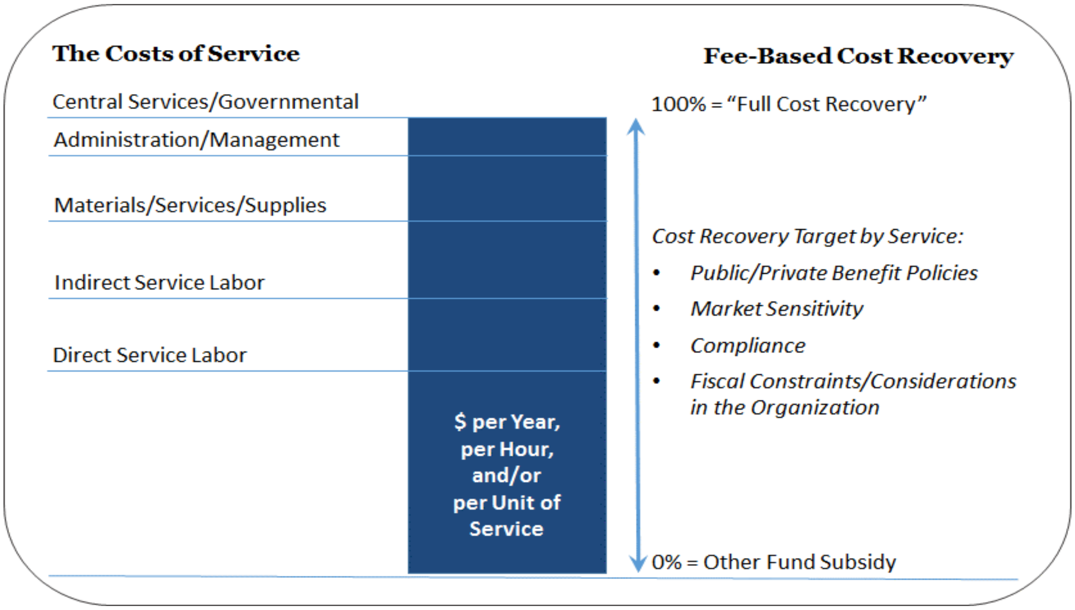
<u>Fee Categories that Were Examined in this Study</u>

This study specifically examined fee categories including, but not limited to, the following:

- Administrative Services – Such as requests for records.
- Building – Services include building permits for construction and sub-trades.
- Planning – Services include development review/current planning, other community permitting, and miscellaneous labor.
- Engineering – Services include land development review and encroachment permitting.
- Fire Prevention – Services include review of business operations, construction, fire sprinkler and alarm systems for compliance with Fire Code.
- Police – such as vehicle impound fees, fingerprinting fees, and police permit fees.
- Recreation – such as reserved facility use fees.

The proposed fees are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees and charges are not a tax as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to cover the reasonable costs of the City's activities and services addressed in the fees.  Additionally, the manner in which the costs are allocated to a payor bear a fair and reasonable relationship to the payor's burdens on, or benefits received from, the activities and services provided by the City**.**

Nearly every service for which a fee is imposed can be illustrated as follows, contrasting the components of the full cost of service, which is the maximum fee amount justified, against the local agency's goals for cost recovery:




Items Not Examined in this Study

This study specifically excluded examination of the following:

- Development Impact Fees
- Taxes
- Assessments
- Fines or Penalties
- Franchise Fees
- Utility Rates and Services Charges

These items are subject to different approval thresholds or are not subject to the same cost of service limitations as the fees examined as part of this study. Consequently, they are specifically excluded from the scope of this study.

## **Primary Outcomes**

### Administrative Fees

- Administrative Fees are proposed to remain relatively unchanged.
- Many of the City's Fees for Administrative Services are limited by the State of California.
- The Fee Schedule has been refined to reflect services currently provided.
- A new fee is proposed to recover vendor processing costs associated with credit card transactions. This fee is intended to be a pass-through of amounts charged by the City's credit card processing vendor.

Building Fees

- Building plan review, permit processing and field inspection fees have been restructured to enhance the correlation between services provided and fees collected. The existing fee methodology does not consider economies of scale achieved as project size grows. The proposed fee methodology scales to allow for lower fees for less complex projects and higher fees for more complex projects.
- Establish fixed, consolidated fees for the City's most common minor permits. This will allow applicants to easily estimate permit fees and allow staff to efficiently administer the fee calculation and collection process.
- Full cost recovery is targeted from proposed fees.

Planning Fees

- Due to the nature of development within California, many projects take a significant amount of resources over a multi-month and potentially multi-year timeframe, depending on project complexity and magnitude.
- Current cost recovery varies depending on the fee service examined. Generally, current fees recover approximately 60% of the City's cost of service.
- Fee-related cost of service has been recalibrated to include review support provided by other departments.
- Fees for minor projects continue to target less than full cost recovery.
- Fees for major projects target full cost recovery.

Engineering and Encroachment Permit Fees

- The department uses a combination of outside service providers and internal staff to perform certain plan review and inspection activities.
- The proposed fee structure encourages recovery of City costs in addition to contract service provider costs, while developing fixed fees intended to scale to reflect project complexity.
- The proposed fees are calculated based on the type of project reviewed and inspected.
- Full cost recovery is targeted from proposed fees.

Fire Prevention Fees

- Fire prevention fees are proposed for modification. The adjusted fees will align to fees collected by the Contra Costa County Fire Protection District.

Police Fees

- Police Fees are proposed to remain unchanged.
- The City's Police Services are funded predominantly through tax revenues.

Parks, Fields, and Facilities Rental Rates

- Parks and Recreation Departments throughout the State are facing significant challenges.
  - Multi-year modification of services due to COVID-19
  - Increases in labor, benefit, utility costs, services and supplies, and insurance related costs
  - Providing access to facilities and programs that are safe to use and align to community standards (health and safety).
  - Minimum wage increase since last update (2019) = 25%
  - Regional cost inflation since last update = 10%
- Fees are generally proposed to be adjusted by change in regional cost inflation since last update. Proposed fee adjustment of 10%.
- Other minor refinements are proposed to the fee schedule to clarify fees for various services currently provided.

Fee Comparison Information

Similar fees are collected by communities throughout the region and the State. The proposed fee amounts do not exceed the City's cost of service and are in-range of amounts charged by other jurisdictions. The tables below illustrate building permit and plan check fees for a variety of scenarios ranging from simple to complex. Note, amounts shown are based on consultant interpretation of other agency fee schedules. Amounts shown are intended for illustrative purposes rather than representing an exact calculation.

| Building Permit and Plan Review Fee - $25,000 Project | | |
|---|---|---|
| **Agency** | **Bldg Permit and Plan Review Fee $25,000 Project** | **Fee % of Project Valuation** |
| Contra Costa County * | $1,290 | 5% |
| Pinole - Current | $1,331 | 5% |
| Martinez | $1,423 | 6% |
| Pinole - Proposed | $1,638 | 7% |
| Walnut Creek | $1,936 | 8% |
| Richmond | $2,157 | 9% |
| El Cerrito | $2,648 | 11% |

| Building Permit and Plan Review Fee - $50,000 Project | | |
|---|---|---|
| Agency | Bldg Permit and Plan Review Fee $50,000 Project | Fee % of Project Valuation |
| Contra Costa County * | $2,007 | 4% |
| Martinez | $2,347 | 5% |
| Pinole - Current | $2,663 | 5% |
| Pinole - Proposed | $3,071 | 6% |
| Walnut Creek | $3,145 | 6% |
| Richmond | $3,181 | 6% |
| El Cerrito | $4,374 | 9% |

| Building Permit and Plan Review Fee - $100,000 Project | | |
|---|---|---|
| Agency | Bldg Permit and Plan Review Fee - $100,000 Project | Fee % of Project Valuation |
| Contra Costa County * | $3,070 | 3% |
| Martinez | $3,621 | 4% |
| Walnut Creek | $4,849 | 5% |
| Pinole - Proposed | $4,914 | 5% |
| Pinole - Current | $5,325 | 5% |
| Richmond | $5,854 | 6% |
| El Cerrito | $7,025 | 7% |

| Building Permit and Plan Review Fee - $500,000 Project | | |
|---|---|---|
| Agency | Bldg Permit and Plan Review Fee - $500,000 Project | Fee % of Project Valuation |
| Contra Costa County * | $10,827 | 2% |
| Martinez | $11,788 | 2% |
| Richmond | $12,807 | 3% |
| Pinole - Proposed | $15,561 | 3% |
| Walnut Creek | $15,888 | 3% |
| El Cerrito | $21,250 | 4% |
| Pinole - Current | $26,626 | 5% |

| Building Permit and Plan Review Fee - $1,000,000 Project | | |
|---|---|---|
| Agency | ldg Permit and Plan Review Fee - $1,000,000 Projec | Fee % of Project Valuation |
| Contra Costa County * | $17,376 | 2% |
| Richmond | $20,369 | 2% |
| Martinez | $20,442 | 2% |
| Pinole - Proposed | $22,932 | 2% |
| Walnut Creek | $27,092 | 3% |
| El Cerrito | $37,185 | 4% |
| Pinole - Current | $53,253 | 5% |

## Other Fee Updates

### Development Impact Fees

Development impact fees, which have been established for police facilities, fire protection facilities, parks and recreation facilities, wastewater facilities, public facilities and equipment, traffic facilities, and drainage facilities, were not included in this fee study. As mentioned above, development impact fees are subject to different approval thresholds and are evaluated through a nexus study.

Staff plans to engage a consultant to assist the City with conducting a nexus study on the development impact fees. The last study was completed in 2008.

Staff recommends adjusting the fees in the updated master fee schedule. Pursuant to Pinole Municipal Code 3.20.096 (B), on July 1st of each fiscal year, the dollar amounts of development impact fees on the master fee schedule should be adjusted by a percentage equal to the percentage change in the “Engineering News-Record’s Construction Cost Index-San Francisco Bay Area” for the preceding twelve- month period calculated from April 1st to March 31st. Based on the calculation, the Construction Cost Index (CCI) increased by 15% over said period. Therefore, staff recommends adjusting the fees by 15% to align with the change in the CCI.

### Pinole Community Television (PCTV) Fees

In addition to operating the City’s public, educational, and governmental (PEG) cable television station, Pinole Community Television (PCTV) also provides broadcast services to other jurisdictions and recording and production services to private parties on a fee for service basis. The fees have not been included in the master fee schedule for several years, mostly due to limited staffing and low service demands. In that regard, the fees are not included in the study and will be evaluated separately alongside the PCTV master plan that will be completed in FY 2022/23.

## FISCAL IMPACT

Any additional revenue expected from the Proposed Master Fee Schedule is intended to offset the cost of providing existing services associated with those fee-related regulatory functions and other programs. Additional fee revenue is not intended to fund new services.

## ATTACHMENTS:

A – Master Schedule of User and Regulatory Fees
B - User and Regulatory Fee Study Report and Illustration of Proposed Fee Changes
C - Resolution Adopting Updated Schedule of Various User and Regulatory Fees

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# ATTACHMENT A

***Master Schedule of User and Regulatory Fees***

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# City of Pinole

## Master Schedule of User and Regulatory Fees

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# City of Pinole

## MASTER FEE SCHEDULE - CITY CLERK ADMINISTRATIVE FEES

| | Activity Description | Fee | Charge Basis | Note |
|---|---|---|---|---|
| 1 | Hardcopy Records Request | $0.10 | per single sided page | |
| 2 | Oversize documents | $3 | per page | |
| 3 | Filing Fee - Notice of Intent to Circulate Initiative Petition | $200 | | |
| 4 | Garbage Service Exemption (Resolution No. 2005-39) | $48 | | |
| 5 | Administrative Fee for Waste Collection Lien (PMC 8.08.110(G)/Resolution No. 2008-165 | $55 | | |
| 6 | Appeal Fee for Business License Revocations, Massage Establishment /Operator Permits & Code Enforcement Actions (Resolution 2009-122/11-19-2009) | $575 | each | |
| 7 | Requests Requiring Special Programming or Formatting | Actual hourly rate plus cost of digital devices | | [a] |

[a] This fee applies to the creation of a new document or information not normally prepared, owned, used or retained by the City as part of the conduct of the Public's business. Fee also includes cost of any digital devices used to provide requested information.

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# City of Pinole

## MASTER FEE SCHEDULE - FINANCE ADMINISTRATIVE FEES

| Activity Description | | Fee | Charge Basis | Note |
|---|---|---|---|---|
| 1 | Credit Card Transaction Processing Fee | pass-through of vendor charge | % of amount paid by credit card | [a] |
| 2 | Not Sufficient Funds Charge | $25 | each | |
| 3 | Hourly Rates and Fees for Services Not Listed in this Fee Schedule | | | |
| | a) Finance Personnel | $131 | per hour | [b] |

[a] Fee will only apply when credit card is used for payment of fees for development/fire-related fees, permits, plan review, etc. Fee is intended to serve as a pass-through based on vendor agreement.

[b] For services requested of City staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity.

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# City of Pinole

## MASTER FEE SCHEDULE - BUSINESS LICENSES

| Activity Description | | Fee | Charge Basis | Note |
|---|---|---|---|---|
| 1 | **Fixed Place of Business in Pinole (Includes Home Businesses & Pinole Contractors)** | | | |
| | Per Year (includes one employee) | $152 | | |
| | Additional Employees (2 to 19) | $23 | per employee | |
| | Additional Employees (over 20) | $18 | per employee | |
| 2 | **Rental Properties** | | | |
| | Basic Fee for one Property (1 unit) | $152 | | |
| | Each additional Unit (2-4 units) | $18 | | |
| | Additional Units (5 or more) | $10 | | |
| 3 | **Hotels and Motels** | | | |
| | Basic Fee | $152 | | |
| | Each Rental Unit | $10 | | |
| 4 | **Bowling Alley** | | | |
| | Basic Fee (includes 2 lanes) | $152 | | |
| | Additional Lanes | $52 | each | |
| 5 | **Outside Licensed Contractors/Subcontractors** | | | |
| | Annual fee for current calendar year | $238 | | |
| | Semi-annual (6 consecutive months within the same calendar year) | $131 | | |
| | Quarterly (3 consecutive months within the same calendar year) | $78 | | |
| 6 | **Outside Personal/Professional Service** | $152 | per year | |
| 7 | **Delivery Vehicles** | $152 | per year | |
| 8 | **Public Amusements** | | | |
| | Rides and Shows | $128 | per day | |
| | Carnival | $1,299 | per day | |
| | Circus | | | |
| | a) Base Fee | $1,299 | per day | |
| | b) Per Day, Per Show | $259 | | |
| 9 | **Dance Hall** | $777 | per year | |
| 10 | **Motion Picture Theatre** | $311 | per year | |
| 11 | **Playhouse** | $311 | per year | |

# City of Pinole

## MASTER FEE SCHEDULE - BUSINESS LICENSES

| Activity Description | | Fee | Charge Basis | Note |
|---|---|---|---|---|
| 12 | **Pool Hall** | | | |
| | Base Fee | $152 | per year | |
| | Per Table Over Two | $76 | per year | |
| 13 | **Advertising Vehicles** | | | |
| | Per Vehicle | $11 | per day | |
| | Minimum Tax | $83 | | |
| 14 | **Billboard** | $152 | per year | |
| 15 | **Auctioneer** | | | |
| | Daily Fee | $128 | | |
| | Annual Fee | $1,065 | | |
| 16 | **Pawnbroker** | $777 | per year | |
| 17 | **Astrology, etc.** | $378 | per month | |
| 18 | **Peddlers, solicitors** | $152 | per year | |
| 19 | **Photographers** | | | |
| | Daily Fee | $25 | | |
| | Door-to-door solicitation for taking photographs, for enlargements, frames, etc. - per quarter | $76 | per quarter | |
| 20 | **Fire Sale** | $259 | per day | |
| 21 | **Distribution of Advertising Matter** | | | |
| | Per Year (includes one employee) | $152 | | |
| | Additional Employees (2 to 19) | $23 | per employee | |
| | Additional Employees (over 20) | $18 | per employee | |
| | Less than 40 weeks a year | $18 | per employee, per day | |
| 22 | **Transfer of Ownership Fee** | $6 | | |
| 23 | **Exemption Certificate** | $29 | | |
| 24 | **Penalty-Per Municipal Code 5.04.180 Sec. A (50% of license fee)** | 50% | | [a] |
| 25 | **State Mandated Fee (AB 1379) (applies to All Licenses)** | $4 | | |

[a] Renewal must be postmarked, or hand delivered to City Hall by close of business on January 31 of calendar year for which business license applies to avoid penalty.

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# City of Pinole

## MASTER FEE SCHEDULE - RENTAL & BALCONY INSPECTION PROGRAM FEES

| Activity Description | | Fee | Note |
|---|---|---|---|
| 1 | Rental Inspection Program Fee | | |
| | a) Base Fee (Covers Initial Inspection and First Reinspection) | | |
| | i) Single Family Unit, Duplex Unit, or Triplex Unit | $360 | |
| | ii) Multi-Family Unit Including Hotel/Motel Unit | $225 | |
| | b) Reinspection Fee (only applicable if required) | | |
| | i) 2nd Reinspection | 20% of initial fee | |
| | ii) 3rd Reinspection | 30% of initial fee | |
| | iii) 4th Reinspection | 40% of initial fee | |
| 2 | Balcony Inpection Program Fee | $180 | |

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# City of Pinole

## MASTER FEE SCHEDULE - BUILDING FEES

**A. Fees for Commonly Requested and Minor Miscellaneous Building Permit Types. Fees shown in this section (Section A.) include all applicable inspection, and plan review fees. Additional permit processing fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies.**

| | Fee Description | Fee | Note |
|---|---|---|---|
| 1 | HVAC Change-Out - Residential | $180 | |
| 2 | Water Heater Change-Out - Residential | $135 | |
| 3 | Residential Re-Roof | | |
| | a) Up to 2,000 SF (Roof Area) | $270 | |
| | b) Each Add'l 1,000 SF or fraction thereof | $90 | |
| 4 | Service Panel Upgrade - Residential | $180 | |
| 5 | Battery Backup Storage | $180 | |
| 6 | Electric Vehicle Charger | $180 | |
| 7 | Generator | $180 | |
| 8 | Residential Solar Photovoltaic System - Solar Permit | | |
| | a) 15kW or less | $315 | [a] |
| | b) Above 15kW | $450 base fee, plus $15 per kW for each kW above 15kW | [a] |
| 9 | Commercial Solar Photovoltaic System - Solar Permit | | |
| | a) 50kW or less | $1,000 | [a] |
| | b) 50kW – 250kW | $1,000 base fee, plus $7 per kW for each kW above 50kW up to 250kW | [a] |
| | c) Above 250kW | $2,400 base fee, plus $5 per kW for each kW above 250 kW | [a] |
| 10 | Solar Thermal | $315 | |
| 11 | Ground-Mount Solar | $360 | |
| 12 | Swimming Pool/Spa Equipment Change-out Only | $180 | |
| 13 | Swimming Pool Replaster | $180 | |
| 14 | Residential Voluntary Seismic Retrofit | $270 | |
| 15 | Retaining Wall | | |
| | a) Wall Under 4' in height | $360 | |
| | b) Wall Over 4' in height | | |
| | i) Up to 100 LF | $720 | |
| | ii) Each Additional 100 LF | $45 | |
| 16 | CMU Wall | | |
| | a) Wall Under 6' in height | $360 | |
| | b) Wall Over 6' in height | | |
| | i) Up to 100 LF | $720 | |
| | ii) Each Additional 100 LF | $45 | |
| 17 | Window / Sliding Glass Door - Retrofit / Repair | | |
| | a) Up to 5 | $180 | |
| | b) Over 5 | See Permit Fee Table | |
| 18 | Fences Requiring a Building Permit | $180 | |

[a] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).

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# City of Pinole

## MASTER FEE SCHEDULE - BUILDING FEES

**Determination of Valuation for Fee-Setting Purposes**

● Building Valuation shall be based on the higher of 1) the applicant's estimated valuation or 2) the most current Building Valuation as printed and published by the International Code Council and adjusted using the most current City Cost Index printed and published by R. S. Means Building Construction Cost Data. CRC, R108.3 Building permit valuations. Building permit valuation shall include total value of the work for which a permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and other permanent systems, including materials and labor. The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

**Note: For construction projects with permit fees calculated using Section B, additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies (e.g. State of California). Additional fees apply for plan review, when applicable.**

**B. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Mechanical, Electrical, and/or Plumbing Permits Not Identified Elsewhere in This Fee Schedule**

| Total Valuation | | | Permit Fee | | | | |
|---|---|---|---|---|---|---|---|
| $1 | to | $2,000 | $180.00 | | | | |
| $2,001 | to | $25,000 | $270.00 | for the first $2,000 | plus | $19.57 | for each add'l $1,000 or fraction thereof, to and including $1,000 |
| $25,001 | to | $50,000 | $720.00 | for the first $25,000 | plus | $25.20 | for each add'l $1,000 or fraction thereof, to and including $1,000 |
| $50,001 | to | $100,000 | $1,350.00 | for the first $50,000 | plus | $16.20 | for each add'l $1,000 or fraction thereof, to and including $100,000 |
| $100,001 | to | $500,000 | $2,160.00 | for the first $100,000 | plus | $11.70 | for each add'l $1,000 or fraction thereof, to and including $500,000 |
| $500,001 | to | $1,000,000 | $6,840.00 | for the first $500,000 | plus | $6.48 | for each add'l $1,000 or fraction thereof, to and including $1,000,000 |
| $1,000,001 | and | up | $10,080.00 | for the first $1,000,000 | plus | $4.54 | for each additional $1,000 or fraction thereof over $1,000,000 |

For permits for new construction, additions, tenant improvements or residential remodels requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee

**Plumbing inspection fees = Base permit fee x .10**

**Electrical inspection fees = Base permit fee x .10**

**Mechanical inspection fees = Base permit fee x .10**

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# City of Pinole

## MASTER FEE SCHEDULE - BUILDING FEES

**C. Building Plan Review Fees**

| Activity Description | Fee | Note |
|---|---|---|
| **1 Building Plan Check Fees - Building** | | |
| a) Plan Review Fee, if applicable | 75% | [a] |
| b) Expedited Plan Check - At Application Submittal (when applicable) | 1.5x standard plan check fee | |
| c) Revision Application Fee (per hour) (1-hour minimum) | $180 | |
| d) Tract Home / Master Plan Construction (Production Units) | 20% of standard plan check fee | [b] |
| e) Alternate Materials and Materials Review (per hour) | $180 | |
| f) Excess Plan Review Fee (4th and subsequent) (per hour) | $180 | |
| g) Revisions (per hour) | $180 | |
| **2 Building Plan Check Fees - Planning (Fees Only Applied to Projects Requiring Review)** | | |
| a) Zoning Clearance Verification | $108 | |
| b) Planning Plan Check | | |
| i) Alterations/Additions - Residential | $269 | |
| ii) New Construction - Single Family Residential | $484 | |
| iii) New Construction - 2-4 Residential Units | $914 | |
| iv) New Construction - 5+ Residential Units | $2,365 | |
| v) New Construction - Non-Residential | $914 | |
| vi) Alterations/Additions - Non-Residential | $484 | |
| **3 Building Plan Check Fees - Public Works Engineering (Fees Only Applied to Projects Requiring Review)** | | |
| a) Swimming Pool | $200 | |
| b) Block Wall | $100 | |
| c) Fence | $100 | |
| d) Sign | $100 | |
| e) Alterations/Additions - Residential | $150 | |
| f) New Construction - Single Family Residential | $400 | |
| g) New Construction - 2-4 Residential Units | $600 | |
| h) New Construction - 5+ Residential Units | $1,200 | |
| i) New Construction - Non-Residential | $800 | |
| j) Alterations/Additions - Non-Residential | $200 | |
| k) Trash Capture, SWPPP, and NPDES Review Fees | See Eng. Fee Schedule | |
| l) Permits / Plan checks not listed above | See footnote | [c] |

When applicable, plan check fees shall be paid at the time of application for a building permit.
The plan checking fee is in addition to the building permit fee

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

[c] Engineer/technician to determine hours and applicable fee at time of application.

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# City of Pinole

## MASTER FEE SCHEDULE - BUILDING FEES

**D. Other Fees**

| | Activity Description | Fee | Note |
|---|---|---|---|
| 1 | Permit Processing Fee | $75 | |
| 2 | Fire Permit Processing Fee | $75 | |
| 3 | Outside Contractor Business License Processing Fee | $60 | |
| 4 | Business License Inspection Fee | | |
| | a) Residential Home Occupation | $60 | |
| | b) Non-Residential | $135 | |
| 5 | General Plan Maintenance Fee (% of permit fee) | 10% | |
| 6 | Technology Fee (% of plan review and permit fee) | 10% | |
| 7 | Strong Motion Instrumentation (SMI) Fee Calculation | | |
| | a) Residential | $0.50 or valuation x .00013 | |
| | b) Commercial | $0.50 or valuation x .00028 | |
| 8 | Building Standards (SB 1473) Fee Calculation (Valuation) | | |
| | a) $1 - $25,000 | $1 | |
| | b) $25,001 - $50,000 | $2 | |
| | c) $50,001 - $75,000 | $3 | |
| | d) $75,001 - $100,000 | $4 | |
| | e) Each Add'l $25,000 or fraction thereof | Add $1 | |
| 9 | Temporary Certificate of Occupancy (per 30 Days) | $270 | |
| 10 | Permit Extension | $180 | |
| 11 | Permit Reactivation Fee | | |
| | a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection | $180 | |
| | b) Reactivation Fee - All Other Scenarios | | |
| | i) Permit Expired Up to One Year | 50% of Original Base Building Permit Fee | |
| | ii) Permit Expired More than One Year | 100% of Original Base Building Permit Fee | |
| 12 | Permit Reissuance Fee | $90 | |
| 13 | Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.) | $270 | |
| 14 | AB 838 Violation Fees | | |
| | a) Investigation resulting in Violations under AB 838 (per hour) (1-hour minimum) | $180 | |
| | b) Inspection Report Production for Violations under AB 838 (per hour) (1-hour minimum) | $180 | |

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# City of Pinole

## MASTER FEE SCHEDULE - BUILDING FEES

**D. Other Fees**

| | Activity Description | Fee | Note |
|---|---|---|---|
| | **Other Fees** | | |
| 15 | Phased Inspection Fee (per inspection) | $90 | |
| 16 | After Hours Inspection (per hour) (4-hour minimum) | $216 | |
| 17 | Re-inspection Fee (2nd Time or More) (each) | $90 | [a] |
| 18 | Missed Inspection Fee | $90 | |
| 19 | Duplicate Copy of Permit | $60 | |
| 20 | Duplicate Copy of Certificate of Occupancy | $30 | |
| 21 | Construction and Demolition Waste Management Review Fee | $90 | |
| 22 | Fees for Services Not Listed in this Fee Schedule (per 1/2 hour) | $90 | |
| | **Violation Fees** | | |
| 23 | Investigation Fee For Work Done Without Permits<br>(In addition to applicable permit fees) | equal to<br>permit fee | |
| | **Refunds** | | |
| 24 | Refunds | | |
| | a) Fees Erroneously Paid or Collected by the City | 100% refund | |
| | b) Refund of Plan Review Fees - Prior to Plan Review Commencing | up to 80% refund | |
| | c) Refund of Permit Fees - Prior to Inspection Commencing | up to 80% refund | |
| | d) 180 Days After Payment of Fees | no refund | |

[a] Reinspection fee applies after the first re-inspection.

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# City of Pinole

## MASTER FEE SCHEDULE - DEVELOPMENT IMPACT FEES

| | Activity Description | Single Family | Multi-Family | Office | Commercial | Industrial | Institutional |
|---|---|---|---|---|---|---|---|
| 1 | Police | $1,321.29 | $1,000.98 | $500.49 | $160.16 | $400.40 | $40.04 |
| 2 | Fire Protection | $1,688.49 | $1,279.16 | $639.58 | $204.67 | $511.66 | $51.16 |
| 3 | Public Facilities & Equipment | $2,278.48 | $1,726.13 | $863.06 | $276.18 | $690.45 | $69.05 |
| 4 | Wastewater | $5,684.45 | $4,263.05 | $2,640.40 | $2,640.40 | $2,160.85 | $1,439.80 |
| 5 | Transportation | $477.05 | $338.71 | $639.25 | $1,598.13 | $419.81 | $1,211.72 |
| 6 | Drainage | $1,270.54 | $76.23 | $186.67 | $186.67 | $369.46 | $437.52 |
| 7 | Parks and Recreation | $9,215.85 | $6,981.71 | n/a | n/a | n/a | n/a |
| 8 | Subtotal | $21,936.16 | $15,665.97 | $5,469.46 | $5,066.21 | $4,552.62 | $3,249.29 |
| 9 | Administration (3%) | $658.08 | $469.98 | $164.08 | $151.99 | $136.58 | $97.48 |
| 10 | Total | $22,594.25 | $16,135.95 | $5,633.54 | $5,218.19 | $4,689.20 | $3,346.76 |

# City of Pinole

## MASTER FEE SCHEDULE - PLANNING FEES

| | Activity Description | Fee | Note |
|---|---|---|---|
| | **Design Review** | | |
| 1 | Administrative Design Review: Single family residential additions; additions of less than 500 sf for multifamily and nonresidential | $725 | |
| 2 | Comprehensive Design Review – Small<br>New single family residence; new multifamily building with 2 to 4 units; multifamily and nonresidential additions 500 to 5,000sf | $3,700 | |
| 3 | Comprehensive Design Review – Medium<br>New multifamily building with 5 to 10 units; multifamily and nonresidential additions 5,001 to 10,000sf | $9,941 | |
| 4 | Comprehensive Design Review – Large<br>New multifamily building of 10 or more units; new nonresidential buildings; multifamily and nonresidential additions greater than 10,000sf | $20,000 Deposit;<br>$14,000 Minimum Fee | |
| 5 | Sign Permit: New Sign/Approved Program, replace old sign as previously approved, etc. | $430 | |
| 6 | Creative Sign Program: Encourage signs of unique design | $750 | |
| 7 | Sign Program: 5 or more signs or greater than 200 sq. ft. of total aggregate sign area or building with 3 or more tenants. | $2,150 | |
| | **Use Permits** | | |
| 8 | Similar Use Determination | $325 | |
| 9 | Administrative Use Permits (AUP): Outdoor Dining | $875 | |
| 10 | Temporary Use Permits (TUP) – Small.<br>Special one-day events, such as grand openings<br>Outdoor sales and display.<br>Seasonal sales (Christmas tree sales, pumpkin sales) | $350 | [a] |
| 11 | Temporary Use Permits (TUP) – Large.<br>Construction yards and storage sheds<br>Expositions, concerts, clinics, amusement rides, and flea markets. | $775 | [a] |
| 12 | Conditional Use Permits (CUP) | $5,186 | |
| 13 | Home Occupation Permit | $140 | |
| 14 | Condo Conversion Permit | $7,500 Deposit;<br>$5,000 Minimum Fee | |
| 15 | Tree Removal Permit | $215 | |
| 16 | Use Permit Amendments | $2,580 | |
| 17 | Use Permit - Combined with Other Permits | 100% of highest applicable permit fee, plus 50% of all other applicable permit fees | |

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# City of Pinole

## MASTER FEE SCHEDULE - PLANNING FEES

| | Activity Description | Fee | Note |
|---|---|---|---|
| | **Variances** | | |
| 18 | Minor Deviation | $660 | |
| 19 | Single Family Variance | $1,650 | |
| 20 | All Other Variance Requests | $4,730 | |
| | **Policy / Plan Amendments** | | |
| 21 | Prezoning / Annexation | $20,000 Deposit; $14,000 Minimum Fee | |
| 22 | Rezoning / Zoning Code Amendment (Includes Map and Text) | $9,460 | |
| 23 | Minor Development Plan Amendment | $430 | |
| 24 | General Plan Amendment | $10,000 Deposit; $7,000 Minimum Fee | |
| 25 | Specific Plan Amendment | $10,000 Deposit; $7,000 Minimum Fee | |
| | **Subdivision / Mapping** | | |
| 26 | Subdivision / Tentative Map | | |
| | a) Minor Subdivision / Parcel Map (4 Lots or Less) | $5,000 Deposit; $3,500 Minimum Fee | |
| | b) Major Subdivision / Tract Map (5 or More Lots) | $7,500 Deposit; $5,000 Minimum Fee | |
| 27 | Lot Line Adjustment | $2,000 Deposit; $1,400 Minimum Fee | |
| 28 | Lot Merger | $2,000 Deposit; $1,400 Minimum Fee | |
| 29 | Easement / Street Vacation / Existing Utility Review | $2,000 Deposit; $1,400 Minimum Fee | |
| 30 | Final Map | | |
| | a) Parcel Map | $5,000 Deposit; $3,500 Minimum Fee | |
| | b) Tract Map | $7,500 Deposit; $5,000 Minimum Fee | |
| | **Environmental Review** | | |
| 31 | Categorical Exemption | $250 | |
| 32 | Initial Study | $3,500 or Consultant Cost + 15% | |
| 33 | Negative Declaration | $5,000 Deposit; $3,500 Minimum Fee | |
| 34 | Mitigated Negative Declaration | $10,000 Deposit; $7,000 Minimum Fee | |
| 35 | Environmental Impact Report | Consultant Cost + 15%; Deposit TBD | |

# City of Pinole

## MASTER FEE SCHEDULE - PLANNING FEES

| | Activity Description | Fee | Note |
|---|---|---|---|
| | **Agreements** | | |
| 36 | Development Agreement | $10,000 Deposit;<br>$7,000 Minimum Fee | |
| 37 | Affordable Housing Agreement | $10,000 Deposit;<br>$7,000 Minimum Fee | |
| 38 | Review of CC&R's | $2,500 Deposit;<br>$1,750 Minimum Fee | |
| | **Other Development Services** | | |
| 39 | Extensions | 1/2 Original Fee | |
| 40 | Appeals of Department, Administrative and Planning Commission Actions (Per Appeal) | $500 + $2,500 Deposit | [b] |
| 41 | Zoning Administrator Hearing (Each Required Hearing) | $485 | |
| 42 | Planning Commission / City Council Hearing (Each Required Hearing) | $645 | |
| 43 | Records Research | $100 per half hour after first hour | |
| 44 | Address Assignment | $215 | |
| | **Public Noticing** | | |
| 45 | Project Notification Sign | $250 per sign<br>(as needed) | |
| 46 | Public Noticing (Administrative) | $450 | |
| 47 | Public Noticing (Public Hearing Required) | $700 | |
| 48 | Public Noticing (Deposit-Based Project) | Deposit | |
| | **Small Cell Wireless** | | |
| 49 | Small Cell: Right of Way Pole Usage Fee | $270 per pole annually | |
| 50 | Small Cell Wireless Attachment Fee | $500 for first five + $100 for each additional | |
| 51 | Small Cell Wireless New Pole | $1,000 | |
| | **Affordable Housing Requests** | | |
| 52 | Equity-Share Payoff Demand | $323 | |
| 53 | Reconveyance | $323 | |
| 54 | Density Bonus Application | $430 | |
| | **Redevelopment (Successor Agency)** | | |
| 55 | Loan Extension Application Fee (Commercial/Residential) | $325 | |

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# City of Pinole

## MASTER FEE SCHEDULE - PLANNING FEES

| | Activity Description | Fee | Note |
|---|---|---|---|
| | **Technology Enhancement Fee** | | |
| 56 | Technology Fee (% of plan review and permit fee) | 10% | |
| | **Violation Fees** | | |
| 57 | Penalty for Work Without Planning Approval | equal to permit fee | |
| | **Hourly Rates and Fees for Services Not Listed in this Fee Schedule** | | |
| 58 | Rates for Services Not Listed Above | | |
| | a) Planning Personnel (per hour) | $215 | |
| | b) Contract Planning, Peer Review, Architecture Review, Etc. | Pass through of Actual Cost + 15% | |
| | c) Specialized Attorney Services | Pass through of Actual Cost | |

[a] Temporary use permit fee may be reduced to $0 (no charge) for non-profit entities.

