PINOLE CITY COUNCIL
AGENDA

TUESDAY
JUNE 18, 2019

6:00 P.M.

NOTE: NO CLOSED SESSION

2131 Pear Street, Pinole, California

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

Public Comment: The public is encouraged to address the City Council on any matter listed on the agenda or on any other matter within its jurisdiction subject to the rules of decorum described in Council Resolution 2019-03. If you wish to address the City Council, please complete the gold card that is provided at the rear entrance to the Council Chambers and hand the card to the City Clerk. City Council will hear public comment on items listed on the agenda during discussion of the matter and prior to a vote. City Council will hear public comment on matters **not** listed on the agenda during Citizens to be Heard, Agenda Item 5.

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. Assisted listening devices are available at this meeting. Ask the City Clerk if you desire to use this device.

Note: Staff reports are available for inspection at the Office of the City Clerk, City Hall, 2131 Pear Street during regular business hours, 8:00 a.m. to 4:30 p.m. Monday – Thursday, and on the City Website at www.ci.pinole.ca.us. You may also contact the City Clerk via e-mail at hiopu@ci.pinole.ca.us

COUNCIL MEETINGS ARE TELEVISED 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. City Council meetings are video-streamed live on the City's website, and remain archived on the site for five (5) years.

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

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

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

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

3. CONVENE TO A CLOSED SESSION

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

<u>NO CLOSED SESSION SCHEDULED</u>

4. RECONVENE IN OPEN SESSION TO ANNOUNCE RESULTS OF CLOSED SESSION

5. CITIZENS TO BE HEARD (Public Comments)

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

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

B. Presentations / Recognitions

1. City of Pinole Surveillance Camera Update by Police Department and ODIN Systems

7. 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 Meeting of May 28, 2019.

B. Receive the June 1, 2019 – June 14, 2019 List of Warrants in the Amount of $741,130.65 and the June 14, 2019 Payroll in the Amount of $486,861.54

C. Adopt Resolution Establishing the FY 2019-20 Appropriations Limit **[Action: Adopt Resolution Per Staff Recommendation (A. Miller)]**

D. Approving A Side Letter To The Memorandum Of Understanding Between The City Of Pinole And IAFF Local 1230 To Continue The Paramedic Incentive Pay For The Classification Of Captain **[Action: Adopt Resolution Per Staff Recommendation (Fitzer)]**

E. Approving The Pinole Salary Schedule For All Represented And Unrepresented Employee Classifications In Conformance With California Code Of Regulations, Title 2, Section 570.5 **[Action: Adopt Resolution Per Staff Recommendation (De La Rosa)]**

F. Resolution Forgiving Outstanding Balance Of Loan To Pinole Assisted Living Community And Consenting To Dissolution **[Action: Adopt Resolution Per Staff Recommendation (Mog)]**

G. Authorizing The City Manager To Enter Into A Contract With Tri Commercial In The Amount Not To Exceed 6% Of The Sales Price To Provide Commercial Real Estate Broker Services For The Sale Of Several Former Redevelopment And Housing Assets **[Action: Adopt Resolution Per Staff Recommendation (De La Rosa)]**

H. Approve An Amendment To City Manager And City Clerk Employment Agreements **[Action: Adopt Resolutions Per Staff Recommendation (De La Rosa)]**

I. Approve An Amendment To The Contract With Raney Planning And Management Inc. For Environmental Review In An Amount Not To Exceed $18,000 **[Action: Adopt Resolution Per Staff Recommendation (T. Miller)]**

8. 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. Conduct A Public Hearing, FY 2018-19 Annual Review Of Utility Users Tax, And Adoption Of A Resolution Modifying Household Income Eligibility Thresholds For Utility Users Tax Exemptions For FY 2019-20 **[Action: Adopt Resolution per Staff Recommendation (A. Miller)]**

B. Conduct A Public Hearing And Adopt The City Of Pinole Proposed FY 2019-20 Operations Budget **[Action: Adopt Resolution Per Staff Recommendation (A. Miller)]**

C. Conduct A Public Hearing And Adopt A Resolution Confirming The Assessments And Ordering The Levy For The Pinole Valley Road Landscape And Lighting Assessment District For Fiscal Year 2019/2020 **[Action: Adopt Resolution Per Staff Recommendation (T. Miller)]**

D. Conduct A Public Hearing, Receive And File Report Regarding Previously Approved Sewer Rate Increase **[Action: Receive And File Report (T. Miller)]**

9. OLD BUSINESS

NONE

10. NEW BUSINESS

NONE

11. 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

12. ADJOURNMENT to the Regular City Council Meeting of July 2, 2019 In Remembrance of Amber Swartz.

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

POSTED: June 13, 2019 at 4:00 P.M.

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Heather Iopu, CMC
City Clerk

SPECIAL CITY COUNCIL MEETING
MINUTES
May 28, 2019

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

The City Council Meeting was held in the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Murray called the Special Meeting of the City Council to order at 6:08 p.m. and led the Pledge of Allegiance.

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

A. COUNCILMEMBERS PRESENT

Peter Murray, Mayor
Roy Swearingen, Mayor Pro Tem
Norma Martinez-Rubin, Councilmember
Vincent Salimi, Councilmember
Anthony Tave, Councilmember

B. STAFF PRESENT

Michelle Fitzer, City Manager
Hector De La Rosa, Assistant City Manager
Heather Iopu, City Clerk
Eric Casher, City Attorney
Neil Gang, Police Chief
Scott Kouns, Fire Chief
Andrea Miller, Finance Director
Tamara Miller, Development Services Director/City Engineer

City Clerk Iopu announced the agenda was posted on May 23, 2019 at 4:00 p.m. All legally required notice was provided.

City Clerk Iopu announced that an additional item pertaining to Item 4A of the agenda was provided at the dais for the Council and copies were placed at the rear of the Chamber for the public.

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

3. CITIZENS TO BE HEARD (Public Comments)

At 6:08 pm, the Mayor inquired if there were any Public Comments. The following speaker addressed the City Council:

Rafael Menis, resident of Pinole, made an inquiry as to the City's policy and Brown Act requirement regarding submitting speaker cards at Council meetings. Requested left hand lane turn lights be installed at the Appian and San Pablo Avenue intersection.

City Attorney Casher, Mayor Murray and Councilmember Swearingen addressed the public comment.

4. WORKSHOP ITEM

A. Review Proposed FY 2019/20 Operating Budget **[Action: Discuss and provide direction (A. Miller)]**

Finance Director Miller presented report and outlined the proposed budget.

Councilmembers asked questions and held discussion regarding fund balance management, details of report, per capita and FTE expenditures for Pinole as compared with neighboring municipalities, financial contingency plan, financial reserves, trending of funds, sources of revenue, and history of tax revenue sources.

City Manager Fitzer and Finance Director Miller provided clarification and details of the report to address questions.

The following speakers addressed the City Council:

Rafael Menis, resident of Pinole, made comments regarding the details of the report, discussed budget overview comparison section, Proposition 13 imposed limitations on property tax, and User Utilities Tax, and asked that additional information be provided in the next budget related report that comes to Council.

Bob Kopp, resident of Pinole, thanked Finance Director Miller for doing a fantastic job on the report. Stated that the City Council should have waited until after the Special Budget Workshop to approve the Library agreement with the County.

Councilmembers and staff addressed the public comments.

City Manager Fitzer made closing comments and outlined additional changes to the budget that staff will attempt to implement before its adoption at the June 18, 2019 Council meeting.

Mayor Murray made comments about the recent financial audit and the praise that the auditor gave the City regarding its level of transparency in its financial management and procedures.

Councilmembers thanked Finance Director Miller and recognized her for her hard work in the budget process.

5. ADJOURNMENT to the Regular City Council Meeting of June 4, 2019 In Remembrance of Amber Swartz.

At 7:32 p.m., Mayor Murray adjourned to the Regular City Council Meeting of June 4, 2019 In Remembrance of Amber Swartz.

Submitted by:

Heather Iopu, CMC
City Clerk

Approved by City Council:

WARRANT LISTING
By Vendor Name

City of Pinole, CA

Payment Dates 06/01/2019 - 06/14/2019

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 4LE00 - 4LEAF, INC.					
J1909A12	91211	06/14/2019	100-465-42101	ON-CALL BUILDING DEPT SEVICES	8,153.50
J1909A12	91211	06/14/2019	212-461-42101	ON-CALL BUILDING DEPT SEVICES	21,802.50
J1909A12	91211	06/14/2019	212-462-42101	ON-CALL BUILDING DEPT SEVICES	8,153.50
				Vendor 4LE00 - 4LEAF, INC. Total:	**38,109.50**
Vendor: ALA07 - ALAMEDA COUNTY FIRE DEPARTMENT					
2018-19-414	91212	06/14/2019	100-231-47104	FIRE APPARATUS REPAIR AND SERVICE	1,855.98
				Vendor ALA07 - ALAMEDA COUNTY FIRE DEPARTMENT Total:	**1,855.98**
Vendor: 1487 - ALICE SANKEY					
53119	91213	06/14/2019	209-20015	GIFT SHOP SENIOR CENTER	19.00
				Vendor 1487 - ALICE SANKEY Total:	**19.00**
Vendor: 1571 - ALTEC, INC					
7393352	91214	06/14/2019	160-345-47104	DUMP TRUCK- PW	82,303.24
				Vendor 1571 - ALTEC, INC Total:	**82,303.24**
Vendor: AME52 - AMERICAN MESSAGING SERVICE, LLC					
W4102378TF	91215	06/14/2019	100-231-43101	PAGERS- FD	25.82
				Vendor AME52 - AMERICAN MESSAGING SERVICE, LLC Total:	**25.82**
Vendor: TUC03 - ANITA L. TUCCI-SMITH, LLC					
08-PINOLE WW-FY18/19	91216	06/14/2019	500-641-42101	MINUTES FOR PINOLE/HERCULES WASTEWATER SUBCOMMITTE	337.50
PC09PINOLE-FY18/19	91216	06/14/2019	212-461-42514	MINUTES FOR PLANNING COMMISSIOIN	450.00
				Vendor TUC03 - ANITA L. TUCCI-SMITH, LLC Total:	**787.50**
Vendor: ROD01 - ANNETTE RODRIGUEZ					
60319	91146	06/07/2019	209-552-43802	EXERCISE 15 CLASSES SC	675.00
				Vendor ROD01 - ANNETTE RODRIGUEZ Total:	**675.00**
Vendor: ARA01 - ARAMARK UNIFORM SERVICES					
000704315924	91217	06/14/2019	100-231-44410	MONTHLY STATEMENT 3/31/19 MISSING INV - FIRE	123.91
21621761	91147	06/07/2019	100-343-42514	SAFETY CLOTHING/UNIFORMS-PW	54.56
				Vendor ARA01 - ARAMARK UNIFORM SERVICES Total:	**178.47**
Vendor: 1582 - ARLENE EDWARDS					
61019	91218	06/14/2019	209-20308	PSC MAIN HALL RENTAL 6/8/19 DEPOSIT REFUND	500.00
				Vendor 1582 - ARLENE EDWARDS Total:	**500.00**
Vendor: ARM04 - ARMOR LOCKSMITH SERVICES					
69159	91219	06/14/2019	100-231-42108	DEY DUPLICATE	58.93
				Vendor ARM04 - ARMOR LOCKSMITH SERVICES Total:	**58.93**
Vendor: ASC03 - ASCAP					
60419	91148	06/07/2019	209-551-42101	LICENSE FEES 1/01/2019-5/31/2020	360.75
				Vendor ASC03 - ASCAP Total:	**360.75**
Vendor: ATT01 - AT&T					
287274105793X05282019	91149	06/07/2019	215-341-43101	I-80 MOBILITY PROJECT APRIL/MAY 2019	154.44