[b] Planning Commission Appeal requests initiated by the City Council members shall be accompanied by a $250 rather than $500 appellant fee. The $250 may be refundable if the appeal initiated by a majority of the City Council members that hear the appeal request.

| Overview of Fee Structure |
|---|
| Fees may be either fixed fees, or Full Cost Recovery with Minimum Amount Due. When a fee is Full Cost Recovery with Minimum Amount Due, the minimum amount charged shall be the Minimum Fee. The City reserves the right to collect amounts in excess of the minimum fee when City costs or other review costs (e.g. consultant, County, attorney, etc.) exceed this amount. |

| Use of Full Cost Recovery with Minimum Amount Due |
|---|
| For fees collected using Full Cost Recovery with Minimum Amount Due, the City will provide an accounting of internal costs and other related costs (e.g. consultant, County, attorney, etc.), to support any amounts billed in excess of the minimum amount due. |

| Full Cost Deposits and Deposit Replenishment Policy |
|---|
| Applicants for full cost (deposit-based) submittals shall pay for all City staff and contract service provider time and materials required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule will be subject to a full cost reimbursement agreement to be approved by the City Manager and/or City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work. |
| Initial deposits will be collected and held by the City in a deposit account at the time the application is submitted. Project billing amounts will be drawn from the deposit account. If the deposit is reduced to below 20% of the initial deposit amount, the applicant will be notified and required to supplement the deposit account with an additional amount. |
| When more than one full cost application is submitted, the sum total of the initial full cost deposit amount may be reduced by up to 20% at the discretion of the Planning Director. |
| Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. Any deposit amounts remaining after final project close out will be returned to applicant (less bond amounts held by the City). |
| As may be required by the Planning Department or Public Works Department for project evaluation or environmental review, all payment for attorney and consultant work shall be the responsibility of the applicant. |

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# City of Pinole

## MASTER FEE SCHEDULE - CODE ENFORCEMENT FEES

| Activity Description | | Fee | Note |
|---|---|---|---|
| 1 | Courtesy Inspection | | |
| | a) First Inspection | No Charge | |
| | b) Second Inspection to Verify Violation Corrected | No Charge | |
| | c) Each Additional Inspection | $77 | |
| 2 | Re-Inspection Fee | $77 | |
| 3 | Abatement Warrant | $308 | |
| 4 | Serving Notice | $38 | |
| 5 | Lien Approval Fee | $150 | |
| 6 | Special Assessment Approval Fee | $150 | |
| 7 | Lien Release Fee | $150 | |
| 8 | Tobacco Retailer License | | |
| | a) New | $209 | |
| | b) Renewal | $209 | |
| | c) Late Renewal | Same as Business Lic. | |
| | d) Suspension Appeal | $1,000 | |
| | e) Citation Appeal | $25 | |
| 9 | Request for Extension of Time | | |
| | a) First Request | No Charge | |
| | b) Second and Subsequent Requests (each) | $35 | |
| 10 | Oversized and Non-Motorized Vehicle Visitor Parking Permit | bill hourly; 1-hour min. | [a] |
| 11 | Appeals | | |
| | a) Notice and Order Appeal | $575 | |
| | b) Notice of Violations Appeal | $575 | |
| | c) Administrative Citation Appeal | $25 | |
| 12 | Technology Fee (% of Fee) | 10% | |
| 13 | Late Payment Penalty | 5% of unpaid amount | |
| 14 | Rates for Services Not Listed Above | | |
| | a) Code Enforcement Personnel (per hour) | $154 | |
| | b) Specialized Services Including, but not limited to, Attorney and Abatement Services | Pass through of Actual Cost | |

[a] Pinole Municipal Code Section 8.24.035.C.3

# City of Pinole

## MASTER FEE SCHEDULE - ENGINEERING AND ENCROACHMENT PERMIT FEES

| | Activity Description | Fee | Note |
|---|---|---|---|
| | **Encroachment Permit Fees** | | |
| 1 | Permit Issuance Fee (applies to all encroachment permits) | $150 | |
| 2 | Permit Renewal Fee / Time Extension | $100 | |
| 3 | Permit Fee | | |
| | a) Sewer Lateral | | |
| | i) Base Permit Fee | $200 | |
| | ii) Video Inspection, If Required | $100 | |
| | b) Concrete Flat Work or Under Sidewalk Drain | | |
| | i) Up to 500 SF | $400 | |
| | ii) Add for Each Additional 500 SF | $100 | |
| | c) Street Cut or Drainage Modifications | | |
| | i) < 10 CY excavated | $600 | |
| | ii) Add for Each Additional 10 CY | $300 | |
| | d) Utility Pole - Set, Relocate or Remove | $400 | |
| | e) Utilities Structure Inspection | $300 | |
| | f) Storage in Public Right-of-Way for Moving Pods | $100 | |
| | g) Landscape Maintenance | $100 | |
| | h) Temporary Staging for Items Not Listed Above | $100 | |
| | i) Block Party Permit | Permit Issuance Fee | |
| | j) Vendor Permit | Permit Issuance Fee | |
| | k) Traffic Control Only | $200 | |
| | l) Major Project | | [a] |
| | i) First Day | $600 | |
| | ii) Each Additional Day | $300 | |
| | m) Projects Greater than Two Weeks in Duration | $4,000 Deposit | |
| | n) Permit Types Not Listed | $200 | |
| 4 | Other Applicable Fees, if Required | | |
| | a) Traffic Control Plan Review | $300 | |
| | b) Revocable Encroachment Permit / Hold Harmless Agreement | $500 | |
| 5 | Permit Bond / Deposit | | |
| | a) One-year maintenance bond for street cuts equal to the value of the work or as determined by Public Works Director / City Engineer. | Varies - See description | |
| | b) Bond for concrete work, including curb, gutter and sidewalk drains. Deposit is equal to the value of the work or as determined by Public Works Director / City Engineer. Deposit is returned upon passing final inspection for concrete work. | Varies - See description | |
| | c) One-year maintenance bond for storm drainage modifications equal to the value of the work or as determined by Public Works Director / City Engineer. | Varies - See description | |

# City of Pinole

## MASTER FEE SCHEDULE - ENGINEERING AND ENCROACHMENT PERMIT FEES

| | Activity Description | Fee | Note |
|---|---|---|---|
| | **Grading Fees** | | |
| 6 | Grading Plan Review | | |
| | a) 0 - 50 CY | | |
| | b) 50 to 10,000 CY | $900 | |
| | c) 10,001 to 100,000 CY | $1,300 | |
| | d) Add for Each 10,000 CY above 100,000 | $300 | |
| 7 | Grading Permit Issuance | $200 | |
| 8 | Grading Permit Bond (per CY) | $5 | |
| 9 | Grading Inspection | | |
| | a) 0 - 50 CY | | |
| | b) 50 to 10,000 CY | $1,200 | [b] |
| | c) 10,001 to 100,000 CY | $2,400 | [c] |
| | d) Add for Each 10,000 CY above 100,000 | $200 | |
| | **Erosion and Clean Water (Including Full Trash Capture System)** | | |
| 10 | Stormwater Pollution Prevention Construction Permit: C.6 Inspections (Permits for Construction Projects that Require Stormwater Pollution Prevention, Includes Monthly Inspection) | | |
| | a) Less than 1-Acre Hillside Site, Requiring an Erosion and Sediment Control Plan | $600 | [d] |
| | b) More than 1-Acre Requiring an Erosion and Sediment Control Plan | $1,200 | [d] |
| | c) Re-Inspections (Due to Fail in Maintaining BMP's) | $200 | [d] |
| 11 | C.3 Fees for Projects Which Create or Replace More than 10,000 SF of Impervious Surface | | |
| | a) Stormwater Control Plan Review / Approval | $900 | [d] |
| | b) Operations and Maintenance Plan Review / Approval | $500 | [d] |
| | c) Annual Inspection Fee | | |
| | i) Up to 25,000 SF | $800 | [d] |
| | ii) Greater than 25,000 SF | $1,600 | [d] |
| | **Oversize Load Permit Fee** | | |
| 12 | Oversize Load Permit Fee | | |
| | a) Per Day | $16 | |
| | b) Annual | $90 | |
| | **Temporary Barricade Delivery / Pickup** | | |
| 13 | Temporary Barricade Delivery / Pickup | | |
| | a) Temporary Barricade Delivery / Pickup | $200 | |
| | b) Refundable Security Deposit | TBD by Public Works Director / City Engineer | |

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# City of Pinole

## MASTER FEE SCHEDULE - ENGINEERING AND ENCROACHMENT PERMIT FEES

| | Activity Description | Fee | Note |
|---|---|---|---|
| | **Other** | | |
| 14 | After Hours Inspection (per hour) (4-hour minimum) | $240 | |
| 15 | Re-inspection Fee / Missed Inspection / Excessive Inspection Fee (2nd Time or More) | $200 | [e] |
| 16 | Excessive Resubmittals | $200 | [e] |
| 17 | Revisions | $200 | |
| | **Expedited Permit / Plan Review Fees** | | |
| 18 | Expedited Permit / Plan Review Fees | 1.5x standard fee | |
| | **Technology Enhancement Fee** | | |
| 19 | Technology Fee (% of plan review and permit fee) | 10% | |
| | **Violation Fees** | | |
| 20 | Investigation Fee For Work Done Without Permits<br>(In addition to applicable permit fees) | equal to<br>permit fee | |
| | **Hourly Rates and Fees for Services Not Listed in this Fee Schedule** | | |
| 21 | In-House Public Works Personnel | $200 | |
| 22 | Contract Service Providers | Pass through of Actual Cost + 15% | |
| 23 | Attorney Services | Pass through of Actual Cost | |

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g. excavation, trenching, boring, etc.).

[b] Fee includes up to 8 inspections. Any additional inspections will be charged at hourly rate.

[c] Fee includes up to 16 inspections. Any additional inspections will be charged at hourly rate.

[d] If a contract service provider is used for these reviews, the City may pass through of actual cost, plus 15% to the applicant, rather than fixed fee amounts listed.

[e] All fees include up to three plan checks and inspection and re-inspection. The City will bill hourly for additional plan review and inspections required.

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# City of Pinole

## MASTER FEE SCHEDULE - FIRE PREVENTION FEES

| | Activity Description | Fee * | Note |
|---|---|---|---|
| | **OPERATIONAL PERMITS** | | |
| 1 | **Aerosol Products**<br>Permit to store, manufacture, or handle an aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds net weight. | $316 | |
| 2 | **Amusement Buildings**<br>Permit to operate a special amusement building. | $316 | |
| 3 | **Aviation Facilities**<br>Permit to use Group-H or Group-S occupancies for aircraft servicing or the repair of aircraft, including aircraft fuel-servicing vehicles.<br>Does not include permits for hot works, flammable/combustible spraying operations, or hazardous materials. | $632 | |
| 4 | **Carbon Dioxide Systems used in Beverage Dispensing Applications**<br>Permit to operate a carbon dioxide system used for beverage dispensing having more than 100 pounds of carbon dioxide. | $316 | |
| 5 | **Carnivals, Fairs, Festivals, and Exhibitions** | | |
| | a) Permit to operate a carnival, fair, festival, or exhibition. Inspections conducted during normal work hours – (1.25 hours). | $395 | |
| | b) Additional inspection time during normal business hours, per ½ hour. | $158 | |
| | c) Additional inspection time after normal business hours, per hour. | $316 | |
| | d) Overtime and Weekend Inspections: Two hour minimum fee. | $632 | |
| 6 | **Cellulous Nitrate Film**<br>Permit to store, use, or handle cellulose nitrate film in a Group A occupancy. | $474 | |
| 7 | **Combustible Dust Production**<br>Permit to operate facility with operations producing combustible dust (e.g., grain elevator, flower starch milk, fee mill, or a plan pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, etc.). | | |
| | a) Up to 2500 sq. ft. | $316 | |
| | b) More than 2500 sq. ft. | $632 | |
| 8 | **Combustible Fibers**<br>Permit to store or handle combustible fibers in excess of 100 cu. ft. | $632 | |
| 9 | **Compressed Gas**<br>Permit to store, use, or handle compressed gases at normal temperature and pressure in excess of the amounts listed in Table 105.6.9 of the CFC. | $395 | |
| 10 | **Covered and Open Mall Buildings**<br>Permit for the placement of retail fixtures and displays, concession equipment, displays of highly combustible goods, liquid or gas-fired equipment, and the use of open flame or flame producing equipment in the mall. | $395 | |
| 11 | **Cryogenic Fluids**<br>Permit to produce, store, transport on site, use, handle, or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.11 of the CFC. | $395 | |

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# City of Pinole

## MASTER FEE SCHEDULE - FIRE PREVENTION FEES

| Activity Description | | Fee * | Note |
|---|---|---|---|
| 12 | **Cutting and Welding**<br>Permit to conduct cutting or welding operations. | $395 | |
| 13 | **Dry Cleaning**<br>Permit to engage in dry cleaning operations or to change to a more hazardous cleaning solvent in existing dry cleaning equipment. | $395 | |
| 14 | **Explosives**<br>Permit to manufacture, store, handle, sell, or use any quantity of explosives or explosive materials. <u>See Pyrotechnic Special Effects Material section.</u> | | |
| | a) Up to 100 lbs. | $632 | |
| | b) More than 100 lbs. | $948 | |
| 15 | **Gunpowder Sales**<br>Permit for the resale of gunpowder (does not include inspection fees required in FC – 15b.3). | | |
| | a) Up to 100 lbs. | $2 | |
| | b) More than 100 lbs. | $10 | |
| | c) Inspection time, per ½ hour. | $158 | |
| 16 | **Fire Hydrants and Valves**<br>Permit to use or operate fire hydrants or valves intended for fire suppression.<br>See Engineering Fee Schedule for temporary construction water supplies. | $316 | |
| 17 | **Flammable and Combustible Liquids** | | |
| | a) Permit to use or operate a pipeline for the transportation within facilities of flammable or combustible liquids. | $395 | |
| | b) Permit to store, handle, or use Class I liquids. In excess of 5 gallons – Inside. | $395 | |
| | c) In excess of 10 gallons – Outside. | $632 | |
| | d) Permit to store, handle, or use Class II or Class III liquids. In excess of 25 gallons – Inside. | $395 | |
| | e) In excess of 60 gallons – Outside. | $395 | |
| | f) Permit to store, handle, or use class IIIB liquids in tanks or portable tanks for fueling motor vehicles at motor fuel dispensing facilities or where connected to fuel-burning equipment. | $395 | |
| | g) Permit to remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes. | $395 | |
| | h) Permit to place temporarily out of service (for more than 90 days) an underground, protected above-ground, or above-ground flammable or combustible liquid tank. | $948 | |
| | i) Permit to change the type of contents stored in a flammable or combustible liquid tank to a material that poses a greater hazard than that for which the tank was designed and constructed. | $395 | |
| | j) Permit to manufacture, process, blend, or refine flammable or combustible liquids. | $632 | |
| 18 | **Floor Finishing**<br>Permit to use Class I or Class II liquids for the refinishing of floorings in excess of 350 sq. ft. | $395 | |
| 19 | **Fruit and Crop Ripening**<br>Permit to operate a fruit or crop ripening facility or conduct a fruit-ripening process using ethylene gas. | $316 | |

# City of Pinole

## MASTER FEE SCHEDULE - FIRE PREVENTION FEES

| Activity Description | | Fee * | Note |
|---|---|---|---|
| 20 | **Fumigation and Insecticidal Fogging**<br>Permit to operate a business of fumigation or insecticidal fogging and to maintain a room, vault, or chamber in which a toxic or flammable fumigant is used. | N/C | |
| 21 | **Hazardous Materials**<br>Permit to store, transport on site, dispense, use, or handle hazardous materials in excess of the amounts listed in Table 105.6.21 of the CFC. | | |
| | a) 1-5 products. | $316 | |
| | b) 5-10 products. | $948 | |
| | c) 11 or more products. | $1,580 | |
| 22 | **HPM Facilities**<br>Permit to store, handle, or use hazardous production materials. | $1,580 | |
| | **High-Piled Storage** | | |
| 23 | Permit to use a building or portion thereof for high-pile storage in excess of 500 square feet. | $632 | |
| 24 | Up to 5,000 sq. ft. More than 5,000 sq. ft. | $948 | |
| 25 | **Hot Work**<br>Permit to conduct hot work. | $158 | |
| 26 | **Industrial Oven**<br>Permit to operate an industrial oven. | $632 | |
| 27 | **Lumber Yards and Woodworking Plants**<br>Permit for the storage or processing of lumber exceeding 100,000 board feet. | $632 | |
| 28 | **Liquid- or Gas-Fueled Vehicles or Equipment in Assembly Buildings**<br>Permit to operate, display, or demonstrate liquid- or gas-fueled equipment in assembly buildings. | $316 | |
| 29 | **LPG** | | |
| | a) Permit to dispense, store, and use LPG. | $395 | |
| | b) Permit to operate a plant/facility. | $632 | |
| | c) Permit to exchange cylinders only – no refilling. | $316 | |
| 30 | **Magnesium**<br>Permit to melt, cast, heat, cast, or grind more than 10 lbs. | $474 | |
| 31 | **Miscellaneous Combustible Storage**<br>Permit to store in any building or upon any premises in excess of 2,500 cu. ft. gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork, wood or plastic pallets, or similar combustible materials. | $632 | |
| | **Motor Fuel-Dispensing Facilities** | | |
| 32 | Permit to operate automotive, marine, and fleet motor fuel-dispensing facilities. | $632 | |
| 33 | Permit to dispense liquid fuels from tank vehicles into the fuel tanks of motor vehicles, marine craft, and other special equipment at approved locations. Also includes the limited or temporary fueling operations for special events (e.g., the fueling of watercraft from shore, piers, floats, or barges). | $316 | |

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# City of Pinole

## MASTER FEE SCHEDULE - FIRE PREVENTION FEES

| Activity Description | | Fee * | Note |
|---|---|---|---|
| 34 | **Open Flames and Torches**<br>Permit to remove paint with a torch, or to use a torch or open flame device in a wildfire risk area. | $316 | |
| 35 | **Open Flames and Candles**<br>Permit to use open flames or candles in connection with restaurants, public assemblies, or drinking establishments. | $316 | |
| 36 | **Organic Coatings**<br>Permit to manufacture any organic coating in excess of 1 gallon in one day. | $316 | |
| 37 | **Public Assemblies**<br>Permit to operate place of assembly. | | |
| | a) Occupancy load 50-100 | $395 | |
| | b) Occupancy load 101-200 | $632 | |
| | c) Occupancy load 201-299 | $632 | |
| | d) Occupancy load 300 + | $948 | |
| 38 | **Pyrotechnic Special Effects Material**<br>**Permit to use or handle fireworks or pyrotechnics.** | | |
| | a) Inspections during normal work hours – (2 hours). | $632 | |
| | b) Additional inspection time during normal business hours, per ½ hour | $158 | |
| | c) Additional inspection time after normal business hours, per hour | $316 | |
| | d) Overtime and weekend inspections: Two-hour minimum fee. | $632 | |
| 39 | **Permit to use or handle fireworks or pyrotechnics, including fireworks aerial displays.** | | |
| | a) Inspections during normal work hours – (2.5 hours). | $790 | |
| | b) Additional inspection time during normal business hours, per ½ hour. | $158 | |
| | c) Additional inspection time after normal business hours, per hour | $316 | |
| | d) Overtime and weekend inspections: Three hour minimum fee. | $948 | |
| 40 | **Pyroxylin Plastics**<br>Permit to store or handle more than of 25 lbs. of cellulose nitrate (pyroxylin) plastics, or to assemble or manufacture articles involving pyroxylin plastics. | $316 | |
| 41 | **Refrigeration Equipment**<br>Permit to operate a mechanical refrigeration unit or system. | $474 | |
| 42 | **Repair Garages**<br>Permit to operate an engine or motor vehicle repair garage, including automotive, marine and similar fueled apparatus. | | |
| | a) 1 – 4 repair bays | $395 | |
| | b) 5 – 8 repair bays | $474 | |
| | c) More than 8 repair bays | $632 | |
| 43 | **Rooftop Heliport**<br>Permit to operate a rooftop heliport. | $316 | |

# City of Pinole

## MASTER FEE SCHEDULE - FIRE PREVENTION FEES

| Activity Description | Fee * | Note |
|---|---|---|
| 44 **Spraying or Dipping**<br>Permit to conduct spraying or dipping operations utilizing flammable or combustible liquids or the application of combustible powder. | $395 | |
| 45 **Storage of Scrap Tires and Tire Byproducts**<br>Permit to establish, conduct, or maintain storage of scrap tires and tire byproducts in excess of 2,500 cu. ft. of total volume. See Tire Storage section | $632 | |
| 46 **Temporary Membrane Structures and Tents**<br>Permit to operate an air-supported temporary membrane structure, including tents and canopies, having an area in excess of 400 sq. ft. (inspections during normal work hours only). | | |
| a) 401 sq. ft. to 699 sq. ft. | $158 | |
| b) 700 sq. ft. to 5,000 sq. ft. | $316 | |
| c) More than 5,000 sq. ft. | $474 | |
| d) Additional inspection time during normal business hours, per ½ hour. | $158 | |
| e) Additional inspection time after normal business hours, per hour. | $316 | |
| f) Overtime and weekend inspections: Two-hour minimum fee. | $632 | |
| g) Permit to extend the use of a tent, canopy, or air-supported structure for an additional 180 days. (1 extension per structure) | $316 | |
| 47 **Tire Rebuilding Plant**<br>Permit to operate and maintain a tire rebuilding plant. | $632 | |
| 48 **Waste Handling Facility**<br>Permit to operate a wrecking yard, junkyard, or waste handling facility. | $632 | |
| 49 **Wood Products**<br>Permit to store chips, hogged material, lumber, or plywood in excess of 200 cu. ft. | $632 | |
| 50 **Asbestos Removal**<br>Permit to conduct asbestos removal operations. | $316 | |
| 51 **Automobile Wrecking or Dismantling Yard**<br>Permit to operate an automobile wrecking or dismantling yard. | $632 | |
| 52 **Battery Systems**<br>Permit to operate stationary lead-acid battery systems having a liquid capacity of more than 50 gallons. | $316 | |
| 53 **Christmas Tree Sales**<br>Permit to operate a Christmas Tree lot. | $632 | |
| 54 **Emergency Responder Radio Coverage**<br>Permit to operate a facility with emergency responder radio coverage systems. | $158 | |
| 55 **Model Rockets** | | |
| a) Permit to sell model rocket motors or launch model rockets in excess of three launches per event. Permits are per site and are effective as long as site conditions remain unchanged. | $316 | |
| b) Additional site inspection time, per half hour. | $158 | |

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# City of Pinole

## MASTER FEE SCHEDULE - FIRE PREVENTION FEES

| Activity Description | | Fee * | Note |
|---|---|---|---|
| 56 | **Tire Storage**<br>Permit to store tires in excess of 1,000 cu. ft. inside buildings. | $395 | |
| 57 | **Oil Extraction Process**<br>Permit to extract oil from organic material by a process that uses a volatile solvent or liquid carbon dioxide. | $316 | |
| 58 | **Indoor Growing Operation**<br>Permit to conduct an indoor growing operation, except agricultural greenhouses in an agricultural zone. | $316 | |
| | **LICENSED CARE FACILITY - 24 HOURS** | | |
| 59 | Inspection of a 24-hour licensed care facility, including: Social Rehabilitation Facility, Residential Care Facility, Assisted Living, Residential Care Facility for the Elderly, Halfway Houses, Community Correction Centers, Re-entry Centers, Treatment Programs, Work Furlough, Alcoholism or Drug Abuse Recovery/Treatment Facility, Congregate Living Health Facility, Group Homes, Immediate Care Facility, and Infant Care Facility. | | |
| | a) Base Fee. | $316 | |
| | b) Plus $ 4.00 per unit/occupant. | $4 | |
| | c) Inspection of a 24-hour Infant Care Facility for children 2 ½ years of age and younger. | | |
| | i )Base Fee. | $316 | |
| | ii) Plus $ 4.00 per unit/occupant. | $4 | |
| 60 | **LICENSED CARE FACILITY - LESS THAN 24 HOURS**<br>Inspection of a non-24-hour license care facility with occupant load greater than 6, including: Adult Day Care, Adult Day Support Center, Child Day Care, Infant Day Care, and Large Family Day Care Home. | | |
| | a) Adult or Day Care Facility (non-ambulatory) | $316 | |
| | b) Adult or Child Large Family Day Care | $316 | |
| | c) Adult or Child Day Care Center | $316 | |
| | d) Inspection of a Licensed Clinic | $316 | |
| 61 | **SCHOOLS - (E Occupancy)**<br>Permit to operate and maintain a school. | | |
| | a) Occupant load less than 50. | $395 | |
| | b) Occupant load 50-149. | $632 | |
| | c) Occupant load 150-499. | $632 | |
| | d) Occupant load 500 or greater. | $948 | |
| 62 | **HIGH-RISE/MID-RISE - FIRE & LIFE SYSTEM SAFETY INSPECTION** | | |
| | a) High Rise Inspection of a Hi-Rise building (State certification inspection) - Pre 1974. | $2,528 | |
| | b) High Rise Inspection of a Hi-Rise building (State certification inspection) - Post 1974. | $632 | |
| | c) Plus $.006 per sq. ft. | .006 / sq. ft. | |

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# City of Pinole

## MASTER FEE SCHEDULE - FIRE PREVENTION FEES

| Activity Description | | Fee * | Note |
|---|---|---|---|
| 63 | **Mid-Rise** | | |
| | a) Inspection and test of life safety systems (e.g., smoke management), including where such systems are installed in lieu of fire department access or when required for the mitigation of other life safety issues or requirements. | $632 | |
| | b) Plus $.006 per sq. ft. | .006 / sq. ft. | |
| 64 | **HOSPITALS – INSTITUTION / JAILS - Hospitals (medical, surgical, and psychiatric) and Nursing Homes** | | |
| | a) Inspection of hospital or nursing home. | $632 | |
| | b) Plus $ 4.00 per patient/bed. | $4 | |
| 65 | **Out-Patient Clinics** | | |
| | a) Inspection of out-patient clinic with more than 5 patients. | $316 | |
| | b) Plus $ 4.00 per unit/occupant. | $4 | |
| 66 | **Police Services Facilities (holding cells)**<br>Inspection of police services facilities and DOJ review (includes the approval of Evacuation & Life Safety Procedures). | $316 | |
| 67 | **Adult/Juvenile Detention Facilities**<br>Inspection of adult and/or juvenile detention facilities. | $948 | |
| | **MULTI-RESIDENTIAL - (hotel, motel, apartments, condominiums)** | | |
| 68 | **Motel/Hotel** | | |
| | a) Inspection of a hotel or motel. | $474 | |
| | b) Plus $ 4.00 per unit. | $4.00 / unit | |
| 69 | **Apartments/Condominiums** | | |
| | a) Inspection of apartments or condominiums, three stories or more. | $474 | |
| | b) Plus $ 4.00 per unit. | $4.00 / unit | |
| | c) Inspection of apartments or condominiums, less than three stories. | | |
| | i) 3 – 12 units, base fee. | $115 | |
| | ii) 13 - 30 units, base fee. | $158 | |
| | iii) Plus $ 3.00 per unit. | $3.00 / unit | |
| | iv) 31 or more units, base fee. | $158 | |
| | v) Plus $ 4.00 per unit. | $4.00 / unit | |
| 70 | **BURNING PERMIT - Agricultural Burn Permit - BAAQMD 5-401.11** | | |
| | a) Range Management. | $158 | |
| | b) Open Burning: Recreational-Bonfire Permit. Religious | $316 | |
| | c) Service Burn Permit. | N/C | |
| | **FALSE ALARMS** | | |
| 71 | **Nuisance (Repeated) False Alarms**<br>Engine company response, after three (3) reported false alarms within a 180- day period. Includes: alarm sounding, water-flow alarms, and smoke or heat detectors. | $457 | |

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# City of Pinole

## MASTER FEE SCHEDULE - FIRE PREVENTION FEES

| | Activity Description | Fee * | Note |
|---|---|---|---|
| | **MISCELLANEOUS INSPECTIONS** | | |
| 72 | **Change of Occupancy/Site Inspection/Miscellaneous Inspection**<br>Site, miscellaneous, or requested inspection for a change of occupancy, including, but not limited to, inspections conducted when required by Building Official, Planning, or other governmental agency, and where not elsewhere listed. Provides 1 hour of inspection time. | $316 | |
| 73 | **Third or Non-Compliant Inspections**<br>Inspection for third and/or non-compliant inspections, per inspection. | $316 | |
| 74 | **Group B/M Occupancy** | | |
| | a) Inspection of Group B/M Occupancy. Provides 1/2 hour of inspection time. | $158 | |
| | b) Additional inspection time, per 1/2 hour. | $158 | |
| 75 | **HOURLY INSPECTION – OVERTIME - INSTRUCTIONAL RATES** | | |
| | a) Additional inspection or instructional time during normal business hours, per half hour. | $158 | |
| | b) Additional inspection time or instructional time after normal business hours, per hour. | $316 | |
| 76 | **Overtime and weekend inspections: Two hour minimum fee.** | $632 | |
| | **COPY SERVICES** | | |
| 77 | **Photocopies**<br>Letter or legal size, per page. | $ .20 / page | |
| 78 | **Laserfiche Retrieval** | | |
| | a) Minimum fee, provides ¼ hour. Additional time, per ¼ hour. | $11 | |
| | b) Plus $.20 per page. | $ .20 / page | |
| 79 | Copies of Photos - Fee, per ¼ hour. Plus actual cost of photos. | $11 | |

- Inspection fees are based on $316.00 per hour during normal business hours.
- Normal business hours are between 8am - 5pm, Monday – Friday.
- Inspection and/or permit fees will be assessed at the time of the primary inspection.
- All inspection/permit fees include one (1) primary and one (1) re-inspection, unless otherwise noted.
- Occupancies requiring three (3) or more inspections for compliance will be assessed an additional $316.00 fee for each inspection.

**Authority**
**Health & Safety Code: §§ 12101, 12640, 13109, 13113, 13116, 13131.5, 13143.2 (b), (c), (d), (e), 13143.9, 13145, 13146(a)(1)(b), (c), (e), 13146.1, 13146.2 (a), (b), 13146.3, 13916, 13235, 13862, 13869, 13869.7, 13875, 13874, 17921, 17948, 17962; Government Code: §§ 6103.7, 6253(b); California Fire Code: §§ 101.1, 101.2, 103.1, 103.2, 103.3, 105.1, 105.4, 901.2; Title 19, CCR: §§ 1.12, 3.28, 982, 1565.1, 1033, 1034, and 1035; Fire District Ordinance No. 2019-37.**

* These fees are intended to mirror fees authorized by the Contra Costa County Fire Protection District. The District provides fire prevention services to the City of Pinole, under contract. If the District updates fees subsequent to the adoption of this schedule, this schedule shall be presumed to reflect updated amounts. In the case of discrepancies, fee amounts authorized by the District shall supersede the amounts listed above.

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# City of Pinole

## MASTER FEE SCHEDULE - POLICE FEES

| Activity Description | | Fee | Charge Basis | Note |
|---|---|---|---|---|
| 1 | Vehicle Release | | | |
| | a) Vehicle Release | $120 | | |
| | b) Victim (stolen car, etc.) Reduction | No Charge | | |
| 2 | Fingerprinting fee | | | |
| | a) Live Scan-Residents (Service Fee) | $40 | | |
| | b) Live Scan- Non-Residents (Service Fee) | $50 | | |
| | c) Live Scan FBI Clearance | $19 | set by FBI | |
| | d) Live Scan DOJ Clearance | $32 | set by DOJ | |
| 3 | Clearance Letter: Local Criminal History Check - Resident | $25 | | |
| 4 | Report Copies *(No charge for domestic violence victims 530.5 PC(Identity Theft) and Face Page of Traffic Collision)* | $1 | per each 5 pages | |
| 5 | Citation sign-offs | | | |
| | a) Residents | Free | per citation | |
| | b) Non-Residents (non-Pinole issued citation) | $10 | per citation | |
| 6 | VIN Verification | $30 | per verification | |
| 7 | Weapons Seizure, Storage & Return | $125 | each | |
| 8 | Non-civil Subpoenas | Actual Cost* | | |
| 9 | Sealing of Records | Action Cost* | | |
| 10 | Audio/Video Tape Copies | Actual Cost* + m'tls cost | | |
| 11 | Photographic prints | Actual Cost* + m'tls cost | | |
| 12 | Restitution & Cost Recovery | Actual Cost* | | |
| 13 | Statistical Report (datatrieve) | Actual Cost* | | |
| 14 | Military Records Checks | $15 | | |
| 15 | Inspection of Records | No Fee (per GC 6253(a) | | |
| 16 | Criminalistics Analysis and Investigative Services | Actual Cost* | | |
| 17 | Civil Subpoena | $6 | per 1/4 hour per person plus reproduction costs | |

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# City of Pinole

## MASTER FEE SCHEDULE - POLICE FEES

| Activity Description | | Fee | Charge Basis | Note |
|---|---|---|---|---|
| 18 | Civil Subpoena appearance | Actual Costs ($150 deposit) (Per GC 68096.1) | | |
| 19 | Repossession Reimbursement | $15.00 (Per GC 41612) | | |
| | **Police Permits** | | | |
| 20 | Firearms Dealer's Licensing | | | |
| | a) Firearms Dealer's Licensing (initial fee) | $325 | | |
| | b) Firearms Dealer’s Licensing (annual fee) | $200 | | |
| | c) Penalty for Late Application of Firearms Dealer's License | 50% of License fee + License fee | | |
| 21 | Carry Concealed Weapon Permit | | | |
| | a) Initial Application | $200 | | |
| | b) Renewal & Amendments | Actual Cost* | | |
| | c) Psychological Testing Initial Application | $150 | | |
| 22 | Rotation Tow Franchise Fee | $300 | | |
| | a) New driver (annual) | $25 | | |
| | b) Renewal driver (annual) | $10 | | |
| | **Miscellaneous Permits** | | | |
| 23 | Taxi Permit Processing Fee (each) PMC 5.16.030 | $104 | | |
| 24 | Parade Permit | $30 | | |
| 25 | Special Event Permit | $30 | | |
| 26 | Alcohol Beverage Fee (per event) | $75 | | |
| 27 | Solicitor License PMC 5.16.130 | $104 | | |
| 28 | Massage Operator Permit-Resident | $675 | | |
| 29 | Massage Operator Permit-Non-Resident | $680 | | |
| 30 | Special Requests for Police Services | Overtime Rate | | |

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# City of Pinole

## MASTER FEE SCHEDULE - POLICE FINES

| | Activity Description | Fee | Code | Note |
|---|---|---|---|---|
| | **PARKING VIOLATION FINES** | | | |
| 1 | Stop/Stand/Park within any Parkway | $40 | PMC 10.40.020 | |
| 2 | Parking in violation of curb markings | $40 | PMC 10.40.030B | |
| 3 | Unlawful Parking—Div. Island | $40 | PMC 10.40.040A | |
| 4 | Parking in Red Zone | $40 | PMC10.40.040B | |
| 5 | Red Zone | $40 | PMC 10.40.040C | |
| 6 | No Parking Zone | $40 | PMC 10.40.040D | |
| 7 | Parking-Traffic Hazard | $60 | PMC 10.40.040F | |
| 8 | Temporary No Parking | $40 | PMC 10.40.040G | |
| 9 | Red Zone | $40 | PMC 10.40.040H | |
| 10 | Storage of Vehicles Prohibited | $60 | PMC 10.40.050 | |
| 11 | Parking for Demonstration | $40 | PMC 10.40.060 | |
| 12 | Repairing/Greasing Vehicles on the Street | $60 | PMC 10.40.070 | |
| 13 | Washing/Polishing Vehicles | $40 | PMC 10.40.080 | |
| 14 | Parking Adjacent to Schools | $40 | PMC 10.40.090 | |
| 15 | Parking Prohibited on Narrow Streets | $40 | PMC 10.40.100 | |
| 16 | Parking on Grades | $60 | PMC 10.40.110 | |
| 17 | Unlawful Parking on Grade | $60 | PMC 10.40.110 | |
| 18 | Vending on Streets-Permit Required | $60 | PMC 10.40.120 | |
| 19 | Emergency Parking-Signs | $40 | PMC 10.40.130 | |
| 20 | Twenty-Four (24) Minute Parking | $40 | PMC 10.40.140 | |
| 21 | Forty (40) Minute Parking | $40 | PMC 10.40.150 | |
| 22 | One Hour Parking | $40 | PMC 10.40.160 | |
| 23 | Two Hour Parking | $40 | PMC 10.40.170 | |
| 24 | Parallel Parking—One-way Street | $40 | PMC 10.40.180 | |
| 25 | 18 Inches from Curb | $40 | PMC 10.40.180A | |
| 26 | Posted No Parking Zone | $40 | PMC 10.40.180B | |
| 27 | Diagonal Parking | $40 | PMC 10.40.190 | |
| 28 | Parking Outside of Line | $70 | PMC10.40.190A | |
| 29 | Parking Space Markings | $40 | PMC 10.40.200 | |
| 30 | Parking Space Markings | $40 | PMC 10.40.200B | |
| 31 | No Stopping Zones | $40 | PMC 10.40.210B | |

# City of Pinole

## MASTER FEE SCHEDULE - POLICE FINES

| | Activity Description | Fee | Code | Note |
|---|---|---|---|---|
| 32 | Commercial Vehicle—Parking Restrictions | $120 | PMC 10.40.220 | |
| 33 | Off Truck Route | $120 | PMC 10.40.220B | |
| 34 | Commercial Vehicle—Curb Parking | $120 | PMC 10.40.230 | |
| 35 | Private Parking Facilities | $40 | PMC 10.40.240 | |
| 36 | Vehicle Longer 20'—Parking Restrictions | $40 | PMC 10.40.250 | |
| 37 | Preferred—Local Authority Designation | $40 | PMC 10.40.260 | |
| 38 | Disabled Parking | $300 | PMC 10.40.270 | |
| 39 | Unlawful Parking—Off Roadway | $40 | PMC 10.40.280 | |
| 40 | Unlawful Parking—Off Road | $40 | PMC 10.40.280A | |
| 41 | Unlawful Parking—Private Property | $40 | PMC 10.40.280B | |
| 42 | Curb Markings | $40 | PMC 10.44.020 | |
| 43 | Red Zone | $40 | PMC 10.44.020A | |
| 44 | Yellow Zone | $40 | PMC 10.44.020B | |
| 45 | White Zone | $40 | PMC 10.44.020C | |
| 46 | Blue Zone | $300 | PMC 10.44.020D | |
| 47 | Green Zone | $40 | PMC 10.44.020E | |
| 48 | Adherence to Curb Markings | $40 | PMC 10.44.020F | |
| 49 | Loading and Unloading | $22 | PMC 10.44.030 | |
| 50 | Parking in Passenger Loading Zone | $40 | PMC 10.44.040 | |
| 51 | Parked in Bus Zone | $250 | PMC 10.44.050E | |
| 52 | Parked Off Truck Route | $120 | PMC 10.48.040B | |

# City of Pinole

## MASTER FEE SCHEDULE - SPECIAL EVENT AND FILM PERMIT APPLICATION REVIEW FEES

| Activity Description | Fee | Note |
|---|---|---|
| 1 Special Event Permit | | |
| a) Application Fee | | |
| i) Event that requires limited site/plan review, no closures, etc. (i.e. park rentals/activities, misc. events, etc.) | $150 | [a] |
| ii) Event that requires, but not limited to, street/parking lot closures, site/plan review, etc. (i.e. fun runs, festivals, etc.) | $300 | [a] |
| b) Service Charges | actual costs | |
| c) Park/facility rental fee | varies by location | |
| 2 Photography and Filming Permit | | |
| a) Application Fee | | |
| i) Cast and Crew Totaling One to Three Persons | $150 | [a],[b] |
| ii) Cast and Crew Totaling Four or More Persons; or with Street Closure | $300 | [a],[b] |
| b) Service Charges | actual costs | |

[a] Application fees are non-refundable.

[b] Non-commercial photography and photography/film not requiring exclusivity does not need a permit. Film permit application fees may be waived for bona fide student film/photography projects and non-profit projects. The permitting process for filming/photography is still applicable for these projects (i.e. permit is required). Service charges are still applicable.

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# City of Pinole

## MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

| Activity Description | Fee | Note |
|---|---|---|
| 1 **Tiny Tots** | | |
| a) M/W/F a.m. | | |
| i) Resident Monthly | $277 | |
| ii) Non-resident Monthly | $322 | |
| b) M/W/F p.m. | | |
| i) Resident Monthly | $230 | |
| ii) Non-resident Monthly | $268 | |
| c) T/Th | | |
| i) Resident Monthly | $155 | |
| ii) Non-resident Monthly | $178 | |
| d) Summer M/W/F | | |
| i) Resident (per 4 week session) | $305 | |
| ii) Non-Resident (per 4 week session) | $354 | |
| e) Summer T/Th | | |
| i) Resident (per 4 week session) | $253 | |
| ii) Non-Resident (per 4 week session) | $295 | |
| f) Late Pick Up | | |
| i) Within 15 minutes After Grace Period | $21 | |
| ii) Every 10 Minutes Thereafter | $21 | |
| g) Late Payment | | |
| i) After the 7th of the Month | $13 | |
| ii) After the 15th of the Month | $40 | |
| h) Administrative | | |
| i) Membership Fee | $50.00 / per session | |
| 2 **Athletic Fields** | | |
| a) Youth and Adult Leagues | | |
| i) Resident/Pinole Organizations-Hourly | $15 | |
| ii) Non-Resident/Non-Pinole Org.- Hourly | $23 | |
| b) Restroom Key Deposit-refundable | $50 | |
| c) Lighting Fee at Fernandez Park | $12 | |
| 3 **Tennis Courts** | | |
| a) Weekdays | | |
| i) Resident | $6.00 / hr / court | |
| ii) Non-Resident | $8.00 / hr / court | |
| b) Weekends and Holidays | | |
| i) Resident | $8.00 / hr / court | |
| ii) Non-Resident | $11.00 / hr / court | |
| c) Commercial Use—Instructor Fee | $11.00 / hr / court | |

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# City of Pinole

## MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

| | Activity Description | Fee | Note |
|---|---|---|---|
| | **Park Rentals** | | |
| 1 | Fernandez Park BBQ Area- per day | | |
| | a) Resident | $121 | |
| | b) Non-Resident | $152 | |
| 2 | Gazebo-per day | | |
| | a) Resident | $275 | |
| | b) Non-Resident | $344 | |
| 3 | Inflatable Jumper Fee | | |
| | a) Resident | $50 | |
| | b) Non-Resident | $75 | |
| 4 | Pinole Valley Park BBQ Area-per day-per area | | |
| | a) Resident | $61 | |
| | b) Non-Resident | $91 | |
| 5 | Restroom Key Deposit- refundable | $50 | |
| 6 | Cleaning / Damage Deposit - refundable | $200 | |
| | **Youth Center** | | |
| 7 | Enrichment Sessions at Schools | | |
| | a) Resident | Varies based on enrichment sessions and provider | |
| | b) Non-Resident | Add 10% to resident | |
| 8 | Enrichment Sessions at PYC | | |
| | a) Resident | Varies based on enrichment sessions and provider | |
| | b) Non-Resident | Add 10% to resident | |
| 9 | Summer Camp-Weekly | | |
| | a) Resident | $220 | |
| | b) Non-Resident | $256 | |
| 10 | Camp Extended Hours (camp Participants Only) | | |
| | a) Resident | $42 | |
| | b) Non-Resident | $47 | |
| 11 | Leader In Training Program-Summer | | |
| | a) Resident | $110 | |
| | b) Non-Resident | $132 | |
| 12 | Contract Camps | 20% to 40% markup | |

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# City of Pinole

## MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

| | Activity Description | Fee | Note |
|---|---|---|---|
| 13 | **School Break Camps** | | |
| | a) Resident | $220 | |
| | b) Non-Resident | $256 | |
| 14 | Drop-In Activities | Varies | |
| 15 | Late Payment | $15/week & increases $11 each subsequent week | |
| 16 | Late Pick Up | $1.00/minute after 5-minute grace period | |
| 17 | **Days Off Care (Hours 8:30am – 6:00pm)** | | |
| | a) Members/Resident | $53 day | |
| | b)Non-Members/Resident | $70 day | |
| | c) Member/Non-Resident | $58 day | |
| | d) Non-Member/Non-Resident | $88 day | |
| 18 | Extended Care (7:00-8:30 am) | $33 day | |
| | **Senior Center** | | |
| 19 | Drop-In Classes | | |
| | a) Member | $2 - $8 per class | |
| | b) Non-Member | $3 - $9 per class | |
| 20 | Lunch | $1 - $8 | |
| 21 | Special Activities | $4 - $10 | |
| 22 | Special Luncheons | $10 - $12 | |
| 23 | Salon Services | $15 - $45 | |
| | a) Shampoo/Set/Blow Dry | $15 | |
| | b) Hair Cut and Blow Dry | $25 | |
| | c) Hair Cut | $15 | |
| | d) Shampoo and Set | $15 | |
| | e) Color | $35 | |
| | f) Perm | $60 | |
| | g) Highlights | $45 & up | |
| 24 | Fundraiser Events | $5 - $80 | |
| 25 | Monthly Social Dance | $12 | |
| 26 | Alcoholic Drinks | $3 - $12 | |
| 27 | Annual Pancake Breakfast | $10 - $12 | |
| 28 | Annual Membership | $30 | |
| 29 | Travel | Varies based on trip cost | |

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# City of Pinole

## MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

| | Activity Description | Fee | Note |
|---|---|---|---|
| | **Classes** | | |
| 30 | Adult and Youth Classes | | |
| | a) Resident | 40% of Instructor Fee plus $7.00 Processing fee | |
| | b) Non-Resident | Add 10% to Resident fee | |
| | **Community Events** | | |
| 31 | Booth Fees | | |
| | a) For Profit Pinole Business | $83 | |
| | b) For Profit-Non-Pinole Business | $110 | |
| | c) Non-Profit | $33 | |
| 32 | Senior Center Craft Fair | $25 - $55 | |
| | **Facility Rental** | | |
| | **(Non-Profit Rates Apply to 501(c)3 Nonprofits, Faith Organizations and Schools only)** | | |
| 33 | Alcohol Permit | $55 | |
| 34 | Certificate of Insurance Purchase<br>(Certificate required but may be provided by renter’s insurance company at no cost) | $176 | |
| 35 | Certificate of Insurance Purchase (for Quinceaneras only/per Diversified Risk Mgmt)<br>(Certificate required but may be provided by renter’s insurance company at no cost) | $578 | |
| 36 | Alcohol Use Insurance<br>(Must be purchased in conjunction with Certificate of Insurance or provided by renter’s | $39 | |
| 37 | City Holiday Rental Fee | 10% Rental Fee Increase | |
| 38 | **Senior Center Main Hall (100-250 Capacity)** | | |
| | a) Booking | $55 | |
| | b) Deposit | | |
| | i) Deposit without alcohol permit | $550 | |
| | ii) Deposit with Alcohol Permit | $825 | |
| | c) Table and Chair Setup | $55 | |
| | d) Table and Chair Takedown | $55 | |
| | e) Decoration/Clean Up Time (up to 2 hrs) | $50 per hour; 2-hr max. | |
| | f) Rental Rate | | |
| | i) Resident (5 hours) | $688 | |
| | ii) Non-resident (5 hours) | $853 | |
| | iii) Resident for each add'l hour | $99 | |
| | iv) Non-resident for each add'l hour | $132 | |
| | g) Change of Date Fee | | |
| | i) Change of Date Fee | $220 | |
| | ii) Change of Date Fee (Less than 75 Days) | $330 | |

# City of Pinole

## MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

| Activity Description | Fee | Note |
|---|---|---|
| 39 **Senior Center Main Hall - Non-Profit Rates (Weekends)** | | |
| a) Booking | $55 | |
| b) Deposit | $275 | |
| c) Table and Chair Setup | $55 | |
| d) Table and Chair Takedown | $55 | |
| e) Decoration/Clean Up Time (up to 2 hrs) | $50 per hour; 2-hr max. | |
| f) Rental Rate | | |
| i) Pinole Organization (5 hours) | $440 | |
| ii) Non-Pinole Organization (5 hours) | $550 | |
| iii) Pinole Org. each add'l hour | $55 | |
| iv) Non-Pinole Org. each add'l hour | $77 | |
| 40 **Senior Center - Computer, Arts/Crafts, & Board Room – M-F 8:30am– 4:30pm** | | |
| a) Non-Profit Organizations | $39/rental Includes 2 hours<br>$17/hr after | |
| b) Private or Commercial Organizations | $55/rental Includes 2 hours<br>$28/hr after | |
| c) Deposit | $44 | |
| 41 **Senior Center - Computer, Arts/Crafts, & Board Room – M-F 4:30pm– 7:30pm** | | |
| a) Non-Profit Organizations | $55/rental Includes 2 hours<br>$28/hr after | |
| b) Private or Commercial Organizations | $83/rental Includes 2 hours<br>$39/hr after | |
| c) Deposit | $44 | |
| 42 **Youth Center Main Area (120 Person Capacity)** | | |
| a) Booking | $55 | |
| b) Deposit | | |
| i) Deposit without alcohol permit | $275 | |
| ii) Deposit with alcohol permit | $550 | |
| c) Rental Rate | | |
| i) Resident (4 Hours) | $275 | |
| ii) Non-Resident (4 Hours) | $358 | |
| iii) Resident for Each Add’l hour | $72 | |
| iv) Non-Resident for Each Add’l Hour | $94 | |
| d) Decoration Time (up to 2 hours) | $50.00/hr | |
| e) Change of Date/Late Fee | $83 | |

# City of Pinole

## MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

| Activity Description | Fee | Note |
|---|---|---|
| 43 **Youth Center Workshop Room (40 Person Capacity)** | | |
| a) Booking | $55 | |
| b) Deposit | | |
| i) Deposit without alcohol permit | $275 | |
| ii) Deposit with alcohol permit | $550 | |
| c) Rental Rate | | |
| i) Resident (2 hours) | $77 | |
| ii) Non-resident (2 hours) | $110 | |
| iii) Resident for each add'l hour | $39 | |
| iv) Non-resident for each add'l hour | $55 | |
| d) Decoration Time (up to 2 hours) | $28.00/hr | |
| e) Change of Date/Late Fee | $55 | |
| 44 **Youth Center Main Area - Non-Profit Rates (Weekends)** | | |
| a) Booking | $55 | |
| b) Deposit | $275 | |
| c) Rental Rate | | |
| i) Pinole Organization (4 hours) | $198 | |
| ii) Non-Pinole Organization (4 hours) | $286 | |
| iii) Pinole Organization each add'l hour | $44 | |
| iv) Non-Pinole Organization each add'l hour | $66 | |
| d) Decoration Time (up to 2 hours) | $44.00/hr | |
| 45 **Alex Clark Room (50 Person Capacity) - Nonprofit meetings only** | | |
| a) Security Deposit | $150 | |
| b) Rental Rate | | |
| i) Pinole Organization | $11.00/2 hr. mtg | |
| ii) Non-Pinole Organization | $28.00/2 hr. mtg | |
| c) Key Replacement Fee | $50 | |

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# City of Pinole

## MASTER FEE SCHEDULE - WASTEWATER (SEWER) UTILITY FEES

| Activity Description | July 1, 2018 | July 1, 2019 | July 1, 2020 | July 1, 2021 | July 1, 2022 |
|---|---|---|---|---|---|
| **Residential Users – Per Dwelling Unit** | | | | | |
| Single-Family | $65.40 | $67.37 | $69.34 | $71.44 | $73.62 |
| Multiple-Family [1] | $55.59 | $57.26 | $58.94 | $60.72 | $62.58 |
| **Non-Residential Users, Minimum charge – based on water service size as provided by East Bay Municipal Utility District** | | | | | |
| 5/8” | $15.00 | $15.45 | $15.92 | $16.40 | $16.90 |
| 3/4” | $22.50 | $23.18 | $23.85 | $24.60 | $25.35 |
| 1.0” | $37.50 | $38.63 | $39.75 | $41.00 | $42.25 |
| 1.5” | $75.00 | $77.25 | $79.50 | $82.00 | $84.50 |
| 2.0” | $120.00 | $123.60 | $127.20 | $131.20 | $135.20 |
| 3.0” | $240.00 | $247.20 | $254.40 | $262.40 | $270.40 |
| 4.0” | $375.00 | $386.25 | $397.50 | $410.00 | $422.50 |
| 6.0” | $750.00 | $772.50 | $795.00 | $820.00 | $845.00 |
| 8.0” | $1,200.00 | $1,236.00 | $1,272.00 | $1,312.00 | $1,352.00 |
| 10.0” | $1,875.00 | $1,931.25 | $1,987.50 | $2,050.00 | $2,112.50 |
| **Non-Residential Volumetric Rates are per 100 cubic feet (CCF) of water consumed, as provided by East Bay Municipal Utility District** | | | | | |
| All Non-Residential | $6.30 | $6.49 | $6.68 | $6.88 | $7.09 |
| **Sewer Lateral Video Inspection** | | | $85.00 | | $100.00 |

[1] Includes Accessory Dwelling Units

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ATTACHMENT B

CITY OF PINOLE

JUNE 2022

# User and Regulatory Fee Study

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# CONTENTS

## REPORTING



## APPENDIX

ClearSource Financial Consulting
7960 B SOQUEL DRIVE, SUITE 363 | APTOS, CALIFORNIA 95003
831.288.0608 | WWW.CLEARSOURCEFINANCIAL.COM

June 2022

**CITY OF PINOLE**
Attn: Markisha Guillory, Finance Director
2131 Pear Street
Pinole, CA 94564

## User and Regulatory Fee Study

Dear Markisha:

ClearSource Financial Consulting submits the following report describing the findings of our preparation of a User and Regulatory Fee Study for the City of Pinole.

Please refer to the Executive Summary for the key findings of the analysis and estimated impacts to City funds. The balance of the report and its appendices provide the necessary documentation to support those outcomes.

Thank you for the opportunity to serve the City on this topic. We are happy to continue discussion on this study as the need arises or consult with you on additional topics.

Sincerely,

**TERRY MADSEN, PRESIDENT | CLEARSOURCE FINANCIAL CONSULTING**

PHONE NUMBER: 831.288.0608
EMAIL ADDRESS: tmadsen@clearsourcefinancial.com

# EXECUTIVE SUMMARY

## STUDY OVERVIEW

The City of Pinole has completed a **User and Regulatory Fee Study**. California cities regularly conduct these studies to justify fee amounts imposed and to optimize the overall portfolio of revenues available to the municipality to fund its services.

Industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that same individual through user fee revenue, relieving the agency's general revenues as much as possible for use toward services of broader community benefit.

## USER AND REGULATORY FEES

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, license fees, franchise fees, fines, rents, and user and regulatory fees. **User and regulatory fees are intended to cover all, or a portion of, the costs incurred by the City for providing fee-related services and activities that are not otherwise provided to those not paying the fee.**

California law provides guidance regarding the amounts the City may charge for fee-related services and activities. Specifically, in order to avoid being considered taxes, the **fees charged shall not exceed the estimated reasonable cost of providing the services**, activities, or materials for which fees are charged.

At its conclusion, this study proposes for City Council review and consideration at public hearing a new **Schedule of User Fees and Charges** for application in Fiscal Year 2022-2023 and continued update in subsequent years.

## COST RECOVERY POLICY AND PRACTICE

Recovering the costs of providing fee-related services directly influences the City's fiscal health and increases the City's ability to meet the service level expectations of fee payers.

The services for which the City imposes a user or regulatory fee typically derive from an individual person or entity's action, request, or behavior. Therefore, except in cases where there is an overwhelming public benefit generated by the City's involvement in the individual action, **a fee for service ensures that the individual bears most, if not all, of the cost incurred by the City to provide that service**. When a fee targets "100% or full cost recovery," the individual is bearing the entirety of the cost. When a fee targets less than full cost recovery, another City revenue source – in most cases, the General Fund – subsidizes the individualized activity.

Generally, **fees for service are targeted to full cost recovery, inclusive of operating, direct, indirect, and capital costs, except in cases where the City Council cites a public interest in lower fees**. The City may also be influenced by market conditions, comparing to municipalities of similar size and service profile.

## ILLUSTRATION OF COST RECOVERY SCENARIOS

**EXHIBIT 1 | ILLUSTRATION OF COST RECOVERY SCENARIOS**

| COST RECOVERY THRESHOLD | CHARACTERISTIC OF THE SERVICE / ACTION |
|---|---|
| **"NONE"**<br>No Recovery of the Costs of Service | • Acute interest in protecting:<br>– Public safety<br>– Integrity of City infrastructure, assets, and operations<br>– Vulnerable populations<br>• Collection of fees is not feasible or cost-effective |
| **"LOW"**<br>Up to 50% of the Full Cost of Service | • The broader public benefits greatly from the individual service provided<br>• Larger fee amounts may discourage compliance with City requirements<br>• Market sensitivities may negatively impact demand for services deemed important to the character of the community<br>• City policy directs an influence on fee amounts for:<br>– Concern for low-income participation<br>– Concern for specific sectors, such as owner-occupied residences or small business<br>– Priority for resident participation, versus non-resident |
| **"MODERATE"**<br>Greater than 50% of the Full Cost of Service | • While the individual benefits greatly from service provided, public benefit or public interest in compliance/participation is present<br>• Factors described in lower thresholds retain some influence<br>• Though service benefits the individual to a high degree, fee levels should be sensitive to the encouragement of current City initiatives |
| **"FULL"**<br>100% of the Full Cost of Service | • Service benefits the individual to a great degree<br>• Service is highly regulatory<br>• Fee amounts do not materially impact compliance or demand<br>• Fee amounts for comparable service are in line with other regional communities<br>• The City discourages the activity |
| **"PENALTY"**<br>Greater than Full Cost | • Must be a fine/penalty for non-compliance with City code |

# EXECUTIVE SUMMARY

## FINDINGS AND PROPOSED ACTION

During the course of study, information and analysis was generated and is discussed substantively throughout this report and its technical appendices. However, summarized in the following findings statements by broad fee category, are outcomes and proposals of particular interest to City leaders and policymakers.

Administrative Fees

- Administrative Fees are proposed to remain relatively unchanged.
- Many of the City's Fees for Administrative Services are limited by the State of California.
- The Fee Schedule has been refined to reflect services currently provided.
- A new fee is proposed to recover vendor processing costs associated with credit card transactions. This fee is intended to be a pass-through of amounts charged by the City's credit card processing vendor.

Building Fees

- Building plan review, permit processing and field inspection fees have been restructured to enhance the correlation between services provided and fees collected. The existing fee methodology does not consider economies of scale achieved as project size grows. The proposed fee methodology scales to allow for lower fees for less complex projects and higher fees for more complex projects.
- Establish fixed, consolidated fees for the City's most common minor permits. This will allow applicants to easily estimate permit fees and allow staff to efficiently administer the fee calculation and collection process.
- Full cost recovery is targeted from proposed fees.

Planning Fees

- Due to the nature of development within California, many projects take a significant amount of resources over a multi-month and potentially multi-year timeframe, depending on project complexity and magnitude.
- Current cost recovery varies depending on the fee service examined. Generally, current fees recover approximately 60% of the City's cost of service.
- Fee-related cost of service has been recalibrated to include review support provided by other departments.
- Fees for minor projects continue to target less than full cost recovery.
- Fees for major projects target full cost recovery.

Engineering and Encroachment Permit Fees

- The department uses a combination of outside service providers and internal staff to perform certain plan review and inspection activities.
- The proposed fee structure encourages recovery of City costs in addition to contract service provider costs, while developing fixed fees intended to scale to reflect project complexity.
- The proposed fees are calculated based on the type of project reviewed and inspected.
- Full cost recovery is targeted from proposed fees.

Fire Prevention Fees

- Fire prevention fees are proposed for modification. The adjusted fees will align to fees collected by the Contra Costa County Fire Protection District.

Police Fees

- Police Fees are proposed to remain unchanged.
- The City's Police Services are funded predominantly through tax revenues.

Parks, Fields, and Facilities Rental Rates

- Parks and Recreation Departments throughout the State are facing significant challenges.
  - Multi-year modification of services due to COVID-19
  - Increases in labor, benefit, utility costs, services and supplies, and insurance related costs
  - Providing access to facilities and programs that are safe to use and align to community standards (health and safety).
  - Minimum wage increase since last update (2019) = 25%
  - Regional cost inflation since last update = 10%
- Fees are generally proposed to be adjusted by change in regional cost inflation since last update. Proposed fee adjustment of 10%.
- Other minor refinements are proposed to the fee schedule to clarify fees for various services currently provided.

Fee Comparison Information

Similar fees are collected by communities throughout the region and the State. The proposed fee amounts do not exceed the City's cost of service and are in-range of amounts charged by other jurisdictions. The tables below illustrate building permit and plan check fees for a variety of scenarios ranging from simple to complex. Note, amounts shown are based on consultant interpretation of other agency fee schedules. Amounts shown are intended for illustrative purposes rather than representing an exact calculation.

# EXECUTIVE SUMMARY

| Building Permit and Plan Review Fee - $25,000 Project | | |
|---|---|---|
| Agency | Bldg Permit and Plan Review Fee $25,000 Project | Fee % of Project Valuation |
| Contra Costa County * | $1,290 | 5% |
| Pinole - Current | $1,331 | 5% |
| Martinez | $1,423 | 6% |
| Pinole - Proposed | $1,638 | 7% |
| Walnut Creek | $1,936 | 8% |
| Richmond | $2,157 | 9% |
| El Cerrito | $2,648 | 11% |

| Building Permit and Plan Review Fee - $50,000 Project | | |
|---|---|---|
| Agency | Bldg Permit and Plan Review Fee $50,000 Project | Fee % of Project Valuation |
| Contra Costa County * | $2,007 | 4% |
| Martinez | $2,347 | 5% |
| Pinole - Current | $2,663 | 5% |
| Pinole - Proposed | $3,071 | 6% |
| Walnut Creek | $3,145 | 6% |
| Richmond | $3,181 | 6% |
| El Cerrito | $4,374 | 9% |

| Building Permit and Plan Review Fee - $100,000 Project | | |
|---|---|---|
| Agency | Bldg Permit and Plan Review Fee - $100,000 Project | Fee % of Project Valuation |
| Contra Costa County * | $3,070 | 3% |
| Martinez | $3,621 | 4% |
| Walnut Creek | $4,849 | 5% |
| Pinole - Proposed | $4,914 | 5% |
| Pinole - Current | $5,325 | 5% |
| Richmond | $5,854 | 6% |
| El Cerrito | $7,025 | 7% |

| Building Permit and Plan Review Fee - $500,000 Project | | |
|---|---|---|
| Agency | Bldg Permit and Plan Review Fee - $500,000 Project | Fee % of Project Valuation |
| Contra Costa County * | $10,827 | 2% |
| Martinez | $11,788 | 2% |
| Richmond | $12,807 | 3% |
| Pinole - Proposed | $15,561 | 3% |
| Walnut Creek | $15,888 | 3% |
| El Cerrito | $21,250 | 4% |
| Pinole - Current | $26,626 | 5% |

| Building Permit and Plan Review Fee - $1,000,000 Project | | |
|---|---|---|
| Agency | Bldg Permit and Plan Review Fee - $1,000,000 Project | Fee % of Project Valuation |
| Contra Costa County * | $17,376 | 2% |
| Richmond | $20,369 | 2% |
| Martinez | $20,442 | 2% |
| Pinole - Proposed | $22,932 | 2% |
| Walnut Creek | $27,092 | 3% |
| El Cerrito | $37,185 | 4% |
| Pinole - Current | $53,253 | 5% |

**Any additional revenue expected from the Proposed Master Fee Schedule is intended to offset the cost of providing existing services associated with those fee-related regulatory functions and other programs. Additional fee revenue is not intended to fund new services.**

Fairly allocating costs to the services provided and recovering some, or all, of these costs from service recipients creates value and predictability for City customers and reimburses the City for services provided to a single party, as compared to the public at large. Collecting fees for services:

- Increases the availability of General Fund revenues to be used for services and activities available to all residents and businesses, such as public safety and public works services.
- Helps meet fee-payer service level expectations by collecting fees to fund the existing level of services provided.

Please continue to the following technical report and appendices for further discussion of this Comprehensive User Fee Study.

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# PROJECT ORIENTATION

## SCOPE OF STUDY

The City of Pinole has completed a **User and Regulatory Fee Study**, which represents an external review of prevailing practices and development of a new **Schedule of User Fees and Charges**. ClearSource Financial Consulting has prepared this analysis during Fiscal Year 2021/22 and will be available to answer questions as the City proceeds in implementing findings as it chooses.

Key tasks expected by the City from this study included the following:

- Review eligible fee-related services citywide to establish the reasonable relationship between current fees for service and the underlying costs of service.
- Calculate the full cost of service, including estimated citywide overhead costs.
- Recommend fees to be charged for each service.
- Recommend cost recovery strategies and best practices in setting fees, while considering the complexities and demands of responsible programs or departments.
- Identify underlying billable rates for cost recovery opportunities and as the basis for user fees.
- Maintain a thoroughly documented analysis to ensure compliance with Proposition 26, and other statutes, as applicable.

## DIRECT SERVICES UNDER REVIEW

### Fee Categories

City fees under review in this project focused on direct services eligible for user fee methodology, as listed in the City's published fee schedules. Additionally, the project was tasked with identifying any relevant additions for services performed without a fee or for under-quantified or ineffectively structured fees. Current services shown in the City's various prevailing fee schedules and addressed in this study are summarized as follows:

- **Administrative Services** – Such as requests for records.
- **Building** – Services include building permits for construction and sub-trades.
- **Planning** – Services include development review/current planning, other community permitting, and miscellaneous labor.
- **Engineering** – Services include land development review and encroachment permitting.
- **Fire Prevention** – Services include review of business operations, construction, fire sprinkler and alarm systems for compliance with Fire Code.
- **Police** – such as vehicle impound fees, fingerprinting fees, and police permit fees.
- **Recreation** – such as reserved facility use fees.

# PROJECT ORIENTATION

## REASON FOR STUDY

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, franchise fees, fines, rents, and user and regulatory fees. User and regulatory fees are intended to cover all, or a portion of, the costs incurred by a city for providing fee-related services and activities that are not otherwise provided to those not paying the fee.

California cities regularly conduct fee studies to justify fee amounts imposed and to optimize the overall body of revenues available to the municipality to fund its services. Widespread industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that individual through user fee revenue, relieving the agency's general revenues for services of broader community benefit.

## PREVAILING GUIDANCE

The objectives of this study, the methodology used to complete the study, and the formulation of outcomes and recommendations for future consideration were significantly influenced by Article 13C of the California Constitution and Section 66014 of the California Government Code.

Article 13C states that the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer's burdens on, or benefits received from, the governmental activity. Additionally, Article 13C identifies the following as items that are not defined as taxes:

- A charge imposed for a specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
- A charge imposed for a specific government service or product provided directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
- A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
- A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.
- A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.
- A charge imposed as a condition of property development.
- Assessments and property-related fees imposed in accordance with the provisions of Article XIII D.

Section 66014(a) of the California Government Code includes the following, “Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; …the processing of maps under the provisions of the Subdivision Map Act…; or planning services…; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.

The outcomes and recommendations of the study are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees (“charges”) recommended as a result of this study are not taxes as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to the cover the reasonable costs of the City’s activities and services addressed in the fees. Additionally, this report is intended to show that the manner in which the costs are allocated to a payer bear a fair and reasonable relationship to the payer’s burdens on, or benefits received from the activities and services provided by the City.

## METHODOLOGY AND DATA SOURCES

This study calculated the estimated reasonable cost of providing various fee-related services across the City organization. Generally, the estimated reasonable cost of providing the fee-related services and activities examined in this study can be calculated as the product of the composite fully-burdened hourly labor rate of the division responsible for providing services and the estimated labor time required to process a typical request for service.

The composite fully-burdened hourly rates calculated in this study are based on the estimated annual hours spent providing fee related services, and estimated labor, services and supplies, and citywide overhead expenditures, sourced as follows:

- Estimated annual hours spent providing fee related services were developed based on interviews with City staff and are in-line with typical direct service ratios experienced by the consultant via studies of similar municipalities throughout California.
- Labor expenditures for in-house personnel were based on budgeted salary and benefits expenditures.
- Contract service personnel related costs were based on current market rates for similar service in the region.
- Citywide overhead cost allocations were developed to assign a reasonable share of central service support to the City’s direct service units.
- Estimated labor times were developed based on responses from the staff primarily responsible for the provision of services examined in the study. Commonly used industry data also aided in the development of time estimates and proposed fee structures.

Once cost of service levels are identified, the City may use this information to inform targeted cost recovery from fees. Fees set at the cost of service target full cost recovery. Fees set at any amount less than the cost of service target less than full cost recovery.

An illustration of the methods used in this analysis is shown below.

**EXHIBIT 2 | STEPS IN ANALYZING COSTS OF SERVICE AND USER FEES**

| COST OF SERVICE ANALYSIS \| Process and Methods | |
|---|---|
| 1 \| ANNUAL LABOR TIME | Identify annual hours spent providing fee services for each participating division<br>Information is developed and tested using a combination of interviews, questionnaires, historical project information, and historical revenue information |
| 2 \| ANNUAL EXPENDITURES | Identify annual cost of providing fee services for each participating division<br>Information is developed and tested using a combination of information found in the City's adopted budget, expenditure history, and the overhead cost plan. |
| 3 \| FULLY BURDENED HOURLY RATES | Calculate the estimated fully burdened hourly rate using information from Steps 1 and 2<br>*Annual Cost ÷ Annual Hours = Hourly Rate* |
| 4 \| SERVICE/ACTIVITY LABOR TIME | Estimate labor time required to process individual request for service<br>Information is developed and tested using a combination of interviews, questionnaires, commonly used measures, and information developed in Step 1 |
| 5 \| UNIT COST OF SERVICE | Calculate the estimated cost of service using information from Steps 3 and 4<br>*Hourly Rate x Labor Hours = Unit Cost of Service* |
| 6 \| CURRENT COST RECOVERY | Calculate current cost recovery level for a specific service<br>*Current Fee ÷ Unit Cost of Service = Current Cost Recovery* |
| 7 \| TARGETED COST RECOVERY | Use laws, industry standards, goals and policies, and historical trends to determine targeted cost recovery<br>*Proposed Fee ÷ Unit Cost of Service = Targeted Cost Recovery* |
| 8 \| TEST FOR REASONABLENESS | Test to confirm forecast revenue from fees will not exceed program costs<br>Use historical permit volume and proposed fees to forecast anticipated revenue from fees<br>Forecasted revenues should not exceed program costs |

## CONSIDERATIONS FOR IMPLEMENTATION

If the City decides to adopt or otherwise utilize outcomes generated through this study, it should:

- **Update Systems for Fee Outcomes** – Ensure that City staff begin using updated fees and associated outcomes once the updated schedule of fees becomes effective. Values should be included in all official fee schedules used throughout the City (e.g., departmental pamphlets, counter schedules, and online information). Additionally, ensure collections processes are updated, which may include coding in billing systems and training for personnel who handle fees directly with the public.
- **Actively Monitor the Use of Fees** – In order to recover accurate and eligible amounts expected, the City should be diligent about tracking time to projects and ensuring fees are applied in the correct amount and using the correct and intended basis.
- **Monitor Feedback and Permit Statistics** – Monitor permit and application volume and applicant feedback to determine if fee modifications are resulting in any unanticipated changes in project frequency and to increase the level of detail available for revenue forecasting.
- **Annually Review and Adjust Fee Values** – In order to generally maintain pace with regional cost inflation and/or the City's salary cost inflation, the City should adjust its fees on an annual basis. A commonly used, reasonable inflation index is the annual change in the all-urban Consumer Price Index (CPI) representative of the region.
- **Periodically Perform Comprehensive Analysis** – A comprehensive fee study should be conducted periodically (e.g., every three to five years) to ensure fee levels remain at or below legal limits and are consistent with evolving service practices and local conditions.

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# APPENDIX A

## COST OF SERVICE ANALYSIS

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# User and Regulatory Fees

***Fee-Related Cost of Service Analysis***

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# City of Pinole
## Cost of Service Analysis

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# ***User and Regulatory Fees***

***Cost of Service Analysis***

***Clerk Administrative Fees***

City of Pinole
User and Regulatory Fee Study
Calculation of Hourly Labor Rate - Clerk Administrative Fees

**Calculation of Labor Rate ***

| Statistical Information | | Notes |
|---|---|---|
| Labor Expenditures | $374,190 | |
| FTE | 2.48 | |
| Annual Hours Per FTE | 2,080 | |
| Productive Hours Per FTE | 1,840 | |
| Total Productive Hours | 4,563 | |
| **Labor Rate Per Hour** | **$82** | |

* Source: FY 21/22 adopted budget
* The calculated hourly rate is intended to comply with Government Code 6253(b).

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City of Pinole
User and Regulatory Fee Study
City Clerk Administrative Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| | Fee Description | Clerk | Code Enf | Total | | Hourly Rate Clerk $82 | Hourly Rate Code Enf $154 | | Est. Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Garbage Service Exemption (Resolution No. 2005-39) | 0.50 | 0.50 | 1.00 | x | $41 | $77 | = | $118 | $48 | 41% | $48 | 41% | |
| 2 | Administrative Fee for Waste Collection Lien (PMC 8.08.110(G)/Resolution No. 2008-165 | 1.00 | | 1.00 | x | $82 | $0 | = | $82 | $55 | 67% | $55 | 67% | |
| 3 | Appeal Fee for Business License Revocations, Massage Establishment /Operator Permits & Code Enforcement Actions (Resolution 2009-122/11-19-2009) | | | | | | | | See Code Enf | $575 | | $575 | | |

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# *User and Regulatory Fees*

***Cost of Service Analysis***

## *Finance Administrative Fees*

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City of Pinole
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Finance Administrative Fees

**Full-Time Equivalent (FTE) Statistics [a]**

| Functional Division | FTE | Notes |
|---|---|---|
| FTE | 3.48 | |

**Labor Expenditures [b]**

| Description | Total | Adjustments | Subtotal | Notes |
|---|---|---|---|---|
| Personnel | $560,444 | ($2,212) | $558,232 | [b] |

**Recurring Non-Labor Expenditures [c]**

| Description | Total | Adjustments | Subtotal | Notes |
|---|---|---|---|---|
| Professional Services | $107,090 | ($107,090) | $0 | [d] |
| Office Expense | $5,700 | $0 | $5,700 | |
| Travel and Training | $2,100 | $0 | $2,100 | |
| Memberships | $595 | $0 | $595 | |
| Admin Exp / Bonds | $250 | ($250) | $0 | [d] |
| Software Subscription | $3,750 | ($3,750) | $0 | [d] |
| Special Department Expense | $655 | ($655) | $0 | [d] |
| Utilities | $4,800 | $0 | $4,800 | |
| Professional Services - Measure S - Fd 105 | $2,450 | ($2,450) | $0 | [d] |
| Professional Services - Measure S - Fd 106 | $2,450 | ($2,450) | $0 | [d] |
| Information Systems Charges | $1,916 | $0 | $1,916 | |
| Legal Charges | $2,000 | $0 | $2,000 | |
| Insurance General Liability | $19,654 | $0 | $19,654 | |
| Subtotal | $153,410 | ($116,645) | $36,765 | |

**Allocation of Central Services**

| Description | Est C'wide Indirect Rate | Mod. Expenses | Allocated Citywide Overhead | Notes |
|---|---|---|---|---|
| Est C'wide OH Allocation | 20% | $594,997 | $118,999 | [e] |

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City of Pinole
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Finance Administrative Fees

**Total Expenses for Fee Study**

| Description | Total | Notes |
|---|---|---|
| Labor Costs | $558,232 | |
| Recurring Non-Labor | $36,765 | |
| Citywide Overhead | $118,999 | |
| Total | $713,996 | |

**Annual Hours Per Direct FTE**

| Description | Total | Notes |
|---|---|---|
| Total Hours Per FTE | 2,080 | |
| Less: Est Leave Time | 240 | [f] |
| Productive Hours | 1,840 | |
| Direct Ratio | 0.85 | [g] |
| Direct Hours | 1,564 | |

**Calculation of Fully-Burdened Hourly Rate**

| Description | Operations | Notes |
|---|---|---|
| Expenses | $713,996 | |
| FTE | 3.48 | |
| Direct Hours | 5,443 | |
| Fully-Burdened Hourly Rate | $131 | |

* Source: FY 21/22 adopted budget

[a] Source: FY 21/22 adopted budget positions.
[b] Adjustment to exclude overtime expenses.
[c] Source: FY 21/22 adopted budget.
[d] Adjustment to exclude non-fee related expenses.
[e] Amount intended to represent a reasonable conservative estimate of Citywide overhead allocation.
[f] Typical leave assumes 13 holidays, 10 days vacation, 5 days sick, 2 days personal leave per employee. Amounts intended to serve as reasonable estimates.
[g] Includes general administration and management, training, code, policies and procedures updates, etc.

City of Pinole
User and Regulatory Fee Study
Finance Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| | | | | | | Hourly Rate | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | $195 | $110 | | | | | | | | |
| | Fee Description | Ops | Support Svcs | Total | | Ops | Support Svcs | Total | | Est. Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Notes |
| 1 | Vehicle Release (flat fee for all releases) | | | | | | | | | | | | | | |
| | a) Vehicle Release | 1.00 | 0.50 | 1.50 | x | $195 | $55 | $250 | = | $250 | $120 | 48% | $120 | 48% | |
| | b) Victim (stolen car, etc.) Reduction | 1.00 | 0.50 | 1.50 | x | $195 | $55 | $250 | = | $250 | No Charge | 0% | No Charge | 0% | |
| 2 | Fingerprinting fee | | | | | | | | | | Live Scan, clearance + DOJ fee | | Live Scan, clearance + DOJ fee | | |
| 3 | Live Scan-Residents (Service Fee) | | 0.50 | 0.50 | | $0 | $55 | $55 | | $55 | $40 | 73% | $40 | 73% | |
| 4 | Live Scan- Non-Residents (Service Fee) | | 0.50 | 0.50 | | $0 | $55 | $55 | | $55 | $50 | 91% | $50 | 91% | |
| 5 | Live Scan FBI Clearance | | | | | | | | | | $19 | | $19 | | |
| 6 | Live Scan DOJ Clearance | | | | | | | | | | $32 | | $32 | | |
| 7 | Clearance Letter: Local Criminal History Check - Resident | | 0.50 | 0.50 | | $0 | $55 | $55 | | $55 | $25 | 45% | $25 | 45% | |
| 8 | Report Copies (No charge for domestic violence victims 530.5 PC (Identity Theft) and Face Page of Traffic Collision) | | 0.33 | 0.33 | | $0 | $37 | $37 | | $37 | $1 | 3% | $1 | 3% | |
| 9 | Citation sign-offs (Residents) | | | | | | | | | | | | | | |
| | a) Residents | 0.25 | | 0.25 | x | $49 | $0 | $49 | = | $49 | Free | 0% | Free | 0% | |
| | b) Non-Residents | 0.25 | | 0.25 | x | $49 | $0 | $49 | = | $49 | $10 | 21% | $10 | 21% | |
| 10 | VIN Verification | 0.25 | | 0.25 | x | $49 | $0 | $49 | = | $49 | $30 | 62% | $30 | 62% | |
| 11 | Weapons Seizure, Storage & Return | 0.50 | 0.50 | 1.00 | x | $98 | $55 | $153 | = | $153 | $125 | 82% | $125 | 82% | |
| 12 | Non-civil Subpoenas | | | | | | | | | | Actual Cost* | 100% | Actual Cost* | 100% | |
| 13 | Sealing of Records | | | | | | | | | | Action Cost* | 100% | Action Cost* | 100% | |
| 14 | Audio/Video Tape Copies | | | | | | | | | | Actual Cost* + cassette cost | 100% | Actual Cost* + cassette cost | 100% | |
| 15 | Photographic prints | | | | | | | | | | Actual Cost* + film and development | 100% | Actual Cost* + film and development | 100% | |
| 16 | Restitution & Cost Recovery | | | | | | | | | | Actual Cost* | 100% | Actual Cost* | 100% | |
| 17 | Statistical Report (datatrieve) | | | | | | | | | | Actual Cost* | 100% | Actual Cost* | 100% | |
| 18 | Military Records Checks | | 0.33 | 0.33 | | $0 | $37 | $37 | | $37 | $15 | 41% | $15 | 41% | |

City of Pinole
User and Regulatory Fee Study
Finance Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| | | | | | | Hourly Rate | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | $195 | $110 | | | | | | | | |
| | Fee Description | Ops | Support Svcs | Total | | Ops | Support Svcs | Total | | Est. Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Notes |
| 19 | Inspection of Records | 0.25 | 1.75 | 2.00 | x | $49 | $193 | $241 | = | $241 | No Fee<br>(per GC 6253(a) | 0% | No Fee<br>(per GC 6253(a) | 0% | |
| 20 | Criminalistics Analysis and Investigative Services | | | | | | | | | | Actual Cost* | 100% | Actual Cost* | 100% | |
| 21 | Statutory Fees (Authorized by State Law) | | | | | | | | | | | | | | |
| 22 | Civil Subpoena | | | | | | | | | | $6 | | $6 | | |
| 23 | Civil Subpoena appearance | | | | | | | | | | Actual Costs<br>($150 deposit)<br>(Per GC 68096.1) | | Actual Costs<br>($275 deposit)<br>(Per GC 68096.1) | 100% | |
| 24 | Repossession Reimbursement | | | | | | | | | | $15.00<br>(Per GC 41612) | | $15.00<br>(Per GC 41612) | 100% | |
| | Police Permits | | | | | | | | | | | | | | |
| 25 | Firearms Dealer's Licensing (initial fee) | 1.25 | 1.00 | 2.25 | x | $244 | $110 | $354 | = | $354 | $325 | 92% | $325 | 92% | |
| 26 | Firearms Dealer’s Licensing (annual fee) | 0.50 | 1.00 | 1.50 | x | $98 | $110 | $208 | = | $208 | $200 | 96% | $200 | 96% | |
| 27 | Penalty for Late Application of Firearms Dealer's License | | | | | | | | | | 50% of License fee +<br>License fee | | 50% of License fee +<br>License fee | | |
| 28 | Carry Concealed Weapon Permit | | | | | | | | | | | | | | |
| | a) Initial Application | 4.00 | 0.50 | 4.50 | x | $780 | $55 | $835 | = | $835 | $200 | 24% | $200 | 24% | |
| | b) Renewal | 2.00 | 0.50 | 2.50 | x | $390 | $55 | $445 | = | $445 | Actual Cost* | 100% | $25 | 6% | |
| | c) Amendment | 0.50 | 0.50 | 1.00 | x | $98 | $55 | $153 | = | $153 | Actual Cost* | 100% | $10 | 7% | |
| | d) Psychological Testing Initial Application | | | | | | | | | | $150<br>(Per GC 26190) | | $150<br>(Per GC 26190) | | |
| 29 | Rotation Tow Franchise Fee | 1.25 | 1.00 | 2.25 | x | $244 | $110 | $354 | = | $354 | $300 | 85% | $300 | 85% | |
| 30 | New driver (annual) | | 0.50 | 0.50 | | $0 | $55 | $55 | | $55 | $25 | 45% | $25 | 45% | |
| 31 | Renewal driver (annual) | | 0.25 | 0.25 | | $0 | $28 | $28 | | $28 | $10 | 36% | $10 | 36% | |

# ***User and Regulatory Fees***

***Cost of Service Analysis***

***Building Fees***

City of Pinole
User and Regulatory Fee Study
Cost of Service Calculation - Building Permit and Plan Check Hourly Rate

**Calculation of Fully-Burdened Hourly Rate**

| Description | Contract Service Provider Share | Weight | Notes |
|---|---|---|---|
| Plan Check | $ 140 | 35% | [a] |
| Building Inspection | $ 105 | 65% | [a] |
| Weighted Average Hourly Rate | $ 117 | 100% | |

| Description | Fully-Burdened Hourly Rate | Allocation | Notes |
|---|---|---|---|
| Contract Share | $ 117 | 65% | [a] |
| City Share | $ 63 | 35% | [a] |
| Weighted Average Hourly Rate | $ 180 | 100% | |

Notes:
[a] Source: Hourly rates and allocations based on current industry contract service rates and contract service/agency allocations.