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
287277095767X05282019	91149	06/07/2019	215-341-43101	I-80 MOBILITY PROJECT APRIL/MAY 2019	154.44
				Vendor ATT01 - AT&T Total:	**308.88**
Vendor: BAY04 - BAY AREA BARRICADE SVC.					
0001678	91150	06/07/2019	205-227-42107	SUPPLIES/PARTS- PD	394.22
0002992	91150	06/07/2019	100-342-42514	SUPPLIES/PARTS	76.07
				Vendor BAY04 - BAY AREA BARRICADE SVC. Total:	**470.29**
Vendor: BAY34 - BAY AREA NEWS GROUP					
0001197670	91220	06/14/2019	212-461-42514	MONTHLY STATMENT CLASSIFIED ADVERTISEMENT	118.80
				Vendor BAY34 - BAY AREA NEWS GROUP Total:	**118.80**
Vendor: 1250 - BAY AREA TRUCK REPAIR & SERVICE					
10989	91151	06/07/2019	500-641-42107	VEHICLE MAINTENANCE- CORP YARD	300.00
				Vendor 1250 - BAY AREA TRUCK REPAIR & SERVICE Total:	**300.00**
Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS					
5731235	91152	06/07/2019	209-552-43804	FOOD PROGRAM SC	732.54
5735946	91152	06/07/2019	209-552-43804	FOOD PROGRAM SC	799.85
5736637	91152	06/07/2019	209-552-43804	FOOD PROGRAM SC	26.60
5742107	91221	06/14/2019	209-552-43804	FOOD PROGRAM SC	884.10
				Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:	**2,443.09**
Vendor: BLU03 - BLUE LAGOON POOL SERVICE					
14695	91222	06/14/2019	209-557-42108	WINTER POOL SERVICE	1,100.00
				Vendor BLU03 - BLUE LAGOON POOL SERVICE Total:	**1,100.00**
Vendor: UME00 - BRIAN UMEKI					
60319	91153	06/07/2019	209-552-43802	TAI CHI CLASSES SC	369.25
				Vendor UME00 - BRIAN UMEKI Total:	**369.25**
Vendor: BUC03 - BUCHANAN AUTO ELECTRIC					
C57281	91223	06/14/2019	500-641-42107	PARTS	261.97
				Vendor BUC03 - BUCHANAN AUTO ELECTRIC Total:	**261.97**
Vendor: CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS					
JUNE 2019	91154	06/07/2019	100-231-41008	LONG TERM DISABILITY PLAN	245.00
				Vendor CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS Total:	**245.00**
Vendor: 1578 - CALIFORNIA POLICE CHIEF ASSOCIATION					
12639	91155	06/07/2019	100-221-42401	MEMBERSHIP RENEWAL THROUGH 6/30/2020- Gene Alameda	145.00
12819	91155	06/07/2019	100-221-42401	MEMBERSHIP RENEWAL THROUGH 6/30/2020- Neil Gang	440.00
21638	91155	06/07/2019	100-221-42401	MEMBERSHIP RENEWAL THROUGH 6/30/2020- Math Avery	145.00
				Vendor 1578 - CALIFORNIA POLICE CHIEF ASSOCIATION Total:	**730.00**
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000015688897	91224	06/14/2019	100-117-41004	ANNUAL UNF ACC LIAB AS OF JUNE 30, 2016 ID 25717	74,423.41
100000015688906	91224	06/14/2019	100-117-41004	ANNUAL UNF ACC LIAB AS OF JUNE 30, 2016 ID 675	75,834.67
100000015688914	91224	06/14/2019	100-117-41004	ANNUAL UNF ACC LIAB AS OF JUNE 30, 2016 ID 25716	140.32
100000015688922	91224	06/14/2019	100-117-41004	ANNUAL UNF ACC LIAB AS OF JUNE 30, 2016 ID 25717	186.33
100000015688933	91224	06/14/2019	100-117-41004	ANNUAL UNF ACC LIAB AS OF JUNE 30, 2016 ID 27205	144.77
				Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:	**150,729.50**
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
598591	91156	06/07/2019	500-641-44305	SUPPLIES- TP	350.00

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
598704	91156	06/07/2019	500-641-44305	SUPPLIES- TP	1,194.15
				Vendor CAL01 - CALTEST ANALYTICAL LAB Total:	**1,544.15**
Vendor: CCP03 - CCP INDUSTRIES					
IN023117947	91157	06/07/2019	100-343-42514	SAFETY CLOTHING- PW	213.36
IN02317948	91157	06/07/2019	500-641-44410	SAFETY CLOTHING- TP	199.23
IN02319499	91157	06/07/2019	100-343-42514	SUPPLIES- PW	107.65
IN02326153	91225	06/14/2019	100-343-42514	SUPPLIES- TP	111.28
				Vendor CCP03 - CCP INDUSTRIES Total:	**631.52**
Vendor: 1584 - CHRISTINA SAMUELSON					
61419	91226	06/14/2019	100-221-42514	REIMBURSEMENT FOR FOOD PURCHASE FOR PVH STUDENTS	94.82
				Vendor 1584 - CHRISTINA SAMUELSON Total:	**94.82**
Vendor: CIT08 - CITY MECHANICAL, INC					
55577	91158	06/07/2019	100-222-42108	SERVICE- PUBLIC SAFETY BLDG	1,199.78
				Vendor CIT08 - CITY MECHANICAL, INC Total:	**1,199.78**
Vendor: CON16 - CITY OF CONCORD					
77664	91159	06/07/2019	100-341-42201	BUSINESS CARDS- Joseph Bingaman	38.19
77968	91227	06/14/2019	105-231-42101	FIRE SERVICE COMMUNITY WORKSHOP SIGNS	245.00
77969	91227	06/14/2019	209-552-43809	PINOLE SENIOR CENTER NEWSLETTER	306.34
77986	91227	06/14/2019	212-461-42201	PRINTING SERVICES	38.19
				Vendor CON16 - CITY OF CONCORD Total:	**627.72**
Vendor: CON56 - CONCENTRA MEDICAL CENTERS					
64360392	91160	06/07/2019	100-116-42101	REPLACEMENT EXAMS- REC	219.00
64480926	91228	06/14/2019	100-116-42101	DOT PHYS PREPL/ X-RAY- REC/TP	223.50
				Vendor CON56 - CONCENTRA MEDICAL CENTERS Total:	**442.50**
Vendor: CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT					
FY 2018-19	91229	06/14/2019	100-231-42101	DISPATCHING AND COMMUNICATION SERVICES FY 2018-19	157,220.00
				Vendor CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT Total:	**157,220.00**
Vendor: CON73 - CONTRA COSTA COUNTY OFFICE OF THE DISTRICT ATTORNEY					
60619	91230	06/14/2019	704-20011	ASSET FORFEITURE DIS No. 0130981148/19-0022	7,765.66
61419	91230	06/14/2019	704-20011	ASSET FORFEITURE DIS No. 0975603/19-0003	945.73
				Vendor CON73 - CONTRA COSTA COUNTY OFFICE OF THE DISTRICT ATTORNEY Total:	**8,711.39**
Vendor: CON26 - CONTRA COSTA HEALTH SERVICES					
IN0223469	91161	06/07/2019	500-641-44304	TP AZMA CUPA OPERATING PERMIT FOR 2019/2020	3,161.00
IN0224428	91161	06/07/2019	209-557-42514	AZMAT CUPA OPERATION PERMIT FOR 2019/2020	402.00
				Vendor CON26 - CONTRA COSTA HEALTH SERVICES Total:	**3,563.00**
Vendor: CSG01 - CSG CONSULTANTS INC.					
B190637	91231	06/14/2019	212-462-42101	BUILDING PLAN REVIEW SERVICES	270.00
F190308	91231	06/14/2019	100-231-42101	FIRE PLAN REVIEW SERVICES	2,053.14
				Vendor CSG01 - CSG CONSULTANTS INC. Total:	**2,323.14**
Vendor: BRO19 - DENISE BROWN					
53119	91232	06/14/2019	209-20015	GIFT SHOP SENIOR CENTER	40.00
				Vendor BRO19 - DENISE BROWN Total:	**40.00**
Vendor: DEP24 - DEPARTMENT OF ALCHOLIC BEVERAGE CONTROL					
60319	91162	06/07/2019	100-221-42301	CONFERENCE REGISTRATION LOPEZ/ALAMEDA	650.00
				Vendor DEP24 - DEPARTMENT OF ALCHOLIC BEVERAGE CONTROL Total:	**650.00**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
83142376	91163	06/07/2019	100-10601	GAS FOR CORP YARD	2,778.07
83148490	91163	06/07/2019	100-10601	GAS FOR CORP YARD	1,452.92
83157217	91233	06/14/2019	100-10601	GAS FOR CORP YARD	2,090.34
83157246	91233	06/14/2019	100-10602	DIESEL FOR FIRE	3,100.88
				Vendor 1443 - DIESEL DIRECT WEST, INC. Total:	**9,422.21**
Vendor: DIV01 - DIVERSIFIED RISK/HUB INTERNATIONAL					
MAY 2019	91164	06/07/2019	209-552-38112	SPECIAL EVENTS INSURANCE FOR THE MONTH OF MAY	255.99
MAY 2019	91164	06/07/2019	209-554-38112	SPECIAL EVENTS INSURANCE FOR THE MONTH OF MAY	349.02
				Vendor DIV01 - DIVERSIFIED RISK/HUB INTERNATIONAL Total:	**605.01**
Vendor: 1579 - DOWNTOWN FORD SALES					
311381	91234	06/14/2019	105-231-47104	2019 FORD EXPEDITION 4X4	44,763.65
311687	91165	06/07/2019	105-221-47101	2019 FORD ESCAPE SE 4WD- PD	26,578.43
				Vendor 1579 - DOWNTOWN FORD SALES Total:	**71,342.08**
Vendor: DUB03 - DUBLIN SAN RAMON SERVICES DISTRICT					
BACC 2019-22	91166	06/07/2019	500-641-42101	CHEMICALS BID PARTICIPATION-TP	549.00
				Vendor DUB03 - DUBLIN SAN RAMON SERVICES DISTRICT Total:	**549.00**
Vendor: 1070 - DUNBAR SECURITY PRODUCTS, INC.					
4427319	91235	06/14/2019	100-115-42101	MONTHLY SERVICES	191.86
				Vendor 1070 - DUNBAR SECURITY PRODUCTS, INC. Total:	**191.86**
Vendor: EBM01 - EBMUD					
20575-52319	91167	06/07/2019	100-345-43102	2690 BOX CANYON RD-IRRIGATION USE ONLY	137.30
31773-52419	91167	06/07/2019	100-343-43102	2887 SIMAS AVE-IRRIGATION USE ONLY	137.30
32841-52819	91167	06/07/2019	100-345-43102	3790 PINOLE VALLEY RD-IRRIGATION USE ONLY	1,074.99
56324-52319	91167	06/07/2019	100-345-43102	3790 PINOLE VALLEY RD-IRRIGATION USE ONLY	847.52
				Vendor EBM01 - EBMUD Total:	**2,197.11**
Vendor: ELE01 - ELECTRONIC INNOVATIONS					
69154	91236	06/14/2019	500-641-42108	CABLE CARD READER/ACCESS CONTROL INSTALLATION- TP	559.00
				Vendor ELE01 - ELECTRONIC INNOVATIONS Total:	**559.00**
Vendor: 1141 - EMILIE WILLIAMS					
53119	91237	06/14/2019	209-20015	GIFT SHOP SENIOR CENTER	47.00
				Vendor 1141 - EMILIE WILLIAMS Total:	**47.00**
Vendor: 1574 - ERA- Environmental Resources Associates					
903081	91168	06/07/2019	500-641-44305	SUPPLIES- WPCP	371.47
				Vendor 1574 - ERA- Environmental Resources Associates Total:	**371.47**
Vendor: FAR01 - FARMER BROS. COFFEE					
69102123	91169	06/07/2019	209-552-43804	COFFEE AND SEASONING SENIOR CENTER	586.60
				Vendor FAR01 - FARMER BROS. COFFEE Total:	**586.60**
Vendor: FIS01 - FISHER SCIENTIFIC					
1595710	91170	06/07/2019	500-641-44303	LAB SUPPLIES- TP	119.10
				Vendor FIS01 - FISHER SCIENTIFIC Total:	**119.10**
Vendor: FOR02 - FORENSIC SERVICES DIVISION					
PINPD-1904	91171	06/07/2019	100-222-42101	ALCHOHOL/TOXOLOGY/ANALYSIS- PD	3,475.00
				Vendor FOR02 - FORENSIC SERVICES DIVISION Total:	**3,475.00**
Vendor: FOS01 - FOSTER FLOW CONTROL					
19-3159	91172	06/07/2019	500-641-42107	WASTING VALVE- TP	464.31

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
19-3160	91238	06/14/2019	500-641-42107	PARTS- TP	1,083.69
				Vendor FOS01 - FOSTER FLOW CONTROL Total:	1,548.00
Vendor: HAC01 - HACH COMPANY					
11434487	91173	06/07/2019	500-641-44305	SUPPLIES- TP	1,510.58
11451171	91173	06/07/2019	500-641-44305	SUPPLIES- TP	52.00
11454988	91173	06/07/2019	500-641-44305	SUPPLIS- TP	26.27
11455239	91173	06/07/2019	500-641-44305	SUPPLIES- TP	262.58
				Vendor HAC01 - HACH COMPANY Total:	1,851.43
Vendor: HAR01 - HARRINGTON IND.PLASTICS					
006L0857	91239	06/14/2019	500-641-42107	PARTS/SUPPLIES- TP	71.66
				Vendor HAR01 - HARRINGTON IND.PLASTICS Total:	71.66
Vendor: 1161 - HINDERLITER, DE LLAMAS & ASSOCIATES					
0031368-IN	91240	06/14/2019	100-115-42101	CONTRACT SRVC SALES TAX 2ND QUARTER	1,906.21
				Vendor 1161 - HINDERLITER, DE LLAMAS & ASSOCIATES Total:	1,906.21
Vendor: 1575 - HUNT & SONS, INC					
43197	91174	06/07/2019	500-641-42107	CHEV MULTIFAK EP 000- CORP YARD	352.74
				Vendor 1575 - HUNT & SONS, INC Total:	352.74
Vendor: SMI23 - IRINA SMIRNOVA					
53119	91241	06/14/2019	209-20015	GIFT SHOP SENIOR CENTER	32.00
				Vendor SMI23 - IRINA SMIRNOVA Total:	32.00
Vendor: MOO14 - ISSAC MOORE					
60319	91175	06/07/2019	209-552-43802	EXERCISE CLASS SC	45.00
				Vendor MOO14 - ISSAC MOORE Total:	45.00
Vendor: COR15 - JACQUELINE L CORL-SEIDEL					
60319	91176	06/07/2019	209-552-43802	BALANCE/GENGLE YOGA CLASSES SC	528.15
				Vendor COR15 - JACQUELINE L CORL-SEIDEL Total:	528.15
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
91494	91177	06/07/2019	100-343-42108	UNE JANITORIAL SERVICES PW	449.00
91495	91177	06/07/2019	209-552-42108	JUNE JANITORIAL SERVICES SENIOR CENTER	415.00
91496	91177	06/07/2019	209-553-42108	JUNE JANITORIAL SERVICES- TINY TOTS	370.00
91881	91242	06/14/2019	209-552-42108	DEEP CLEANINING OF FLOORS- TINY TOTS	560.00
				Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:	1,794.00
Vendor: MAG09 - JOANNE MAGDA					
60319	91178	06/07/2019	209-552-43802	EXERCISE 8 CLASSES SENIOR CENTER	360.00
				Vendor MAG09 - JOANNE MAGDA Total:	360.00
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000028110	91243	06/14/2019	500-641-44302	SLUDGE TO LANDFILL- TP	4,604.58
4212-000028147	91243	06/14/2019	500-641-44302	SLUDGE TO LANDFILL- TP	4,096.02
				Vendor KEL09 - KELLER CANYON LANDFILL Total:	8,700.60
Vendor: 1586 - KEVIN LEE AND THOMAS F. MCKENNA C/O LAW OFFICES OF THOMAS F. MCKENNA					
60619	91244	06/14/2019	704-20011	ASSET FORFEITURE DIS No. 0130981148/0022	5,000.00
				Vendor 1586 - KEVIN LEE AND THOMAS F. MCKENNA C/O LAW OFFICES OF THOMAS F. MCKENNA Total:	5,000.00
Vendor: LAN01 - LANER ELECTRIC SUPPLY,INC					
891118	91179	06/07/2019	100-343-42514	SERVICES/MAINTENANCE- PW	286.96
				Vendor LAN01 - LANER ELECTRIC SUPPLY,INC Total:	286.96
Vendor: LAR04 - LARRY WALKER ASSOCIATES					
00243.10-23	91245	06/14/2019	500-641-42101	NPDES PERMIT REISSURANCE AND REG ASSISTANCE	258.00
				Vendor LAR04 - LARRY WALKER ASSOCIATES Total:	258.00