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City of Pinole
User and Regulatory Fee Study
Rental & Balcony Inspection Program Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| | Fee Description | Est. City Staff Labor Hrs | | Fully-Burdened Hourly | | Est. Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Unit | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Rental Inspection Program Fee | | | | | | | | | | | |
| | a) Base Fee (Covers Initial Inspection and First Reinspection) | | | | | | | | | | | |
| | i) Single Family Unit, Duplex Unit, or Triplex Unit | 2.00 | x | $180 | = | $360 | $250 | 69% | $360 | 100% | | |
| | ii) Multi-Family Unit Including Hotel/Motel Unit | 1.25 | x | $180 | = | $225 | $132 | 59% | $225 | 100% | | |
| | b) Reinspection Fee (only applicable if required) | | | | | | | | | | | |
| | i) 2nd Reinspection | varies | | | | | 20% of initial fee | | 20% of initial fee | | | |
| | ii) 3rd Reinspection | varies | | | | | 40% of initial fee | | 30% of initial fee | | | |
| | iii) 4th Reinspection | varies | | | | | 50% of initial fee | | 40% of initial fee | | | |
| 2 | Balcony Inpection Program Fee | 1.00 | x | $180 | = | $180 | $138 | 77% | $180 | 100% | | |

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City of Pinole
User and Regulatory Fee Study
Building Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| | Fee Description | Total | | Hourly Rate | | Cost of Svc | Current Fee | Current Est. Cost Recovery | Proposed Cost Recovery | Proposed Fee | Note |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | HVAC Change-Out - Residential | 1.00 | x | $180 | = | $180 | varies | varies | 100% | $180 | |
| 2 | Water Heater Change-Out - Residential | 0.75 | x | $180 | = | $135 | varies | varies | 100% | $135 | |
| 3 | Residential Re-Roof | | | | | | | | | | |
| | a) Up to 2,000 SF (Roof Area) | 1.50 | x | $180 | = | $270 | varies | varies | 100% | $270 | |
| | b) Each Add'l 1,000 SF or fraction thereof | 0.50 | x | $180 | = | $90 | varies | varies | 100% | $90 | |
| 4 | Service Panel Upgrade - Residential | 1.00 | x | $180 | = | $180 | varies | varies | 100% | $180 | |
| 5 | Battery Backup Storage | 1.00 | x | $180 | = | $180 | varies | varies | 100% | $180 | |
| 6 | Electric Vehicle Charger | 1.00 | x | $180 | = | $180 | varies | varies | 100% | $180 | |
| 7 | Generator | 1.00 | x | $180 | = | $180 | varies | varies | 100% | $180 | |
| 8 | Residential Solar Photovoltaic System - Solar Permit | | | | | | | | | | |
| | a) 15kW or less | 1.75 | x | $180 | = | $315 | varies | varies | | $315 | [a] |
| | b) Above 15kW | | | | | | varies | varies | | $450 base fee, plus $15 per kW for each kW above 15kW | [a] |
| 9 | Commercial Solar Photovoltaic System - Solar Permit | | | | | | | | | | |
| | a) 50kW or less | | | | | | varies | varies | | $1,000 | [a] |
| | b) 50kW – 250kW | | | | | | varies | varies | | $1,000 base fee, plus $7 per kW for each kW above 50kW up to 250kW | [a] |
| | c) Above 250kW | | | | | | varies | varies | | $2,400 base fee, plus $5 per kW for each kW above 250 kW | [a] |
| 10 | Solar Thermal | 1.75 | x | $180 | = | $315 | varies | varies | 100% | $315 | |
| 11 | Ground-Mount Solar | 2.00 | x | $180 | = | $360 | varies | varies | 100% | $360 | |
| 12 | Swimming Pool/Spa Equipment Change-out Only | 1.00 | x | $180 | = | $180 | varies | varies | 100% | $180 | |
| 13 | Swimming Pool Replaster | 1.00 | x | $180 | = | $180 | varies | varies | 100% | $180 | |
| 14 | Residential Voluntary Seismic Retrofit | 1.50 | x | $180 | = | $270 | varies | varies | 100% | $270 | |
| 15 | Retaining Wall | | | | | | | | | | |
| | a) Wall Under 4' in height | 2.00 | x | $180 | = | $360 | varies | varies | 100% | $360 | |
| | b) Wall Over 4' in height | | | | | | | | | | |
| | i) Up to 100 LF | 4.00 | x | $180 | = | $720 | varies | varies | 100% | $720 | |
| | ii) Each Additional 100 LF | 0.25 | x | $180 | = | $45 | varies | varies | 100% | $45 | |

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City of Pinole
User and Regulatory Fee Study
Building Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| | Fee Description | Total | | Hourly Rate | | Cost of Svc | Current Fee | Current Est. Cost Recovery | Proposed Cost Recovery | Proposed Fee | Note |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 16 | CMU Wall | | | | | | | | | | |
| | a) Wall Under 6' in height | 2.00 | x | $180 | = | $360 | varies | varies | 100% | $360 | |
| | b) Wall Over 6' in height | | | | | | | | | | |
| | i) Up to 100 LF | 4.00 | x | $180 | = | $720 | varies | varies | 100% | $720 | |
| | ii) Each Additional 100 LF | 0.25 | x | $180 | = | $45 | varies | varies | 100% | $45 | |
| 17 | Window / Sliding Glass Door - Retrofit / Repair | | | | | | | | | | |
| | a) Up to 5 | 1.00 | x | $180 | = | $180 | varies | varies | 100% | $180 | |
| | b) Over 5 | | x | $180 | = | varies | varies | varies | | See Permit Fee Table | |
| 18 | Fences Requiring a Building Permit | 1.00 | x | $180 | = | $180 | varies | varies | 100% | $180 | |

[a] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).

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City of Pinole
User and Regulatory Fee Study
Building Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| | Fee Description | Est. City Staff Labor Hrs | | Fully-Burdened Hourly | | Est. Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Unit | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Combined Mechanical, Electrical, and/or Plumbing Permits** | | | | | | | | | | | |
| 1 | $1 - $2,000 | 1.00 | x | $180 | = | $180 | | | $180 | 100% | | |
| 2 | $2,001 - $25,000 | 1.50 | x | $180 | = | $270 | | | $270 | 100% | | |
| 3 | $25,001 - $50,000 | 4.00 | x | $180 | = | $720 | | | $720 | 100% | | |
| 4 | $50,001 - $100,000 | 7.50 | x | $180 | = | $1,350 | | | $1,350 | 100% | | |
| 5 | $100,001 - $500,000 | 12.00 | x | $180 | = | $2,160 | | | $2,160 | 100% | | |
| 6 | $500,001 - $1,000,000 | 38.00 | x | $180 | = | $6,840 | | | $6,840 | 100% | | |
| 7 | $1,000,001 and up | 56.00 | x | $180 | = | $10,080 | | | $10,080 | 100% | | |
| | **For permits requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee** | | | | | | | | | | | |
| 1 | Mechanical | 10% | | | | | | | 10% | 100% | | |
| 2 | Plumbing | 10% | | | | | | | 10% | 100% | | |
| 3 | Electrical | 10% | | | | | | | 10% | 100% | | |

City of Pinole
User and Regulatory Fee Study
Building Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| | Fee Description | Est. City Staff Labor Hrs | | Fully-Burdened Hourly | | Est. Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Building Plan Check Fees - Building** | | | | | | | | | | |
| | a) Plan Review Fee, if applicable | 75% | | | | | | | 75% | 100% | [a] |
| | b) Expedited Plan Check - At Application Submittal (when applicable) | 1.5x standard plan check fee | | | | | | | 1.5x standard plan check fee | 100% | |
| | c) Revision Application Fee (per hour) (1-hour minimum) | 1.00 | x | $180 | = | $180 | | | $180 | 100% | |
| | d) Tract Home / Master Plan Construction (Production Units) | 20% | | | | | | | 20% of standard plan check fee | 100% | [b] |
| | e) Alternate Materials and Materials Review (per hour) | 1.00 | x | $180 | = | $180 | | | $180 | 100% | |
| | f) Excess Plan Review Fee (4th and subsequent) (per hour) | 1.00 | x | $180 | = | $180 | | | $180 | 100% | |
| | g) Revisions (per hour) | 1.00 | x | $180 | = | $180 | | | $180 | 100% | |
| 2 | **Building Plan Check Fees - Planning (Fees Only Applied to Projects Requiring Review)** | | | | | | | | | | |
| | a) Zoning Clearance Verification | 0.50 | x | $215 | = | $108 | | | $108 | 100% | |
| | b) Planning Plan Check | | | | | | | | | | |
| | i) Alterations/Additions - Residential | 1.25 | x | $215 | = | $269 | | | $269 | 100% | |
| | ii) New Construction - Single Family Residential | 2.25 | x | $215 | = | $484 | | | $484 | 100% | |
| | iii) New Construction - 2-4 Residential Units | 4.25 | x | $215 | = | $914 | | | $914 | 100% | |
| | iv) New Construction - 5+ Residential Units | 11.00 | x | $215 | = | $2,365 | | | $2,365 | 100% | |
| | v) New Construction - Non-Residential | 4.25 | x | $215 | = | $914 | | | $914 | 100% | |
| | vi) Alterations/Additions - Non-Residential | 2.25 | x | $215 | = | $484 | | | $484 | 100% | |
| 3 | **Building Plan Check Fees - Public Works Engineering (Fees Only Applied to Projects Requiring Review)** | | | | | | | | | | |
| | a) Swimming Pool | 1.00 | x | $200 | = | $200 | | | $200 | 100% | |
| | b) Block Wall | 0.50 | x | $200 | = | $100 | | | $100 | 100% | |
| | c) Fence | 0.50 | x | $200 | = | $100 | | | $100 | 100% | |
| | d) Sign | 0.50 | x | $200 | = | $100 | | | $100 | 100% | |
| | e) Alterations/Additions - Residential | 0.75 | x | $200 | = | $150 | | | $150 | 100% | |
| | f) New Construction - Single Family Residential | 2.00 | x | $200 | = | $400 | | | $400 | 100% | |
| | g) New Construction - 2-4 Residential Units | 3.00 | x | $200 | = | $600 | | | $600 | 100% | |
| | h) New Construction - 5+ Residential Units | 6.00 | x | $200 | = | $1,200 | | | $1,200 | 100% | |
| | i) New Construction - Non-Residential | 4.00 | x | $200 | = | $800 | | | $800 | 100% | |
| | j) Alterations/Additions - Non-Residential | 1.00 | x | $200 | = | $200 | | | $200 | 100% | |
| | k) Trash Capture, SWPPP, and NPDES Review Fees | | | | | | | | See Eng. Fee Schedule | 100% | |
| | l) Permits / Plan checks not listed above | | | | | | | | See footnote | | [c] |

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

[c] Engineer/technician to determine hours and applicable fee at time of application.

City of Pinole
User and Regulatory Fee Study
Building Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| | Fee Description | Est. City Staff Labor Hrs | | Fully-Burdened Hourly | | Est. Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Unit | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Permit Processing Fee | 0.42 | x | $180 | = | $75 | | | $75 | 100% | | |
| 2 | Fire Permit Processing Fee | 0.42 | x | $180 | = | $75 | | | $75 | 100% | | |
| 3 | Outside Contractor Business License Processing Fee | 0.33 | x | $180 | = | $60 | | | $60 | 100% | | |
| 4 | Business License Inspection Fee | | | | | | | | | | | |
| | a) Residential Home Occupation | 1.00 | x | $180 | = | $180 | $50 | | $60 | 33% | | |
| | b) Non-Residential | 1.00 | x | $180 | = | $180 | $125 | | $135 | 75% | | |
| 5 | General Plan Maintenance Fee (% of permit fee) | | | | | 110% | | | 10% | | | |
| 6 | Technology Fee (% of plan review and permit fee) | | | | | 15% | | | 10% | | | |
| 7 | Strong Motion Instrumentation (SMI) Fee Calculation | | | | | | | | | | | |
| | a) Residential | | | | | | | | $0.50 or valuation x .00013 | | | |
| | b) Commercial | | | | | | | | $0.50 or valuation x .00028 | | | |
| 8 | Building Standards (SB 1473) Fee Calculation (Valuation) | | | | | | | | | | | |
| | a) $1 - $25,000 | | | | | | | | $1 | | | |
| | b) $25,001 - $50,000 | | | | | | | | $2 | | | |
| | c) $50,001 - $75,000 | | | | | | | | $3 | | | |
| | d) $75,001 - $100,000 | | | | | | | | $4 | | | |
| | e) Each Add'l $25,000 or fraction thereof | | | | | | | | Add $1 | | | |
| 9 | Temporary Certificate of Occupancy (per 30 Days) | 1.50 | x | $180 | = | $270 | | | $270 | 100% | | |
| 10 | Permit Extension | 1.00 | x | $180 | = | $180 | | | $180 | 100% | | |
| 11 | Permit Reactivation Fee | | | | | | | | | | | |
| | a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection | 1.00 | x | $180 | = | $180 | | | $180 | 100% | | |
| | b) Reactivation Fee - All Other Scenarios | | | | | | | | | | | |
| | i) Permit Expired Up to One Year | | | | | | | | 50% of Original Base Building Permit Fee | | | |
| | ii) Permit Expired More than One Year | | | | | | | | 100% of Original Base Building Permit Fee | | | |
| 12 | Permit Reissuance Fee | 0.50 | x | $180 | = | $90 | | | $90 | 100% | | |
| 13 | Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.) | 1.50 | x | $180 | = | $270 | | | $270 | 100% | | |
| 14 | AB 838 Violation Fees | | | | | | | | | | | |
| | a) Investigation resulting in Violations under AB 838 (per hour) (1-hour minimum) | 1.00 | x | $180 | = | $180 | | | $180 | 100% | | |
| | b) Inspection Report Production for Violations under AB 838 (per hour) (1-hour minimum) | 1.00 | x | $180 | = | $180 | | | $180 | 100% | | |
| | **Other Fees** | | | | | | | | | | | |
| 15 | Phased Inspection Fee (per inspection) | 0.50 | x | $180 | = | $90 | | | $90 | 100% | | |
| 16 | After Hours Inspection (per hour) (4-hour minimum) | 1.20 | x | $180 | = | $216 | | | $216 | 100% | | |
| 17 | Re-inspection Fee (2nd Time or More) (each) | 0.50 | x | $180 | = | $90 | | | $90 | 100% | | [a] |

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City of Pinole
User and Regulatory Fee Study
Building Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| Fee Description | | Est. City Staff Labor Hrs | | Fully-Burdened Hourly | | Est. Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Unit | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 18 | Missed Inspection Fee | 0.50 | x | $180 | = | $90 | | | $90 | 100% | | |
| 19 | Duplicate Copy of Permit | 0.33 | x | $180 | = | $60 | | | $60 | 100% | | |
| 20 | Duplicate Copy of Certificate of Occupancy | 0.17 | x | $180 | = | $30 | | | $30 | 100% | | |
| 21 | Construction and Demolition Waste Management Review Fee | 0.50 | x | $180 | = | $90 | | | $90 | 100% | | |
| 22 | Fees for Services Not Listed in this Fee Schedule (per 1/2 hour) | 0.50 | x | $180 | = | $90 | | | $90 | 100% | | |
| | **Violation Fees** | | | | | | | | | | | |
| 23 | Investigation Fee For Work Done Without Permits<br>(In addition to applicable permit fees) | | | | | | | | equal to<br>permit fee | | | |
| | **Refunds** | | | | | | | | | | | |
| 24 | Refunds | | | | | | | | | | | |
| | a) Fees Erroneously Paid or Collected by the City | | | | | | | | 100% refund | | | |
| | b) Refund of Plan Review Fees - Prior to Plan Review Commencing | | | | | | | | up to 80% refund | | | |
| | c) Refund of Permit Fees - Prior to Inspection Commencing | | | | | | | | up to 80% refund | | | |
| | d) 180 Days After Payment of Fees | | | | | | | | no refund | | | |

[a] Reinspection fee applies after the first re-inspection.

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# ***User and Regulatory Fees***

**_Cost of Service Analysis_**

## ***Planning Fees***

City of Pinole
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Planning

**Labor Expenditures**

| Description | Total | Notes |
|---|---|---|
| Salaries & Wages | $ 329,776 | |
| Benefits | $ 168,802 | |
| Total | $ 498,578 | |

**Recurring Non-Labor Expenditures**

| Description | Total | Adjustments | Subtotal | Notes |
|---|---|---|---|---|
| Contract Planning Augmentation | $ 200,000 | $ (200,000) | $ - | [a] |
| Project Traffic Studies and CEQA Assistance | $ 100,000 | $ (100,000) | $ - | [a] |
| SB2, LEAP and REAP Effort | $ 205,000 | $ (205,000) | $ - | [a] |
| Miscellaneous Office Supplies | $ 1,000 | $ - | $ 1,000 | |
| Training and Seminars for Staff | $ 2,000 | $ - | $ 2,000 | |
| Planning Commissioner Training | $ 7,000 | $ - | $ 7,000 | |
| Memberships - AICP, APA, AEP | $ 1,000 | $ - | $ 1,000 | |
| Publishing Legal Notices | $ 2,000 | $ - | $ 2,000 | |
| PCTV Planning Commission Meetings | $ 20,412 | $ - | $ 20,412 | |
| Meeting Minute Preparation | $ 8,000 | $ - | $ 8,000 | |
| Utilities | $ 1,550 | $ - | $ 1,550 | |
| Fuel | $ 1,000 | $ - | $ 1,000 | |
| IS Charges | $ 958 | $ - | $ 958 | |
| Legal Charges | $ 25,000 | $ (25,000) | $ - | [a] |
| General Liability Insurance | $ 16,331 | $ - | $ 16,331 | |
| Subtotal | $ 591,251 | $ (530,000) | $ 61,251 | |

**Allocation of Central Services**

| Description | Est C'wide Indirect Rate | Mod. Expenses | Allocated Citywide Overhead | Notes |
|---|---|---|---|---|
| Allocation of Citywide Overhead | 20% | $ 559,829 | $ 111,966 | [b] |

**Total Initial Allocation**

| Description | Total | Allocation Share |
|---|---|---|
| Labor Expenditures & Contract Svc Support | $ 498,578 | 74% |
| Recurring Non-Labor | $ 61,251 | 9% |
| Citywide Overhead | $ 111,966 | 17% |
| Total | $ 671,795 | 100% |

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City of Pinole
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Planning

**Total Hours Estimate**

| Description | FTE | Total Hours | Less: Adjust for Leave | Productive Hours | Notes |
|---|---|---|---|---|---|
| FTE | 2.00 | 4,160 | (480) | 3,680 | [c] |
| | | Indirect | 15% | 552 | [d],[f] |
| | | Direct | 85% | 3,128 | [e],[f] |
| | | Total | 100% | 3,680 | |

**Calculation of Fully-Burdened Hourly Rate**

| Description | Total | Notes |
|---|---|---|
| Expenses | $ 671,795 | |
| Direct Hours | 3,128 | [f] |
| Fully-Burdened Hourly Rate | $ 215 | [f] |

* Source: FY 21/22 adopted budget

[a] Adjustment to exclude non-fee related expenses, expenses that are accounted for elsewhere in study, or expenses that may be directly recovered from applicants via pass-through billing.
[b] Amount intended to represent a reasonable conservative estimate of Citywide overhead allocation.
[c] Typical leave assumes 13 holidays, 10 days vacation, 5 days sick, 2 days personal leave per employee. Amounts intended to serve as reasonable estimates.
[d] Includes general administration and management, training, code, policies and procedures updates, public information and assistance, etc.
[e] Includes current planning, long range planning, building plan check, economic development, etc.
[f] In practice, indirect hours represent approximately 35% of time, and direct hours represent roughly 65% of time. An adjustment has been made to account for staffing structure of Pinole Planning Division. Due to the City's population, senior level staffing currently performs all planning functions. An adjustment has been made to calculate a planning rate that assumes a more typical staffing structure of Director, Senior Planner, Associate Planner, etc. (i.e. a broader range of positions that results in a lower total hourly billing rate). The adjustment made is intended to err on the side of conservative and benefits fee for service applicants. If the City's staffing structure changes these assumptions should be re-evaluated.

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City of Pinole
Cost of Service Study for Analyzing User and Regulatory Fees
Calculation of the Estimated Costs of Providing Fee Related Services - Planning

| | | Estimated Labor Time (Hours) | | | | | | Cost of Service | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | $215 | $200 | $180 | $215 | $316 | |
| | Fee Description | Planning | Eng'rg | Building | Police | Fire | Total | Planning | Eng'rg | Building | Police | Fire | Cost of Service |
| | **Design Review** | | | | | | | | | | | | |
| 1 | Administrative Design Review: Single family residential additions; additions of less than 500 sf for multifamily and nonresidential | 4.50 | | | | | 4.50 | $968 | $0 | $0 | $0 | $0 | $968 |
| 2 | Comprehensive Design Review – Small<br>New single family residence; new multifamily building with 2 to 4 units; multifamily and nonresidential additions 500 to 5,000sf | 22.00 | 1.00 | | | | 23.00 | $4,730 | $200 | $0 | $0 | $0 | $4,930 |
| 3 | Comprehensive Design Review – Medium<br>New multifamily building with 5 to 10 units; multifamily and nonresidential additions 5,001 to 10,000sf | 42.00 | 1.00 | 1.00 | 1.00 | 1.00 | 46.00 | $9,030 | $200 | $180 | $215 | $316 | $9,941 |
| 4 | Comprehensive Design Review – Large<br>New multifamily building of 10 or more units; new nonresidential buildings; multifamily and nonresidential additions greater than 10,000sf | 120.00 | 3.00 | 1.00 | 1.00 | 3.00 | 128.00 | $25,800 | $600 | $180 | $215 | $948 | $27,743 |
| 5 | Sign Permit: New Sign/Approved Program, replace old sign as previously approved, etc. | 4.00 | | | | | 4.00 | $860 | $0 | $0 | $0 | $0 | $860 |
| 6 | Creative Sign Program: Encourage signs of unique design | 10.00 | | | | | 10.00 | $2,150 | $0 | $0 | $0 | $0 | $2,150 |
| 7 | Sign Program: 5 or more signs or greater than 200 sq. ft. of total aggregate sign area or building with 3 or more tenants. | 10.00 | | | | | 10.00 | $2,150 | $0 | $0 | $0 | $0 | $2,150 |
| | **Use Permits** | | | | | | | | | | | | |
| 8 | Similar Use Determination | 2.00 | | | | | 2.00 | $430 | $0 | $0 | $0 | $0 | $430 |
| 9 | Administrative Use Permits (AUP): Outdoor Dining | 6.00 | 1.00 | | 0.50 | 0.50 | 8.00 | $1,290 | $200 | $0 | $108 | $158 | $1,756 |
| 10 | Temporary Use Permits (TUP) – Small.<br>Special one-day events, such as grand openings<br>Outdoor sales and display.<br>Seasonal sales (Christmas tree sales, pumpkin sales) | 2.00 | | | 0.50 | 0.50 | 3.00 | $430 | $0 | $0 | $108 | $158 | $696 |
| 11 | Temporary Use Permits (TUP) – Large.<br>Construction yards and storage sheds<br>Expositions, concerts, clinics, amusement rides, and flea markets. | 6.00 | | | 0.50 | 0.50 | 7.00 | $1,290 | $0 | $0 | $108 | $158 | $1,556 |
| 12 | Conditional Use Permits (CUP) | 22.00 | 0.50 | 0.50 | 0.50 | 0.50 | 24.00 | $4,730 | $100 | $90 | $108 | $158 | $5,186 |
| 13 | Home Occupation Permit | 1.00 | | | | | 1.00 | $215 | $0 | $0 | $0 | $0 | $215 |
| 14 | Condo Conversion Permit | | | | | | | | | | | | |
| 15 | Tree Removal Permit | 2.00 | | | | | 2.00 | $430 | $0 | $0 | $0 | $0 | $430 |
| 16 | Use Permit Amendments | 12.00 | | | | | 12.00 | $2,580 | | | | | $2,580 |
| 17 | Use Permit - Combined with Other Permits | | | | | | | | | | | | |

Return to Agenda

City of Pinole
Cost of Service Study for Analyzing User and Regulatory Fees
Calculation of the Estimated Costs of Providing Fee Related Services - Planning

| | | Estimated Labor Time (Hours) | | | | | | Cost of Service | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | $215 | $200 | $180 | $215 | $316 | |
| | Fee Description | Planning | Eng'rg | Building | Police | Fire | Total | Planning | Eng'rg | Building | Police | Fire | Cost of Service |
| | **Variances** | | | | | | | | | | | | |
| 18 | Minor Deviation | 4.00 | | | | | 4.00 | $860 | $0 | $0 | $0 | $0 | $860 |
| 19 | Single Family Variance | 10.00 | | | | | 10.00 | $2,150 | $0 | $0 | $0 | $0 | $2,150 |
| 20 | All Other Variance Requests | 22.00 | | | | | 22.00 | $4,730 | $0 | $0 | $0 | $0 | $4,730 |
| | **Policy / Plan Amendments** | | | | | | | | | | | | |
| 21 | Prezoning / Annexation | | | | | | | | | | | | |
| 22 | Rezoning / Zoning Code Amendment (Includes Map and Text) | 44.00 | | | | | 44.00 | $9,460 | $0 | $0 | $0 | $0 | $9,460 |
| 23 | Minor Development Plan Amendment | 2.00 | | | | | 2.00 | $430 | $0 | $0 | $0 | $0 | $430 |
| 24 | General Plan Amendment | | | | | | | | | | | | |
| 25 | Specific Plan Amendment | | | | | | | | | | | | |
| | **Subdivision / Mapping** | | | | | | | | | | | | |
| 26 | Subdivision / Tentative Map | | | | | | | | | | | | |
| | a) Minor Subdivision / Parcel Map (4 Lots or Less) | | | | | | | | | | | | |
| | b) Major Subdivision / Tract Map (5 or More Lots) | | | | | | | | | | | | |
| 27 | Lot Line Adjustment | | | | | | | | | | | | |
| 28 | Lot Merger | | | | | | | | | | | | |
| 29 | Easement / Street Vacation / Existing Utility Review | | | | | | | | | | | | |
| 30 | Final Map | | | | | | | | | | | | |
| | a) Parcel Map | | | | | | | | | | | | |
| | b) Tract Map | | | | | | | | | | | | |

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City of Pinole
Cost of Service Study for Analyzing User and Regulatory Fees
Calculation of the Estimated Costs of Providing Fee Related Services - Planning

| | | Estimated Labor Time (Hours) | | | | | | Cost of Service | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | $215 | $200 | $180 | $215 | $316 | |
| | Fee Description | Planning | Eng'rg | Building | Police | Fire | Total | Planning | Eng'rg | Building | Police | Fire | Cost of Service |
| | **Environmental Review** | | | | | | | | | | | | |
| 31 | Categorical Exemption | 2.00 | | | | | 2.00 | $430 | $0 | $0 | $0 | $0 | $430 |
| 32 | Initial Study | 16.00 | | | | | 16.00 | $3,440 | $0 | $0 | $0 | $0 | $3,440 |
| 33 | Negative Declaration | | | | | | | | | | | | |
| 34 | Mitigated Negative Declaration | | | | | | | | | | | | |
| 35 | Environmental Impact Report | | | | | | | | | | | | |
| | **Agreements** | | | | | | | | | | | | |
| 36 | Development Agreement | | | | | | | | | | | | |
| 37 | Affordable Housing Agreement | | | | | | | | | | | | |
| 38 | Review of CC&R's | | | | | | | | | | | | |
| | **Other Development Services** | | | | | | | | | | | | |
| 39 | Extensions | | | | | | | | | | | | |
| 40 | Appeals of Department, Administrative and Planning Commission Actions (Per Appeal) | | | | | | | | | | | | |
| 41 | Zoning Administrator Hearing (Each Required Hearing) | 3.00 | | | | | 3.00 | $645 | $0 | $0 | $0 | $0 | $645 |
| 42 | Planning Commission / City Council Hearing (Each Required Hearing) | 4.00 | | | | | 4.00 | $860 | $0 | $0 | $0 | $0 | $860 |
| 43 | Records Research | 0.50 | | | | | 0.50 | $108 | $0 | $0 | $0 | $0 | $108 |
| 44 | Address Assignment | 1.00 | | | | | 1.00 | $215 | $0 | $0 | $0 | $0 | $215 |
| | **Public Noticing** | | | | | | | | | | | | |
| 45 | Project Notification Sign | | | | | | | | | | | | |
| 46 | Public Noticing (Administrative) | 3.00 | | | | | 3.00 | $645 | $0 | $0 | $0 | $0 | $645 |
| 47 | Public Noticing (Public Hearing Required) | 5.00 | | | | | 5.00 | $1,075 | $0 | $0 | $0 | $0 | $1,075 |
| 48 | Public Noticing (Deposit-Based Project) | 10.00 | | | | | 10.00 | $2,150 | $0 | $0 | $0 | $0 | $2,150 |

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City of Pinole
Cost of Service Study for Analyzing User and Regulatory Fees
Calculation of the Estimated Costs of Providing Fee Related Services - Planning

| | | Estimated Labor Time (Hours) | | | | | | Cost of Service | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | $215 | $200 | $180 | $215 | $316 | |
| | Fee Description | Planning | Eng'rg | Building | Police | Fire | Total | Planning | Eng'rg | Building | Police | Fire | Cost of Service |
| | **Small Cell Wireless** | | | | | | | | | | | | |
| 49 | Small Cell: Right of Way Pole Usage Fee | | | | | | | | | | | | |
| 50 | Small Cell Wireless Attachment Fee | | | | | | | | | | | | |
| 51 | Small Cell Wireless New Pole | | | | | | | | | | | | |
| | **Affordable Housing Requests** | | | | | | | | | | | | |
| 52 | Equity-Share Payoff Demand | 1.50 | | | | | 1.50 | $323 | $0 | $0 | $0 | $0 | $323 |
| 53 | Reconveyance | 1.50 | | | | | 1.50 | $323 | $0 | $0 | $0 | $0 | $323 |
| 54 | Density Bonus Application | 2.00 | | | | | 2.00 | $430 | $0 | $0 | $0 | $0 | $430 |
| | **Redevelopment (Successor Agency)** | | | | | | | | | | | | |
| 55 | Loan Extension Application Fee (Commercial/Residential) | | | | | | | | | | | | |
| | **Technology Enhancement Fee** | | | | | | | | | | | | |
| 56 | Technology Fee (% of plan review and permit fee) | | | | | | | | | | | | 15% |
| | **Violation Fees** | | | | | | | | | | | | |
| 57 | Penalty for Work Without Planning Approval | | | | | | | | | | | | |
| | **Hourly Rates and Fees for Services Not Listed in this Fee Schedule** | | | | | | | | | | | | |
| 58 | Rates for Services Not Listed Above | | | | | | | | | | | | |
| | a) Planning Personnel (per hour) | 1.00 | | | | | 1.00 | $215 | $0 | $0 | $0 | $0 | $215 |
| | b) Contract Planning, Peer Review, Architecture Review, Etc. | | | | | | | | | | | | |
| | c) Specialized Attorney Services | | | | | | | | | | | | |

[a] Temporary use permit fee may be reduced to $0 (no charge) for non-profit entities.
[b] Planning Commission Appeal requests initiated by the City Council members shall be accompanied by a $250 rather than $500 appellant fee. The $250 may be refundable if the appeal initiated by a majority of the City (

City of Pinole
Cost of Service Study for Analyzing User and Regulatory Fees
Calculation of the Estimated Costs of Providing Fee Related Services - Planni

| | Fee Description | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Fee Change | Note |
|---|---|---|---|---|---|---|---|
| | | Cost Recovery Information | | | | | |
| | **Design Review** | | | | | | |
| 1 | Administrative Design Review: Single family residential additions; additions of less than 500 sf for multifamily and nonresidential | $549 | 57% | $725 | 75% | $176 | |
| 2 | Comprehensive Design Review – Small<br>New single family residence; new multifamily building with 2 to 4 units; multifamily and nonresidential additions 500 to 5,000sf | $2,679 | 54% | $3,700 | 75% | $1,021 | |
| 3 | Comprehensive Design Review – Medium<br>New multifamily building with 5 to 10 units; multifamily and nonresidential additions 5,001 to 10,000sf | $5,114 | 51% | $9,941 | 100% | $4,827 | |
| 4 | Comprehensive Design Review – Large<br>New multifamily building of 10 or more units; new nonresidential buildings; multifamily and nonresidential additions greater than 10,000sf | | | $20,000 Deposit; $14,000 Minimum Fee | | | |
| 5 | Sign Permit: New Sign/Approved Program, replace old sign as previously approved, etc. | $244 | 28% | $430 | 50% | $186 | |
| 6 | Creative Sign Program: Encourage signs of unique design | $500 | 23% | $750 | 35% | $250 | |
| 7 | Sign Program: 5 or more signs or greater than 200 sq. ft. of total aggregate sign area or building with 3 or more tenants. | $1,218 | 57% | $2,150 | 100% | $932 | |
| | **Use Permits** | | | | | | |
| 8 | Similar Use Determination | $244 | 57% | $325 | 76% | $81 | |
| 9 | Administrative Use Permits (AUP): Outdoor Dining | $731 | 42% | $875 | 50% | $144 | |
| 10 | Temporary Use Permits (TUP) – Small.<br>Special one-day events, such as grand openings<br>Outdoor sales and display.<br>Seasonal sales (Christmas tree sales, pumpkin sales) | $244 | 35% | $350 | 50% | $106 | [a] |
| 11 | Temporary Use Permits (TUP) – Large.<br>Construction yards and storage sheds<br>Expositions, concerts, clinics, amusement rides, and flea markets. | $488 | 31% | $775 | 50% | $287 | [a] |
| 12 | Conditional Use Permits (CUP) | $2,679 | 52% | $5,186 | 100% | $2,507 | |
| 13 | Home Occupation Permit | $121 | 56% | $140 | 65% | $19 | |
| 14 | Condo Conversion Permit | $2,500 Deposit | | $7,500 Deposit; $5,000 Minimum Fee | | | |
| 15 | Tree Removal Permit | $201 | 47% | $215 | 50% | $14 | |
| 16 | Use Permit Amendments | 1/2 Original Fee | | $2,580 | 100% | | |
| 17 | Use Permit - Combined with Other Permits | 1/2 Original Fee | | 100% of highest applicable permit fee, plus 50% of all other applicable permit fees | | | |

City of Pinole
Cost of Service Study for Analyzing User and Regulatory Fees
Calculation of the Estimated Costs of Providing Fee Related Services - Planni

| | Fee Description | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Fee Change | Note |
|---|---|---|---|---|---|---|---|
| | | Cost Recovery Information | | | | | |
| | **Variances** | | | | | | |
| 18 | Minor Deviation | $488 | 57% | $660 | 77% | $172 | |
| 19 | Single Family Variance | $1,218 | 57% | $1,650 | 77% | $432 | |
| 20 | All Other Variance Requests | $2,679 | 57% | $4,730 | 100% | $2,051 | |
| | **Policy / Plan Amendments** | | | | | | |
| 21 | Prezoning / Annexation | $10,000 Deposit | | $20,000 Deposit; $14,000 Minimum Fee | | | |
| 22 | Rezoning / Zoning Code Amendment (Includes Map and Text) | $6,025 | 64% | $9,460 | 100% | $3,435 | |
| 23 | Minor Development Plan Amendment | $216 | 50% | $430 | 100% | $214 | |
| 24 | General Plan Amendment | $5,000 + $100/acre deposit + $1,000 General Plan Maintenance Fee | | $10,000 Deposit; $7,000 Minimum Fee | | | |
| 25 | Specific Plan Amendment | $5,000 + $1,000 Specific Plan Maintenance Fee | | $10,000 Deposit; $7,000 Minimum Fee | | | |
| | **Subdivision / Mapping** | | | | | | |
| 26 | Subdivision / Tentative Map | | | | | | |
| | a) Minor Subdivision / Parcel Map (4 Lots or Less) | $3,000 Deposit | | $5,000 Deposit; $3,500 Minimum Fee | | | |
| | b) Major Subdivision / Tract Map (5 or More Lots) | $5,500 Deposit | | $7,500 Deposit; $5,000 Minimum Fee | | | |
| 27 | Lot Line Adjustment | $1,000 Deposit | | $2,000 Deposit; $1,400 Minimum Fee | | | |
| 28 | Lot Merger | $1,000 Deposit | | $2,000 Deposit; $1,400 Minimum Fee | | | |
| 29 | Easement / Street Vacation / Existing Utility Review | varies | | $2,000 Deposit; $1,400 Minimum Fee | | | |
| 30 | Final Map | | | | | | |
| | a) Parcel Map | $5,000 Deposit | | $5,000 Deposit; $3,500 Minimum Fee | | | |
| | b) Tract Map | $5,000 Deposit | | $7,500 Deposit; $5,000 Minimum Fee | | | |

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| | | Cost Recovery Information | | | | | |
|---|---|---|---|---|---|---|---|
| | Fee Description | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Fee Change | Note |
| | **Environmental Review** | | | | | | |
| 31 | Categorical Exemption | $244 | 57% | $250 | 58% | $6 | |
| 32 | Initial Study | $2,500 or Consultant Cost + 15% | | $3,500 or Consultant Cost + 15% | | | |
| 33 | Negative Declaration | $2,500 Deposit | | $5,000 Deposit; $3,500 Minimum Fee | | | |
| 34 | Mitigated Negative Declaration | $10,000 Deposit | | $10,000 Deposit; $7,000 Minimum Fee | | | |
| 35 | Environmental Impact Report | Consultant Cost + 15%; Deposit TBD | | Consultant Cost + 15%; Deposit TBD | | | |
| | **Agreements** | | | | | | |
| 36 | Development Agreement | $5,000 Deposit | | $10,000 Deposit; $7,000 Minimum Fee | | | |
| 37 | Affordable Housing Agreement | $5,000 Deposit | | $10,000 Deposit; $7,000 Minimum Fee | | | |
| 38 | Review of CC&R's | $250 Deposit | | $2,500 Deposit; $1,750 Minimum Fee | | | |
| | **Other Development Services** | | | | | | |
| 39 | Extensions | 1/2 Original Fee | | 1/2 Original Fee | | | |
| 40 | Appeals of Department, Administrative and Planning Commission Actions (Per Appeal) | $500 + $2,500 Deposit | | $500 + $2,500 Deposit | | | [b] |
| 41 | Zoning Administrator Hearing (Each Required Hearing) | $328 | 51% | $485 | 75% | $157 | |
| 42 | Planning Commission / City Council Hearing (Each Required Hearing) | $449 | 52% | $645 | 75% | $196 | |
| 43 | Records Research | $50 per half hour after first hour | | $100 per half hour after first hour | | | |
| 44 | Address Assignment | $368 | 171% | $215 | 100% | ($153) | |
| | **Public Noticing** | | | | | | |
| 45 | Project Notification Sign | $150 per sign (as needed) | | $250 per sign (as needed) | | | |
| 46 | Public Noticing (Administrative) | | | $450 | | | |
| 47 | Public Noticing (Public Hearing Required) | | | $700 | | | |
| 48 | Public Noticing (Deposit-Based Project) | | | Deposit | | | |

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| | Fee Description | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Fee Change | Note |
|---|---|---|---|---|---|---|---|
| | | Cost Recovery Information | | | | | |
| | **Small Cell Wireless** | | | | | | |
| 49 | Small Cell: Right of Way Pole Usage Fee | | | $270 per pole annually | | | |
| 50 | Small Cell Wireless Attachment Fee | | | $500 for first five + $100 for each additional | | | |
| 51 | Small Cell Wireless New Pole | | | $1,000 | | | |
| | **Affordable Housing Requests** | | | | | | |
| 52 | Equity-Share Payoff Demand | | | $323 | 100% | | |
| 53 | Reconveyance | | | $323 | 100% | | |
| 54 | Density Bonus Application | | | $430 | 100% | | |
| | **Redevelopment (Successor Agency)** | | | | | | |
| 55 | Loan Extension Application Fee (Commercial/Residential) | $325 | | $325 | | | |
| | **Technology Enhancement Fee** | | | | | | |
| 56 | Technology Fee (% of plan review and permit fee) | | | 10% | | | |
| | **Violation Fees** | | | | | | |
| 57 | Penalty for Work Without Planning Approval | | | equal to permit fee | | | |
| | **Hourly Rates and Fees for Services Not Listed in this Fee Schedule** | | | | | | |
| 58 | Rates for Services Not Listed Above | | | | | | |
| | a) Planning Personnel (per hour) | $121 | 56% | $215 | 100% | | |
| | b) Contract Planning, Peer Review, Architecture Review, Etc. | Pass through of Actual Cost + 15% | 100% | Pass through of Actual Cost + 15% | 100% | | |
| | c) Specialized Attorney Services | Pass through of Actual Cost | 100% | Pass through of Actual Cost | 100% | | |

[a] Temporary use permit fee may be reduced to $0 (no charge) for non-pro

[b] Planning Commission Appeal requests initiated by the City Council memCouncil members that hear the appeal request.