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: LOP05 - LESLIE LOPEZ					
60319	91180	06/07/2019	100-222-42514	REIMBURSEMENT FOR PURCHASE OF FOOD AND SUPPLIES	196.86
				Vendor LOP05 - LESLIE LOPEZ Total:	**196.86**
Vendor: 1450 - LIKIBER INC. -Rubenstein Supply Company					
S1997768.001	91181	06/07/2019	100-222-42108	SUPPLIES/PARTS	24.82
				Vendor 1450 - LIKIBER INC. -Rubenstein Supply Company Total:	**24.82**
Vendor: MAL02 - MALTBY ELEC.SUPPLY CO,INC					
S1864391.001	91246	06/14/2019	500-641-42107	SUPPLIES- TP	683.16
				Vendor MAL02 - MALTBY ELEC.SUPPLY CO,INC Total:	**683.16**
Vendor: 1566 - MANAGEMENT PARTNERS, INC.					
07356	91182	06/07/2019	106-110-42101	1ST PHASE COUNCIL TEAM BLDG & COMMUNICTY STATEGIC	3,000.00
				Vendor 1566 - MANAGEMENT PARTNERS, INC. Total:	**3,000.00**
Vendor: MAN01 - MANNA FOODS, INC.					
908446	91183	06/07/2019	209-552-43804	FOOD PROGRAM SC	211.15
914341	91247	06/14/2019	209-552-43804	LUNCH PROGRAM SC	219.35
				Vendor MAN01 - MANNA FOODS, INC. Total:	**430.50**
Vendor: GUT05 - MANNY GUTIERREZ					
60319	91184	06/07/2019	209-552-43806	BALL ROM MUSIC	500.00
				Vendor GUT05 - MANNY GUTIERREZ Total:	**500.00**
Vendor: IRV03 - MARGARET M IRVIN					
60319	91185	06/07/2019	209-552-43802	WRITING CLASS SC	58.10
				Vendor IRV03 - MARGARET M IRVIN Total:	**58.10**
Vendor: 1580 - MARIA MUNOS					
60419	91186	06/07/2019	100-000-31510	REFUND BUSINESS LICENSE APPLICATION- OUTSIDE CITY	234.02
				Vendor 1580 - MARIA MUNOS Total:	**234.02**
Vendor: MOO12 - MOORE K-9 SERVICES, INC.					
5-2019	91248	06/14/2019	100-221-42514	Police Servce Dog Maintenance Training	800.00
				Vendor MOO12 - MOORE K-9 SERVICES, INC. Total:	**800.00**
Vendor: MYE01 - MYERS STEVENS & TOOHEY CO					
1314707	91187	06/07/2019	100-221-41008	DISABILITY INSURANCE PREMIUMS	504.90
1314707	91187	06/07/2019	100-223-41008	DISABILITY INSURANCE PREMIUMS	236.50
1314707	91187	06/07/2019	105-221-41008	DISABILITY INSURANCE PREMIUMS	89.10
1314707	91187	06/07/2019	204-227-41008	DISABILITY INSURANCE PREMIUMS	59.40
				Vendor MYE01 - MYERS STEVENS & TOOHEY CO Total:	**889.90**
Vendor: MEJ04 - NORMA D. MEJIA					
60319	91188	06/07/2019	209-552-43802	ZUMBA CLASSES SC	743.40
				Vendor MEJ04 - NORMA D. MEJIA Total:	**743.40**
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
SK05793N619	91189	06/07/2019	209-554-42108	MAINTENACE PINOLE YOUTH CENTER	185.66
SK65465N619	91189	06/07/2019	100-343-42108	MAINTENANCE CITY HALL	109.55
SK65542N619	91189	06/07/2019	100-222-42108	MAIINTENANCE CITY OF PINOLE	109.50
				Vendor OTI01 - OTIS ELEVATOR COMPANY Total:	**404.71**
Vendor: 1555 - OWEN EQUIPMENT					
000045744	91190	06/07/2019	207-344-42107	PARTS- PW	669.39
				Vendor 1555 - OWEN EQUIPMENT Total:	**669.39**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: PGE01 - P.G.& E.					
JUNE 19-0887	91249	06/14/2019	200-342-43103	PINON AVE & SAN PABLO AVE TRAFFIC SIGNAL	61.23
JUNE 19-1093	91249	06/14/2019	500-642-43103	W END/HAZEL AVE SEWAGE PLANT	527.76
MAY 19-4256	91191	06/07/2019	500-641-43103	11 TENNANT AVE	47,187.21
MAY 19-4430	91191	06/07/2019	100-345-43103	S/O MARLESTA 1ST POLE-SPRINKLER CONTROLLER	10.24
MAY 19-6521	91191	06/07/2019	200-342-43103	IFO 971 SAN PABLO AVE-TRAFFIC SIGNAL CONTROL	84.34
MAY 19-6747	91191	06/07/2019	200-342-43103	RAMONA & PINOLE VALLEY-TRAFFIC SIGNAL & ST LIGHT	57.32
MAY 19-6897	91191	06/07/2019	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	49.61
MAY 19-7547	91191	06/07/2019	100-222-43103	880 Tennent Ave-Public Safety Facility	2,818.81
MAY 19-7547	91191	06/07/2019	100-223-43103	880 Tennent Ave-Public Safety Facility	563.76
MAY 19-7547	91191	06/07/2019	100-231-43103	880 Tennent Ave-Public Safety Facility	2,255.05
MAY 19-8511	91191	06/07/2019	100-345-43103	W/S PINOLE SHORES DR-SPRINKLER CONTROLLER	11.21
MAY 19-9929	91191	06/07/2019	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	25.21
MAY 19-9961	91191	06/07/2019	209-552-43103	2500 CHARLES ST-SENIOR CENTER	3,089.53
UNE 19-2182	91249	06/14/2019	200-342-43103	OAKRIDGE/SAN PABLO AVE TRAFFIC SIGNAL	60.49
				Vendor PGE01 - P.G.& E. Total:	**56,801.77**
Vendor: PAC41 - PACIFIC ECORISK					
15460	91192	06/07/2019	500-641-44305	NPDES TOXICITY TESTION- TP	1,046.00
				Vendor PAC41 - PACIFIC ECORISK Total:	**1,046.00**
Vendor: 1581 - PAPE MATERIALS GROUP INC					
19035958	91193	06/07/2019	100-343-42107	SERVICES- TP	566.56
19036146	91193	06/07/2019	100-342-42107	SERVICES- TP	2,594.77
				Vendor 1581 - PAPE MATERIALS GROUP INC Total:	**3,161.33**
Vendor: CLA02 - PATRICIA A. CLARK					
53119	91250	06/14/2019	209-556-42101	STIPEND MAY 2019 COORDINATOR	750.00
				Vendor CLA02 - PATRICIA A. CLARK Total:	**750.00**
Vendor: ARA09 - PATRICIA ARAGON					
53119	91251	06/14/2019	209-20015	GIFT SHOP SENIOR CENTER	12.00
				Vendor ARA09 - PATRICIA ARAGON Total:	**12.00**
Vendor: JAR01 - PINOLE GOODYEAR					
MAY 25 19-1328	91252	06/14/2019	100-221-42107	MAY STATEMENT PAID IN FULL	366.23
MAY 25 19-1328	91252	06/14/2019	100-221-42107	MAY STATEMENT PAID IN FULL	357.21
				Vendor JAR01 - PINOLE GOODYEAR Total:	**723.44**
Vendor: PIT01 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC					
3103169740	91253	06/14/2019	525-118-42107	DIGITAL MAILING SYSTEM LEASE- IT	441.57
				Vendor PIT01 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC Total:	**441.57**
Vendor: 1009 - PRECISION IT CONSULTING					
9583	91254	06/14/2019	100-223-47102	NEW WORKSTATION FOR DISPATCH #451	2,740.00
				Vendor 1009 - PRECISION IT CONSULTING Total:	**2,740.00**
Vendor: PRO18 - PROTECTION 1 / ADT					
JUNE 19-0999	91255	06/14/2019	209-553-42108	TINY TOTS ALARM MONITORING SVCS	73.32
				Vendor PRO18 - PROTECTION 1 / ADT Total:	**73.32**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: QUI10 - QUINN'S UNIFORMS					
93078	91256	06/14/2019	100-222-44410	UNIFORM SERVICES- PD	10.76
				Vendor QUI10 - QUINN'S UNIFORMS Total:	**10.76**
Vendor: RAN06 - RANEY PLANNING & MANAGEMENT, INC.					
1812E-4	91257	06/14/2019	212-20012	SUB-CONSULTANT EXPENSES FOR DEC 2018	1,540.00
				Vendor RAN06 - RANEY PLANNING & MANAGEMENT, INC. Total:	**1,540.00**
Vendor: RIC06 - RICHMOND BLUEPRINT					
5953	91194	06/07/2019	212-462-42201	PRINTING SERVICES	1,122.00
5962	91258	06/14/2019	100-465-42201	1 OTC PRINTING	635.51
5963	91258	06/14/2019	100-465-42201	1 OTC PRINTING	635.51
				Vendor RIC06 - RICHMOND BLUEPRINT Total:	**2,393.02**
Vendor: 1572 - RONEN VARSHA					
60319	91195	06/07/2019	209-20308	REFUND PSC MAIN HALL RENTAL DEPOSIT	500.00
				Vendor 1572 - RONEN VARSHA Total:	**500.00**
Vendor: SWE00 - ROY SWEARINGEN					
60419	91196	06/07/2019	100-110-42302	REIMBURSEMENT FOR MILAGE AND PARKING	329.80
				Vendor SWE00 - ROY SWEARINGEN Total:	**329.80**
Vendor: 1573 - RUTH TAYLOR					
52819	91197	06/07/2019	209-20308	DEPOSIT REFUND PSC MAIN HALL	410.00
				Vendor 1573 - RUTH TAYLOR Total:	**410.00**
Vendor: WEB10 - SHEILA WEBB					
60319	91198	06/07/2019	209-552-43802	WATERCOLOR CLASS SC	313.60
				Vendor WEB10 - SHEILA WEBB Total:	**313.60**
Vendor: SHR02 - SHRED DEFENSE INC					
30499	91199	06/07/2019	100-222-42101	ON SITE PULVERIZATION SERVICES- PD	161.20
30569	91199	06/07/2019	100-222-42101	ON SITE PULVERIZATION SERVICES- PD	161.20
				Vendor SHR02 - SHRED DEFENSE INC Total:	**322.40**
Vendor: SIE09 - SIERRA TRUCK AND VAN, INC.					
290529009	91259	06/14/2019	100-343-42107	VEHICLE MAINTENACE/REPAIR	238.32
				Vendor SIE09 - SIERRA TRUCK AND VAN, INC. Total:	**238.32**
Vendor: SQU00 - SQUARE DEAL GARAGE					
27894	91200	06/07/2019	209-552-42107	MAINTENANCE- SC	650.00
27895	91200	06/07/2019	100-221-42107	VEHICLE MAINTENANCE- PD	91.35
27900	91200	06/07/2019	100-221-42107	VEHICLE MAINTENANCE- PD	91.35
27935	91200	06/07/2019	500-641-42107	PARTS- TP	401.81
				Vendor SQU00 - SQUARE DEAL GARAGE Total:	**1,234.51**
Vendor: STE20 - STERICYCLE, INC.					
3004702662	91201	06/07/2019	100-222-42101	PROFESSIONAL SERVICES- PD	53.12
				Vendor STE20 - STERICYCLE, INC. Total:	**53.12**
Vendor: DOD02 - SUSAN BOYLE DODGE					
60319	91202	06/07/2019	209-552-43806	LINE DANCE SENIOR CENTER	180.00
60319-2	91202	06/07/2019	209-552-43802	CWLD CLASS SC	187.60
				Vendor DOD02 - SUSAN BOYLE DODGE Total:	**367.60**
Vendor: 1585 - TABLE MOUNTAIN GROUP, LLC					
3798	91260	06/14/2019	105-221-47101	TRAINING LAB SYSTEM- PD	40,422.50
				Vendor 1585 - TABLE MOUNTAIN GROUP, LLC Total:	**40,422.50**
Vendor: EDJ01 - THE ED JONES CO., INC.					
43381	91203	06/07/2019	100-221-42514	BADGE SSERVICES- PD	150.31
				Vendor EDJ01 - THE ED JONES CO., INC. Total:	**150.31**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: UNI38 - UNIVAR USA INC					
SJ940686	91204	06/07/2019	500-641-44303	CHEMICALS- TP	2,120.21
SJ941197	91204	06/07/2019	500-641-44303	CHEMICALS- TP	3,273.57
SJ942112	91204	06/07/2019	500-641-44303	CHEMICALS- TP	1,982.40
SJ942211	91204	06/07/2019	500-641-44303	CHEMICALS- TP	2,046.05
SJ943127	91261	06/14/2019	500-641-44303	CHEMICALS- TP	3,256.93
SJ943403	91261	06/14/2019	500-641-44303	CHEMICALS- TP	5,646.17
				Vendor UNI38 - UNIVAR USA INC Total:	**18,325.33**
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
244482	91205	06/07/2019	100-343-42514	SANITARY SUPPLIES- CORP YARD	235.15
247546	91205	06/07/2019	100-343-42514	SANITARY SUPPLIES- CORP YARD	371.92
247628	91262	06/14/2019	209-557-42108	SANITARY SUPPLIES YOUTH CENTER	80.39
247629	91262	06/14/2019	209-557-42108	SANITARY SUPPLIES- YOUTH CENTER	132.07
247699	91262	06/14/2019	100-222-42108	SANITARY SUPPLIES- PD	212.97
463281	91262	06/14/2019	100-343-42108	MAY JANITORIAL SERVICES CITY HALL	1,039.00
463282	91262	06/14/2019	100-222-42108	MAY JANITORIAL SERVICES POLICE/PUBLIC SAFETY BLDG	2,283.00
463283	91262	06/14/2019	209-554-42108	MYA JANITORIAL SERVICES SWIM CENTER	477.00
463288	91262	06/14/2019	500-641-42108	MAY JANITORIAL SERVICES TP	493.00
				Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:	**5,324.50**
Vendor: USB06 - US BANK CORPORATE PMN'T.SYSTEM					
MAY 22 2019	91206	06/07/2019	100-20018	MONTHLY STATEMENT FULL PAYMENT	9,924.29
				Vendor USB06 - US BANK CORPORATE PMN'T.SYSTEM Total:	**9,924.29**
Vendor: UTI01 - UTILITY AERIAL, INC.					
50371	91207	06/07/2019	500-642-42107	SERVICES- PW	394.71
				Vendor UTI01 - UTILITY AERIAL, INC. Total:	**394.71**
Vendor: VIN03 - VINCENT ELECTRIC MOTOR CO					
0907729	91263	06/14/2019	500-641-42107	EQUIPMENT/PARTS- TP	1,422.28
				Vendor VIN03 - VINCENT ELECTRIC MOTOR CO Total:	**1,422.28**
Vendor: MOO15 - VIRGINIA MOON					
52819	91208	06/07/2019	209-551-42515	REIMBURSEMENT FOR COMMUNITY SERVICE DAY	61.03
				Vendor MOO15 - VIRGINIA MOON Total:	**61.03**
Vendor: LUK00 - VIVIENNE F. KEARSLEY-LUKE					
60319	91209	06/07/2019	209-552-43802	GENTLE YOGA CLASS SC	91.00
				Vendor LUK00 - VIVIENNE F. KEARSLEY-LUKE Total:	**91.00**
Vendor: 1520 - WEX BANK					
59136683	91210	06/07/2019	100-221-44301	FUEL PURCHASES- PD	447.89
				Vendor 1520 - WEX BANK Total:	**447.89**
Vendor: XYL00 - XYLEM WATER SOLUTIONS U.S.A., INC.					
3556A69062	91264	06/14/2019	500-642-42514	SUPPLIES	11,270.21
				Vendor XYL00 - XYLEM WATER SOLUTIONS U.S.A., INC. Total:	**11,270.21**
				Grand Total:	**741,130.65**

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	373,684.98
105 - Measure S -2006	112,098.68
106 - MEASURE S-2014	3,000.00
160 - EQUIPMENT RESERVE	82,303.24
200 - Gas Tax Fund	312.99
201 - Restricted Real Estate Maintenance Fund	25.21
204 - Police Grants	59.40
205 - Traffic Safety Fund	394.22
207 - NPDES Storm Water Fund	669.39
209 - Recreation Fund	18,689.39
212 - Building & Planning	33,494.99
215 - Measure C and J Fund	308.88
500 - Sewer Enterprise Fund	101,936.32
525 - Information Systems	441.57
704 - Asset Seizure-Unadjudicated	13,711.39
Grand Total:	**741,130.65**

Account Summary

Account Number	Account Name	Payment Amount
100-000-31510	Other Tax/Business License	234.02
100-10601	Gas Tanks/Corp Yard	6,321.33
100-10602	Gas Tanks/Fire Station	3,100.88
100-110-42302	Travel & Training/Mileage,..	329.80
100-115-42101	Prof Svcs/Professional Ser...	2,098.07
100-116-42101	Prof Svcs/Professional Ser...	442.50
100-117-41004	Emp Benefits/PERS Retir...	150,729.50
100-20018	Accounts Payable/CalCard	9,924.29
100-221-41008	Emp Benefits/Long Term ...	504.90
100-221-42107	Prof Svcs/Equipment Mai...	906.14
100-221-42301	Travel & Training/Conf-Re...	650.00
100-221-42401	Dues & Pub/Memberships	730.00
100-221-42514	Admin Exp/Special Depart	1,045.13
100-221-44301	Other Materials Supp/Fuel	447.89
100-222-42101	Prof Svcs/Professional Ser...	3,850.52
100-222-42108	Prof Svcs/Building-Structu...	3,830.07
100-222-42514	Admin Exp/Special Depart	196.86
100-222-43103	Utilities/Electricity & Pow...	2,818.81
100-222-44410	Safety Clothing	10.76
100-223-41008	Emp Benefits/Long Term ...	236.50
100-223-43103	Utilities/Electricity & Pow...	563.76
100-223-47102	FF&E/Computer Equipme...	2,740.00
100-231-41008	Emp Benefits/Long Term ...	245.00
100-231-42101	Prof Svcs/Professional Ser...	159,273.14
100-231-42108	Prof Svcs/Building-Structu...	58.93
100-231-43101	Utilities/Telephone	25.82
100-231-43103	Utilities/Electricity & Pow...	2,255.05
100-231-44410	Safety Clothing	123.91
100-231-47104	FF&E/Vehicles	1,855.98
100-341-42201	Office Expense	38.19
100-342-42107	Prof Svcs/Equipment Mai...	2,594.77
100-342-42514	Admin Exp/Special Depart	76.07
100-343-42107	Prof Svcs/Equipment Mai...	804.88
100-343-42108	Prof Svcs/Building-Structu...	1,597.55
100-343-42514	Admin Exp/Special Depart	1,380.88
100-343-43102	Utilities/Water	137.30
100-345-43102	Utilities/Water	2,059.81
100-345-43103	Utilities/Electricity & Pow...	21.45

Account Summary

Account Number	Account Name	Payment Amount
100-465-42101	Prof Svcs/Professional Ser...	8,153.50
100-465-42201	Office Expense	1,271.02
105-221-41008	Emp Benefits/Long Term ...	89.10
105-221-47101	FF&E/Equipment	67,000.93
105-231-42101	Prof Svcs/Professional Ser...	245.00
105-231-47104	FF&E/Vehicles	44,763.65
106-110-42101	Prof Svcs/Professional Ser...	3,000.00
160-345-47104	FF&E/Vehicles	82,303.24
200-342-43103	Utilities/Electricity & Pow...	312.99
201-343-43103	Utilities/Electricity & Pow...	25.21
204-227-41008	Emp Benefits/Long Term ...	59.40
205-227-42107	Prof Svcs/Equipment Mai...	394.22
207-344-42107	Prof Svcs/Equipment Mai...	669.39
209-20015	Accounts Payable/Vendor...	150.00
209-20308	Deposits Payable/Recreat...	1,410.00
209-551-42101	Prof Svcs/Professional Ser...	360.75
209-551-42515	Admin Exp/Special Events	61.03
209-552-38112	Rental Income/Facility Re...	255.99
209-552-42107	Prof Svcs/Equipment Mai...	650.00
209-552-42108	Prof Svcs/Building-Structu...	975.00
209-552-43103	Utilities/Electricity & Pow...	3,089.53
209-552-43802	Program Cost/Class Fees	3,371.10
209-552-43804	Program Cost/Food Progr...	3,460.19
209-552-43806	Program Cost/Dance Prog...	680.00
209-552-43809	Program Cost/Newsletter	306.34
209-553-42108	Prof Svcs/Building-Structu...	443.32
209-554-38112	Rental Income/Facility Re...	349.02
209-554-42108	Prof Svcs/Building-Structu...	662.66
209-556-42101	Prof Svcs/Professional Ser...	750.00
209-557-42108	Prof Svcs/Building-Structu...	1,312.46
209-557-42514	Admin Exp/Special Depart	402.00
212-20012	Accounts Payable/Contrac..	1,540.00
212-461-42101	Prof Svcs/Professional Ser...	21,802.50
212-461-42201	Office Expense	38.19
212-461-42514	Admin Exp/Special Depart	568.80
212-462-42101	Prof Svcs/Professional Ser...	8,423.50
212-462-42201	Office Expense	1,122.00
215-341-43101	Utilities/Telephone	308.88
500-641-42101	Prof Svcs/Professional Ser...	1,144.50
500-641-42107	Prof Svcs/Equipment Mai...	5,041.62
500-641-42108	Prof Svcs/Building-Structu...	1,052.00
500-641-43103	Utilities/Electricity & Pow...	47,187.21
500-641-44302	Other Materials Supp/Slu...	8,700.60
500-641-44303	Other Materials Supp/Ch...	18,444.43
500-641-44304	Other Materials Supp/Pe...	3,161.00
500-641-44305	Other Materials Supp/Lab...	4,813.05
500-641-44410	Safety Clothing	199.23
500-642-42107	Prof Svcs/Equipment Mai...	394.71
500-642-42514	Admin Exp/Special Depart	11,270.21
500-642-43103	Utilities/Electricity & Pow...	527.76
525-118-42107	Prof Svcs/Equipment Mai...	441.57
704-20011	Accounts Payable/Miscell...	13,711.39
	Grand Total:	**741,130.65**

Project Account Summary

Project Account Key	Payment Amount
None	741,130.65

Project Account Summary

Project Account Key		Payment Amount
None		
	Grand Total:	741,130.65

Approved By: _______ Date: 6-13-19

CITY COUNCIL REPORT 7C

DATE: JUNE 18, 2019

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREA MILLER, FINANCE DIRECTOR

SUBJECT: ADOPT A RESOLUTION ESTABLISHISHING THE FY 2019-20 APPROPRIATIONS LIMIT

RECOMMENDATION

Adopt a resolution establishing the FY 2019-20 Appropriation 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 the expenditure appropriations from tax sources that state and local government are permitted to make in any given year.

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

California Government Code Section 7910 requires each local government to establish its appropriations limit by resolution for each fiscal year. Adoption of the attached resolution will approve the FY 2019-20 Annual Appropriations Limit at $133,389,707.

REVIEW AND ANALYSIS

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

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

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

For FY 2019-20, the respective State and County offices have provided the City with the following optional factors to be used in the Appropriations Limit computation:

Cost of Living

• California Per Capita Personal Income	3.85% increase
• Nonresidential New Construction, Pinole	0.25% increase

Population Change

• Population Change City of Pinole	0.21% increase
• Population Change Contra Costa County	0.70% increase

Staff recommends that the California Per Capita Personal Income cost of living factor be used for this next fiscal year coupled with use of the larger Contra Costa County percentage for the population adjustment factor. The 2019-20 calculation is:

Cost of Living converted to ratio:	$\frac{3.85 + 100}{100}$ = 1.0385%
Population change converted to a ratio:	$\frac{0.70 + 100}{100}$ = 1.0070%
Calculation of factor for FY 2018-19:	1.0385% X 1.0070% = 1.0458%
FY 2018-19 limit:	$127,548,008
FY 2019-20 factor:	x 1.0458
FY 2019-20 Appropriations Limit	$133,389,707

It should be noted that Appropriations Limit applies only to tax revenues, not to revenues such as fees that recover operating costs.

FISCAL IMPACT

The City of Pinole and the Successor Agency to the Pinole Redevelopment Agency anticipate that their tax allocations for FY 2019-20 will be approximately $21,541,178, which is significantly below the authorized spending limit.

ATTACHMENTS

A – Resolution Adopting FY 2019-20 Appropriations Limit
B – State of California Department of Finance Price Factor and Population Information
C – HdL Coren & Cone Nonresidential New Construction, Pinole

RESOLUTION NO. 2019-___

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 2019-20

WHEREAS, Article XIIIB of the Constitution of the State of California requires an appropriations limit for governmental agencies to be established; and

WHEREAS, the implementation of Article XIIIB requires the City Council to determine the appropriations limit according to the State of California.

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

1. The Appropriations Limit for 2018-19 was established at $127,548,008
2. That the adjustments allowable pursuant to the California Constitution which shall be applied to the previous year's limit are the change in population (1.0070% increase in Contra Costa County) and the change in California per capita personal income a 3.85% increase.

3. That the factor has been calculated as follows:
   1.0070 x 1.0385 = 1.0458

4. That said factor, 1.0458 shall be used to adjust the FY 2019-20 Appropriations Limit.

5. That the Appropriations Limit for 2019-20 fiscal year is hereby established as $133,389,707.

FURTHER, BE IT RESOLVED that The City of Pinole tax allocations for FY 2019-20 will be approximately $21,541,178, which is below the authorized spending limit.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 18th day of June 2019 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 **18th** day of **June, 2019.**

____
Heather Iopu, CMC
City Clerk

DEPARTMENT OF FINANCE

GAVIN NEWSOM - GOVERNOR
915 L STREET ■ SACRAMENTO CA ■ 95814-3706 ■ WWW.DOF.CA.GOV

May 2019

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, 2019, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2019-20. 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 2019-20 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, 2019**.

Please Note: The prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY BOSLER
Director
By:

Vivek Viswanathan
Chief Deputy Director

Attachment

May 2019

Attachment A

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 2019-20 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2019-20	3.85

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2019-20 appropriation limit.

2019-20:

Per Capita Cost of Living Change = 3.85 percent
Population Change = 0.47 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.85 + 100}{100} = 1.0385$

Population converted to a ratio: $\frac{0.47 + 100}{100} = 1.0047$

Calculation of factor for FY 2019-20: 1.0385 x 1.0047 = 1.0434

Fiscal Year 2019-20

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2018 to January 1, 2019 and Total Population, January 1, 2019

County City	Percent Change 2018-2019	--- Population Minus Exclusions --- 1-1-18	 1-1-19	Total Population 1-1-2019
Contra Costa				
Antioch	0.56	113,266	113,901	113,901
Brentwood	2.45	62,140	63,662	63,662
Clayton	0.19	11,631	11,653	11,653
Concord	0.31	129,493	129,889	129,889
Danville	0.37	45,103	45,270	45,270
El Cerrito	1.06	25,192	25,459	25,459
Hercules	1.00	25,964	26,224	26,224
Lafayette	0.96	26,077	26,327	26,327
Martinez	0.22	38,406	38,490	38,490
Moraga	0.31	16,886	16,939	16,939
Oakley	1.98	40,949	41,759	41,759
Orinda	0.74	19,331	19,475	19,475
Pinole	0.21	19,458	19,498	19,498
Pittsburg	0.74	72,006	72,541	72,541
Pleasant Hill	0.25	34,969	35,055	35,055
Richmond	0.28	110,128	110,436	110,436
San Pablo	0.25	31,737	31,817	31,817
San Ramon	0.94	83,179	83,957	83,957
Walnut Creek	0.90	69,498	70,121	70,121
Unincorporated	0.55	172,382	173,322	173,406
County Total	0.70	1,147,795	1,155,795	1,155,879

*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

THE CITY OF PINOLE
NONRESIDENTIAL NEW CONSTRUCTION

2017/18 TO 2018/19 TAX YEARS - IN PARCEL NUMBER ORDER

Parcel	Use Category	Owner	Prior Year Improvements	Current Year Improvements	Percent Change
401-150-032-1	Commercial	Z Rentals Lp	692,642	748,994	+ 8.1%
401-350-044-4	Commercial	1700 San Pablo Llc	2,080,464	2,442,821	+ 17.4%
2 Parcels Listed			**2,773,106**	**3,191,815**	**+ 15.1%**

This calculation reflects the 2018/19 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 2018/19 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	418,709
Less Automatic 2.000% Assessors's Inflation Adjustment	-55,462
Actual Change in Non-Residential Valuation	363,247
Change in Total Assessed Value	147,479,257
= Alternate 2019/20 Appropriations Limit Factor	**0.25%**

Includes taxable primary parcels with known nonresidential use codes, no prior lien year transfers, and improvement value increases greater than 2.0%
Change in Total Assessed Value is the assessed value change of the locally assessed secured and unsecured tax rolls.