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# ***User and Regulatory Fees***

***Cost of Service Analysis***

***Code Enforcement Fees***

City of Pinole
User and Regulatory Fee Study
Cost of Service Calculation - Code Enforcement

| Description | Fully-Burdened Hourly Rate | Allocation | Notes |
|---|---|---|---|
| Contract Share | $100 | 65% | [a] |
| City Share | $54 | 35% | [a] |
| Hourly Rate | $154 | 100% | |

Notes:
[a] Source: Hourly rates and allocations based on current industry contract service rates and contract service/agency allocations.

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City of Pinole
Cost of Service Study for Analyzing User and Regulatory Fees
Calculation of the Estimated Costs of Providing Fee Related Services - Code Enforcement

| | | Estimated Labor Time (Hours) | | | | | Cost of Service | | | | | Cost Recovery Information | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | $110 | $154 | $250 | $150 | | | | | | | |
| | Fee Description | Finance | Code Enf. | Special'zd Attorney | Hearing Officer | Total | Finance | Code Enf. | Special'zd Attorney | Hearing Officer | Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Fee Change | Note |
| 1 | Courtesy Inspection | | | | | | | | | | | | | | | | |
| | a) First Inspection | | 0.50 | | | 0.50 | $0 | $77 | $0 | $0 | $77 | n/a - new | n/a | No Charge | 0% | new | |
| | b) Second Inspection to Verify Violation Corrected | | 0.50 | | | 0.50 | $0 | $77 | $0 | $0 | $77 | n/a - new | n/a | No Charge | 0% | new | |
| | c) Each Additional Inspection | | 0.50 | | | 0.50 | $0 | $77 | $0 | $0 | $77 | n/a - new | n/a | $77 | 100% | new | |
| 2 | Re-Inspection Fee | | 0.50 | | | 0.50 | $0 | $77 | $0 | $0 | $77 | $41 | 54% | $77 | 100% | $36 | |
| 3 | Abatement Warrant | | 2.00 | | | 2.00 | | $308 | | | $308 | Pass through of Actual Cost | 100% | $308 | 100% | n/a | |
| 4 | Serving Notice | | 0.50 | | | 0.50 | $0 | $77 | $0 | $0 | $77 | n/a - new | n/a | $38 | 49% | new | |
| 5 | Lien Approval Fee | 0.50 | 1.00 | | | 1.50 | $55 | $154 | $0 | $0 | $209 | n/a - new | n/a | $150 | 72% | new | |
| 6 | Special Assessment Approval Fee | 0.50 | 1.00 | | | 1.50 | $55 | $154 | $0 | $0 | $209 | n/a - new | n/a | $150 | 72% | new | |
| 7 | Lien Release Fee | 0.50 | 1.50 | | | 2.00 | $55 | $231 | $0 | $0 | $286 | n/a - new | n/a | $150 | 52% | new | |
| 8 | Tobacco Retailer License | | | | | | | | | | | | | | | | |
| | a) New | 0.50 | 1.00 | | | 1.50 | $55 | $154 | $0 | $0 | $209 | n/a - new | n/a | $209 | 100% | new | |
| | b) Renewal | 0.50 | 1.00 | | | 1.50 | $55 | $154 | $0 | $0 | $209 | n/a - new | n/a | $209 | 100% | new | |
| | c) Late Renewal | 0.33 | | | | 0.33 | $37 | $0 | $0 | $0 | $37 | n/a - new | n/a | Same as Business Lic. | | new | |
| | d) Suspension Appeal | 2.00 | 8.00 | 20.00 | | 30.00 | $220 | $1,232 | $5,000 | $0 | $6,452 | n/a - new | n/a | $1,000 | 15% | new | |
| | e) Citation Appeal | | 8.00 | | 6.00 | 14.00 | $0 | $1,232 | $0 | $900 | $2,132 | n/a - new | n/a | $25 | 1% | new | |
| 9 | Request for Extension of Time | | | | | | | | | | | | | | | | |
| | a) First Request | | 0.25 | | | 0.25 | $0 | $39 | $0 | $0 | $39 | n/a - new | n/a | No Charge | 0% | new | |
| | b) Second and Subsequent Requests (each) | | 0.25 | | | 0.25 | $0 | $39 | $0 | $0 | $39 | n/a - new | n/a | $35 | 91% | new | |
| 10 | Oversized and Non-Motorized Vehicle Visitor Parking Permit | | 1.00 | | | 1.00 | $0 | $154 | $0 | $0 | $154 | n/a - new | n/a | bill hourly; 1-hour min. | 100% | new | [a] |
| 11 | Appeals | | | | | | | | | | | | | | | | |
| | a) Notice and Order Appeal | | 8.00 | 20.00 | | 28.00 | $0 | $1,232 | $5,000 | $0 | $6,232 | $575 | 9% | $575 | 9% | $0 | |
| | b) Notice of Violations Appeal | | 8.00 | 20.00 | | 28.00 | $0 | $1,232 | $5,000 | $0 | $6,232 | $575 | 9% | $575 | 9% | $0 | |
| | c) Administrative Citation Appeal | | 8.00 | | 6.00 | 14.00 | $0 | $1,232 | $0 | $900 | $2,132 | n/a - new | n/a | $25 | 1% | new | |
| 12 | Technology Fee (% of Fee) | | | | | | | | | | 15% | n/a - new | | 10% | 66% | new | |
| 13 | Late Payment Penalty | | | | | | | | | | | | | 5% of unpaid amount | | new | |
| 14 | Rates for Services Not Listed Above | | | | | | | | | | | | | | | | |
| | a) Code Enforcement Personnel (per hour) | | 1.00 | | | 1.00 | $0 | $154 | $0 | $0 | $154 | n/a - new | n/a | $154 | 100% | | |
| | b) Specialized Services Including, but not limited to, Attorney and Abatement Services | | | | | | | | | | | Pass through of Actual Cost | 100% | Pass through of Actual Cost | 100% | | |

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City of Pinole
Cost of Service Study for Analyzing User and Regulatory Fees
Calculation of the Estimated Costs of Providing Fee Related Services - Code Enforcement

| | | | | | | Cost of Service | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Estimated Labor Time (Hours) | | | | | $110 | $154 | $250 | $150 | | Cost Recovery Information | | | | | |
| Fee Description | Finance | Code Enf. | Special'zd Attorney | Hearing Officer | Total | Finance | Code Enf. | Special'zd Attorney | Hearing Officer | Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Fee Change | Note |

[a] Pinole Municipal Code Section 8.24.035.C.3

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# ***User and Regulatory Fees***

***Cost of Service Analysis***

***Engineering and Encroachment Permit Fees***

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City of Pinole
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Engineering and Encroachment Fees

**Labor Expenditures**

| Description | Total | Notes |
|---|---|---|
| Salaries & Wages | $ 491,185 | |
| Benefits | $ 302,491 | |
| Total | $ 793,676 | |

**Recurring Non-Labor Expenditures**

| Description | Total | Adjustments | Subtotal | Notes |
|---|---|---|---|---|
| General Engineering Services | $ 10,000 | $ (10,000) | $ - | [a] |
| Maintenance of Office Equipment | $ 500 | $ - | $ 500 | |
| General Office Supplies | $ 1,000 | $ - | $ 1,000 | |
| Travel and Training | $ 2,800 | $ - | $ 2,800 | |
| Memberships | $ 225 | $ - | $ 225 | |
| Software Purchase | $ 20,000 | $ - | $ 20,000 | |
| Bonds | $ 175 | $ - | $ 175 | |
| Active Transportation Plan | $ 75,000 | $ (75,000) | $ - | [a] |
| Utilities | $ 4,400 | $ - | $ 4,400 | |
| IS Charges | $ 73,295 | $ - | $ 73,295 | |
| Legal Charges | $ 8,000 | $ (8,000) | $ - | [a] |
| General Liability Insurance | $ 24,329 | $ - | $ 24,329 | |
| Subtotal | $ 219,724 | $ (93,000) | $ 126,724 | |

**Allocation of Central Services**

| Description | Est C'wide Indirect Rate | Mod. Expenses | Allocated Citywide Overhead | Notes |
|---|---|---|---|---|
| Allocation of Citywide Overhead | 20% | $ 920,400 | $ 184,080 | [b] |

**Total Initial Allocation**

| Description | Total | Allocation Share |
|---|---|---|
| Labor Expenditures & Contract Svc Support | $ 793,676 | 72% |
| Recurring Non-Labor | $ 126,724 | 11% |
| Citywide Overhead | $ 184,080 | 17% |
| Total | $ 1,104,480 | 100% |

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City of Pinole
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Engineering and Encroachment Fees

**Total Hours Estimate**

| Description | FTE | Total Hours | Less: Adjust for Leave | Productive Hours | Notes |
|---|---|---|---|---|---|
| FTE | 4.00 | 8,320 | (960) | 7,360 | [c] |
| | | Indirect | 25% | 1,840 | [d],[f] |
| | | Direct | 75% | 5,520 | [e],[f] |
| | | Total | 100% | 7,360 | |

**Calculation of Fully-Burdened Hourly Rate**

| Description | Total | Notes |
|---|---|---|
| Expenses | $ 1,104,480 | |
| Direct Hours | 5,520 | [f] |
| Fully-Burdened Hourly Rate | $ 200 | [f] |

* Source: FY 21/22 adopted budget

[a] Adjustment to exclude non-fee related expenses, expenses that are accounted for elsewhere in study, or expenses that may be directly recovered from applicants via pass-through billing.
[b] Amount intended to represent a reasonable conservative estimate of Citywide overhead allocation.
[c] Typical leave assumes 13 holidays, 10 days vacation, 5 days sick, 2 days personal leave per employee. Amounts intended to serve as reasonable estimates.
[d] Includes general administration and management, training, code, policies and procedures updates, public information and assistance, etc.
[e] Includes plan review, permit issuance, field inspection, etc.
[f] In practice, indirect hours represent approximately 35% of time, and direct hours represent roughly 65% of time. An adjustment has been made to account for staffing structure of Pinole Engineering and Administration Division. Due to the City's population, the City uses senior level staffing currently performs some direct service functions. An adjustment has been made to calculate a engineering rate that assumes a more typical staffing structure of Director, Senior Engineer, Associate Engineer, Inspector, etc. (i.e. a broader range of positions that results in a lower total hourly billing rate). The adjustment made is intended to err on the side of conservative and benefits fee for service applicants. If the City's staffing structure changes these assumptions should be re-evaluated.

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City of Pinole
User and Regulatory Fee Study
Engineering and Encroachment Permit Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| | Fee Description | Est. City Staff Labor Hrs | | Fully-Burdened Hourly | | Est. Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Unit | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Encroachment Permit Fees** | | | | | | | | | | | |
| 1 | Permit Issuance Fee (applies to all encroachment permits) | 0.75 | x | $200 | = | $150 | varies - deposit | | $150 | 100% | | |
| 2 | Permit Renewal Fee / Time Extension | 0.50 | x | $200 | = | $100 | varies - deposit | | $100 | 100% | | |
| 3 | Permit Fee | | | | | | | | | | | |
| | a) Sewer Lateral | | | | | | | | | | | |
| | i) Base Permit Fee | 1.00 | x | $200 | = | $200 | varies - deposit | | $200 | 100% | | |
| | ii) Video Inspection, If Required | 0.50 | x | $200 | = | $100 | varies - deposit | | $100 | 100% | | |
| | b) Concrete Flat Work or Under Sidewalk Drain | | | | | | | | | | | |
| | i) Up to 500 SF | 2.00 | x | $200 | = | $400 | varies - deposit | | $400 | 100% | | |
| | ii) Add for Each Additional 500 SF | 0.50 | x | $200 | = | $100 | varies - deposit | | $100 | 100% | | |
| | c) Street Cut or Drainage Modifications | | | | | | | | | | | |
| | i) < 10 CY excavated | 3.00 | x | $200 | = | $600 | varies - deposit | | $600 | 100% | | |
| | ii) Add for Each Additional 10 CY | 1.50 | x | $200 | = | $300 | varies - deposit | | $300 | 100% | | |
| | d) Utility Pole - Set, Relocate or Remove | 2.00 | x | $200 | = | $400 | varies - deposit | | $400 | 100% | each | |
| | e) Utilities Structure Inspection | 1.50 | x | $200 | = | $300 | varies - deposit | | $300 | 100% | | |
| | f) Storage in Public Right-of-Way for Moving Pods | 0.50 | x | $200 | = | $100 | varies - deposit | | $100 | 100% | per two weeks | |
| | g) Landscape Maintenance | 0.50 | x | $200 | = | $100 | varies - deposit | | $100 | 100% | | |
| | h) Temporary Staging for Items Not Listed Above | 0.50 | x | $200 | = | $100 | varies - deposit | | $100 | 100% | | |
| | i) Block Party Permit | | | | | | varies - deposit | | Permit Issuance Fee | varies | | |
| | j) Vendor Permit | | | | | | varies - deposit | | Permit Issuance Fee | varies | | |
| | k) Traffic Control Only | 1.00 | x | $200 | = | $200 | varies - deposit | | $200 | 100% | | |
| | l) Major Project | | | | | | | | | | | [a] |
| | i) First Day | 3.00 | x | $200 | = | $600 | varies - deposit | | $600 | 100% | | |
| | ii) Each Additional Day | 1.50 | x | $200 | = | $300 | varies - deposit | | $300 | 100% | | |
| | m) Projects Greater than Two Weeks in Duration | | | | | | varies - deposit | | $4,000 Deposit | 100% | | |
| | n) Permit Types Not Listed | 1.00 | x | $200 | = | $200 | varies - deposit | | $200 | 100% | per hour | |
| 4 | Other Applicable Fees, if Required | | | | | | | | | | | |
| | a) Traffic Control Plan Review | 1.50 | x | $200 | = | $300 | varies - deposit | | $300 | 100% | | |
| | b) Revocable Encroachment Permit / Hold Harmless Agreement | 2.50 | x | $200 | = | $500 | varies - deposit | | $500 | 100% | | |
| 5 | Permit Bond / Deposit | | | | | | | | | | | |
| | a) One-year maintenance bond for street cuts equal to the value of the work or as determined by Public Works Director / City Engineer. | | | | | | | | Varies - See description | | | |
| | b) Bond for concrete work, including curb, gutter and sidewalk drains. Deposit is equal to the value of the work or as determined by Public Works Director / City Engineer. Deposit is returned upon passing final inspection for concrete work. | | | | | | | | Varies - See description | | | |
| | c) One-year maintenance bond for storm drainage modifications equal to the value of the work or as determined by Public Works Director / City Engineer. | | | | | | | | Varies - See description | | | |

City of Pinole
User and Regulatory Fee Study
Engineering and Encroachment Permit Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| | Fee Description | Est. City Staff Labor Hrs | | Fully-Burdened Hourly | | Est. Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Unit | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Grading Fees** | | | | | | | | | | | |
| 6 | Grading Plan Review | | | | | | | | | | | |
| | a) 0 - 50 CY | | | | | | | | | | | |
| | b) 50 to 10,000 CY | 4.50 | x | $200 | = | $900 | varies - deposit | | $900 | 100% | | |
| | c) 10,001 to 100,000 CY | 6.50 | x | $200 | = | $1,300 | varies - deposit | | $1,300 | 100% | | |
| | d) Add for Each 10,000 CY above 100,000 | 1.50 | x | $200 | = | $300 | varies - deposit | | $300 | 100% | | |
| 7 | Grading Permit Issuance | 1.00 | x | $200 | = | $200 | varies - deposit | | $200 | 100% | | |
| 8 | Grading Permit Bond (per CY) | | | | | | | | $5 | | | |
| 9 | Grading Inspection | | | | | | | | | | | |
| | a) 0 - 50 CY | | | | | | | | | | | |
| | b) 50 to 10,000 CY | 6.00 | x | $200 | = | $1,200 | varies - deposit | | $1,200 | 100% | | [b] |
| | c) 10,001 to 100,000 CY | 12.00 | x | $200 | = | $2,400 | varies - deposit | | $2,400 | 100% | | [c] |
| | d) Add for Each 10,000 CY above 100,000 | 1.00 | x | $200 | = | $200 | varies - deposit | | $200 | 100% | | |
| | **Erosion and Clean Water (Including Full Trash Capture System)** | | | | | | | | | | | |
| 10 | Stormwater Pollution Prevention Construction Permit: C.6 Inspections (Permits for Construction Projects that Require Stormwater Pollution Prevention, Includes Monthly Inspection) | | | | | | | | | | | |
| | a) Less than 1-Acre Hillside Site, Requiring an Erosion and Sediment Control Plan | 3.00 | x | $200 | = | $600 | varies - deposit | | $600 | 100% | | [d] |
| | b) More than 1-Acre Requiring an Erosion and Sediment Control Plan | 6.00 | x | $200 | = | $1,200 | varies - deposit | | $1,200 | 100% | | [d] |
| | c) Re-Inspections (Due to Fail in Maintaining BMP's) | 1.00 | x | $200 | = | $200 | varies - deposit | | $200 | 100% | | [d] |
| 11 | C.3 Fees for Projects Which Create or Replace More than 10,000 SF of Impervious Surface | | | | | | | | | | | |
| | a) Stormwater Control Plan Review / Approval | 4.50 | x | $200 | = | $900 | varies - deposit | | $900 | 100% | | [d] |
| | b) Operations and Maintenance Plan Review / Approval | 2.50 | x | $200 | = | $500 | varies - deposit | | $500 | 100% | | [d] |
| | c) Annual Inspection Fee | | | | | | | | | | | |
| | i) Up to 25,000 SF | 4.00 | x | $200 | = | $800 | varies - deposit | | $800 | 100% | | [d] |
| | ii) Greater than 25,000 SF | 8.00 | x | $200 | = | $1,600 | varies - deposit | | $1,600 | 100% | | [d] |
| | **Oversize Load Permit Fee** | | | | | | | | | | | |
| 12 | Oversize Load Permit Fee | | | | | | | | | | | |
| | a) Per Day | | | | | | | | $16 | | | |
| | b) Annual | | | | | | | | $90 | | | |
| | **Temporary Barricade Delivery / Pickup** | | | | | | | | | | | |
| 13 | Temporary Barricade Delivery / Pickup | | | | | | | | | | | |
| | a) Temporary Barricade Delivery / Pickup | 2.00 | x | $100 | = | $200 | | | $200 | 100% | | |
| | b) Refundable Security Deposit | | | | | | | | TBD by Public Works Director / City Engineer | | | |

Return to Agenda

City of Pinole
User and Regulatory Fee Study
Engineering and Encroachment Permit Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| | Fee Description | Est. City Staff Labor Hrs | | Fully-Burdened Hourly | | Est. Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Unit | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Other** | | | | | | | | | | | |
| 14 | After Hours Inspection (per hour) (4-hour minimum) | 1.20 | x | $200 | = | $240 | | | $240 | 100% | | |
| 15 | Re-inspection Fee / Missed Inspection / Excessive Inspection Fee (2nd Time or More) | 1.00 | x | $200 | = | $200 | | | $200 | 100% | per hour | [e] |
| 16 | Excessive Resubmittals | 1.00 | x | $200 | = | $200 | | | $200 | 100% | per hour | [e] |
| 17 | Revisions | 1.00 | x | $200 | = | $200 | | | $200 | 100% | per hour | |
| | **Expedited Permit / Plan Review Fees** | | | | | | | | | | | |
| 18 | Expedited Permit / Plan Review Fees | | | | | | | | 1.5x standard fee | | | |
| | **Technology Enhancement Fee** | | | | | | | | | | | |
| 19 | Technology Fee (% of plan review and permit fee) | | | | | 15% | | | 10% | | | |
| | **Violation Fees** | | | | | | | | | | | |
| 20 | Investigation Fee For Work Done Without Permits<br>(In addition to applicable permit fees) | | | | | | | | equal to<br>permit fee | | | |
| | **Hourly Rates and Fees for Services Not Listed in this Fee Schedule** | | | | | | | | | | | |
| 21 | In-House Public Works Personnel | 1.00 | x | $200 | = | $200 | | | $200 | 100% | per hour | |
| 22 | Contract Service Providers | | | | | | | | Pass through of Actual Cost + 15% | 100% | | |
| 23 | Attorney Services | | | | | | | | Pass through of Actual Cost | 100% | | |

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g. excavation, trenching, boring, etc.).

[b] Fee includes up to 8 inspections. Any additional inspections will be charged at hourly rate.

[c] Fee includes up to 16 inspections. Any additional inspections will be charged at hourly rate.

[d] If a contract service provider is used for these reviews, the City may pass through of actual cost, plus 15% to the applicant, rather than fixed fee amounts listed.

[e] All fees include up to three plan checks and inspection and re-inspection. The City will bill hourly for additional plan review and inspections required.

Return to Agenda

# User and Regulatory Fees

**Cost of Service Analysis**

***Police Fees***

Return to Agenda

City of Pinole
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Police Fees

**Full-Time Equivalent (FTE) Statistics [a][b]**

| Functional Division | FTE | Dept Admin | Ops Direct | Support Svcs Direct | Dispatch Direct | Notes |
|---|---|---|---|---|---|---|
| Administrative Assistant | 1.00 | 1.00 | | | | |
| Community Safety Specialist | 1.00 | | | 1.00 | | |
| Community Services Officer | 2.00 | | | 2.00 | | |
| Crossing Guard | 0.25 | | | 0.25 | | |
| Dispatcher | 11.00 | | | | 11.00 | |
| Lead Dispatcher | 1.00 | | | | 1.00 | |
| Lieutenant | 2.00 | 2.00 | | | | |
| Police Chief | 1.00 | 1.00 | | | | |
| Police Officer | 17.00 | | 17.00 | | | |
| Police Officer (SRO) | 1.00 | | 1.00 | | | |
| Police Property Specialist | 1.00 | | | 1.00 | | |
| Police Records Specialist | 2.00 | | | 2.00 | | |
| Sergeant | 6.00 | | 6.00 | | | |
| Total | 46.25 | 4.00 | 24.00 | 6.25 | 12.00 | |
| Share of FTE | | 9% | 52% | 14% | 26% | |

**Full-Time Equivalent (FTE) Statistics [a]**

| Functional Division | Wages | Benefits | Total | Notes |
|---|---|---|---|---|
| Administrative Assistant | $64,741 | $33,247 | $97,988 | |
| Community Safety Specialist | $70,893 | $40,594 | $111,487 | |
| Community Services Officer | $107,544 | $61,043 | $168,587 | |
| Crossing Guard | $7,280 | $1,178 | $8,458 | |
| Dispatcher | $979,306 | $564,709 | $1,544,015 | |
| Lead Dispatcher | $101,471 | $65,797 | $167,268 | |
| Lieutenant | $345,890 | $308,157 | $654,047 | |
| Police Chief | $241,212 | $84,639 | $325,851 | |
| Police Officer | $1,916,877 | $1,004,493 | $2,921,370 | |
| Police Officer (SRO) | $122,542 | $37,496 | $160,038 | |
| Police Property Specialist | $61,345 | $46,090 | $107,435 | |
| Police Records Specialist | $127,724 | $87,700 | $215,424 | |
| Sergeant | $819,467 | $584,201 | $1,403,668 | |
| Total | $4,966,292 | $2,919,344 | $7,885,636 | |

| Functional Division | Dept Admin | Ops Direct | Support Svcs Direct | Dispatch Direct | Total | Notes |
|---|---|---|---|---|---|---|
| Wages | $651,843 | $2,858,886 | $374,786 | $1,080,777 | $4,966,292 | |
| Benefits | $426,043 | $1,626,190 | $236,605 | $630,506 | $2,919,344 | |
| Total | $1,077,886 | $4,485,076 | $611,391 | $1,711,283 | $7,885,636 | |

City of Pinole
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Police Fees

**Recurring Non-Labor Expenditures [c]**

| Description | Total | Adjustments | Subtotal | Notes |
|---|---|---|---|---|
| **Support Services / (assigned as Dept Admin)** | | | | |
| Professional Services | $ 163,530 | $ (163,530) | $ - | [d] |
| Software Maintenance | $ 28,000 | $ - | $ 28,000 | |
| Equipment Maintenance | $ 7,050 | $ - | $ 7,050 | |
| Maintenance Structure Improvements | $ 23,065 | $ - | $ 23,065 | |
| Office Expense | $ 24,520 | $ - | $ 24,520 | |
| Travel and Training | $ 10,100 | $ - | $ 10,100 | |
| Memberships | $ 420 | $ - | $ 420 | |
| Bank Fees | $ 1,000 | $ - | $ 1,000 | |
| Special Department Expense | $ 22,000 | $ (22,000) | $ - | [d] |
| Utilities | $ 53,850 | $ - | $ 53,850 | |
| Safety Clothing | $ 1,500 | $ - | $ 1,500 | |
| Equipment | $ 400 | $ - | $ 400 | |
| IS Charges | $ 377,959 | $ - | $ 377,959 | |
| Legal Charges | $ - | $ - | $ - | |
| General Liability Insurance | $ 15,139 | $ - | $ 15,139 | |
| Subtotal | $ 728,533 | $ (185,530) | $ 543,003 | |

**Recurring Non-Labor Expenditures**

| Description | Total | Adjustments | Subtotal | Notes |
|---|---|---|---|---|
| **Ops Direct** | | | | |
| Professional Services | $ 51,712 | $ - | $ 51,712 | |
| Equipment Maintenance | $ 35,100 | $ - | $ 35,100 | |
| Travel and Training | $ 60,800 | $ - | $ 60,800 | |
| Memberships | $ 3,175 | $ - | $ 3,175 | |
| Special Department Expense | $ 50,200 | $ - | $ 50,200 | |
| Fuel | $ 73,000 | $ - | $ 73,000 | |
| Safety Clothing | $ 12,500 | $ - | $ 12,500 | |
| Equipment | $ 25,280 | $ - | $ 25,280 | |
| Equipment Maintenance | $ 4,050 | $ - | $ 4,050 | |
| Software Purchase | $ 6,000 | $ - | $ 6,000 | |
| Special Department Expense | $ 3,250 | $ - | $ 3,250 | |
| Vehicles | $ 110,000 | $ (55,000) | $ 55,000 | [d][e] |
| Legal Charges | $ 2,000 | $ - | $ 2,000 | |
| General Liability Insurance | $ 144,660 | $ - | $ 144,660 | |
| Subtotal | $ 581,727 | $ (55,000) | $ 526,727 | |

Return to Agenda
City of Pinole
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Police Fees

**Recurring Non-Labor Expenditures**

| Description | Total | Adjustments | Subtotal | Notes |
|---|---|---|---|---|
| **Dispatch** | | | | |
| Professional Services | $ 9,645 | $ - | $ 9,645 | |
| Network Maintenance | $ 11,926 | $ - | $ 11,926 | |
| Software Maintenance | $ 12,000 | $ - | $ 12,000 | |
| Equipment Maintenance | $ 21,000 | $ - | $ 21,000 | |
| Maintenance Structure / Imp | $ 6,500 | $ - | $ 6,500 | |
| Office Expense | $ 2,000 | $ - | $ 2,000 | |
| Travel and Training | $ 1,000 | $ - | $ 1,000 | |
| Memberships | $ 150 | $ - | $ 150 | |
| Special Department Expense | $ 1,500 | $ - | $ 1,500 | |
| Utilities | $ 10,400 | $ - | $ 10,400 | |
| IS Charges | $ 41,687 | $ - | $ 41,687 | |
| General Liability Insurance | $ 59,810 | $ - | $ 59,810 | |
| Subtotal | $ 177,618 | $ - | $ 177,618 | |

**Allocation of Central Services**

| Description | Est C'wide Indirect Rate | Mod. Expenses | Allocated Citywide Overhead | Notes |
|---|---|---|---|---|
| Dept Admin | 20% | $1,620,889 | $ 324,178 | [f] |
| Ops Direct | 20% | $5,011,803 | $ 1,002,361 | [f] |
| Support Svcs Direct | 20% | $611,391 | $ 122,278 | [f] |
| Dispatch Direct | 20% | $1,888,901 | $ 377,780 | [f] |

**Allocation of Department Admin for Fee Study**

| Description | Total | Ops Direct | Support Svcs Direct | Dispatch Direct | Notes |
|---|---|---|---|---|---|
| Labor Costs | $1,077,886 | $612,290 | $159,451 | $306,145 | [g] |
| Recurring Non-Labor | $543,003 | $430,812 | $112,191 | $0 | [g][h] |
| Citywide Overhead | $324,178 | $257,199 | $66,979 | $0 | [g][h] |
| Total | $1,945,067 | $1,300,301 | $338,620 | $306,145 | |

Return to Agenda

City of Pinole
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Police Fees

**Total Expenses for Fee Study**

| Description | Ops Direct | Support Svcs Direct | Notes |
|---|---|---|---|
| Labor Costs | $4,485,076 | $611,391 | |
| Recurring Non-Labor | $526,727 | $0 | |
| Citywide Overhead | $1,002,361 | $122,278 | |
| Allocation of Dept Admin | $1,300,301 | $338,620 | |
| Total | $7,314,465 | $1,072,289 | |

**Annual Hours Per Direct FTE**

| Description | Total | Notes |
|---|---|---|
| Total Hours Per FTE | 2,080 | |
| Less: Est Leave Time | 240 | [i] |
| Productive Hours | 1,840 | |
| Direct Ratio | 0.85 | [j] |
| Direct Hours | 1,564 | |

**Calculation of Fully-Burdened Hourly Rate**

| Description | Operations | Support Svcs | Notes |
|---|---|---|---|
| Expenses | $7,314,465 | $1,072,289 | |
| FTE | 24.00 | 6.25 | |
| Direct Hours | 37,536 | 9,775 | |
| Fully-Burdened Hourly Rate | $195 | $110 | |

* Source: FY 21/22 adopted budget

[a] Source: FY 21/22 adopted budget positions.
[b] Allocation to functional units prepared for fee study only.  Intended to serve as reasonable estimate for cost allocation.
[c] Source: FY 21/22 adopted budget.
[d] Adjustment to exclude non-fee related expenses.
[e] Adjustment to exclude carry-over vehicle purchase from prior year budget.
[f] Amount intended to represent a reasonable conservative estimate of Citywide overhead allocation.
[g] Amount intended to represent a reasonable conservative estimate of Departmental Administration among direct service units.
[h] Assumes recurring non-labor expenses are directly assigned to Dispatch unit so no need to allocate support services budget.  Assumes Department Admin share of citywide overhead primarily benefits Ops and Support Svc units.
[i] Typical leave assumes 13 holidays, 10 days vacation, 5 days sick, 2 days personal leave per employee.  Amounts intended to serve as reasonable estimates.
[j] Includes general administration and management, training, code, policies and procedures updates, etc.

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City of Pinole
User and Regulatory Fee Study
Police Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| | Fee Description | Ops | Support Svcs | Total | | Ops (Hourly Rate $195) | Support Svcs (Hourly Rate $110) | | Est. Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Vehicle Release | | | | | | | | | | | | | |
| | a) Vehicle Release | 1.00 | 0.50 | 1.50 | x | $195 | $55 | = | $250 | $120 | 48% | $120 | 48% | |
| | b) Victim (stolen car, etc.) Reduction | 1.00 | 0.50 | 1.50 | x | $195 | $55 | = | $250 | No Charge | 0% | No Charge | 0% | |
| 2 | Fingerprinting fee | | | | | | | | | | | | | |
| | a) Live Scan-Residents (Service Fee) | | 0.50 | 0.50 | x | $0 | $55 | = | $55 | $40 | 73% | $40 | 73% | |
| | b) Live Scan- Non-Residents (Service Fee) | | 0.50 | 0.50 | x | $0 | $55 | = | $55 | $50 | 91% | $50 | 91% | |
| | c) Live Scan FBI Clearance | | | | | | | | | $19 | | $19 | | |
| | d) Live Scan DOJ Clearance | | | | | | | | | $32 | | $32 | | |
| 3 | Clearance Letter: Local Criminal History Check - Resident | | 0.50 | 0.50 | x | $0 | $55 | = | $55 | $25 | 45% | $25 | 45% | |
| 4 | Report Copies (No charge for domestic violence victims 530.5 PC(Identity Theft) and Face Page of Traffic Collision) | | 0.33 | 0.33 | x | $0 | $37 | = | $37 | $1 | 3% | $1 | 3% | |
| 5 | Citation Sign-Offs | | | | | | | | | | | | | |
| | a) Residents | 0.25 | | 0.25 | x | $49 | $0 | = | $49 | Free | 0% | Free | 0% | |
| | b) Non-Residents | 0.25 | | 0.25 | x | $49 | $0 | = | $49 | $10 | 21% | $10 | 21% | |
| 6 | VIN Verification | 0.25 | | 0.25 | x | $49 | $0 | = | $49 | $30 | 62% | $30 | 62% | |
| 7 | Weapons Seizure, Storage & Return | 0.50 | 0.50 | 1.00 | x | $98 | $55 | = | $153 | $125 | 82% | $125 | 82% | |
| 8 | Non-civil Subpoenas | | | | | | | | | Actual Cost* | 100% | Actual Cost* | 100% | |
| 9 | Sealing of Records | | | | | | | | | Action Cost* | 100% | Action Cost* | 100% | |
| 10 | Audio/Video Tape Copies | | | | | | | | | Actual Cost* + cassette cost | 100% | Actual Cost* + cassette cost | 100% | |
| 11 | Photographic prints | | | | | | | | | Actual Cost* + film and development | 100% | Actual Cost* + film and development | 100% | |
| 12 | Restitution & Cost Recovery | | | | | | | | | Actual Cost* | 100% | Actual Cost* | 100% | |
| 13 | Statistical Report (datatrieve) | | | | | | | | | Actual Cost* | 100% | Actual Cost* | 100% | |

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City of Pinole
User and Regulatory Fee Study
Police Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| | Fee Description | Ops | Support Svcs | Total | | Ops (Hourly Rate $195) | Support Svcs (Hourly Rate $110) | | Est. Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 | Military Records Checks | | 0.33 | 0.33 | x | $0 | $37 | = | $37 | $15 | 41% | $15 | 41% | |
| 15 | Inspection of Records | 0.25 | 1.75 | 2.00 | x | $49 | $193 | = | $241 | No Fee (per GC 6253(a) | 0% | No Fee (per GC 6253(a) | 0% | |
| 16 | Criminalistics Analysis and Investigative Services | | | | | | | | | Actual Cost* | 100% | Actual Cost* | 100% | |
| 17 | Civil Subpoena | | | | | | | | | $6 | | $6 | | |
| 18 | Civil Subpoena appearance | | | | | | | | | Actual Costs ($150 deposit) (Per GC 68096.1) | | Actual Costs ($275 deposit) (Per GC 68096.1) | 100% | |
| 19 | Repossession Reimbursement | | | | | | | | | $15.00 (Per GC 41612) | | $15.00 (Per GC 41612) | 100% | |
| | Police Permits | | | | | | | | | | | | | |
| 20 | Firearms Dealer's Licensing | | | | | | | | | | | | | |
| | a) Firearms Dealer's Licensing (initial fee) | 1.25 | 1.00 | 2.25 | x | $244 | $110 | = | $354 | $325 | 92% | $325 | 92% | |
| | b) Firearms Dealer's Licensing (annual fee) | 0.50 | 1.00 | 1.50 | x | $98 | $110 | = | $208 | $200 | 96% | $200 | 96% | |
| | c) Penalty for Late Application of Firearms Dealer's License | | | | | | | | | 50% of License fee + License fee | | 50% of License fee + License fee | | |
| 21 | Carry Concealed Weapon Permit | | | | | | | | | | | | | |
| | a) Initial Application | 4.00 | 0.50 | 4.50 | x | $780 | $55 | = | $835 | $200 | 24% | $200 | 24% | |
| | b) Renewal & Amendments | 2.00 | 0.50 | 2.50 | x | $390 | $55 | = | $445 | Actual Cost* | 100% | Actual Cost* | | |
| | c) Psychological Testing Initial Application | | | | | | | | | $150 (Per GC 26190) | | $150 | | |
| 22 | Rotation Tow Franchise Fee | 1.25 | 1.00 | 2.25 | x | $244 | $110 | = | $354 | $300 | 85% | $300 | 85% | |
| | a) New driver (annual) | | 0.50 | 0.50 | x | $0 | $55 | = | $55 | $25 | 45% | $25 | 45% | |
| | b) Renewal driver (annual) | | 0.25 | 0.25 | x | $0 | $28 | = | $28 | $10 | 36% | $10 | 36% | |
| | Miscellaneous Permits | | | | | | | | | | | | | |
| 23 | Taxi Permit Processing Fee (each) PMC 5.16.030 | 0.25 | 1.75 | 2.00 | x | $49 | $193 | = | $241 | $104 | 43% | $104 | 43% | |
| 24 | Parade Permit | 0.25 | 1.75 | 2.00 | x | $49 | $193 | = | $241 | $30 | 12% | $30 | 12% | |
| 25 | Special Event Permit | 0.25 | 1.75 | 2.00 | x | $49 | $193 | = | $241 | $30 | 12% | $30 | 12% | |

Return to Agenda

City of Pinole
User and Regulatory Fee Study
Police Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

| | Fee Description | Ops | Support Svcs | Total | | Hourly Rate $195 Ops | Hourly Rate $110 Support Svcs | | Est. Cost of Service | Current Fee | Current Cost Recovery | Proposed Fee | Proposed Cost Recovery | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 26 | Alcohol Beverage Fee (per event) | 0.25 | 0.25 | 0.50 | x | $49 | $28 | = | $76 | $75 | 98% | $75 | 98% | |
| 27 | Solicitor License PMC 5.16.130 | 0.25 | 1.75 | 2.00 | x | $49 | $193 | = | $241 | $104 | 43% | $104 | 43% | |
| 28 | Massage Operator Permit-Resident | 3.00 | 1.00 | 4.00 | x | $585 | $110 | = | $695 | $675 | 97% | $675 | 97% | |
| 29 | Massage Operator Permit-Non-Resident | 3.00 | 1.00 | 4.00 | x | $585 | $110 | = | $695 | $680 | 98% | $680 | 98% | |
| 30 | Special Requests for Police Services | | | | | | | | | | | Overtime Rate | | |

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# ***User and Regulatory Fees***

***Cost of Service Analysis***

***Community Services Fees***

City of Pinole
User and Regulatory Fee Study
Cost Recovery Analysis - Community Services

**Recurring Expenditures - Recreation Administration**

| Description | Total | Assignment to Direct Services: Library | Assignment to Direct Services: Animal Control | Assignment to Direct Services: Special Events | Available for Allocation | Notes |
|---|---|---|---|---|---|---|
| Wages | $ 343,231 | $ - | $ - | $ - | $ 343,231 | |
| Benefits | $ 169,372 | $ - | $ - | $ - | $ 169,372 | |
| CPRS Membership | $ 165 | $ - | $ - | $ - | $ 165 | |
| Broadcast Music / ASCAP Services | $ 1,181 | $ - | $ - | $ - | $ 1,181 | |
| Travel, Training, & Meeting Costs | $ 3,740 | $ - | $ - | $ - | $ 3,740 | |
| Bank Fees | $ 150 | $ - | $ - | $ - | $ 150 | |
| Postage Machine | $ 100 | $ - | $ - | $ - | $ 100 | |
| Office Supplies | $ 700 | $ - | $ - | $ - | $ 700 | |
| Recreation Activity Guide & Postage | $ 6,275 | $ - | $ - | $ - | $ 6,275 | |
| Expenses for Movies and Sounds in the Park | $ 8,800 | $ - | $ - | $ 8,800 | $ - | |
| Community Service Commission Events | $ 2,000 | $ - | $ - | $ 2,000 | $ - | |
| Tree Lighting | $ 3,250 | $ - | $ - | $ 3,250 | $ - | |
| Architectural Drawings (Faria House) | $ 21,000 | $ - | $ - | $ - | $ 21,000 | |
| Animal Control Services | $ 130,114 | $ - | $ 130,114 | $ - | $ - | |
| Library Services Reimbursement Agreement -4 | $ 146,811 | $ 146,811 | $ - | $ - | $ - | |
| Mural Maintenance | $ 10,100 | $ - | $ - | $ - | $ 10,100 | |
| WCCUSD Summer Intern | $ 4,000 | $ - | $ - | $ - | $ 4,000 | |
| Car Show 2021 | $ 15,000 | $ - | $ - | $ 15,000 | $ - | |
| Other City Events | $ 100,000 | $ - | $ - | $ 100,000 | $ - | |
| IS Charges | $ 58,680 | $ - | $ - | $ - | $ 58,680 | |
| General Liability Insurance | $ 16,640 | $ - | $ - | $ - | $ 16,640 | |
| Subtotal | $ 1,041,309 | $ 146,811 | $ 130,114 | $ 129,050 | $ 635,334 | |
| Allocation of Citywide Overhead | $ 208,262 | $ 29,362 | $ 26,023 | $ 25,810 | $ 127,067 | |
| Total | $ 1,249,571 | $ 176,173 | $ 156,137 | $ 154,860 | $ 762,401 | |