Data Source: Contra Costa County Assessor 2018/19 Secured Tax Rolls

Prepared On 3/25/2019 By KB

CITY COUNCIL REPORT 7D

DATE: JUNE 18, 2019

TO: MAYOR AND COUNCIL MEMBERS

FROM: MICHELLE FITZER, CITY MANAGER

SUBJECT: APPROVING A SIDE LETTER TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF PINOLE AND IAFF LOCAL 1230 TO CONTINUE THE PARAMEDIC INCENTIVE PAY FOR THE CLASSIFICATION OF CAPTAIN

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving a side letter to the Memorandum of Understanding (MOU) between the City of Pinole and IAFF Local 1230 to continue the Paramedic Incentive Pay for the classification of Captain.

BACKGROUND

For several years the classifications of Firefighter and Engineer have been eligible for a ten percent (10%) Paramedic Incentive Pay. In August 2016 the City Council approved a side letter to the MOU with IAFF Local 1230 to provide this incentive to the classification of Captain as well. That side letter has a sunset date of June 30, 2019.

REVIEW AND ANALYSIS

The City has an interest in ensuring that a Paramedic is always on duty so that we can provide Advanced Life Support (ALS) services to the Community. Considering our staff size, it is currently beneficial for all of the suppression classifications in the Fire Department to be eligible for the Paramedic Incentive Pay in order to achieve the interest of always staffing with a Paramedic. Therefore, the City and IAFF Local 1230 have met and conferred in accordance with the Meyers-Milias-Brown Act regarding a department staffing and overtime policy and removing the sunset date from the previous side letter language. The policy document is key to this issue, as mandating Paramedic/ALS services impacts call-back, hold-over, and overtime provisions. Agreement has been reached regarding the policy, and therefore staff is bringing the side letter forward for Council consideration. The only change from the prior side letter is removal of any reference to a sunset date.

FISCAL IMPACT

There is no fiscal impact, as the Paramedic Incentive is already budgeted.

ATTACHMENTS

A: Resolution
B: Side Letter to the MOU between the City of Pinole and IAFF Local 1230

ATTACHMENT A

RESOLUTION NO. 2019-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING A SIDE LETTER TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF PINOLE AND IAFF LOCAL 1230 TO CONTINUE THE PARAMEDIC INCENTIVE PAY FOR THE CLASSIFICATION OF CAPTAIN

WHEREAS, for several years the classifications of Firefighter and Engineer have been eligible for a ten percent (10%) Paramedic Incentive Pay; and

WHEREAS, in August 2016 the City Council approved a side letter to the MOU with IAFF Local 1230 to provide this incentive to the classification of Captain as well; and

WHEREAS, that side letter has a sunset date of June 30, 2019; and

WHEREAS, the City has an interest in ensuring that a Paramedic is always on duty so that we can provide Advanced Life Support (ALS) services to the Community; and

WHEREAS, considering our staff size, it is currently beneficial for all of the suppression classifications in the Fire Department to be eligible for the Paramedic Incentive Pay in order to achieve the interest of always staffing with a Paramedic; and

WHEREAS, the City and IAFF Local 1230 have met and conferred in accordance with the Meyers-Milias-Brown Act regarding a department staffing and overtime policy and removing the sunset date from the previous side letter language, and reached agreement; and

WHEREAS, the policy document is key to this issue, as mandating Paramedic/ALS services impacts call-back, hold-over, and overtime provisions.

NOW THEREFORE, BE IT RESOLVED that the Pinole City Council does hereby approve a side letter to the Memorandum of Understanding (MOU) between the City of Pinole and IAFF Local 1230 to continue the Paramedic Incentive Pay for the classification of Captain.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 18th day of June, 2019 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 18th day of June, 2019.

____
Heather Iopu, CMC
City Clerk

ATTACHMENT B

SIDE LETTER OF AGREEMENT TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF PINOLE AND IAFF LOCAL 1230
JULY 1, 2017 – JUNE 30, 2020

The City and the IAFF agree that Article 11, *Paramedic Incentive Pay*, shall be amended to read as follows:

"11.6 Engineers and Captains With Paramedic Certification.

Any employee in the Engineer or Captain classification who has their State and County paramedic certification is eligible for the 10% paramedic pay differential. This amount shall not be rolled into base salary, but will be included in their hourly rate for overtime rate purposes.

11.7 Promotion of Firefighter/Paramedic to Engineer.

Any Firefighter/Paramedic who promotes to Engineer shall be required to maintain their paramedic certification for a period of five years. The City, through the Fire Chief, will have the sole discretion to determine the composition of paramedic staffing.

11.8 Promotion to Captain.

Any Firefighter/Paramedic, or Engineer holding a paramedic certification, who promotes to Captain shall be required to maintain their paramedic certification for a period of five years, unless withdrawal from the paramedic program is authorized by the Chief. The City, through the Fire Chief, will have the sole discretion to determine the composition of paramedic staffing."

All other terms, conditions, and provisions of the 2017 – 2020 MOU remain in full force and effect.

FOR THE CITY OF PINOLE:	FOR IAFF:
______________________________	______________________________
Michelle Fitzer, City Manager	Vince Wells, President
Date:__________________________	Date:__________________________

CITY COUNCIL REPORT

7E

DATE: JUNE 18, 2019

TO: MAYOR AND COUNCIL MEMBERS

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

SUBJECT: APPROVING THE PINOLE SALARY SCHEDULE FOR ALL REPRESENTED AND UNREPRESENTED EMPLOYEE CLASSIFICATIONS IN CONFORMANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving the Pinole Salary Schedule for all represented and unrepresented employee classifications in conformance with California Code of Regulations, Title 2, Section 570.5.

BACKGROUND

California Public Employees' Retirement System (CalPERS), pursuant to their interpretation of California Code of Regulations section 570.5, recommends all CalPERS employers maintain their compensation levels in one publicly available document (i.e. Salary Schedule), approved and adopted by the governing body.

REVIEW AND ANALYSIS

A copy of the City's salary schedule is, and has been, posted on the City's website. As compensation for any classification changes outside the ranges, a new salary schedule will be presented to the City Council (quarterly or semi-annually) for approval as a formality to remain in compliance with the CalPERS requirement.

These salary schedules reflect changes due to merit increases, as well as the scheduled 3% cost of living adjustment for all employees in accordance with the collective bargaining agreements.

FISCAL IMPACT

None.

ATTACHMENTS

A Resolution
B Salary Schedules

ATTACHMENT A

RESOLUTION NO. 2019-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, APPROVING THE CITY'S SALARY SCHEDULE FOR ALL REPRESENTED AND UNREPRESENTED EMPLOYEE CLASSIFICATIONS IN CONFORMANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5

WHEREAS, the California Public Employees' Retirement System (CalPERS), has requested all CalPERS employers list their compensation levels on one document, approved and adopted by the governing body, in accordance with California Code of Regulations section 570.5; and

WHEREAS, the City of Pinole desires to comply with CalPERS reporting requirement through adoption and approval of the Pinole Salary Schedule reflecting compensation levels for all represented and unrepresented employee classification; and

WHEREAS, any changes to the attached salary schedule will be presented to the City Council for approval: and

WHEREAS, approval of the updated salary schedules for 5-31-2019 and 07-01-2019, are attached; and

WHEREAS, a copy of the updated City salary schedules has been and is posted on the City's website.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Pinole does hereby approved the City Salary Schedules, attached hereto as Exhibit A.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 18th day of June, 2019 by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing ordinance was regularly introduced, passed, and adopted on this 18th day of June, 2019.

____
Heather Iopu, CMC
City Clerk

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
ELECTED @ 7/1/16 budget										
City Treasurer	3,000 ANNUALLY									
Councilmember	6,750 ANNUALLY as of 1/2017									
MANAGEMENT* @ 07/09/18 (unless otherwise noted)										
Assistant City Manager	17,322.77	99.9391	as of 02/18/2019							
City Clerk	9,583.32	55.2884	as of 03/18/2019							
City Manager	19,357.62	111.6786	as of 12/24/2018							
Development Services Director/ City Engineer	15,194.58	87.6610	as of 03/18/2019							
Finance Director	14,629.42	84.4005	as of 08/06/2018							
Fire Chief	15,670.87	90.4089	as of 10/01/2018							
Police Chief	16,053.10	92.6140								
UNREPRESENTED/CONFIDENTIAL* @ 07/09/18 (unless otherwise noted)										
Fire Battalion Chief	12,741.18	52.5049	as of 03/19/2019							
Human Resources Specialist	5,284.78	30.4891	5,549.02	32.0136	5,826.48	33.6143	6,117.81	35.2950	6,423.70	37.0598
Planning Manager	10,866.66	62.6923								
Police Lieutenant	11,139.46	64.2661	as of 12/18/2018							
Public Works Manager	8,333.33	48.0769	as of 04/29/2019							
Recreation Manager	5,457.82	31.4874	5,730.71	33.0618	6,017.25	34.7149	6,318.12	36.4507	6,634.04	38.2733
WWTP Manager	10,264.68	59.2193	as of 01/20/2019							
LOCAL 1230 @ 07/09/2018										
Firefighter	5,794.70	23.8792	6,084.44	25.0732	6,388.66	26.3269	6,708.10	27.6433	7,043.52	29.0255
Firefighter/Paramedic	6,374.17	26.2672	6,692.88	27.5805	7,027.53	28.9596	7,378.91	30.4076	7,747.87	31.9280
Fire Engineer	6,652.55	27.4143	6,985.18	28.7851	7,334.45	30.2244	7,701.18	31.7356	8,086.24	33.3224
Fire Captain	7,361.58	30.3362	7,729.66	31.8530	8,116.16	33.4457	8,521.97	35.1180	8,948.08	36.8740
PPEA @ 07/09/2018										
Community Safety Specialist	4,409.65	25.4403	4,630.13	26.7123	4,861.64	28.0479	5,104.73	29.4504	5,359.97	30.9229
Dispatcher	5,014.83	28.9317	5,265.58	30.3783	5,528.86	31.8973	5,805.31	33.4922	6,095.58	35.1668
Lead Dispatcher	5,368.14	30.9700	5,636.55	32.5185	5,918.38	34.1445	6,214.31	35.8518	6,525.03	37.6444
Police Officer	6,356.57	36.6725	6,674.40	38.5062	7,008.13	40.4315	7,358.54	42.4531	7,726.48	44.5758
Police Sergeant	7,445.93	42.9573	7,818.24	45.1052	8,209.16	47.3605	8,619.63	49.7286	9,050.62	52.2151

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
AFSCME @ 07/09/2018										
Accountant	6,372.92	36.7668	6,691.57	38.6052	7,026.16	40.5355	7,377.47	42.5623	7,746.35	44.6905
Accounting Specialist	5,443.31	31.4037	5,715.49	32.9740	6,001.27	34.6227	6,301.34	36.3539	6,616.41	38.1716
Associate Civil Engineer	7,564.22	43.6397	7,942.44	45.8217	8,339.57	48.1129	8,756.55	50.5186	9,194.39	53.0446
Associate Planner	6,372.91	36.7668	6,691.57	38.6052	7,026.15	40.5355	7,377.47	42.5623	7,746.35	44.6905
Building Inspector	5,633.44	32.5006	5,915.12	34.1257	6,210.88	35.8320	6,521.44	37.6237	6,847.51	39.5049
Sr. Building Inspector	6,016.27	34.7093	6,317.09	36.4448	6,632.95	38.2670	6,964.61	40.1804	7,312.85	42.1895
Cable Access Coordinator	6,012.36	34.6867	6,312.99	36.4211	6,628.64	38.2422	6,960.08	40.1543	7,308.09	42.1621
Code Enforcement Officer	5,633.44	32.5006	5,915.12	34.1257	6,210.88	35.8320	6,521.44	37.6237	6,847.51	39.5049
Environmental Analyst	5,633.44	32.5006	5,915.12	34.1257	6,210.88	35.8320	6,521.44	37.6237	6,847.51	39.5049
Information Systems Administrator	6,012.38	34.6868	6,313.00	36.4212	6,628.66	38.2423	6,960.10	40.1544	7,308.11	42.1622
Information Systems Specialist	5,758.20	33.2204	6,046.12	34.8814	6,348.43	36.6256	6,665.86	38.4569	6,999.16	40.3798
Management Analyst	5,663.22	32.6724	5,946.38	34.3061	6,243.71	36.0214	6,555.90	37.8225	6,883.70	39.7137
Public Works Specialist	5,663.22	32.6724	5,946.39	34.3061	6,243.71	36.0214	6,555.90	37.8225	6,883.71	39.7137
Recreation Coordinator	4,084.95	23.5670	4,289.20	24.7454	4,503.66	25.9827	4,728.85	27.2818	4,965.30	28.6459
Rental Inspector	5,633.46	32.5007	5,915.14	34.1258	6,210.90	35.8321	6,521.45	37.6238	6,847.53	39.5050
Senior Project Manager	6,372.92	36.7668	6,691.57	38.6052	7,026.15	40.5355	7,377.47	42.5623	7,746.35	44.6905
WWTP Operations Supervisor	6,625.09	38.2217	6,956.36	40.1328	7,304.18	42.1395	7,669.40	44.2465	8,052.87	46.4589
WPCP Supervisor	6,196.80	35.7508	6,506.65	37.5384	6,831.99	39.4153	7,173.60	41.3861	7,532.28	43.4555

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
LOCAL ONE @ 07/09/2018										
Accounting Technician	4,042.36	23.3213	4,244.48	24.4874	4,456.71	25.7118	4,679.55	26.9974	4,913.53	28.3473
Administrative Assistant	4,478.21	25.8358	4,702.12	27.1276	4,937.23	28.4840	5,184.10	29.9083	5,443.31	31.4037
Cable Access Technician	4,865.28	28.0689	5,108.54	29.4724	5,363.98	30.9460	5,632.18	32.4934	5,913.80	34.1181
Cook		16.3270		17.1434		18.0006		18.9007		
Community Service Officer	4,041.26	23.3150	4,243.33	24.4807	4,455.50	25.7048	4,678.28	26.9901	4,912.20	28.3396
Environmental Assistant	2,896.15	16.708562	2,715.00	17.5440	2,850.00	18.4212	2,993.00	19.3423	3,143.00	20.3094
Permit Technician	4,510.66	26.0230	4,736.19	27.3242	4,973.01	28.6904	5,221.66	30.1250	5,482.75	31.6313
PW Maintenance Worker	4,248.46	24.5103	4,460.88	25.7359	4,683.93	27.0227	4,918.13	28.3739	5,164.05	29.7926
PW Senior Maintenance Worker	4,613.26	26.6150	4,843.93	27.9457	5,086.13	29.3431	5,340.44	30.8102	5,607.47	32.3508
PW Maintenance Supervisor	5,771.14	33.2950	6,059.70	34.9598	6,362.70	36.7079	6,680.84	38.5433	7,014.89	40.4705
Police Property Specialist	4,041.26	23.3150	4,243.33	24.4807	4,455.50	25.7048	4,678.28	26.9901	4,912.20	28.3396
Police Records Specialist	4,042.36	23.3213	4,244.48	24.4874	4,456.71	25.7118	4,679.55	26.9974	4,913.53	28.3473
WWTP Operator	5,174.60	29.8534	5,433.33	31.3462	5,705.01	32.9135	5,990.26	34.5592	6,289.78	36.2872
WWTP Senior Operator	5,712.87	32.9589	5,998.52	34.6069	6,298.45	36.3372	6,613.38	38.1541	6,944.06	40.0619
WWTP Maintenance Mechanic	4,611.91	26.6072	4,842.51	27.9376	5,084.64	29.3345	5,338.88	30.8012	5,605.83	32.3413
WWTP Senior Maint. Mechanic	5,712.87	32.9589	5,998.52	34.6069	6,298.45	36.3372	6,613.38	38.1541	6,944.06	40.0619
WWTP Operator in Training	4,241.22	24.4686	4,453.29	25.6920						

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
TRAINEE - BENEFITTED @ 07/09/2018										
PART-TIME										
Police Officer Trainee		28.3396								
Fire Academy Recruit (EMT-1)		25.8354								
Fire Academy Recruit (EMT-P)		30.0878								
Interns										
Intern		12.0000		13.0000		14.0000		15.0000		16.0000
Police @ 01/01/2019										
Crossing Guard		12.0000								
Recreation @ 07/10/17										
Cable Equipment Operator I		12.0000		12.6000		13.2300		13.8915		14.5861
Cable Equipment Operator II		15.3154		16.0812		16.8853		17.7296		18.6160
Recreation Leader		12.6728		13.3064		13.9717		14.6703		15.4039
Rental Facility Custodian		12.7040		13.3392		14.0062				
Rental Facility Senior Custodian		14.7064		15.4418		16.2139				
Senior Recreation Leader		15.3934		16.1630		16.9712		17.8198		18.7108
Administration - 05/03/17										
Records Management Administrator		60.0000								
CONTRACT-Part Time										
Public Works @ 07/01/05										
Park Caretaker		20.7000								

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
ELECTED @ 7/1/16 budget										
City Treasurer	3,000 ANNUALLY									
Councilmember	6,750 ANNUALLY as of 1/2017									
MANAGEMENT* @ 07/09/18 (unless otherwise noted)										
Assistant City Manager	17,842.45	102.9372	as of 02/18/2019							
City Clerk	9,870.82	56.9470	as of 03/18/2019							
City Manager	19,938.35	115.0289	as of 12/24/2018							
Development Services Director/ City Engineer	15,650.41	90.2908	as of 03/18/2019							
Finance Director	15,068.30	86.9325	as of 08/06/2018							
Fire Chief	16,141.00	93.1211	as of 10/01/2018							
Police Chief	16,534.69	95.3924								
UNREPRESENTED/CONFIDENTIAL* @ 07/09/18 (unless otherwise noted)										
Fire Battalion Chief	13,123.42	54.0800	as of 03/19/2019							
Human Resources Specialist	5,443.32	31.4038	5,715.49	32.9740	6,001.27	34.6227	6,301.34	36.3539	6,616.42	38.1716
Planning Manager	11,192.66	64.5731								
Police Lieutenant	11,473.64	66.1941	as of 12/18/2018							
Public Works Manager	8,583.33	49.5192	as of 04/29/2019							
Recreation Manager	5,621.55	32.4320	5,902.63	34.0537	6,197.77	35.7564	6,507.67	37.5442	6,833.06	39.4215
WWTP Manager	10,572.62	60.9959	as of 01/20/2019							
LOCAL 1230 @ 07/09/2018										
Firefighter	5,968.54	24.5956	6,266.97	25.8254	6,580.32	27.1167	6,909.35	28.4726	7,254.82	29.8962
Firefighter/Paramedic	6,565.39	27.0552	6,893.67	28.4080	7,238.36	29.8284	7,600.28	31.3198	7,980.30	32.8859
Fire Engineer	6,852.12	28.2368	7,194.74	29.6486	7,554.48	31.1311	7,932.21	32.6877	8,328.83	34.3221
Fire Engineer/Paramedic	7,537.35	31.0605	7,914.22	32.6135	8,309.94	34.2443	8,725.45	35.9565	9,161.73	37.7544
Fire Captain	7,582.42	31.2463	7,961.55	32.8086	8,359.64	34.4491	8,777.63	36.1716	9,216.52	37.9802
Fire Captain w/o EMT	7,433.75	30.6336	7,805.44	32.1653	8,195.72	33.7736	8,605.52	35.4623	9,035.80	37.2355
Fire Captain/Paramedic	8,340.66	34.3708	8,757.70	36.0894	9,195.59	37.8939	9,655.38	39.7887	10,138.16	41.7781
PPEA @ 07/09/2018										
Community Safety Specialist	4,541.94	26.2035	4,769.04	27.5137	5,007.49	28.8894	5,257.87	30.3339	5,520.77	31.8506
Dispatcher	5,165.27	29.7997	5,423.54	31.2897	5,694.73	32.8542	5,979.47	34.4969	6,278.45	36.2218
Lead Dispatcher	5,529.18	31.8991	5,805.64	33.4941	6,095.93	35.1688	6,400.74	36.9273	6,720.78	38.7737
Police Officer	6,547.27	37.7727	6,874.64	39.6614	7,218.37	41.6445	7,579.30	43.7267	7,958.27	45.9131
Police Sergeant	7,669.31	44.2460	8,052.79	46.4584	8,455.43	48.7813	8,878.21	51.2205	9,322.13	53.7815

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
AFSCME @ 07/09/2018										
Accountant	6,372.92	36.7668	6,691.57	38.6052	7,026.16	40.5355	7,377.47	42.5623	7,746.35	44.6905
Accounting Specialist	5,606.61	32.3458	5,886.95	33.9632	6,181.30	35.6614	6,490.38	37.4445	6,814.90	39.3167
Associate Civil Engineer	7,791.14	44.9489	8,180.71	47.1964	8,589.75	49.5563	9,019.25	52.0341	9,470.22	54.6359
Associate Planner	6,564.10	37.8698	6,892.31	39.7634	7,236.94	41.7516	7,598.79	43.8392	7,978.74	46.0312
Building Inspector	5,802.45	33.4757	6,092.58	35.1495	6,397.21	36.9070	6,717.08	38.7524	7,052.94	40.6900
Sr. Building Inspector	6,016.27	34.7093	6,317.09	36.4448	6,632.95	38.2670	6,964.61	40.1804	7,312.85	42.1895
Cable Access Coordinator	6,192.73	35.7273	6,502.38	37.5137	6,827.50	39.3894	7,168.89	41.3590	7,527.34	43.4269
Code Enforcement Officer	5,802.45	33.4757	6,092.58	35.1495	6,397.21	36.9070	6,717.08	38.7524	7,052.94	40.6900
Environmental Analyst	5,802.45	33.4757	6,092.58	35.1495	6,397.21	36.9070	6,717.08	38.7524	7,052.94	40.6900
Information Systems Administrator	6,192.75	35.7274	6,502.39	37.5138	6,827.52	39.3895	7,168.90	41.3591	7,527.36	43.4271
Information Systems Specialist	5,930.95	34.2170	6,227.50	35.9279	6,538.88	37.7243	6,865.83	39.6106	7,209.13	41.5911
Management Analyst	5,833.11	33.6526	6,124.77	35.3352	6,431.02	37.1020	6,752.58	38.9572	7,090.21	40.9051
Public Works Specialist	5,833.12	33.6526	6,124.78	35.3353	6,431.02	37.1021	6,752.58	38.9572	7,090.22	40.9051
Recreation Coordinator	4,207.49	24.2740	4,417.87	25.4877	4,638.77	26.7621	4,870.71	28.1003	5,114.26	29.5053
Rental Inspector	5,802.46	33.4757	6,092.59	35.1496	6,397.23	36.9071	6,717.09	38.7525	7,052.96	40.6901
Project Manager	5,670.30	32.7132	5,953.82	34.3489	6,251.51	36.0664	6,564.10	37.8698	6,892.31	39.7633
Senior Project Manager	6,564.10	37.8698	6,892.32	39.7634	7,236.94	41.7516	7,598.79	43.8392	7,978.74	46.0312
WWTP Operations Supervisor	6,823.85	39.3683	7,165.05	41.3368	7,523.31	43.4037	7,899.48	45.5739	8,294.46	47.8527
WPCP Supervisor	6,382.71	36.8233	6,701.85	38.6645	7,036.95	40.5978	7,388.80	42.6277	7,758.25	44.7591