**Recurring Expenditures**

| Description | Senior Center | Tiny Tots | Youth Center | Daycamps | Swim Ctr | Memorial Hall | Tennis | Library | Animal Control | Special Events | Cable Access | Access Contract | Total | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 167,083 | $ 82,921 | $ 162,385 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 187,987 | $ - | $ 600,376 | |
| Benefits | $ 51,925 | $ 37,202 | $ 46,838 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 147,867 | $ - | $ 283,832 | |
| Services & Supplies | $ 213,360 | $ 25,315 | $ 45,467 | $ 13,624 | $ 110,667 | $ 10,900 | $ 5,700 | $ 146,811 | $ 130,114 | $ 129,050 | $ 61,854 | $ 24,185 | $ 917,047 | |
| Capital Outlay | $ 7,678 | $ 200 | $ 4,709 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 62,091 | $ 605 | $ 75,283 | |
| Legal Charges | $ 500 | $ - | $ - | $ - | $ 500 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 1,000 | |
| General Liability Insurance | $ 8,274 | $ 4,106 | $ 8,041 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 9,309 | $ - | $ 29,730 | |
| Asset Acquisition / Improvement | $ 51,000 | $ 2,950 | $ 10,000 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 63,950 | |
| Subtotal | $ 499,820 | $ 152,694 | $ 277,440 | $ 13,624 | $ 111,167 | $ 10,900 | $ 5,700 | $ 146,811 | $ 130,114 | $ 129,050 | $ 469,108 | $ 24,790 | $ 1,971,218 | |
| Allocation of Citywide Overhead | $ 99,964 | $ 30,539 | $ 55,488 | $ 2,725 | $ 22,233 | $ 2,180 | $ 1,140 | $ 29,362 | $ 26,023 | $ 25,810 | $ 93,822 | $ 4,958 | $ 394,244 | |
| Allocation of Recreation Admin | $ 257,942 | $ 78,801 | $ 143,179 | $ 7,031 | $ 57,370 | $ 5,625 | $ 2,942 | $ 75,765 | $ 67,148 | $ 66,599 | | | $ 762,401 | |
| Total | $ 857,726 | $ 262,034 | $ 476,107 | $ 23,380 | $ 190,770 | $ 18,705 | $ 9,782 | $ 251,938 | $ 223,285 | $ 221,459 | $ 562,930 | $ 29,748 | $ 3,127,862 | |

**Allocation of Central Services**

| Description | Est C'wide Indirect Rate | Notes |
|---|---|---|
| Allocation of Citywide Overhead | 20% | [a] |

City of Pinole
User and Regulatory Fee Study
Cost Recovery Analysis - Community Services

**Revenues**

| Description | Fund | Account | Description | Total |
|---|---|---|---|---|
| Community Services - Recreation Administratio | 551 | 34218 | Fees/Field Usage Fee | $ 8,000 |
| Community Services - Recreation Administratio | 551 | 38112 | Rental Income/Facility Rental | $ 6,000 |
| Community Services - Recreation Administratio | 551 | 38402 | Other Rev/Contributions-Special Event | $ 3,550 |
| Community Services - Senior Center | 552 | 36401 | Recreation Chg/Program Fees | $ 5,664 |
| Community Services - Senior Center | 552 | 36402 | Recreation Chg/Memberships | $ 13,590 |
| Community Services - Senior Center | 552 | 36409 | Recreation Chg/Class Fee | $ 25,384 |
| Community Services - Senior Center | 552 | 36411 | Recreation Chg/Food Program | $ 58,752 |
| Community Services - Senior Center | 552 | 36412 | Recreation Chg/Travel | $ 7,800 |
| Community Services - Senior Center | 552 | 36413 | Recreation Chg/Dance Program | $ 2,880 |
| Community Services - Senior Center | 552 | 36414 | Recreation Chg/Wednesday Night Program | $ 1,200 |
| Community Services - Senior Center | 552 | 36417 | Recreation Chg/Gift Shop Sales | $ 1,800 |
| Community Services - Senior Center | 552 | 38112 | Rental Income/Facility Rental | $ 42,000 |
| Community Services - Senior Center | 552 | 38401 | Other Rev/Contributions | $ 6,000 |
| Community Services - Senior Center | 552 | 38402 | Other Rev/Contributions-Special Event | $ 50,000 |
| Community Services - Tiny Tots | 553 | 36401 | Recreation Chg/Program Fees | $ 111,852 |
| Community Services - Tiny Tots | 553 | 36405 | Recreation Chg/Summer Program | $ 27,773 |
| Community Services - Tiny Tots | 553 | 38404 | Other Rev/Miscellaneous Revenue | $ 500 |
| Community Services - Youth Center | 554 | 36402 | Recreation Chg/Memberships | $ 15,840 |
| Community Services - Youth Center | 554 | 38112 | Rental Income/Facility Rental | $ 16,000 |
| Community Services - Youth Center | 554 | 38401 | Other Rev/Contributions | $ 2,500 |
| Community Services - Daycamp Program | 555 | 36405 | Recreation Chg/Summer Program | $ 20,790 |
| Community Services - Swim Center | 557 | 36403 | Recreation Chg/Swim Fee | $ 74,953 |
| Community Services - Memorial Hall | 558 | 38110 | Rental Income/Rental Property | $ 5,250 |
| Community Services - Memorial Hall | 558 | 38304 | Reimbursement/Refunds | $ 2,344 |
| Community Services - Tennis | 559 | 36401 | Recreation Chg/Program Fees | $ 350 |
| Subtotal | $ - | $ - | Subtotal | $ 510,772 |

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City of Pinole
User and Regulatory Fee Study
Cost Recovery Analysis - Community Services

**Recurring Revenues**

| Description | Senior Center | Tiny Tots | Youth Center | Daycamps | Swim Ctr | Memorial Hall | Tennis | Library | Animal Control | Special Events | Cable Access | Access Contract | Total | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Total | $ 215,070 | $ 140,125 | $ 48,340 | $ 20,790 | $ 74,953 | $ 7,594 | $ 350 | $ - | $ - | $ 3,550 | $ - | $ - | $ 510,772 | |

**Recurring Allocable Costs**

| Description | Senior Center | Tiny Tots | Youth Center | Daycamps | Swim Ctr | Memorial Hall | Tennis | Library | Animal Control | Special Events | Cable Access | Access Contract | Total | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Total | $ 857,726 | $ 262,034 | $ 476,107 | $ 23,380 | $ 190,770 | $ 18,705 | $ 9,782 | $ 251,938 | $ 223,285 | $ 221,459 | $ 562,930 | $ 29,748 | $ 3,127,862 | |

**Cost Recovery Analysis - Full Cost**

| Description | Senior Center | Tiny Tots | Youth Center | Daycamps | Swim Ctr | Memorial Hall | Tennis | Library | Animal Control | Special Events | Cable Access | Access Contract | Total | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Revenues | $ 215,070 | $ 140,125 | $ 48,340 | $ 20,790 | $ 74,953 | $ 7,594 | $ 350 | $ - | $ - | $ 3,550 | $ - | $ - | $ 510,772 | |
| Allocable Costs | $ 857,726 | $ 262,034 | $ 476,107 | $ 23,380 | $ 190,770 | $ 18,705 | $ 9,782 | $ 251,938 | $ 223,285 | $ 221,459 | $ 562,930 | $ 29,748 | $ 3,127,862 | |
| Cost Recovery | 25% | 53% | 10% | 89% | 39% | 41% | 4% | 0% | 0% | 2% | 0% | 0% | 16% | |
| Over / (Under) | $ (642,656) | $ (121,909) | $ (427,767) | $ (2,590) | $ (115,817) | $ (11,112) | $ (9,432) | $ (251,938) | $ (223,285) | $ (217,909) | $ (562,930) | $ (29,748) | $(2,617,091) | |

**Cost Recovery Analysis - Recreation Only**

| Description | Senior Center | Tiny Tots | Youth Center | Daycamps | Swim Ctr | Memorial Hall | Tennis | Total | **Notes** |
|---|---|---|---|---|---|---|---|---|---|
| Revenues | $ 215,070 | $ 140,125 | $ 48,340 | $ 20,790 | $ 74,953 | $ 7,594 | $ 350 | $ 507,222 | |
| Allocable Costs | $ 857,726 | $ 262,034 | $ 476,107 | $ 23,380 | $ 190,770 | $ 18,705 | $ 9,782 | $ 1,838,503 | |
| Cost Recovery | 25% | 53% | 10% | 89% | 39% | 41% | 4% | 28% | |
| Over / (Under) | $ (642,656) | $ (121,909) | $ (427,767) | $ (2,590) | $ (115,817) | $ (11,112) | $ (9,432) | $ (1,331,282) | |

**Proposed Adjustment to Fees**

| Description | Est C'wide Indirect Rate | Notes |
|---|---|---|
| Adjustment to Fees | 10% | [b] |

**Revenue Change**

| Description | Senior Center | Tiny Tots | Youth Center | Daycamps | Swim Ctr | Memorial Hall | Tennis | Total | **Notes** |
|---|---|---|---|---|---|---|---|---|---|
| Revenues | $ 215,070 | $ 140,125 | $ 48,340 | $ 20,790 | $ 74,953 | $ 7,594 | $ 350 | $ 507,222 | |
| Revenue Change | $ 21,507 | $ 14,013 | $ 4,834 | $ 2,079 | $ 7,495 | $ 759 | $ 35 | $ 50,722 | |
| Adjusted Revenue | $ 236,577 | $ 154,138 | $ 53,174 | $ 22,869 | $ 82,448 | $ 8,353 | $ 385 | $ 557,944 | |

* Source: FY 21/22 adopted budget

[a] Amount intended to represent a reasonable conservative estimate of Citywide overhead allocation.
[b] This represents general adjustment amount. Actual amounts may vary.

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# ***User and Regulatory Fees***

***Cost of Service Analysis***

***Technology Enhancement Fee***

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City of Pinole
User and Regulatory Fee Study
Cost of Service Calculation - Technology Enhancement Fee

**Estimated Expenditures**

| # | Description | Total | Amortization / Update Frequency | Annual Cost | Note |
|---|---|---|---|---|---|
| 1 | Software Implementation - TrakIt | $140,000 | 5 | $28,000 | [a] |
| 2 | Annual Subscription - TrakIt | $55,000 | 1 | $55,000 | [a] |
| 3 | Software Implementation - Selectron | $25,000 | 5 | $5,000 | [a] |
| 4 | Annual Subscription - Selectron | $22,000 | 1 | $22,000 | [a] |
| 5 | Total | $242,000 | | $110,000 | |

**Revenues**

| # | Acct | Acct Desc | 1819 Actual | 1920 Actual | 2021 Actual | Average |
|---|---|---|---|---|---|---|
| 6 | 33210 | Permits/Building Permit | $268,833 | $214,474 | $233,955 | $239,087 |
| 7 | 33211 | Permits/Electrical Permit | $23,075 | $42,837 | $27,369 | $31,094 |
| 8 | 33212 | Permits/Mechanical Permit | $26,125 | $18,814 | ($3,605) | $13,778 |
| 9 | 33213 | Permits/Plumbing Permit | $19,218 | $22,881 | ($3,605) | $12,831 |
| 10 | 33214 | Permits/Sidewalk Permit | $1,098 | $916 | $999 | $1,004 |
| 11 | 33216 | Permits/General Permit | $52,496 | $36,678 | $55,494 | $48,223 |
| 12 | 33217 | Permits/Sign Permit | $18,517 | ($1,886) | $0 | $5,544 |
| 13 | 33218 | Permits/Conditional Use Permit | $32,438 | $17,291 | $9,544 | $19,758 |
| 14 | 33219 | Permits/Grading Permit | ($2,821) | $5,569 | $3,311 | $2,020 |
| 15 | 34110 | Review Fees/Design Review Fee | $24,421 | $15,599 | $37,161 | $25,727 |
| 16 | 34111 | Review Fees/Plan Check Fee - In house | $138,716 | $297,516 | $117,707 | $184,646 |
| 17 | 34112 | Review Fees/EIR Fee | $5,170 | $732 | $2,988 | $2,963 |
| 18 | 34113 | Review Fees/Gen-Specific Plan Amendment | $58,742 | $42,978 | $52,582 | $51,434 |
| 19 | 34115 | Review Fees/Plan Check Fee - Outsource | $44,164 | $10,825 | $32,576 | $29,188 |
| 20 | 34216 | Fees/Recurring Inspection Fee | $27,131 | $20,145 | $11,257 | $19,511 |
| 21 | 34221 | Fees/Variance Fee | $1,218 | $488 | $0 | $569 |
| 22 | 34222 | Fees/Administrative Fee | $22,247 | $13,928 | $22,150 | $19,441 |
| 23 | 34302 | Code Enforcement | $14,645 | $45,343 | $3,364 | $21,117 |
| 24 | Total | | $775,434 | $805,128 | $603,245 | $727,936 |

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City of Pinole
User and Regulatory Fee Study
Cost of Service Calculation - Technology Enhancement Fee

**Estimated Expenditures**

| # | Description | Total | Amortization / Update Frequency | Annual Cost | Note |
|---|---|---|---|---|---|

**Cost of Service Calculation**

| # | Description | | Fee at Full Cost Recovery | Note |
|---|---|---|---|---|
| 25 | Annual Amortized Cost | | $110,000 | |
| 26 | Historical Fee Revenues | | $727,936 | |
| 27 | Fee as % of Plan Review and Permit Fee | | 15% | |

**Cost Recovery Analysis**

| # | Description | Fee at Full Cost Recovery | Proposed Fee | Notes |
|---|---|---|---|---|
| 28 | Technology Enhancement Fee | 15% | 10% | |

**Revenue Analysis**

| # | Description | Current Revenue | Revenue at Full Cost Recovery | Revenue at Targeted Fee | GF Subsidy at Current Fee | GF Subsidy at Proposed Fee | Notes |
|---|---|---|---|---|---|---|---|
| 29 | Technology Enhancement Fee | $17,160 | $110,000 | $72,794 | $92,840 | $37,206 | [b] |
| 30 | Cost Recovery % | 16% | 100% | 66% | | | |

[a] Amounts and services may vary. Amounts intended to serve as reasonable estimates.
[b] Current Revenue based on FY 21/22 actuals for account 34217, Fees/Permit Automate-Tech Fee.

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# ***User and Regulatory Fees***

***Cost of Service Analysis***

## ***General Plan Update Fee***

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City of Pinole
User and Regulatory Fee Study
Cost of Service Calculation - General Plan Update Fee

**Estimated Expenditures**

| # | Description | Total | Amortization / Update Frequency | Annual Cost | Notes |
|---|---|---|---|---|---|
| 1 | General Plan Update Consulting | $ 1,500,000 | 15 | $ 100,000 | [a] |
| 2 | Housing Element | $ 300,000 | 8 | $ 37,500 | [a] |
| 3 | Specific Plan Update | $ 250,000 | 12 | $ 20,833 | [a] |
| 4 | Zoning Code | $ 25,000 | 1 | $ 25,000 | [a] |
| 5 | Internal Staff Long-Range Planning | $ 80,000 | 1 | $ 80,000 | [a] |
| 6 | Total | $ 2,155,000 | | $ 263,333 | |

**Revenues**

| # | Acct Desc | Acct | 1819 Actual | 1920 Actual | 2021 Actual | Average |
|---|---|---|---|---|---|---|
| 7 | Permits/Building Permit | 33210 | $268,833 | $214,474 | $233,955 | $239,087 |
| 8 | Total | | $268,833 | $214,474 | $233,955 | $239,087 |

**Cost of Service Calculation**

| # | Description | | Fee at Full Cost Recovery | Note |
|---|---|---|---|---|
| 9 | Annual Amortized Cost | | $263,333 | |
| 10 | Historical Fee Revenues | | $239,087 | |
| 11 | Fee as % of Permit Fee | | 110% | |

**Cost Recovery Analysis**

| # | Description | Fee at Full Cost Recovery | Proposed Fee | Notes |
|---|---|---|---|---|
| 12 | General Plan Update Fee | 110% | 10% | |

**Revenue Analysis**

| # | Description | Current Revenue | Revenue at Full Cost Recovery | Revenue at Targeted Fee | GF Subsidy at Current Fee | GF Subsidy at Proposed Fee | Notes |
|---|---|---|---|---|---|---|---|
| 13 | General Plan Update Fee | $0 | $263,333 | $23,909 | $263,333 | $239,425 | |
| 14 | Cost Recovery % | 0% | 100% | 9% | | | |

[a] Amounts will vary.  Amounts intended to serve as reasonable estimates.

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***Illustration of Proposed Fee Changes***

# City of Pinole

## Illustration of Proposed Fee Changes

Return to Agenda

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - CLERK ADMINISTRATIVE FEES

| | Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Current Cost Recovery | Proposed Cost Recovery | Note |
|---|---|---|---|---|---|---|---|---|
| 1 | Hardcopy Records Request - Per Page | $0.20 | | $0.10 | ($0.10) | PRA | PRA | |
| 2 | Oversize documents - per page | $3 | | $3 | $0 | PRA | PRA | |
| 3 | Filing Fee - Notice of Intent to Circulate Initiative Petition | $200 | | $200 | $0 | Code | Code | |
| 4 | Garbage Service Exemption (Resolution No. 2005-39) | $48 | $118 | $48 | $0 | 41% | 41% | |
| 5 | Administrative Fee for Waste Collection Lien (PMC 8.08.110(G)/Resolution No. 2008-165 | $55 | $82 | $55 | $0 | 67% | 67% | |
| 6 | Appeal Fee for Business License Revocations, Massage Establishment /Operator Permits & Code Enforcement Actions (Resolution 2009-122/11-19-2009) | $575 | | $575 | $0 | 9% | 9% | |
| 7 | Requests Requiring Special Programming or Formatting | Actual hourly rate plus cost of digital devices | | Actual hourly rate plus cost of digital devices | | | | [a] |
| ~~8~~ | ~~City Clerk certification of documents/transcripts - each document~~ | ~~$10~~ | | ~~n/a~~ | remove - not applicable | | | |
| ~~9~~ | ~~Voters Registration Transcripts - each document~~ | ~~$5~~ | | ~~n/a~~ | available online or via PRA | | | |
| ~~10~~ | ~~Campaign Disclosure Reports, Statements of Economic Interest, and any other reports and statements subject to the provisions of GV81008 - per page~~ | ~~$0.10~~ | | ~~n/a~~ | available online or via PRA | | | |
| ~~11~~ | ~~Council & Board Meeting DVDs~~ | | | | available online | | | |
| | ~~a) Per Request~~ | ~~$30~~ | | ~~n/a~~ | | | | |
| | ~~b) Additional Charge for Special Requests~~ | ~~$10~~ | | ~~n/a~~ | | | | |
| ~~7~~ | ~~Council Agendas Only - per year~~ | ~~$50 + $8 per year for mailing costs~~ | | ~~n/a~~ | available online | | | |
| ~~8~~ | ~~Council Agenda Information Packet Subscription~~ | ~~$250 per year plus postage costs~~ | | ~~n/a~~ | available online | | | |
| ~~9~~ | ~~Council Agendas and Minutes~~ | ~~$125 per year plus postage costs~~ | | ~~n/a~~ | available online | | | |
| ~~10~~ | ~~Verbatim Transcripts of Meetings~~ | ~~Actual Cost - based on hourly rate for individual transcribing~~ | | ~~n/a~~ | available online | | | |

[a] This fee applies to the creation of a new document or information not normally prepared, owned, used or retained by the City as part of the conduct of the Public's business. Fee also includes cost of any digital devices used to provide requested information.

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# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - FINANCE ADMINISTRATIVE FEES

| | Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Current Cost Recovery | Proposed Cost Recovery | Note |
|---|---|---|---|---|---|---|---|---|
| 1 | Credit Card Transaction Processing Fee | n/a | ≈ 2.4% | pass-through of vendor charge | new fee | 0% | 100% | [a] |
| 2 | Not Sufficient Funds Charge (each) | $20 | | $25 | $5 | Code | Code | |
| 3 | Hourly Rates and Fees for Services Not Listed in this Fee | | | | | | | |
| | a) Finance Personnel | | | $131 | | | 100% | [b] |
| ~~4~~ | ~~Budget Preliminary~~ | ~~$25~~ | | n/a - available online | | | | |
| ~~5~~ | ~~Budget Final~~ | ~~$15~~ | | n/a - available online | | | | |
| ~~6~~ | ~~CAFR Report~~ | ~~$15~~ | | n/a - available online | | | | |
| ~~7~~ | ~~List of Businesses in Pinole~~ | ~~$35~~ | | n/a - available electronically | | | | |

[a] Fee will only apply when credit card is used for payment of fees for development/fire-related fees, permits, plan review, etc.  Fee is intended to serve as a pass-through based on vendor agreement.

[b] For services requested of City staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity.

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# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - RENTAL & BALCONY INSPECTION FEES

| Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Current Cost Recovery | Proposed Cost Recovery | Note |
|---|---|---|---|---|---|---|---|
| 1 Rental Inspection Program Fee | | | | | | | |
| a) Base Fee (Covers Initial Inspection and First Reinspection) | | | | | | | |
| i) Single Family Unit, Duplex Unit, or Triplex Unit | $250 | $360 | $360 | $110 | 69% | 100% | |
| ii) Multi-Family Unit Including Hotel/Motel Unit | $132 | $225 | $225 | $93 | 59% | 100% | |
| b) Reinspection Fee (only applicable if required) | | | | | | | |
| i) 2nd Reinspection | 20% of initial fee | | 20% of initial fee | | | | |
| ii) 3rd Reinspection | 40% of initial fee | | 30% of initial fee | | | | |
| iii) 4th Reinspection | 50% of initial fee | | 40% of initial fee | | | | |
| 2 Balcony Inpection Program Fee | $138 | $180 | $180 | $42 | 77% | 100% | |

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

| | Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Cost Recovery | Note |
|---|---|---|---|---|---|---|---|
| | **Design Review** | | | | | | |
| 1 | Administrative Design Review: Single family residential additions; additions of less than 500 sf for multifamily and nonresidential | $549 | $968 | $725 | $176 | 75% | |
| 2 | Comprehensive Design Review – Small<br>New single family residence; new multifamily building with 2 to 4 units; multifamily and nonresidential additions 500 to 5,000sf | $2,679 | $4,930 | $3,700 | $1,021 | 75% | |
| 3 | Comprehensive Design Review – Medium<br>New multifamily building with 5 to 10 units; multifamily and nonresidential additions 5,001 to 10,000sf | $5,114 | $9,941 | $9,941 | $4,827 | 100% | |
| 4 | Comprehensive Design Review – Large<br>New multifamily building of 10 or more units; new nonresidential buildings; multifamily and nonresidential additions greater than 10,000sf | | $27,743 | $20,000 Deposit;<br>$14,000 Minimum Fee | varies | | |
| 5 | Sign Permit: New Sign/Approved Program, replace old sign as previously approved, etc. | $244 | $860 | $430 | $186 | 50% | |
| 6 | Creative Sign Program: Encourage signs of unique design | $500 | $2,150 | $750 | $250 | 35% | |
| 7 | Sign Program: 5 or more signs or greater than 200 sq. ft. of total aggregate sign area or building with 3 or more tenants. | $1,218 | $2,150 | $2,150 | $932 | 100% | |
| | **Use Permits** | | | | | | |
| 8 | Similar Use Determination | $244 | $430 | $325 | $81 | 76% | |
| 9 | Administrative Use Permits (AUP): Outdoor Dining | $731 | $1,756 | $875 | $144 | 50% | |
| 10 | Temporary Use Permits (TUP) – Small.<br>Special one-day events, such as grand openings<br>Outdoor sales and display.<br>Seasonal sales (Christmas tree sales, pumpkin sales) | $244 | $696 | $350 | $106 | 50% | [a] |
| 11 | Temporary Use Permits (TUP) – Large.<br>Construction yards and storage sheds<br>Expositions, concerts, clinics, amusement rides, and flea markets. | $488 | $1,556 | $775 | $287 | 50% | [a] |
| 12 | Conditional Use Permits (CUP) | $2,679 | $5,186 | $5,186 | $2,507 | 100% | |
| 13 | Home Occupation Permit | $121 | $215 | $140 | $19 | 65% | |
| 14 | Condo Conversion Permit | $2,500 Deposit | | $7,500 Deposit;<br>$5,000 Minimum Fee | $5,000 | | |
| 15 | Tree Removal Permit | $201 | $430 | $215 | $14 | 50% | |
| 16 | Use Permit Amendments | 1/2 Original Fee | $2,580 | $2,580 | n/a | 100% | |
| 17 | Use Permit - Combined with Other Permits | 1/2 Original Fee | | 100% of highest applicable permit fee, plus 50% of all other applicable permit fees | n/a | | |

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# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

| | Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Cost Recovery | Note |
|---|---|---|---|---|---|---|---|
| | **Variances** | | | | | | |
| 18 | Minor Deviation | $488 | $860 | $660 | $172 | 77% | |
| 19 | Single Family Variance | $1,218 | $2,150 | $1,650 | $432 | 77% | |
| 20 | All Other Variance Requests | $2,679 | $4,730 | $4,730 | $2,051 | 100% | |
| | **Policy / Plan Amendments** | | | | | | |
| 21 | Prezoning / Annexation | $10,000 Deposit | | $20,000 Deposit; $14,000 Minimum Fee | $10,000 | | |
| 22 | Rezoning / Zoning Code Amendment (Includes Map and Text) | $6,025 | $9,460 | $9,460 | $3,435 | 100% | |
| 23 | Minor Development Plan Amendment | $216 | $430 | $430 | $214 | 100% | |
| 24 | General Plan Amendment | $5,000 + $100/acre deposit + $1,000 General Plan Maintenance Fee | | $10,000 Deposit; $7,000 Minimum Fee | varies | | |
| 25 | Specific Plan Amendment | $5,000 + $1,000 Specific Plan Maintenance Fee | | $10,000 Deposit; $7,000 Minimum Fee | varies | | |
| | **Subdivision / Mapping** | | | | | | |
| 26 | Subdivision / Tentative Map | | | | | | |
| | a) Minor Subdivision / Parcel Map (4 Lots or Less) | $3,000 Deposit | | $5,000 Deposit; $3,500 Minimum Fee | $2,000 | | |
| | b) Major Subdivision / Tract Map (5 or More Lots) | $5,500 Deposit | | $7,500 Deposit; $5,000 Minimum Fee | $2,000 | | |
| 27 | Lot Line Adjustment | $1,000 Deposit | | $2,000 Deposit; $1,400 Minimum Fee | $1,000 | | |
| 28 | Lot Merger | $1,000 Deposit | | $2,000 Deposit; $1,400 Minimum Fee | $1,000 | | |
| 29 | Easement / Street Vacation / Existing Utility Review | varies | | $2,000 Deposit; $1,400 Minimum Fee | | | |
| 30 | Final Map | | | | | | |
| | a) Parcel Map | $5,000 Deposit | | $5,000 Deposit; $3,500 Minimum Fee | $0 | | |
| | b) Tract Map | $5,000 Deposit | | $7,500 Deposit; $5,000 Minimum Fee | $2,500 | | |

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

| | Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Cost Recovery | Note |
|---|---|---|---|---|---|---|---|
| | **Environmental Review** | | | | | | |
| 31 | Categorical Exemption | $244 | $430 | $250 | $6 | 58% | |
| 32 | Initial Study | $2,500 or Consultant Cost + 15% | $3,440 | $3,500 or Consultant Cost + 15% | $1,000 | | |
| 33 | Negative Declaration | $2,500 Deposit | | $5,000 Deposit; $3,500 Minimum Fee | $2,500 | | |
| 34 | Mitigated Negative Declaration | $10,000 Deposit | | $10,000 Deposit; $7,000 Minimum Fee | $0 | | |
| 35 | Environmental Impact Report | Consultant Cost + 15%; Deposit TBD | | Consultant Cost + 15%; Deposit TBD | $0 | | |
| | **Agreements** | | | | | | |
| 36 | Development Agreement | $5,000 Deposit | | $10,000 Deposit; $7,000 Minimum Fee | $5,000 | | |
| 37 | Affordable Housing Agreement | $5,000 Deposit | | $10,000 Deposit; $7,000 Minimum Fee | $5,000 | | |
| 38 | Review of CC&R's | $250 Deposit | | $2,500 Deposit; $1,750 Minimum Fee | $2,250 | | |
| | **Other Development Services** | | | | | | |
| 39 | Extensions | 1/2 Original Fee | | 1/2 Original Fee | $0 | | |
| 40 | Appeals of Department, Administrative and Planning Commission Actions (Per Appeal) | $500 + $2,500 Deposit | | $500 + $2,500 Deposit | $0 | | [b] |
| 41 | Zoning Administrator Hearing (Each Required Hearing) | $328 | $645 | $485 | $157 | 75% | |
| 42 | Planning Commission / City Council Hearing (Each Required Hearing) | $449 | $860 | $645 | $196 | 75% | |
| 43 | Records Research | $50 per half hour after first hour | $108 | $100 per half hour after first hour | $50 | | |
| 44 | Address Assignment | $368 | $215 | $215 | ($153) | 100% | |
| | **Public Noticing** | | | | | | |
| 45 | Project Notification Sign | $150 per sign (as needed) | | $250 per sign (as needed) | | | |
| 46 | Public Noticing (Administrative) | | $645 | $450 | | | |
| 47 | Public Noticing (Public Hearing Required) | | $1,075 | $700 | | | |
| 48 | Public Noticing (Deposit-Based Project) | | $2,150 | Deposit | | | |

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# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

| Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Cost Recovery | Note |
|---|---|---|---|---|---|---|
| **Small Cell Wireless** | | | | | | |
| 49 Small Cell: Right of Way Pole Usage Fee | | | $270 per pole annually | | | |
| 50 Small Cell Wireless Attachment Fee | | | $500 for first five + $100 for each additional | | | |
| 51 Small Cell Wireless New Pole | | | $1,000 | | | |
| **Affordable Housing Requests** | | | | | | |
| 52 Equity-Share Payoff Demand | | $323 | $323 | | 100% | |
| 53 Reconveyance | | $323 | $323 | | 100% | |
| 54 Density Bonus Application | | $430 | $430 | | 100% | |
| **Redevelopment (Successor Agency)** | | | | | | |
| 55 Loan Extension Application Fee (Commercial/Residential) | $325 | | $325 | $0 | | |
| **Technology Enhancement Fee** | | | | | | |
| 56 Technology Fee (% of plan review and permit fee) | | 15% | 10% | | | |
| **Violation Fees** | | | | | | |
| 57 Penalty for Work Without Planning Approval | | | equal to permit fee | | | |
| **Hourly Rates and Fees for Services Not Listed in this Fee Schedule** | | | | | | |
| 58 Rates for Services Not Listed Above | | | | | | |
| a) Planning Personnel (per hour) | $121 | $215 | $215 | $94 | 100% | |
| b) Contract Planning, Peer Review, Architecture Review, Etc. | Pass through of Actual Cost + 15% | | Pass through of Actual Cost + 15% | | 100% | |
| c) Specialized Attorney Services | Pass through of Actual Cost | | Pass through of Actual Cost | | 100% | |

[a] Temporary use permit fee may be reduced to $0 (no charge) for non-profit entities.

[b] Planning Commission Appeal requests initiated by the City Council members shall be accompanied by a $250 rather than $500 appellant fee. The $250 may be refundable if the appeal initiated by a majority of the City Council members that hear the appeal request.

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# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - CODE ENFORCEMENT FEES

| Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Current Cost Recovery | Proposed Cost Recovery | Note |
|---|---|---|---|---|---|---|---|
| 1 Courtesy Inspection | | | | | | | |
| a) First Inspection | n/a - new | $77 | No Charge | new | n/a | 0% | |
| b) Second Inspection to Verify Violation Corrected | n/a - new | $77 | No Charge | new | n/a | 0% | |
| c) Each Additional Inspection | n/a - new | $77 | $77 | new | n/a | 100% | |
| 2 Re-Inspection Fee | $41 | $77 | $77 | $36 | 54% | 100% | |
| 3 Abatement Warrant | Pass through of Actual Cost | $308 | $308 | n/a | 100% | 100% | |
| 4 Serving Notice | n/a - new | $77 | $38 | new | n/a | 49% | |
| 5 Lien Approval Fee | n/a - new | $209 | $150 | new | n/a | 72% | |
| 6 Special Assessment Approval Fee | n/a - new | $209 | $150 | new | n/a | 72% | |
| 7 Lien Release Fee | n/a - new | $286 | $150 | new | n/a | 52% | |
| 8 Tobacco Retailer License | | | | | | | |
| a) New | n/a - new | $209 | $209 | new | n/a | 100% | |
| b) Renewal | n/a - new | $209 | $209 | new | n/a | 100% | |
| c) Late Renewal | n/a - new | $37 | Same as Business Lic. | new | n/a | | |
| d) Suspension Appeal | n/a - new | $6,452 | $1,000 | new | n/a | 15% | |
| e) Citation Appeal | n/a - new | $2,132 | $25 | new | n/a | 1% | |
| 9 Request for Extension of Time | | | | | | | |
| a) First Request | n/a - new | $39 | No Charge | new | n/a | 0% | |
| b) Second and Subsequent Requests (each) | n/a - new | $39 | $35 | new | n/a | 91% | |
| 10 Oversized and Non-Motorized Vehicle Visitor Parking Permit | n/a - new | $154 | bill hourly; 1-hour min. | new | n/a | 100% | [a] |

Return to Agenda

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - CODE ENFORCEMENT FEES

| Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Current Cost Recovery | Proposed Cost Recovery | Note |
|---|---|---|---|---|---|---|---|
| 11 Appeals | | | | | | | |
| a) Notice and Order Appeal | $575 | $6,232 | $575 | $0 | 9% | 9% | |
| b) Notice of Violations Appeal | $575 | $6,232 | $575 | $0 | 9% | 9% | |
| c) Administrative Citation Appeal | n/a - new | $2,132 | $25 | new | n/a | 1% | |
| 12 Technology Fee (% of Fee) | n/a - new | 15% | 10% | new | n/a | 66% | |
| 13 Late Payment Penalty | | | 5% of unpaid amount | new | n/a | | |
| 14 Rates for Services Not Listed Above | | | | | | | |
| a) Code Enforcement Personnel (per hour) | n/a - new | $154 | $154 | $0 | n/a | 100% | |
| b) Specialized Services Including, but not limited to, Attorney and Abatement Services | Pass through of Actual Cost | | Pass through of Actual Cost | $0 | 100% | 100% | |

[a] Pinole Municipal Code Section 8.24.035.C.3

Return to Agenda

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - ENGINEERING AND ENCROACHMENT PERMIT FEES

| | Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Cost Recovery | Note |
|---|---|---|---|---|---|---|---|
| | **Encroachment Permit Fees** | | | | | | |
| 1 | Permit Issuance Fee (applies to all encroachment permits) | varies - deposit | $150 | $150 | | 100% | |
| 2 | Permit Renewal Fee / Time Extension | varies - deposit | $100 | $100 | | 100% | |
| 3 | Permit Fee | | | | | | |
| | a) Sewer Lateral | | | | | | |
| | i) Base Permit Fee | varies - deposit | $200 | $200 | | 100% | |
| | ii) Video Inspection, If Required | $85 | $100 | $100 | $15 | 100% | |
| | b) Concrete Flat Work or Under Sidewalk Drain | | | | | | |
| | i) Up to 500 SF | varies - deposit | $400 | $400 | | 100% | |
| | ii) Add for Each Additional 500 SF | varies - deposit | $100 | $100 | | 100% | |
| | c) Street Cut or Drainage Modifications | | | | | | |
| | i) < 10 CY excavated | varies - deposit | $600 | $600 | | 100% | |
| | ii) Add for Each Additional 10 CY | varies - deposit | $300 | $300 | | 100% | |
| | d) Utility Pole - Set, Relocate or Remove | varies - deposit | $400 | $400 | | 100% | |
| | e) Utilities Structure Inspection | varies - deposit | $300 | $300 | | 100% | |
| | f) Storage in Public Right-of-Way for Moving Pods | varies - deposit | $100 | $100 | | 100% | |
| | g) Landscape Maintenance | varies - deposit | $100 | $100 | | 100% | |
| | h) Temporary Staging for Items Not Listed Above | varies - deposit | $100 | $100 | | 100% | |
| | i) Block Party Permit | varies - deposit | | Permit Issuance Fee | | varies | |
| | j) Vendor Permit | varies - deposit | | Permit Issuance Fee | | varies | |
| | k) Traffic Control Only | varies - deposit | $200 | $200 | | 100% | |
| | l) Major Project | | | | | | [a] |
| | i) First Day | varies - deposit | $600 | $600 | | 100% | |
| | ii) Each Additional Day | varies - deposit | $300 | $300 | | 100% | |
| | m) Projects Greater than Two Weeks in Duration | varies - deposit | | $4,000 Deposit | | 100% | |
| | n) Permit Types Not Listed | varies - deposit | $200 | $200 | | 100% | |

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - ENGINEERING AND ENCROACHMENT PERMIT FEES

| Activity Description | | Current Fee | Cost of Service | Proposed Fee | Change | Cost Recovery | Note |
|---|---|---|---|---|---|---|---|
| 4 | Other Applicable Fees, if Required | | | | | | |
| | a) Traffic Control Plan Review | varies - deposit | $300 | $300 | | 100% | |
| | b) Revocable Encroachment Permit / Hold Harmless Agreement | varies - deposit | $500 | $500 | | 100% | |
| 5 | Permit Bond / Deposit | | | | | | |
| | a) One-year maintenance bond for street cuts equal to the value of the work or as determined by Public Works Director / City Engineer. | | | Varies - See description | | | |
| | b) Bond for concrete work, including curb, gutter and sidewalk drains. Deposit is equal to the value of the work or as determined by Public Works Director / City Engineer. Deposit is returned upon passing final inspection for concrete work. | | | Varies - See description | | | |
| | c) One-year maintenance bond for storm drainage modifications equal to the value of the work or as determined by Public Works Director / City Engineer. | | | Varies - See description | | | |
| | **Grading Fees** | | | | | | |
| 6 | Grading Plan Review | | | | | | |
| | a) 0 - 50 CY | | | | | | |
| | b) 50 to 10,000 CY | varies - deposit | $900 | $900 | | 100% | |
| | c) 10,001 to 100,000 CY | varies - deposit | $1,300 | $1,300 | | 100% | |
| | d) Add for Each 10,000 CY above 100,000 | varies - deposit | $300 | $300 | | 100% | |
| 7 | Grading Permit Issuance | varies - deposit | $200 | $200 | | 100% | |
| 8 | Grading Permit Bond (per CY) | | | $5 | | | |
| 9 | Grading Inspection | | | | | | |
| | a) 0 - 50 CY | | | | | | |
| | b) 50 to 10,000 CY | varies - deposit | $1,200 | $1,200 | | 100% | [b] |
| | c) 10,001 to 100,000 CY | varies - deposit | $2,400 | $2,400 | | 100% | [c] |
| | d) Add for Each 10,000 CY above 100,000 | varies - deposit | $200 | $200 | | 100% | |

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - ENGINEERING AND ENCROACHMENT PERMIT FEES

| Activity Description | | Current Fee | Cost of Service | Proposed Fee | Change | Cost Recovery | Note |
|---|---|---|---|---|---|---|---|
| | **Erosion and Clean Water (Including Full Trash Capture System)** | | | | | | |
| 10 | Stormwater Pollution Prevention Construction Permit: C.6 Inspections (Permits for Construction Projects that Require Stormwater Pollution Prevention, Includes Monthly Inspection) | | | | | | |
| | a) Less than 1-Acre Hillside Site, Requiring an Erosion and Sediment Control Plan | varies - deposit | $600 | $600 | | 100% | [d] |
| | b) More than 1-Acre Requiring an Erosion and Sediment Control Plan | varies - deposit | $1,200 | $1,200 | | 100% | [d] |
| | c) Re-Inspections (Due to Fail in Maintaining BMP's) | varies - deposit | $200 | $200 | | 100% | [d] |
| 11 | C.3 Fees for Projects Which Create or Replace More than 10,000 SF of Impervious Surface | | | | | | |
| | a) Stormwater Control Plan Review / Approval | varies - deposit | $900 | $900 | | 100% | [d] |
| | b) Operations and Maintenance Plan Review / Approval | varies - deposit | $500 | $500 | | 100% | [d] |
| | c) Annual Inspection Fee | | | | | | |
| | i) Up to 25,000 SF | varies - deposit | $800 | $800 | | 100% | [d] |
| | ii) Greater than 25,000 SF | varies - deposit | $1,600 | $1,600 | | 100% | [d] |
| | **Oversize Load Permit Fee** | | | | | | |
| 12 | Oversize Load Permit Fee | | | | | | |
| | a) Per Day | | | $16 | | | |
| | b) Annual | | | $90 | | | |
| | **Temporary Barricade Delivery / Pickup** | | | | | | |
| 13 | Temporary Barricade Delivery / Pickup | | | | | | |
| | a) Temporary Barricade Delivery / Pickup | | $200 | $200 | | 100% | |
| | b) Refundable Security Deposit | | | TBD by Public Works Director / City Engineer | | | |

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - ENGINEERING AND ENCROACHMENT PERMIT FEES

| | Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Cost Recovery | Note |
|---|---|---|---|---|---|---|---|
| | **Other** | | | | | | |
| 14 | After Hours Inspection (per hour) (4-hour minimum) | | $240 | $240 | | 100% | |
| 15 | Re-inspection Fee / Missed Inspection / Excessive Inspection Fee (2nd Time or More) | | $200 | $200 | | 100% | [e] |
| 16 | Excessive Resubmittals | | $200 | $200 | | 100% | [e] |
| 17 | Revisions | | $200 | $200 | | 100% | |
| | **Expedited Permit / Plan Review Fees** | | | | | | |
| 18 | Expedited Permit / Plan Review Fees | | | 1.5x standard fee | | | |
| | **Technology Enhancement Fee** | | | | | | |
| 19 | Technology Fee (% of plan review and permit fee) | | 15% | 10% | | | |
| | **Violation Fees** | | | | | | |
| 20 | Investigation Fee For Work Done Without Permits (In addition to applicable permit fees) | | | equal to permit fee | | | |
| | **Hourly Rates and Fees for Services Not Listed in this Fee Schedule** | | | | | | |
| 21 | In-House Public Works Personnel | | $200 | $200 | | 100% | |
| 22 | Contract Service Providers | | | Pass through of Actual Cost + 15% | | 100% | |
| 23 | Attorney Services | | | Pass through of Actual Cost | | 100% | |

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g. excavation, trenching, boring, etc.)

[b] Fee includes up to 8 inspections. Any additional inspections will be charged at hourly rate.

[c] Fee includes up to 16 inspections. Any additional inspections will be charged at hourly rate.

[d] If a contract service provider is used for these reviews, the City may pass through of actual cost, plus 15% to the applicant, rather than fixed fee amounts listed.

[e] All fees include up to three plan checks and inspection and re-inspection. The City will bill hourly for additional plan review and inspections required.

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - POLICE FEES

| | Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Current Cost Recovery | Proposed Cost Recovery | Charge Basis | Note |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Vehicle Release | | | | | | | | |
| | a) Vehicle Release | $120 | $250 | $120 | $0 | 48% | 48% | | |
| | b) Victim (stolen car, etc.) Reduction | No Charge | $250 | No Charge | $0 | 0% | 0% | | |
| 2 | Fingerprinting fee | | | | | | | | |
| | a) Live Scan-Residents (Service Fee) | $40 | $55 | $40 | $0 | 73% | 73% | | |
| | b) Live Scan- Non-Residents (Service Fee) | $50 | $55 | $50 | $0 | 91% | 91% | | |
| | c) Live Scan FBI Clearance | $19 | | $19 | $0 | | | set by FBI | |
| | d) Live Scan DOJ Clearance | $32 | | $32 | $0 | | | set by DOJ | |
| 3 | Clearance Letter: Local Criminal History Check - Resident | $25 | $55 | $25 | $0 | 45% | 45% | | |
| 4 | Report Copies (No charge for domestic violence victims 530.5 PC(Identity Theft) and Face Page of Traffic Collision) | $1 | $37 | $1 | $0 | | | per each 5 pages | |
| 5 | Citation Sign-Offs | | | | | | | | |
| | a) Residents | Free | $49 | Free | $0 | 0% | 0% | per citation | |
| | b) Non-Residents | $10 | $49 | $10 | $0 | 21% | 21% | per citation | |
| 6 | VIN Verification | $30 | $49 | $30 | $0 | 62% | 62% | per verification | |
| 7 | Weapons Seizure, Storage & Return | $125 | $153 | $125 | $0 | 82% | 82% | each | |
| 8 | Non-civil Subpoenas | Actual Cost* | | Actual Cost* | $0 | | | | |
| 9 | Sealing of Records | Action Cost* | | Action Cost* | $0 | | | | |
| 10 | Audio/Video Tape Copies | Actual Cost* + cassette cost | | Actual Cost* + cassette cost | $0 | | | | |
| 11 | Photographic prints | Actual Cost* + film and development | | Actual Cost* + film and development | $0 | | | | |
| 12 | Restitution & Cost Recovery | Actual Cost* | | Actual Cost* | $0 | | | | |

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - POLICE FEES

| | Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Current Cost Recovery | Proposed Cost Recovery | Charge Basis | Note |
|---|---|---|---|---|---|---|---|---|---|
| 13 | Statistical Report (datatrieve) | Actual Cost* | | Actual Cost* | $0 | | | | |
| 14 | Military Records Checks | $15 | $37 | $15 | $0 | 41% | 41% | | |
| 15 | Inspection of Records | No Fee (per GC 6253(a) | $241 | No Fee (per GC 6253(a) | $0 | | | | |
| 16 | Criminalistics Analysis and Investigative Services | Actual Cost* | | Actual Cost* | $0 | | | | |
| 17 | Civil Subpoena | $6 | | $6 | $0 | | | per 1/4 hour per person plus reproduction costs | |
| 18 | Civil Subpoena appearance | Actual Costs ($150 deposit) (Per GC 68096.1) | | Actual Costs ($150 deposit) (Per GC 68096.1) | $0 | | | | |
| 19 | Repossession Reimbursement | $15.00 (Per GC 41612) | | $15.00 (Per GC 41612) | $0 | | | | |
| | **Police Permits** | | | | | | | | |
| 20 | Firearms Dealer's Licensing | | | | | | | | |
| | a) Firearms Dealer's Licensing (initial fee) | $325 | $354 | $325 | $0 | 92% | 92% | | |
| | b) Firearms Dealer’s Licensing (annual fee) | $200 | $208 | $200 | $0 | 96% | 96% | | |
| | c) Penalty for Late Application of Firearms Dealer's License | 50% of License fee + License fee | | 50% of License fee + License fee | $0 | | | | |
| 21 | Carry Concealed Weapon Permit | | | | | | | | |
| | a) Initial Application | $200 | $835 | $200 | $0 | 24% | 24% | | |
| | b) Renewal & Amendments | Actual Cost* | $445 | Actual Cost* | $0 | 100% | 100% | | |
| | c) Psychological Testing Initial Application | $150 | | $150 | $0 | | | | |
| 22 | Rotation Tow Franchise Fee | $300 | $354 | $300 | $0 | 85% | 85% | | |
| | a) New driver (annual) | $25 | $55 | $25 | $0 | 45% | 45% | | |
| | b) Renewal driver (annual) | $10 | $28 | $10 | $0 | 36% | 36% | | |

Return to Agenda

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - POLICE FEES

| | Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Current Cost Recovery | Proposed Cost Recovery | Charge Basis | Note |
|---|---|---|---|---|---|---|---|---|---|
| | **Miscellaneous Permits** | | | | | | | | |
| 23 | Taxi Permit Processing Fee (each) PMC 5.16.030 | $104 | $241 | $104 | $0 | 43% | 43% | | |
| 24 | Parade Permit | $30 | $241 | $30 | $0 | 12% | 12% | | |
| 25 | Special Event Permit | $30 | $241 | $30 | $0 | 12% | 12% | | |
| 26 | Alcohol Beverage Fee (per event) | $75 | $76 | $75 | $0 | 98% | 98% | | |
| 27 | Solicitor License PMC 5.16.130 | $104 | $241 | $104 | $0 | 43% | 43% | | |
| 28 | Massage Operator Permit-Resident | $675 | $695 | $675 | $0 | 97% | 97% | | |
| 29 | Massage Operator Permit-Non-Resident | $680 | $695 | $680 | $0 | 98% | 98% | | |
| 30 | Special Requests for Police Services | | | Overtime Rate | | | | | |

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# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - POLICE FEES

| | Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Current Cost Recovery | Proposed Cost Recovery | Charge Basis | Note |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Stop/Stand/Park within any Parkway | $40 | | $40 | $0 | | | PMC 10.40.020 | |
| 2 | Parking in violation of curb markings | $40 | | $40 | $0 | | | PMC 10.40.030B | |
| 3 | Unlawful Parking—Div. Island | $40 | | $40 | $0 | | | PMC 10.40.040A | |
| 4 | Parking in Red Zone | $40 | | $40 | $0 | | | PMC10.40.040B | |
| 5 | Red Zone | $40 | | $40 | $0 | | | PMC 10.40.040C | |
| 6 | No Parking Zone | $40 | | $40 | $0 | | | PMC 10.40.040D | |
| 7 | Parking-Traffic Hazard | $60 | | $60 | $0 | | | PMC 10.40.040F | |
| 8 | Temporary No Parking | $40 | | $40 | $0 | | | PMC 10.40.040G | |
| 9 | Red Zone | $40 | | $40 | $0 | | | PMC 10.40.040H | |
| 10 | Storage of Vehicles Prohibited | $60 | | $60 | $0 | | | PMC 10.40.050 | |
| 11 | Parking for Demonstration | $40 | | $40 | $0 | | | PMC 10.40.060 | |
| 12 | Repairing/Greasing Vehicles on the Street | $60 | | $60 | $0 | | | PMC 10.40.070 | |
| 13 | Washing/Polishing Vehicles | $40 | | $40 | $0 | | | PMC 10.40.080 | |
| 14 | Parking Adjacent to Schools | $40 | | $40 | $0 | | | PMC 10.40.090 | |
| 15 | Parking Prohibited on Narrow Streets | $40 | | $40 | $0 | | | PMC 10.40.100 | |
| 16 | Parking on Grades | $60 | | $60 | $0 | | | PMC 10.40.110 | |
| 17 | Unlawful Parking on Grade | $60 | | $60 | $0 | | | PMC 10.40.110 | |
| 18 | Vending on Streets-Permit Required | $60 | | $60 | $0 | | | PMC 10.40.120 | |
| 19 | Emergency Parking-Signs | $40 | | $40 | $0 | | | PMC 10.40.130 | |
| 20 | Twenty-Four (24) Minute Parking | $40 | | $40 | $0 | | | PMC 10.40.140 | |
| 21 | Forty (40) Minute Parking | $40 | | $40 | $0 | | | PMC 10.40.150 | |
| 22 | One Hour Parking | $40 | | $40 | $0 | | | PMC 10.40.160 | |
| 23 | Two Hour Parking | $40 | | $40 | $0 | | | PMC 10.40.170 | |
| 24 | Parallel Parking—One-way Street | $40 | | $40 | $0 | | | PMC 10.40.180 | |
| 25 | 18 Inches from Curb | $40 | | $40 | $0 | | | PMC 10.40.180A | |

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - POLICE FEES

| | Activity Description | Current Fee | Cost of Service | Proposed Fee | Change | Current Cost Recovery | Proposed Cost Recovery | Charge Basis | Note |
|---|---|---|---|---|---|---|---|---|---|
| 26 | Posted No Parking Zone | $40 | | $40 | $0 | | | PMC 10.40.180B | |
| 27 | Diagonal Parking | $40 | | $40 | $0 | | | PMC 10.40.190 | |
| 28 | Parking Outside of Line | $70 | | $70 | $0 | | | PMC10.40.190A | |
| 29 | Parking Space Markings | $40 | | $40 | $0 | | | PMC 10.40.200 | |
| 30 | Parking Space Markings | $40 | | $40 | $0 | | | PMC 10.40.200B | |
| 31 | No Stopping Zones | $40 | | $40 | $0 | | | PMC 10.40.210B | |
| 32 | Commercial Vehicle—Parking Restrictions | $120 | | $120 | $0 | | | PMC 10.40.220 | |
| 33 | Off Truck Route | $120 | | $120 | $0 | | | PMC 10.40.220B | |
| 34 | Commercial Vehicle—Curb Parking | $120 | | $120 | $0 | | | PMC 10.40.230 | |
| 35 | Private Parking Facilities | $40 | | $40 | $0 | | | PMC 10.40.240 | |
| 36 | Vehicle Longer 20'—Parking Restrictions | $40 | | $40 | $0 | | | PMC 10.40.250 | |
| 37 | Preferred—Local Authority Designation | $40 | | $40 | $0 | | | PMC 10.40.260 | |
| 38 | Disabled Parking | $300 | | $300 | $0 | | | PMC 10.40.270 | |
| 39 | Unlawful Parking—Off Roadway | $40 | | $40 | $0 | | | PMC 10.40.280 | |
| 40 | Unlawful Parking—Off Road | $40 | | $40 | $0 | | | PMC 10.40.280A | |
| 41 | Unlawful Parking—Private Property | $40 | | $40 | $0 | | | PMC 10.40.280B | |
| 42 | Curb Markings | $40 | | $40 | $0 | | | PMC 10.44.020 | |
| 43 | Red Zone | $40 | | $40 | $0 | | | PMC 10.44.020A | |
| 44 | Yellow Zone | $40 | | $40 | $0 | | | PMC 10.44.020B | |
| 45 | White Zone | $40 | | $40 | $0 | | | PMC 10.44.020C | |
| 46 | Blue Zone | $300 | | $300 | $0 | | | PMC 10.44.020D | |
| 47 | Green Zone | $40 | | $40 | $0 | | | PMC 10.44.020E | |
| 48 | Adherence to Curb Markings | $40 | | $40 | $0 | | | PMC 10.44.020F | |
| 49 | Loading and Unloading | $22 | | $22 | $0 | | | PMC 10.44.030 | |
| 50 | Parking in Passenger Loading Zone | $40 | | $40 | $0 | | | PMC 10.44.040 | |
| 51 | Parked in Bus Zone | $250 | | $250 | $0 | | | PMC 10.44.050E | |
| 52 | Parked Off Truck Route | $120 | | $120 | $0 | | | PMC 10.48.040B | |

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - RECREATION DEPARTMENT FEES

| Activity Description | Current Fee | Proposed Fee | Change | Note |
|---|---|---|---|---|
| 1 **Tiny Tots** | | | | |
| a) M/W/F a.m. | | | | |
| i) Resident Monthly | $252 | $277 | $25 | |
| ii) Non-resident Monthly | $293 | $322 | $29 | |
| b) M/W/F p.m. | | | | |
| i) Resident Monthly | $209 | $230 | $21 | |
| ii) Non-resident Monthly | $244 | $268 | $24 | |
| c) T/Th | | | | |
| i) Resident Monthly | $141 | $155 | $14 | |
| ii) Non-resident Monthly | $162 | $178 | $16 | |
| d) Summer M/W/F | | | | |
| i) Resident (per 4 week session) | $277 | $305 | $28 | |
| ii) Non-Resident (per 4 week session) | $322 | $354 | $32 | |
| e) Summer T/Th | | | | |
| i) Resident (per 4 week session) | $230 | $253 | $23 | |
| ii) Non-Resident (per 4 week session) | $268 | $295 | $27 | |
| f) Late Pick Up | | | | |
| i) Within 15 minutes After Grace Period | $19 | $21 | $2 | |
| ii) Every 10 Minutes Thereafter | $19 | $21 | $2 | |
| g) Late Payment | | | | |
| i) After the 7th of the Month | $12 | $13 | $1 | |
| ii) After the 15th of the Month | $36 | $40 | $4 | |
| h) Administrative | | | | |
| i) Membership Fee | $45.00 / per session | $50.00 / per session | $5 / per session | |
| 2 **Athletic Fields** | | | | |
| a) Youth and Adult Leagues | | | | |
| i) Resident/Pinole Organizations-Hourly | $14 | $15 | $1 | |
| ii) Non-Resident/Non-Pinole Org.- Hourly | $21 | $23 | $2 | |
| b) Restroom Key Deposit-refundable | $50 | $50 | $0 | |
| c) Lighting Fee at Fernandez Park | $11 | $12 | $1 | |

Return to Agenda

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - RECREATION DEPARTMENT FEES

| Activity Description | Current Fee | Proposed Fee | Change | Note |
|---|---|---|---|---|
| 3 **Tennis Courts** | | | | |
| a) Weekdays | | | | |
| i) Resident | $5.00 / hr / court | $6.00 / hr / court | $1 | |
| ii) Non-Resident | $7.00 / hr / court | $8.00 / hr / court | $1 | |
| b) Weekends and Holidays | | | | |
| i) Resident | $7.00 / hr / court | $8.00 / hr / court | $1 | |
| ii) Non-Resident | $10.00 / hr / court | $11.00 / hr / court | $1 | |
| c) Commercial Use—Instructor Fee | $10.00 / hr / court | $11.00 / hr / court | $1 | |
| **Park Rentals** | | | | |
| 1 Fernandez Park BBQ Area- per day | | | | |
| a) Resident | $110 | $121 | $11 | |
| b) Non-Resident | $138 | $152 | $14 | |
| 2 Gazebo-per day | | | | |
| a) Resident | $250 | $275 | $25 | |
| b) Non-Resident | $313 | $344 | $31 | |
| 3 Inflatable Jumper Fee | | | | |
| a) Resident | $50 | $50 | $0 | |
| b) Non-Resident | $75 | $75 | $0 | |
| 4 Pinole Valley Park BBQ Area-per day-per area | | | | |
| a) Resident | $55 | $61 | $6 | |
| b) Non-Resident | $83 | $91 | $8 | |
| 5 Restroom Key Deposit- refundable | $50 | $50 | $0 | |
| 6 Cleaning / Damage Deposit - refundable | | $200 | | |

Return to Agenda

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - RECREATION DEPARTMENT FEES

| | Activity Description | Current Fee | Proposed Fee | Change | Note |
|---|---|---|---|---|---|
| | **Youth Center** | | | | |
| 7 | Enrichment Sessions at Schools | | | | |
| | a) Resident | Varies based on enrichment sessions and provider | Varies based on enrichment sessions and provider | | |
| | b) Non-Resident | Add 10% to resident | Add 10% to resident | | |
| 8 | Enrichment Sessions at PYC | | | | |
| | a) Resident | Varies based on enrichment sessions and provider | Varies based on enrichment sessions and provider | | |
| | b) Non-Resident | Add 10% to resident | Add 10% to resident | | |
| 9 | Summer Camp-Weekly | | | | |
| | a) Resident | $200 | $220 | $20 | |
| | b) Non-Resident | $233 | $256 | $23 | |
| 10 | Camp Extended Hours (camp Participants Only) | | | | |
| | a) Resident | $38 | $42 | $4 | |
| | b) Non-Resident | $43 | $47 | $4 | |
| 11 | Leader In Training Program-Summer | | | | |
| | a) Resident | $100 | $110 | $10 | |
| | b) Non-Resident | $120 | $132 | $12 | |
| 12 | Contract Camps | 20% to 40% markup | 20% to 40% markup | | |
| 13 | **School Break Camps** | | | | |
| | a) Resident | $200 | $220 | $20 | |
| | b) Non-Resident | $233 | $256 | $23 | |
| 14 | Drop-In Activities | Varies | Varies | | |
| 15 | Late Payment | $14/week & increases $10 each subsequent week | $15/week & increases $11 each subsequent week | $1 | |
| 16 | Late Pick Up | $1.00/minute after 5-minute grace period | $1.00/minute after 5-minute grace period | | |

Return to Agenda

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - RECREATION DEPARTMENT FEES

| Activity Description | Current Fee | Proposed Fee | Change | Note |
|---|---|---|---|---|
| 17 **Days Off Care (Hours 8:30am – 6:00pm)** | | | | |
| a) Members/Resident | $48 day | $53 day | $5 | |
| b)Non-Members/Resident | $64 day | $70 day | $6 | |
| c) Member/Non-Resident | $53 day | $58 day | $5 | |
| d) Non-Member/Non-Resident | $80 day | $88 day | $8 | |
| 18 Extended Care (7:00-8:30 am) | $30 day | $33 day | $3 | |
| **Senior Center** | | | | |
| 19 Drop-In Classes | | | | |
| a) Member | $1.00 to $7.00 per class | $2 - $8 per class | $1 | |
| b) Non-Member | $2.00 to $7.00 per class | $3 - $9 per class | $1 | |
| 20 Lunch | $.50-$7.00 | $1 - $8 | $1 | |
| 21 Special Activities | $3.00 to $9.00 | $4 - $10 | $1 | |
| 22 Special Luncheons | $9 | $10 - $12 | $1 | |
| 23 Salon Services | $10.00 to $50.00 | $15 - $45 | | |
| a) Shampoo/Set/Blow Dry | $20 | $15 | ($5) | |
| b) Hair Cut and Blow Dry | $20 | $25 | $5 | |
| c) Hair Cut | $10 | $15 | $5 | |
| d) Shampoo and Set | $10 | $15 | $5 | |
| e) Color | $30 | $35 | $5 | |
| f) Perm | $50 | $60 | $10 | |
| g) Highlights | $40.00 & up | $45 & up | $5 | |
| 24 Fundraiser Events | $5.00 to $55.00 | $5 - $80 | $0 - $25 | |
| 25 Monthly Social Dance | $12 | $12 | $0 | |
| 26 Alcoholic Drinks | $3 | $3 - $12 | $0 - $12 | |
| 27 Annual Pancake Breakfast | $8 | $10 - $12 | $2 - $4 | |
| 28 Annual Membership | $30 | $30 | $0 | |
| 29 Travel | Varies based on trip cost | Varies based on trip cost | Varies based on trip cost | |

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - RECREATION DEPARTMENT FEES

| | Activity Description | Current Fee | Proposed Fee | Change | Note |
|---|---|---|---|---|---|
| | **Classes** | | | | |
| 30 | Adult and Youth Classes | | | | |
| | a) Resident | 40% of Instructor Fee plus $6.00 Processing fee | 40% of Instructor Fee plus $7.00 Processing fee | | |
| | b) Non-Resident | Add 10% to Resident fee | Add 10% to Resident fee | | |
| | **Community Events** | | | | |
| 31 | Booth Fees | | | | |
| | a) For Profit Pinole Business | $75 | $83 | $8 | |
| | b) For Profit-Non-Pinole Business | $100 | $110 | $10 | |
| | c) Non-Profit | $30 | $33 | $3 | |
| 32 | Senior Center Craft Fair | $20.00 - $50.00 | $25 - $55 | $5 | |
| | **Facility Rental** **(Non-Profit Rates Apply to 501(c)3 Nonprofits, Faith Organizations and Schools only)** | | | | |
| 33 | Alcohol Permit | $50 | $55 | $5 | |
| 34 | Certificate of Insurance Purchase (Certificate required but may be provided by renter’s insurance company at no cost) | $160 | $176 | $16 | |
| 35 | Certificate of Insurance Purchase (for Quinceaneras only/per Diversified Risk Mgmt) (Certificate required but may be provided by renter’s insurance company at no cost) | $525 | $578 | $53 | |
| 36 | Alcohol Use Insurance (Must be purchased in conjunction with Certificate of Insurance or provided by | $35 | $39 | $4 | |
| 37 | City Holiday Rental Fee | 10% Rental Fee Increase | 10% Rental Fee Increase | | |

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - RECREATION DEPARTMENT FEES

| Activity Description | Current Fee | Proposed Fee | Change | Note |
|---|---|---|---|---|
| 38 **Senior Center Main Hall (100-250 Capacity)** | | | | |
| a) Booking | $50 | $55 | $5 | |
| b) Deposit | | | | |
| i) Deposit without alcohol permit | $500 | $550 | $50 | |
| ii) Deposit with Alcohol Permit | $750 | $825 | $75 | |
| c) Table and Chair Setup | $50 | $55 | $5 | |
| d) Table and Chair Takedown | $50 | $55 | $5 | |
| e) Decoration/Clean Up Time (up to 2 hrs) | $45 | $50 per hour; 2-hr max. | $5 | |
| f) Rental Rate | | | | |
| i) Resident (5 hours) | $625 | $688 | $63 | |
| ii) Non-resident (5 hours) | $775 | $853 | $78 | |
| iii) Resident for each add'l hour | $90 | $99 | $9 | |
| iv) Non-resident for each add'l hour | $120 | $132 | $12 | |
| g) Change of Date Fee | | | | |
| i) Change of Date Fee | $200 | $220 | $20 | |
| ii) Change of Date Fee (Less than 75 Days) | $300 | $330 | $30 | |
| 39 **Senior Center Main Hall - Non-Profit Rates (Weekends)** | | | | |
| a) Booking | $50 | $55 | $5 | |
| b) Deposit | $250 | $275 | $25 | |
| c) Table and Chair Setup | $50 | $55 | $5 | |
| d) Table and Chair Takedown | $50 | $55 | $5 | |
| e) Decoration/Clean Up Time (up to 2 hrs) | $45 | $50 per hour; 2-hr max. | $5 | |
| f) Rental Rate | | | | |
| i) Pinole Organization (5 hours) | $400 | $440 | $40 | |
| ii) Non-Pinole Organization (5 hours) | $500 | $550 | $50 | |
| iii) Pinole Org. each add'l hour | $50 | $55 | $5 | |
| iv) Non-Pinole Org. each add'l hour | $70 | $77 | $7 | |

Return to Agenda

# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - RECREATION DEPARTMENT FEES

| | Activity Description | Current Fee | Proposed Fee | Change | Note |
|---|---|---|---|---|---|
| 40 | **Senior Center - Computer, Arts/Crafts, & Board Room – M-F 8:30am– 4:30pm** | | | | |
| | a) Non-Profit Organizations | $35/rental Includes 2 hours<br>$15/hr after | $39/rental Includes 2 hours<br>$17/hr after | | |
| | b) Private or Commercial Organizations | $50/rental Includes 2 hours<br>$25/hr after | $55/rental Includes 2 hours<br>$28/hr after | | |
| | c) Deposit | $40 | $44 | | |
| 41 | **Senior Center - Computer, Arts/Crafts, & Board Room – M-F 4:30pm– 7:30pm** | | | | |
| | a) Non-Profit Organizations | $55/rental Includes 2 hours<br>$20/hr after | $55/rental Includes 2 hours<br>$28/hr after | | |
| | b) Private or Commercial Organizations | $75/rental Includes 2 hours<br>$35/hr after | $83/rental Includes 2 hours<br>$39/hr after | | |
| | c) Deposit | $40 | $44 | | |
| 42 | **Youth Center Main Area (120 Person Capacity)** | | | | |
| | a) Booking | $50 | $55 | $5 | |
| | b) Deposit | | | | |
| | i) Deposit without alcohol permit | $250 | $275 | $25 | |
| | ii) Deposit with alcohol permit | $500 | $550 | $50 | |
| | c) Rental Rate | | | | |
| | i) Resident (4 Hours) | $250 | $275 | $25 | |
| | ii) Non-Resident (4 Hours) | $325 | $358 | $33 | |
| | iii) Resident for Each Add'l hour | $65 | $72 | $7 | |
| | iv) Non-Resident for Each Add'l Hour | $85 | $94 | $9 | |
| | d) Decoration Time (up to 2 hours) | $45.00/hr | $50.00/hr | $5/hr | |
| | e) Change of Date/Late Fee | $75 | $83 | $8 | |

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# City of Pinole

## BEFORE AND AFTER ILLUSTRATION - RECREATION DEPARTMENT FEES

| Activity Description | Current Fee | Proposed Fee | Change | Note |
|---|---|---|---|---|
| 43 **Youth Center Workshop Room (40 Person Capacity)** | | | | |
| a) Booking | $50 | $55 | $5 | |
| b) Deposit | | | | |
| i) Deposit without alcohol permit | $250 | $275 | $25 | |
| ii) Deposit with alcohol permit | $500 | $550 | $50 | |
| c) Rental Rate | | | | |
| i) Resident (2 hours) | $70 | $77 | $7 | |
| ii) Non-resident (2 hours) | $100 | $110 | $10 | |
| iii) Resident for each add'l hour | $35 | $39 | $4 | |
| iv) Non-resident for each add'l hour | $50 | $55 | $5 | |
| d) Decoration Time (up to 2 hours) | $25.00/hr | $28.00/hr | $3/hr | |
| e) Change of Date/Late Fee | $50 | $55 | $5 | |
| 44 **Youth Center Main Area - Non-Profit Rates (Weekends)** | | | | |
| a) Booking | $50 | $55 | $5 | |
| b) Deposit | $250 | $275 | $25 | |
| c) Rental Rate | | | | |
| i) Pinole Organization (4 hours) | $180 | $198 | $18 | |
| ii) Non-Pinole Organization (4 hours) | $260 | $286 | $26 | |
| iii) Pinole Organization each add'l hour | $40 | $44 | $4 | |
| iv) Non-Pinole Organization each add'l hour | $60 | $66 | $6 | |
| d) Decoration Time (up to 2 hours) | $40.00/hr | $44.00/hr | $4/hr | |
| 45 **Alex Clark Room (50 Person Capacity) - Nonprofit meetings only** | | | | |
| a) Security Deposit | $150 | $150 | $0 | |
| b) Rental Rate | | | | |
| i) Pinole Organization | $10.00/2 hr. mtg | $11.00/2 hr. mtg | $1/2 hr. mtg | |
| ii) Non-Pinole Organization | $25.00/2 hr. mtg | $28.00/2 hr. mtg | $3/2 hr. mtg | |
| c) Key Replacement Fee | $50 | $50 | $0 | |

**ATTACHMENT C**

**RESOLUTION NO. 2022-XX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, UPDATING AND ESTABLISHING USER AND REGULATORY FEES**

**WHEREAS**, user and regulatory fees are established by the City Council; and

**WHEREAS**, the City recently completed a study to identify the cost of providing various user and regulatory fee-related services; and

**WHEREAS**, the study examined fee-related services provided by the City, the costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

**WHEREAS**, the City Council finds that providing these services is of special benefit to applicants both separate and apart from the general benefit to the public; and therefore, in the interests of fairness to the general public, the City desires to better recover the costs of providing these services from applicants who have sought or require the City's services by revising its schedule of fees; and

**WHEREAS**, the City Council hereby finds that the study provides adequate evidence to conclude that the revised fees do not exceed the cost to provide the services for which the fees are charged; and

**WHEREAS**, the City Council desires that annually the City Manager may update the fees based on the annual percentage change in the all-urban Consumer Price Index for San Francisco-Oakland-Hayward, CA (CPI). If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year; and

**WHEREAS**, development impact fees were not included in the study and are subject to a nexus study, but have been adjusted by a percentage equal to the percentage change in the Engineering News-Record's Construction Cost Index-San Francisco Bay Area for the preceding twelve-month period calculated from April 1st to March 31st, pursuant to Pinole Municipal Code 3.20.096 (B); and

**WHEREAS**, in adopting this Resolution, the City Council is taking action only on those fees for the services, programs or products set forth in Exhibit "A" which have been modified from prior resolutions of the City Council. The remaining fees that have not been modified from prior resolutions shall remain in full force and effect.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Pinole does hereby resolve as follows:

**SECTION 1**: That the foregoing recitals and findings are true and correct and are incorporated herein by reference.

**SECTION 2**: That the City Council hereby adopts the fees, charges, and rates as set forth in attached Exhibit "A" and incorporated by this reference.

**SECTION 3:** That any new or adjusted fees adopted by this Resolution shall go into effect September 1, 2022.

**PASSED AND ADOPTED** at a regular meeting of the Pinole City Council held on the 21st day of June 2022 by the following vote:

AYES: COUNCILMEMBERS
NOES: COUNCILMEMBERS
ABSENT: COUNCILMEMBERS
ABSTAIN: COUNCILMEMBERS

________________________________
Heather Bell, CMC
City Clerk

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# CITY COUNCIL REPORT

**10D**

**DATE:** JUNE 21, 2022

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** SANJAY MISHRA, PUBLIC WORKS DIRECTOR

**SUBJECT:** ADOPT A RESOLUTION DECLARING INTENT FOR THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS FOR THE PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT (LLAD) FOR FY 2022/2023, SETTING THE DATE OF THE PUBLIC HEARING, AND APPROVING THE ANNUAL ENGINEER'S REPORT

---

## RECOMMENDATION

Staff recommends the City Council adopt a resolution declaring the intent to levy and collect assessments for the Pinole Valley Road Landscape and Lighting Assessment District (LLAD), setting a public hearing for July 5, 2021, and approving the annual Engineer's Report.

## BACKGROUND

The City Council adopted Resolution 2008-91 forming the Pinole Valley Road Landscape and Lighting Assessment District (LLAD, the "District"), ordering maintenance work therein, confirming the diagram and assessment, and providing for the levy of annual assessments therein. Since the inception of the District, the City has installed improvements on Pinole Valley Road between Henry Avenue and Ramona Street. The purpose of the District is to provide a stable funding source for the ongoing maintenance and operation of the traffic signals, streetlights, and median landscaping.

On June 7, 2022, the City Council adopted a resolution initiating proceedings for the annual levy of assessments and ordering the preparation of the annual Engineer's Report for the District for Fiscal Year 2022/2023. This was step one of the process.

## REVIEW & ANALYSIS

The City must take the actions listed below each year to levy and collect the assessments for the District.

1. Adopt a resolution ordering the preparation and filing of an annual assessment report.
2. Determine if there are any changes in the existing improvements or addition of new improvements and creating the annual Engineer's Report.

3. Adopt a resolution declaring the intention to levy and collect assessments; declaring the intention to conduct a Public Hearing concerning the levy of assessments; and approving the annual Engineer's Assessment Report.
4. Announce any increase in the maximum assessment.
5. Conduct a Public Hearing and adopt a resolution approving the assessment amounts for the upcoming fiscal year and ordering that the assessment amounts be submitted to the Contra Costa County Assessor for placement on the secured property tax roll.

Based upon the District budget and reserves, the assessment rates for Fiscal Year 2022/2023 are proposed to increase from last year due to inflationary increases in costs for utilities. The proposed rates for 2022/2023 are $498.65 per assessment unit ("AU") for Zone A and $519.63 per AU for Zone B. This represents a 5% increase for Zone A and a 5% increase for Zone B. An AU is equivalent to an acre of developable property. When the District was originally approved in 2008, the approved assessment rate authorized annual future increases to account for inflation. The proposed rates for Fiscal Year 2022/2023 do not exceed the amount authorized by the original approval.

## CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

The proposed actions of the City Council are not a project as defined by the CEQA Guidelines and have no impact on the environment.

## FISCAL IMPACT

The proposed assessments will be collected for the City by the Contra Costa County Tax Collector via the secured property tax bills for the assessable parcels within the District. As stated above, the Fiscal Year 2022/2023 assessment rates will increase for Zone A and B. The total District budget for Fiscal Year 2022/23 will be $52,256.16.

## ATTACHMENTS

Attachment A - Resolution approving annual report for the Pinole Valley Road Landscape and Lighting Assessment District and declaring intention to levy and collect assessments in the Pinole Valley Road Landscape and Lighting Assessment District.

Attachment B - Draft Annual Assessment Report for the Pinole Valley Road Landscape and Lighting Assessment District.

# ATTACHMENT A

## RESOLUTION NO. 2022-XX

## RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE DECLARING ITS INTENT FOR THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS FOR THE PINOLE VALLEYY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT FOR FISCAL YEAR 2022/2023, APPROVING THE ENGINEER'S REPORT, AND SETTING THE DATE OF THE PUBLIC HEARING

**WHEREAS**, the City Council has by previous Resolutions formed said special maintenance district and has initiated proceedings for Fiscal Year 2022/2023, pursuant to the provisions of the "Landscape and Lighting Act of 1972" (the "1972 Act"), being Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) that provides for the levy and collection of assessments by Contra Costa County to pay for the annual maintenance and servicing costs of all improvements and facilities related thereto. Said special maintenance district is known and identified as the Pinole Valley Road Landscape and Lighting Assessment District (hereafter referred to as the "District"). The District is comprised of two Zones (Zone A and Zone B) which are located on Pinole Valley Road between Henry Avenue and Ramona Street; and,

**WHEREAS**, the City Council has directed the preparation of the Annual Engineer's Report (the "Report") for the District, in accordance with the 1972 Act; and,

**NOW, THEREFORE BE IT RESOLVED, DETERMINED AND ORDERED BY THE CITY COUNCIL, FOR THE DISTRICT, PURSUANT TO CHAPTER 3, SECTION 22624 OF THE 1972 ACT, AS FOLLOWS:**

**Section 1** Intention: The City Council hereby declares that it is its intention to seek the annual levy of the District pursuant to the 1972 Act, over and including the land within the District boundaries and to levy and collect assessments on all benefitting land to pay the annual costs of the maintenance and servicing of the improvements located within the District. The City Council finds that the public's best interest requires such levy and collection.

**Section 2** District Boundaries: The boundaries of the District are described in the Report. Please refer to the Report for a full and complete description of the specific boundaries and diagram.

**Section 3** Description of Improvements: The improvements within the District may include, but are not limited to: turf, shrubs, plants and trees, landscaping, street lighting, traffic signals, irrigation and drainage systems, graffiti removal, litter abatement, sidewalks, landscape lighting, masonry walls, and associated appurtenances within the public right-of-ways or specific easements. Services provided include all necessary service, operations, administration and maintenance required to keep the improvements in a healthy, vigorous and satisfactory condition and in proper working order. The specific improvements within the District are detailed in the Report.

**Section 4** Proposed Assessment Amounts: The proposed rates for 2022/2023 are $498.65 per assessment unit ("AU") for Zone A and $519.63 per AU for Zone B. This represents a 5% increase for Zone A and a 5% increase for Zone B. For Fiscal Year 2022/2023, the proposed assessments for each parcel within the District are shown in the Report. Said Report also details any changes or increases in the annual assessments.

**Section 5** Public Hearing: The City Council hereby declares its intention to conduct a Public Hearing annually concerning the levy of assessments for the District in accordance with Chapter 3, Section 22626 of the 1972 Act.

**Section 6** Notice: The City Council shall give notice of the time and place of the Public Hearing to all property owners within the District by causing the publishing of this Resolution once in the local newspaper not less than ten (10) days before the date of the Public Hearing and by posting a copy of this Resolution on the official bulletin board customarily used by the City for the posting of notices. All interested persons shall be afforded the opportunity to hear and be heard.

**Section 7** Notice of Public Hearing: Notice is hereby given that a Public Hearing on these matters will be held by the City Council on **Tuesday July 5, 2022 at or after 6:00 p.m.** at Pinole City Hall, located at 2131 Pear Street, Pinole.

**Section 8** Report Approval: The City Council approves the FY 2021/2022 Pinole Valley Road Landscape and Lighting Assessment District Annual Engineer's Report, a copy of which may be requested from the City Clerk.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Pinole held on this 21st day of June, 2022, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSTENT: COUNCILMEMBERS:

**I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 21st day of June, 2022.**

________________________________

Heather Bell, CMC
City Clerk

ATTACHMENT B

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# PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT


## FY 2022-23

# ENGINEER'S REPORT

## JUNE 21, 2022

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# ENGINEER'S REPORT AFFIDAVIT

## City of Pinole

## Contra Costa County, State of California

## Pinole Valley Landscape and Lighting District

The undersigned submits this report as directed by the City Council. This report was prepared by a Professional Engineer, licensed in the State of California. This report describes the District including the improvements, budgets, parcels, and assessments to be levied for fiscal year 2022/23, as they existed at the time of the passage of the resolution of intention. Reference is hereby made to the Contra Costa County Assessor's maps for detailed descriptions of the lines and dimensions of parcels within the District.

Dated this 21st day of June, 2022.

REGISTERED PROFESSIONAL ENGINEER
SANJAYA KUMAR MISHRA
C 71239
EXP. 6/23
CIVIL
STATE OF CALIFORNIA

By Sanjay Mishra, PE,TE
City Engineer
RCE # 71239

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## INTRODUCTION

The City of Pinole (the "City"), under the provisions of the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "1972 Act") and the provisions of the California Constitution Article XIII D (the "Constitution"), annually levies and collects special assessments from the City's maintenance assessment district designated as:

**Pinole Valley Road Landscape and Lighting Assessment District**

(the "District") to provide and maintain various landscaping and lighting improvements throughout the City that provide special benefits to properties within the City.

The City Council formed the District and provided for the levy and collection of annual assessments on the County tax rolls to provide ongoing funding for costs and expenses required to service and maintain the landscaping and lighting improvements within the boundaries of the District. The improvements to be provided by the District and assessments described herein are made pursuant to the 1972 Act and the substantive and procedural provision of the Constitution.

As part of the District formation, the City of Pinole conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the Constitution. In conjunction with this ballot proceeding, the City council conducted a noticed public hearing to consider public testimonies, comments, and written protests regarding the formation of the District and levy of assessments. Upon conclusion of the public hearing, property owner assessment ballots received were opened and tabulated. The property owner assessment ballot tabulation resulted in a majority approval of the District and assessments of the property owners within the District. The District was formed on July 1, 2008 by Resolution no. 2008-91. The District is located on Pinole Valley Road and consists of two separate zones: Zone A and Zone B.

This Engineer's Report (the "Report") has been prepared pursuant to Chapter 1, Article 4 and Chapter 3 of the 1972 Act, and outlines the improvements, and proposed assessments to be levied in connection with the benefits the properties will receive from maintenance and servicing of landscaping improvements within the District for fiscal year 2022-23.

The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number ("APN") by the Contra Costa County Assessor's Office. The Contra County Auditor/Controller APN and specific fund numbers to identify properties to be assessed on the tax roll for the District assessments.

This Report consists of five sections and identifies the following items:

- **Plans and Specifications** – The location of the District and the specific improvements to be maintained.

- **Method of Apportionment** – How the District costs are allocated and apportioned to the assessable parcels.

- **Zone Budgets** – The District costs and proposed assessments to be levied for 2022/23 for each Zone based upon the special benefit received.

- **District Diagram** – A diagram showing the District and Zone boundaries.

- **Assessment Roll** – A listing of properties to be assessed by APN, Zone, and corresponding assessment amounts.

**ASSESSMENT SUMMARY FY 2022-23**

| | Total Assessable Costs | Total Assessable Units | Proposed Assessment Rate per AU | Maximum Assessment Rate per AU |
|---|---|---|---|---|
| **Zone A** | **$26,326.73** | 52.796 | **$498.65** | $611.25 |
| **Zone B** | **$25,929.54** | 49.900 | **$519.63** | $577.04 |

Actual assessments are rounded down to the nearest even penny for county tax roll purposes.

## SECTION I – PLANS AND SPECIFICATIONS

### DESCRIPTION OF THE DISTRICT AND BOUNDARIES

The District consists of two separate zones and is located on Pinole Valley Road, between Henry Avenue and Ramona Street. Zone A is to the north of Interstate I-80 and Zone B is to the south of Interstate I-80. Currently, there are a total of 18 commercial parcels within the District, 8 in Zone A and 10 in Zone B. The number of parcels in Zone A was reduced from 8 to 6 and Zone B was reduced from 16 to 15 parcels, due to parcel mergers effective for the 2011/2012 tax year. An annexation also occurred in Zone A for tax year, 2013/2014, increasing the parcel count for that Zone to 7 and the AU to 52.972. For tax year 2018/2019, one parcel was split into two with a slight size reduction, decreasing the AU to 52.796. The number of parcels in Zone B was reduced from 15 to 10 due to parcel mergers/changes effective for the 2013/2014 and 2014/2015 tax years. A clerical error was brought to the City's attention in December 2019 which has been transcribed over time and resulted in a higher AU in Zone B. In FY 2020-21, the clerical error was corrected resulting in a lower AU in Zone B.

Please refer to the Section V of this Report, Assessment Roll, for details.

## IMPROVEMENTS AND SERVICES PROVIDED

Improvements within the District which are maintained and serviced may include but are not limited to: turf, shrubs, plants and trees, landscaping, street lighting, traffic signals, irrigation and drainage systems, graffiti removal, litter abatement, sidewalks, landscape lighting, masonry walls and associated appurtenances within the public right-of-way or specific easements.

The maintenance of District improvements generally include, but are not limited to, all materials, equipment, utilities, labor and incidental expenses, including administrative expenses, for the annual operation of the District and maintenance of the improvements. Also included is the performance of occasional repairs and the removal or replacement of improvements, as needed.

The specific improvements being maintained and serviced within each Zone of the District are defined on the following page:

**Zone A Improvements (Northerly of I-80 Freeway)**

- Landscaping totaling 16,920 square feet.
- Irrigation system for landscaping and two irrigation controllers.
- Maintenance of seven street light poles and fourteen street lights.
- Maintenance of two and a half traffic signals.
- Electrical power for street lights, traffic signals and irrigation system.
- Weed control and abatement.
- Graffiti abatement.
- Median repairs and contingency for damage.
- Litter abatement and collection (2,102 linear feet).

**Zone B Improvements (Southerly of I-80 Freeway)**

- Landscaping totaling 18,486 square feet.
- Irrigation system for landscaping and two irrigation controllers.
- Maintenance of ten street light poles and twenty street lights.
- Maintenance of one and a half traffic signals.
- Electrical power for street lights, traffic signals and irrigation system.
- Weed control and abatement.
- Graffiti abatement.
- Median repairs and contingency for damage.
- Litter abatement and collection (2,859.58 linear feet).

Reference is made to the plans and specifications for the improvements which are on file with the City and are incorporated herein by reference.

## SECTION II – METHOD OF APPORTIONMENT

The 1972 Act allows for the establishment of assessment districts by public agencies for the purpose of providing certain public improvements as detailed in Section I of this Report. The 1972 Act also requires that the cost of these improvements and services be assessed based on benefit received rather than by assessed value of the properties being assessed. In accordance with the 1972 Act, Section 22573:

> *"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among assessable lots or parcels in proportion to the estimated benefits received by each such lot or parcel from the improvements"*

The method of apportionment described in this Report, and confirmed by the City Council, utilizes commonly accepted engineering practices which have been established pursuant to the 1972 Act and the California Constitution for the allocation of special benefit assessments. The calculation of assessments is based upon the parcel type and the services and improvements provided. The special benefit received by each lot or parcel is over and above any general benefit conferred upon said lots or parcels or to the public at large.

## DESCRIPTION OF BENEFIT

### *Special Benefit*

The improvements and associated costs have been allocated to the assessable properties within the District based upon the special benefit received by those properties, pursuant to the provisions of the 1972 Act. The improvements for which the properties will be assessed have been identified as necessary, were approved by the property owners within the District through a Proposition 218 assessment ballot procedure and are in compliance with the development plans and General Plan of the City. As such, the improvements and continuing maintenance and servicing are strictly the obligation of the properties within the District.

### *General Benefit*

Although the improvements may be visible to passersby or to the public at large, the improvements were installed after approval from the property owners and are for the benefit of properties within the District. It has been determined therefore, any access to or use by properties or individuals outside the District is completely incidental and the costs of operating, maintaining and servicing said improvements provides no measurable benefit to said outside properties or individuals.

***Definition of Special Benefit***

The method of apportionment described in this Report is based on the premise that each assessable parcel or unit receives distinct and special benefits from the improvements and services provided, including the visual desirability provided by well maintained landscaping. In accordance with Article XIII D, Section 4 of the California Constitution:

*"Special benefit means a particular and distinct benefit over and above general benefits conferred on real property located in the District or the public at large"*

The special benefits associated with local landscape and lighting improvements are specifically:

- Enhanced desirability of properties due to proximity of the improvements.
- Improved aesthetic appeal provided by a positive representation of the community.
- Improved ingress and egress to property resulting in enhanced traffic flow, reduced traffic accidents and consequent reduction in possible property damage.
- Improved traffic visibility and circulation.
- Improved accessibility for emergency vehicles.
- Reduced vandalism and other criminal activity.
- Enhanced environmental quality provided by adequate green space and other landscaping which helps moderate temperatures, reduce noise pollution and control dust and debris.

## ASSESSMENT RANGE FORMULA

It is generally recognized that most budgetary items will be impacted by inflation in future years. In accordance with the California Constitution, and Government Section 53739 (b)(1), assessments "***may be adjusted for inflation pursuant to a clearly defined formula…***" A formula for an inflationary adjustment is therefore included as part of the maximum assessment for this District and was approved by the property owner(s) at the time of formation. The formula, as described below, allows for annual adjustments to the budget and the assessments.

Generally, any new or increased assessment requires certain noticing and meeting requirements by law, the Government Code excludes certain conditions of a new or increased assessment. These conditions include:

> *"An assessment that does not exceed an assessment formula or range of assessments previously specified in the notice given to the public…and that was previously adopted by the agency…"*

The initial maximum assessment for the District was established at the time of formation and was assessed for the first time during the 2008/2009 fiscal year. The initial maximum assessment for Zone A was $415.52 per Assessment Unit ("AU"). The initial maximum assessment for Zone B was $390.80 per AU. The initial maximum assessment for each

Zone has been adjusted each subsequent fiscal year by the following Assessment Range Formula:

- The Maximum Assessment Rate allowed each fiscal year (the "Adjusted Maximum Assessment Rate") shall be based on the initial maximum assessment established in fiscal year 2008/2009, adjusted annually by the Bureau of Labor Statistics, Consumer Price Index for the month of April, All Urban Consumers, ("CPI") for the San Francisco/Oakland/San Jose area or two percent (2%), whichever is greater. Should the Bureau of Labor Statistics revise or discontinue the preparation of such index, the City reserves the right to use such revised index or a comparable system to determine fluctuations in the annual cost of living.

- Each fiscal year, the greater of CPI or 2% shall be applied to the Maximum Assessment Rate established the previous fiscal year to calculate the appropriate Adjusted Maximum Assessment Rate for the then current fiscal year.

- If the proposed annual assessment rate (assessment per AU) for the upcoming fiscal year is less than or equal to the Adjusted Maximum Assessment Rate established for that fiscal year then the proposed annual assessment is not considered an increased assessment.

Beginning in the second fiscal year after the formation of the District (2009/2010) and each fiscal year since, the Maximum Assessment Rate has been recalculated and a new Adjusted Maximum Assessment Rate has been established for each fiscal year using the Assessment Range Formula described above. Each fiscal year, the greater of CPI or 2% is applied to the Maximum Assessment Rate from last year. The April 2022 CPI is 5%, therefore a 2% will be applied to the Maximum Assessment Rate from the last year. The Zone A Maximum Assessment Rate for the upcoming fiscal year (2022/2023) therefore, shall be **$611.25** per AU**.** The Zone B Maximum Assessment Rate for the upcoming fiscal year shall be **$577.04** per AU**.** The table below shows the Adjusted Maximum Assessment Rate for each Zone, for each fiscal year since the formation of the District. The Adjusted Maximum Assessment Rates have been calculated independently of the annual budget and proposed assessment rate for the given fiscal year. As stated above, if the proposed annual assessment for any fiscal year does not exceed the Adjusted Maximum Assessment Rate for that year, it is not considered to be an increased assessment under the terms of Proposition 218 or the Government Code.

**Zone A LLAD Assessment/CPI History**

| Fiscal Year | April CPI | Allowable Increase | Actual April CPI Calculation | Adjusted Max. Assessment per AU | Actual Assessment per AU |
|---|---|---|---|---|---|
| 2008/2009 | N/A | N/A | N/A | $415.52 | $415.82 |
| 2009/2010 | 0.80% | 2.00% | 1.020000000 | $423.83 | $415.82 |
| 2010/2011 | 1.71% | 2.00% | 1.020000000 | $432.31 | $415.82 |

| | | | | | |
|---|---|---|---|---|---|
| 2011/2012 | 2.82% | 2.82% | 1.028212932 | $444.51 | $394.80 |
| 2012/2013 | 2.07% | 2.07% | 1.020775582 | $453.74 | $394.80 |
| 2013/2014 | 2.38% | 2.38% | 1.023809026 | $464.54 | $377.74 |
| 2014/2015 | 2.78% | 2.78% | 1.027873710 | $477.49 | $377.74 |
| 2015/2016 | 2.43% | 2.43% | 1.024362313 | $489.12 | $377.74 |
| 2016/2017 | 2.70% | 2.70% | 1.026950338 | $502.30 | $377.74 |
| 2017/2018 | 3.78% | 3.78% | 1.037888610 | $521.34 | $377.74 |
| 2018/2019 | 3.20% | 3.20% | 1.032 | $538.02 | $396.32 |
| 2019/2020 | 4.0% | 4.0% | 1.040 | $559.54 | $409.69 |
| 2020/2021 | 1.1% | 2.0% | 1.020 | $570.73 | $422.04 |
| 2021/2022 | 3.8% | 2.0% | 1.020 | $582.14 | $474.90 |
| 2022/2023 | 5.0% | 5.0% | 1.050 | $611.25 | **$498.65** |

**Zone B LLAD Assessment/CPI History**

| Fiscal Year | April CPI | Allowable Increase | Actual April CPI Calculation | Adjusted Max. Assessment per AU | Actual Assessment per AU |
|---|---|---|---|---|---|
| 2008/2009 | N/A | N/A | N/A | $390.80 | $390.80 |
| 2009/2010 | 0.80% | 2.00% | 1.020000000 | $398.62 | $390.80 |
| 2010/2011 | 1.71% | 2.00% | 1.020000000 | $406.59 | $390.80 |
| 2011/2012 | 2.82% | 2.82% | 1.028212932 | $418.06 | $342.04 |
| 2012/2013 | 2.07% | 2.07% | 1.020775582 | $426.75 | $342.04 |
| 2013/2014 | 2.38% | 2.38% | 1.023809026 | $436.91 | $342.04 |
| 2014/2015 | 2.78% | 2.78% | 1.027873710 | $449.09 | $342.04 |
| 2015/2016 | 2.43% | 2.43% | 1.024362313 | $460.03 | $342.04 |
| 2016/2017 | 2.70% | 2.70% | 1.026950338 | $472.43 | $342.04 |
| 2017/2018 | 3.78% | 3.78% | 1.037888610 | $490.32 | $348.06 |
| 2018/2019 | 3.20% | 3.20% | 1.032 | $506.01 | $359.06 |
| 2019/2020 | 4.0% | 4.0% | 1.040 | $526.25 | $392.64 |
| 2020/2021 | 1.1% | 2.0% | 1.020 | $538.78 | $405.68 |
| 2021/2022 | 3.8% | 2.0% | 1.020 | $549.56 | $494.89 |
| 2022/2023 | 5.0% | 5.0% | 1.050 | $577.04 | **$519.63** |

To impose a new assessment or an increased assessment in excess of the Maximum Assessment Rate for the current fiscal year, as provided by the preceding Assessment Range Formula, the City must comply with the provisions of the California Constitution, Article XIII D, Section 4c that requires a public hearing and certain protest procedures including mailed notice of a public hearing and property owner protest balloting. Property owners must approve the proposed new or increased assessment via a property owner protest ballot process before any such new or increased assessment can be imposed.

The definition of new or increased assessments includes any assessment which, 1) did not previously exist or, 2) exceeds a previously approved assessment amount or assessment range formula. Any assessment range formula must have been previously adopted by the agency and approved by the property owners.

## ASSESSMENT METHODOLOGY

The benefit formula used to determine the financial obligation for each parcel is based on the improvements benefitting the parcels, as well as the use, or type, of each parcel as compared to other parcels that benefit from said improvements. One of the more common approaches to fairly distributing District costs to the benefitting parcels in maintenance districts such as this utilizes a methodology referred to as the Assessment Unit ("AU") method of apportionment. This methodology utilizes various property characteristics such as development status, type of development (land-use) and size (units or acreage) to compare the proportional benefit of each property compared to similar properties benefitting from the improvements.

The District is comprised of one parcel type; commercial. Each commercial parcel receives similar benefit from the improvements due to the relative size of the properties, the specific improvements and proximity of the improvements to the properties. It has been determined that the buildable acreage of each parcel is an appropriate basis in calculating the total AU for that parcel. The individual commercial parcel, acreage is multiplied by a factor of 4.00 to determine the total AU for that parcel. The total Zone AU is then divided into the "Total Balance to Assessment" (as shown in Section III of this Report) to determine the annual assessment rate. The AU for each parcel is then multiplied by the annual assessment rate to determine the annual assessment for each parcel.

## SECTION III – ZONE BUDGETS

The estimated budget for the annual maintenance and servicing of the improvements and the proportionate share of administration costs for each Zone have been prepared based on the estimated and recent historical costs of providing said maintenance and servicing.

### ZONE A – PINOLE VALLEY ROAD NORTH FY 2022-23 BUDGET

| DIRECT COSTS | | |
|---|---|---|
| **ACCOUNT** | **NAME** | **BUDGET** |
| **310-347-42101** | **Professional Services** | **$9,670.00** |
| | Contra Costa County Public Works Traffic Signal Maintenance | $6,800 |
| | Caltrans Traffic Signal Maintenance | $2,150 |
| | Pacific Site Management | $720 |
| **310-347-42108** | **Building-Structure Maintenance** | **$850.00** |
| | Labor, material, and equipment required to properly maintain the landscaping improvements, traffic signals, streetlights, poles, and irrigation system | $850 |
| **310-347-43102** | **Water** | **$4,000.00** |

| | | |
|---|---|---|
| | EBMUD | $4,000 |
| **310-347-43103** | **Electricity and Power** | **$4,900.00** |
| | Pinole Valley Rd. Traffic Control – PG&E | $1,200 |
| | Street and Highway Lighting – PG&E | $3,700 |
| | **Capital Replacement Account[1]** | **$3,600.00** |
| | | |
| | **Direct Costs Sub-Total** | **$23,020.00** |
| | | |
| | **INDIRECT COSTS** | |
| **310-347-42126** | **Legal Charges** | **$1,050.00** |
| **310-347-42102** | **County Administration Fees** | **$131.80** |
| **310-347-46122** | **Admin Debits** | **$2,124.93** |
| | City Administration | $1,044.93 |
| | Engineer's Report | $1,080.00 |
| | | |
| | **Indirect Costs Sub-Total** | **$3,306.73** |
| | | |
| | **TOTAL COSTS** | **$26,326.73** |
| **TOTAL BALANCE TO ASSESSMENT** | | $26,326.73 |
| **Total Assessable AU (8 parcels)** | | 52.796 |
| **2022/2023 PROPOSED ASSESSMENT PER AU** | | $498.65 |
| **2022/2023 MAXIMUM ASSESSMENT PER AU** | | $611.25 |

**ZONE B – PINOLE VALLEY ROAD SOUTH FY 2022-23 BUDGET**

| | **DIRECT COSTS** | |
|---|---|---|
| **ACCOUNT** | **NAME** | **BUDGET** |
| **310-348-42101** | **Professional Services** | **$9,080.00** |
| | Contra Costa County Public Works Traffic Signal Maintenance | $5,300.00 |
| | Caltrans Traffic Signal Maintenance | $3,000.00 |
| | Pacific Site Management | $780.00 |
| **310-348-42108** | **Building-Structure Maintenance** | **$841.11** |
| | Labor, material, and equipment required to properly maintain the landscaping improvements, traffic signals, streetlights, poles, and irrigation system | $841.11 |
| **310-348-43102** | **Water** | **$3,000.00** |
| | EBMUD | $3,000.00 |
| **310-348-43103** | **Electricity and Power** | **$5,300.00** |
| | Pinole Valley Road Median Irrigation – PG&E | $150.00 |
| | Street and Highway Lighting – PG&E | $5,150.00 |
| | **Capital Replacement Account[1]** | **$4,400.00** |
| | | |
| | **Direct Costs Sub-Total** | **$22,621.11** |
| | | |
| | **INDIRECT COSTS** | |
| **310-348-42126** | **Legal Charges** | **$1,050.00** |
| **310-348-42102** | **County Administration Fees** | **$133.50** |

Return to Agenda



| | |
|---|---|
| **310-348-46122 Admin Debits** | **$2,124.93** |
| City Administration | $1,044.93 |
| Engineer's Report | $1,080.00 |
| **Indirect Costs Sub-Total** | **$3,308.43** |
| **TOTAL COSTS** | **$25,929.54** |
| **TOTAL BALANCE TO ASSESSMENT** | $25,929.54 |
| **Total Assessable AU (10 parcels)** | 49.900 |
| **2022/2023 PROPOSED ASSESSMENT PER AU** | $519.63 |
| **2022/2023 MAXIMUM ASSESSMENT PER AU** | $577.04 |

[1] **Capital Replacement Account (CRA) –** This line item, shown on the budget page for each Zone, is specifically intended for the use in replacing the lighting poles for streetlights and traffic signals within the District. There are two reasons to consider the replacement of lighting poles. First, there is a finite life span of a standard lighting pole, which is approximately 50 years. Secondly, there must be a contingency plan in place for the possibility that a lighting pole gets damaged or knocked down, either by way of accident or by natural disaster. The current replacement cost of a lighting pole is approximately $11,700.00 for materials and $3,300.00 for installation.

The estimated cost to replace all streetlight poles after 50 years, as well as a contingency to account for the possibility of a knockdown, accident, or natural disaster is shown below:

| Zone | Cost per Pole | Number of Poles | Estimated Life Span (Years) | Knockdown Contingency ($50 per pole) | Estimated Annual Cost |
|---|---|---|---|---|---|
| A | $15,000.00 | 10 | 50 | $500 | $3,600.00* |
| B | $15,000.00 | 12 | 50 | $600 | $4,400.00* |

$15,000.00 per light pole x 22 poles = $299,886.40 / 50 years = $6,600.00 + $1,400 for Contingency = $8,000 annually. * Rounded to the nearest $100's.

The replacement cost of a lighting pole was increased from $13,631.20 to $15,000. This estimate is based on the amount paid for the most recent streetlight pole replacement in FY 2021-22. The costs will continue to be collected through the assessment amounts as part of the Capital Replacement Fund, as shown in the District Budgets.

## DESCRIPTION OF BUDGET ITEMS

- **Building-Structure-Maintenance –** Includes all regularly scheduled labor, material, and equipment required to properly maintain the landscaping improvements, traffic signals, streetlights, poles, and irrigation system. Also includes the cost of:
  - Traffic signal maintenance which is provided by California Department of Transportation (Caltrans) and Contra Costa County Public Works.
  - Landscaping maintenance services provided by Pacific Site Management.

- Replacement bulbs for traffic signals and streetlights.
- Weed control and graffiti abatement within the District.

- **Water –** Includes the cost of furnishing water required for the proper maintenance of the landscaping.

- **Electricity and Power –** Includes the cost of furnishing electrical energy required for the proper operation of traffic signals, streetlights, and irrigation system.

- **Legal Charges –** Includes the cost of legal services to review reports, resolutions, and public hearing requirements for imposing the LLAD Assessment.

- **County Administration Fees –** Includes the County costs related to placement of the annual assessment charges onto the tax roll and the generation of the annual tax bills related thereto. Contra Costa County charges a Levy Code Fee of $250 per district, $0.76 Collection Fee per parcel, and $0.09 Assessor User Code Fee per parcel. Each Zone is charged $125 plus $0.85 per parcel.

- **Admin Debits –** Includes the cost of all particular departments and staff of the City for providing coordination of annual District administration process, operation, and maintenance of the improvements and responding to public concerns. This line item also includes the cost of preparing the Engineer’s report for the administration of the District and transmitting assessment amounts to the County for the inclusion on the tax roll.

**ACCOUNT BALANCES**

| DISTRICT | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 |
|---|---|---|---|---|---|
| Fund balance on July 1st | $28,636.16 | $15,027.87 | $24,203.51 | $30,613.24 | $32,187.78 |
| Revenue | $39,221.92 | $39,797.64 | $41,854.22 | $39,746.28 | $57,364.10 |
| Expenditures | $52,830.21 | $30,622.00 | $35,444.29 | $38,171.74 | $53,599.38 |
| Revenue over/under expenses | -13,608.29 | $9,175.64 | $6,409.73 | $1,574.54 | $3,764.72 |
| Fund balance on June 30th | $15,027.87 | $24,203.51 | $30,613.24 | $32,187.78 | $35,952.50 |

Based on the historical data in the table above, the average expenditures for the District are $42,133.52. The 1972 Act allows the District assessments to”…*include a reserve which shall not exceed the estimated costs of maintenance and servicing to December 10 of the fiscal year, or whenever the city expects to receive its apportionment of special assessments and tax collections from the county, whichever is later*.” The Reserve Fund will be considered fully funded when the account balance reaches an amount equal to approximately 50% of the annual District costs.

Therefore, the Reserve Fund is fully funded when the account balance reaches $21,066.76. The beginning fund balance on July 1, 2021 was $35,952.50 and $21,066.76 of the funds were allocated to the Reserve Fund. The remainder $14,885.74 was placed in two separate CRA for Zone A and Zone B. The beginning CRA balance as of July 1, 2020 for Zone A and Zone B was $6,773.01 and $8,112.73, respectively. These allocations were based on the percentage of poles in each Zone; approximately 45.5% of the poles in the District are in Zone A, and approximately 54.5% are in Zone B. The methodology noted above will be applied each fiscal year to allocate appropriate amounts to the Reserve Fund and CRA.

If a lighting pole is damaged or knocked down by an accident, attempts are made to recover the replacement cost through the responsible party. The recovered funds are placed in the CRA for the Zone where the knockdown reoccurred. A summary of the Capital Replacement Reserve account for each Zone is shown in the table below.

| Zone | Capital Replacement account balance as of 07/01/2021 | FY 2021-22 Contribution to Capital Replacement account | Estimated lighting pole recovery costs for FY 2021-22 | Estimated lighting pole repair and replacement costs in FY 2021-22 | Estimated ending Capital Replacement account balance on 06/30/2022. |
|---|---|---|---|---|---|
| A | $18,984.18 | $3,226.24 | - | - | $22,210.42 |
| B | $6,421.28 | $3,871.49 | - | - | $10,292.77 |

*Includes the purchase of a surplus pole for future knockdowns

## SECTION IV – ASSESSMENT ROLL

Parcel Identification for each lot or parcel within the District shall be based on available parcel maps and other property data from the Contra Costa County Assessor's office as they existed at the time this Report was prepared and adopted by the City Council.

A listing of parcels assessed within the District for Fiscal Year 2022/2023, along with the corresponding assessment amounts, is included on the following pages. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel(s) shall be based on the method of apportionment and assessment rate approved in this Report. Therefore, if a single parcel has changed to multiple parcels, the assessment amounts applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment.

Non-assessable lots or parcels include areas of public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas and rights-of-way, including public greenbelts and parkways; utility rights-of-way;

common areas; landlocked parcels; small parcels vacated by the County, bifurcated lots and any other property that cannot be developed or has specific development restrictions. These types of parcels are considered to receive little or no benefit from the improvements and are therefore, exempted from assessment.

| Zone | APN | Parcel Acreage | Parcel Type | Parcel AU | 2021/2022 Assessment per AU | 2021/2022 Assessment | Applied Assessment |
|---|---|---|---|---|---|---|---|
| A | 401-211-030 | 3.62 | COM | 14.48 | $498.65 | $7,220.45 | $7,220.44 |
| A | 401-211-031 | 1.27 | COM | 5.08 | $498.65 | $2,533.14 | $2,533.14 |
| A | 401-211-032 | 0.42 | COM | 1.68 | $498.65 | $837.73 | $837.72 |
| A | 401-211-033 | 0.6 | CMV | 2.40 | $498.65 | $1,196.76 | $1,196.76 |
| A | 401-211-035 | 0.573 | COM | 2.292 | $498.65 | $1,142.91 | $1,142.90 |
| A | 401-410-005 | 2.23 | COM | 8.92 | $498.65 | $4,447.96 | $4,447.96 |
| A | 401-410-019 | 2.006 | COM | 8.024 | $498.65 | $4,001.17 | $4,001.16 |
| A | 401-410-020 | 2.48 | COM | 9.92 | $498.65 | $4,946.61 | $4,946.60 |
| | | **13.199** | | **52.796** | | **$26,326.73** | **$26,326.68** |
| B | 360-010-028 | 0.344 | COM | 1.376 | $519.63 | $715.01 | $715.00 |
| B | 360-010-029 | 1.738 | COM | 6.952 | $519.63 | $3,612.47 | $3,612.46 |
| B | 360-010-030 | 0.53 | COM | 2.12 | $519.63 | $1,101.62 | $1,101.62 |
| B | 360-010-031 | 0.63 | COM | 2.52 | $519.63 | $1,309.47 | $1,309.46 |
| B | 360-010-033 | 0.43 | COM | 1.72 | $519.63 | $893.76 | $893.76 |
| B | 360-150-043 | 1.24 | COM | 4.96 | $519.63 | $2,577.36 | $2,577.36 |
| B | 360-150-044 | 0.48 | COM | 1.92 | $519.63 | $997.69 | $997.68 |
| B | 401-310-021 | 5.683 | COM | 22.732 | $519.63 | $11,812.23 | $11,812.22 |
| B | 401-310-022 | 0.46 | COM | 1.84 | $519.63 | $956.12 | $956.12 |
| B | 430-330-027 | 0.94 | COM | 3.76 | $519.63 | $1,953.81 | $1,953.80 |
| | | **12.475** | | **49.900** | | **$25,929.54** | **$25,929.48** |
| | **Totals:** | **25.674** | | **102.696** | | **$52,256.27** | **$52,256.16** |

Parcel Type: "COM" is a developed commercial property
"CMV" is an undeveloped commercial property

**Zone A –** APN 401-410-017 was merged from three former parcels (APN's 401-410-014, 401- 410-015 & 401-410-016), and became active and assessable for Fiscal Year 2011/2012. APN 401-211-34 was annexed into the District for the 2013/2014 year. APN 401-410-017 was split into 401-410-019 and 020 for Fiscal Year 2018/2019.

**Zone B –** APN's 401-310-010 and 401-310-013 were merged into APN 401-310-019. This parcel became active and assessable for Fiscal Year 2011/2012. APN's 401-310-002; 003; 012; 017; 018 & 019 were merged into APN 401-310-021 for Fiscal Year 2013/2014. APN 401-310-

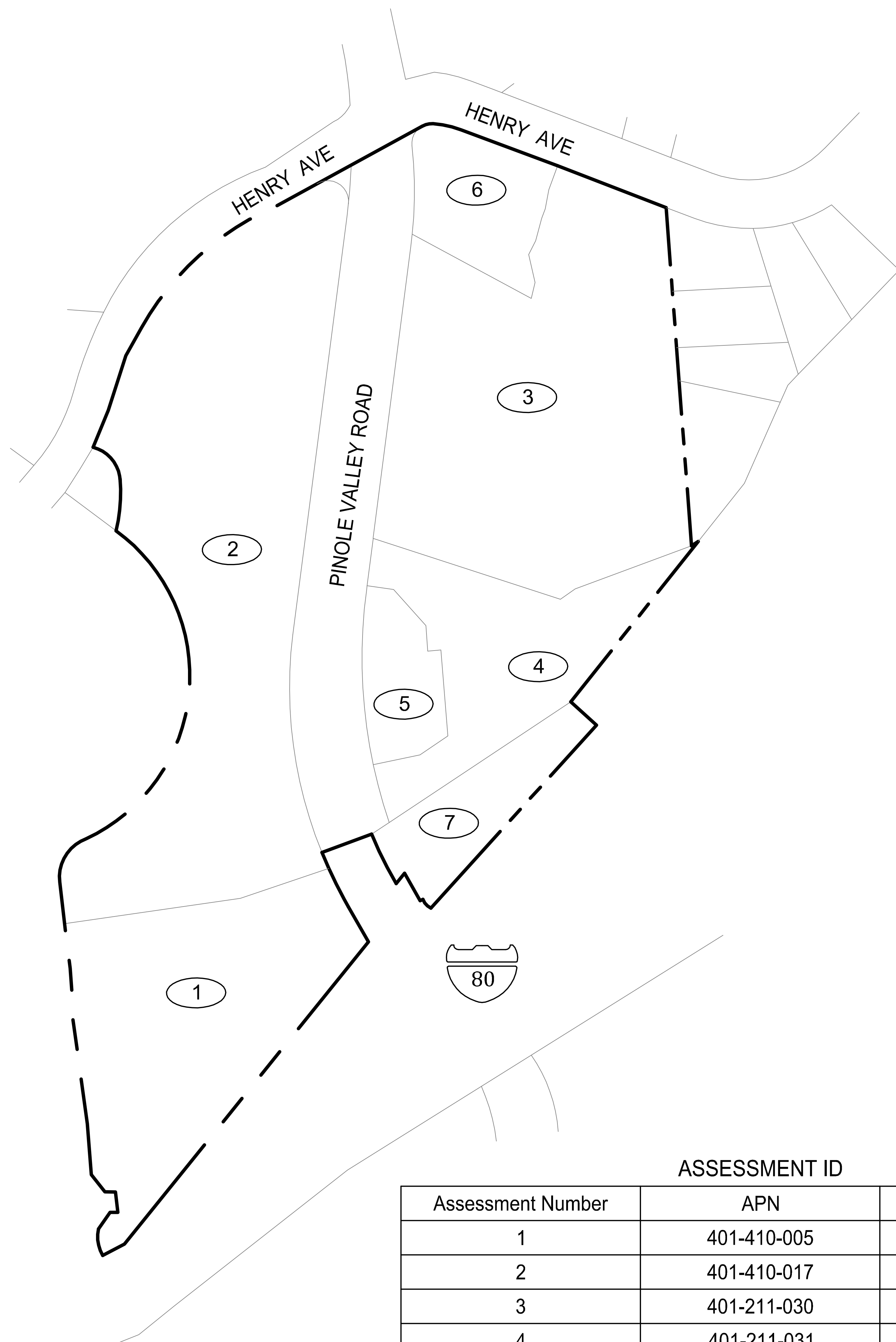
018 became parcel 022 for Fiscal Year 2013/2014. APN 430-330-022 merged into APN 401-310-021 for Fiscal Year 2014/2015.

## SECTION V – DISTRICT DIAGRAM

The following page(s) show the Assessment Diagrams for The Pinole Valley Road Landscape and Lighting Assessment District. The lines and dimensions shown on maps of the Contra Costa County Assessor for the current year are incorporated by reference herein and made part of this Report.

# REVISED ASSESSMENT DIAGRAM
# PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT
# ZONE A

## CITY OF PINOLE
## COUNTY OF CONTRA COSTA
## STATE OF CALIFORNIA





FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF PINOLE,
THIS DAY _______ OF ________, 20__.

___________________________________
CITY CLERK
CITY OF PINOLE
CONTRA COSTA COUNTY, CALIFORNIA

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING THE REVISED ASSESSMENT DIAGRAM FOR THE PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT, CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF PINOLE AT A REGULAR MEETING THEREOF, HELD ON THE ________DAY OF _______, 20__, BY ITS RESOLUTION NO. _________.

___________________________________
CITY CLERK
CITY OF PINOLE
CONTRA COSTA COUNTY, CALIFORNIA

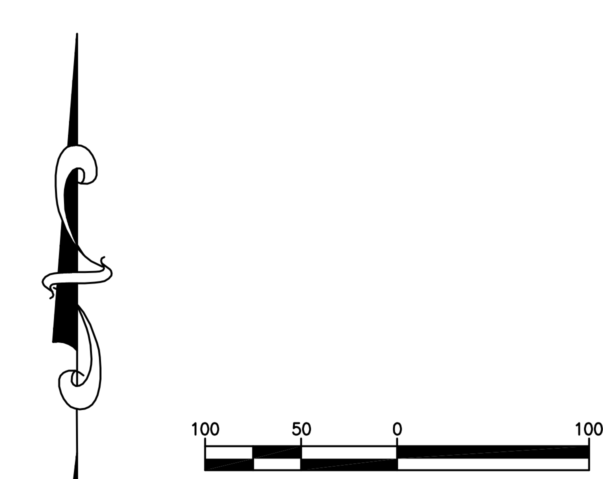
FILED THIS _______DAY OF _____________, 20_____ AT THE HOUR OF _________ O'CLOCK ___M., IN BOOK _________ AT PAGE _______ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA

___________________________________
COUNTY RECORDER
COUNTY OF CONTRA COSTA

NOTE: FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL WITHIN THE DISTRICT, REFER TO THE 2006 COUNTY OF CONTRA COSTA ASSESSOR'S MAPS.

ASSESSMENT ID

| Assessment Number | APN | ZONE |
|---|---|---|
| 1 | 401-410-005 | A |
| 2 | 401-410-017 | A |
| 3 | 401-211-030 | A |
| 4 | 401-211-031 | A |
| 5 | 401-211-032 | A |
| 6 | 401-211-033 | A |
| 7 | 401-211-034 | A |




SCALE: 1" =100'
GRAPHIC SCALE

LEGEND

EXISTING ZONE A BOUNDARY

PARCEL LINES

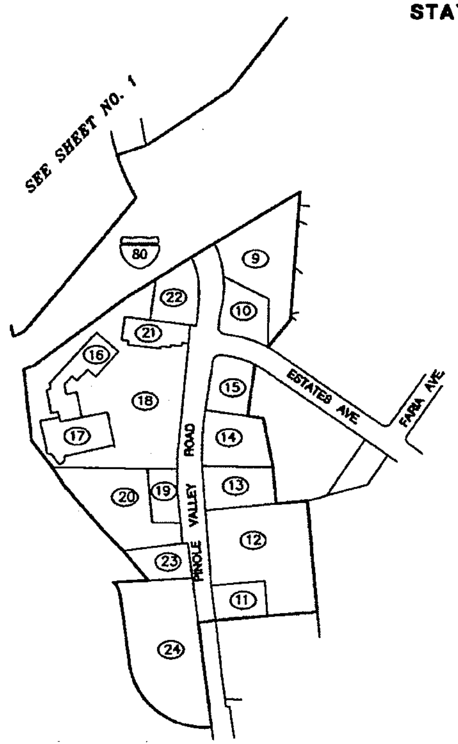
3 ASSESSMENT NO.

SDS
SPECIAL DISTRICT SERVICES
P.O. Box 892727
Temecula, CA 92589
(877) 688-6999

SHEET 2 OF 2

# ASSESSMENT DIAGRAM
## PINOLE VALLEY LANDSCAPE AND LIGHTING ASSESSMENT DISTIRCT
## ZONE B

CITY OF PINOLE
COUNTY OF CONTRA COSTA
STATE OF CALIFORNIA




**ASSESSMENT ID**

| Assessment Number | APN | ZONE |
|---|---|---|
| 9 | 360-150-043 | B |
| 10 | 360-150-044 | B |
| 11 | 360-010-028 | B |
| 12 | 360-010-029 | B |
| 13 | 360-010-030 | B |
| 14 | 360-010-031 | B |
| 15 | 360-010-033 | B |
| 16 | 401-310-002 | B |
| 17 | 401-310-003 | B |
| 18 | 401-310-010 | B |
| 19 | 401-310-012 | B |
| 20 | 401-310-013 | B |
| 21 | 401-310-017 | B |
| 22 | 401-310-018 | B |
| 23 | 430-330-022 | B |
| 24 | 430-330-027 | B |

200 100 0 200
SCALE: 1" = 200'
GRAPHIC SCALE

LEGEND
ANNEXATION BOUNDARY
PARCEL LINES
21 ASSESSMENT NO.

N|B|S 32605 Temecula Parkway, Suite 100 Temecula, CA 92592
Local Government Solutions

Return to Agenda

# CITY COUNCIL REPORT

12A

**DATE:** JUNE 21, 2022

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** OVERVIEW OF PUBLIC BANKING AND PROVIDE POSSIBLE DIRECTION TO CITY STAFF

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## RECOMMENDATION

Receive a presentation providing an overview of public banking in California and possibly provide direction to City staff to take next steps to explore establishing a public bank in Pinole.

## BACKGROUND

The City Council requested a future City Council agenda item to learn more about public banking, including benefits it might provide for local economic development and as a potential source of new City revenue.

## DISCUSSION AND ANALYSIS

A public bank is a financial institution operated in the public interest and owned by a municipality or state. Assembly Bill (AB) 857, which was signed into law in 2019, gave local governments in California the legal ability to create public banks.

Global Investment Company (GIC), based in Oakland, has been contracted by the City of Pinole to provide an overview of public banking to the Council, staff, and community. GIC has expertise in public banking and was commissioned in 2018 to prepare a Multi-Jurisdictional Public Banking Feasibility Study for the cities of Oakland, Richmond, and Berkeley and Alameda County. The orientation provided by GIC to the Pinole City Council will include benefits and challenges of public banking.

## FISCAL IMPACT

There is no fiscal impact to receiving this presentation other than the cost of professional services from GIC, which is not to exceed $8,200.

## ATTACHMENTS

None