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
LOCAL ONE @ 07/09/2018										
Accounting Technician	4,163.63	24.0209	4,371.81	25.2220	4,590.41	26.4831	4,819.93	27.8073	5,060.94	29.1977
Administrative Assistant	4,612.55	26.6109	4,843.18	27.9415	5,085.35	29.3386	5,339.62	30.8055	5,606.61	32.3458
Cable Access Technician	5,011.23	28.9110	5,261.80	30.3565	5,524.90	31.8744	5,801.15	33.4682	6,091.21	35.1416
Cook		16.8169		17.6577		18.5406		19.4677		
Community Service Officer	4,162.50	24.0144	4,370.63	25.2152	4,589.16	26.4759	4,818.63	27.7998	5,059.56	29.1898
Custodian	2,605.53	15.0319	2,735.81	15.7835	2,872.60	16.5727	3,016.24	17.4014	3,167.05	18.2715
Environmental Assistant	2,983.04	17.209819	2,715.00	18.0703	2,850.00	18.9739	2,993.00	19.9226	3,143.00	20.9187
Field Maintenance Mechanic	4,750.27	27.4054	4,987.79	28.7757	5,237.18	30.2145	5,499.05	31.7253	5,774.00	33.3116
Permit Technician	4,645.97	26.8037	4,878.28	28.1439	5,122.20	29.5511	5,378.31	31.0287	5,647.23	32.5802
PW Maintenance Worker	4,375.91	25.2456	4,594.71	26.5079	4,824.45	27.8334	5,065.68	29.2251	5,318.97	30.6864
PW Senior Maintenance Worker	4,751.66	27.4134	4,989.25	28.7841	5,238.71	30.2234	5,500.66	31.7345	5,775.69	33.3213
PW Maintenance Supervisor	5,944.28	34.2939	6,241.50	36.0086	6,553.58	37.8091	6,881.26	39.6996	7,225.33	41.6846
Police Property Specialist	4,162.50	24.0144	4,370.63	25.2152	4,589.16	26.4759	4,818.63	27.7998	5,059.56	29.1898
Police Records Specialist	4,163.63	24.0209	4,371.81	25.2220	4,590.41	26.4831	4,819.93	27.8073	5,060.94	29.1977
WWTP Operator	5,329.84	30.7491	5,596.33	32.2865	5,876.16	33.9009	6,169.97	35.5960	6,478.47	37.3758
WWTP Senior Operator	5,884.26	33.9476	6,178.48	35.6451	6,487.41	37.4273	6,811.78	39.2988	7,152.38	41.2637
WWTP Maintenance Mechanic	4,750.27	27.4054	4,987.79	28.7757	5,237.18	30.2145	5,499.05	31.7253	5,774.00	33.3116
WWTP Senior Maint. Mechanic	5,884.26	33.9476	6,178.48	35.6451	6,487.41	37.4273	6,811.78	39.2988	7,152.38	41.2637
WWTP Operator in Training	4,368.46	25.2026	4,586.89	26.4628						

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
TRAINEE - BENEFITTED @ 07/09/2018										
PART-TIME										
Police Officer Trainee		29.1898								
Fire Academy Recruit (EMT-1)		25.8354								
Fire Academy Recruit (EMT-P)		30.0878								
Interns										
Intern		12.0000		13.0000		14.0000		15.0000		16.0000
Police @ 01/01/2019										
Crossing Guard		12.0000								
Recreation @ 07/10/17										
Cable Equipment Operator I		12.3600		12.9780		13.6269		14.3083		15.0237
Cable Equipment Operator II		15.7749		16.5636		17.3918		18.2614		19.1745
Recreation Leader		13.0529		13.7056		14.3909		15.1104		15.8660
Rental Facility Custodian		13.0851		13.7394		14.4263				
Rental Facility Senior Custodian		15.1476		15.9050		16.7003				
Senior Recreation Leader		15.8552		16.6479		17.4804		18.3544		19.2721
Administration - 05/03/17										
Records Management Administrator		60.0000								
CONTRACT-Part Time										
Public Works @ 07/01/05										
Park Caretaker		20.7000								

CITY COUNCIL REPORT

7F

DATE: JUNE 18, 2019

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC S. CASHER, CITY ATTORNEY

COPY: MICHELLE FITZER, CITY MANAGER

SUBJECT: RESOLUTION FORGIVING OUTSTANDING BALANCE OF LOAN TO PINOLE ASSISTED LIVING COMMUNITY AND CONSENTING TO DISSOLUTION

RECOMMENDATION

Staff recommends the City Council adopt a resolution forgiving the outstanding balance of the loan to Pinole Assisted Living Community ("PALC") and consent to PALC dissolving.

BACKGROUND

PALC is a nonprofit public benefit corporation formed, in part, by the former Redevelopment Agency of the City of Pinole (the "Agency") in order to construct and operate a senior assisted living facility, a portion of which would be reserved for very-low income and moderate-income households (the "Facility"). Construction of the facility was funded by proceeds of bonds issued in partnership by the City and Agency (the "Loan"). The purpose of the Loan was to create additional housing for low-income seniors, and it was understood that the Loan was very unlikely to ever be fully repaid. In the past, the City has also provided individuals and entities with funds to facilitate the construction or improvement of affordable housing in the form of a grant.

Recently, PALC sold the Facility to an entity with experience professionally managing senior assisted living facilities. PALC used the ten million dollar proceeds of that sale to partially repay the Loan. Because PALC no longer owns the Facility, and has no purpose for existing or way to generate revenue, PALC now plans to dissolve. The PALC Board has authorized all of its remaining funds, approximately $1.5 million, to be used to make a final partial repayment of the Loan.

DISCUSSION

PALC is a nonprofit public benefit corporation formed, in part, by the former Redevelopment Agency of the City of Pinole in order to construct and operate a senior assisted living facility. The Facility was constructed on property owned by the Agency using $13 million in proceeds from bonds issued in partnership by the City and Agency. These proceeds were provided to PALC in the form of a loan. However, it was never anticipated that PALC would fully repay the Loan. Rather, the purpose of the Loan was to enable the construction of the Facility in order to create additional affordable housing for low-income seniors. Accordingly, as a condition of the Loan, a portion of the beds in the Facility were reserved for low-income and moderate-income households.

At the time, the City and Agency engaged in programs designed to facilitate the construction of improvements for affordable housing. In fact, the Agency was legally required to spend a portion of its monies to fund affordable housing. Examples of these programs include first time home-buyer loans, housing rehabilitation grants, and grants to affordable housing nonprofits to help facilitate construction of affordable housing projects. The City continues to engage in these types of programs. Funds are often given in the form of a grant, but are also sometimes given in the form of a loan when the project will generate revenue that could help repay a portion of the loan, even if it is understood the loan will never be fully repaid.

Recently, PALC sold the Facility to an entity with experience professionally managing senior assisted living facilities. This sale was approved by the City Council, and included a requirement that a portion of the Facility continue to be reserved for low-income and moderate income seniors. All of the proceeds PALC received from the sale of the Facility, which was $10 million, were paid to the City in 2018 as a partial repayment of the Loan. Now that the Facility has been sold, PALC no longer has a purpose for existing, nor does it have any ability to generate revenue. Accordingly, PALC plans to dissolve. PALC currently has approximately $1.5 million dollars in cash assets. The PALC Board has authorized all of those funds, except for $10,000 to cover expenses related to dissolution, to be used to make a final payment to the City as partial repayment of the Loan. After receiving this final partial payment, PALC will have paid off approximately $11.5 million of the Loan. The outstanding amount of the Loan, including all accrued interest, will be $14,915,191.57. Considering the original bond issuance was around $13 million, the remaining balance is primarily interest on the loan

PALC has requested that the City forgive the balance of the Loan. This was the anticipated likely outcome when the Loan was made, and is consistent with the City's financial accounting. The City's independent auditor and the City's annual Comprehensive Annual Financial Report have long classified the Loan as uncollectable or doubtful to be collected. Importantly, the bonds that funded the Loan have already been repaid, so forgiving the Loan will not leave the City responsible for any payments or create debt for the City. Rather, formally forgiving the Loan is simply a procedural requirement to enable PALC to dissolve, and reflects the original intent of the Loan as well as the reality that PALC no longer has any method to make additional repayments.

Finally, after dissolution of the Agency, the City assumed the Agency's role as a member of PALC under PALC's bylaws. As a member of PALC, the City must formally consent to PALC's dissolution. The proposed resolution also provides the City's formal consent to PALC's dissolution.

FISCAL IMPACT

As part of PALC's dissolution, PALC will be making a partial repayment of the Loan to the City in the amount of approximately $1.5 million. This will bring the total amount paid by PALC toward the loan principle to $11.5 million. The City's independent auditor and the City's annual Comprehensive Annual Financial Report have long classified the Loan as uncollectable or doubtful to be collected. Forgiving the remainder of the Loan, which totals $14,915,191.97, is consistent with those longstanding assumptions.

ATTACHMENTS

Attachment A – Resolution

RESOLUTION 2019-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE FORGIVING OUTSTANDING BALANCE OF LOAN TO PINOLE ASSISTED LIVING COMMUNITY AND CONSENTING TO DISSOLUTION

WHEREAS, Pinole Assisted Living Community ("PALC") is a nonprofit public benefit corporation formed, in part, by the former Redevelopment Agency of the City of Pinole ("Agency") in order to construct and operate a senior assisted living facility (the "Facility"); and

WHEREAS, in order to construct the Facility, PALC received a loan from the City (the "Loan"); and

WHEREAS, the purpose of the Loan was to enable the construction of the Facility in order to create additional affordable housing for low-income seniors, and it was understood that the Loan was unlikely to ever be fully repaid; and

WHEREAS, PALC recently sold the Facility to an entity with experience professionally managing senior assisted living facilities, and that sale was previously approved by the City Council; and

WHEREAS, PALC no longer has a purpose for existing, nor does it have any ability to generate revenue, and plans to dissolve; and

WHEREAS, PALC currently has approximately $1.5 million dollar in cash assets; and

WHEREAS, in order to dissolve, PALC must repay all of its debts or have the debts forgiven; and

WHEREAS, the PALC Board has authorized all of its assets, except for a small amount to cover expenses related to dissolution, to be used to make a final payment to the City as partial repayment of the Loan;

WHEREAS, after making the final partial repayment, the total principle repaid by PALC to the City of Pinole will be $11.5 million, leaving the outstanding principal and interest on the Loan of $14,915,191.97; and

WHEREAS, PALC has requested that the City forgive the balance of the Loan; and

WHEREAS, the City has never anticipated receiving full repayment of the Loan; and

WHEREAS, the City's auditors required the City to write off the Loan as a bad debt over ten years ago; and

WHEREAS, the purpose of the Loan has been fulfilled by creating additional affordable housing for seniors; and

WHEREAS, the City Council desires to formally forgive the Loan and consent to dissolution of PALC.

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

Section 1. The above recitals are true and correct, and are incorporated herein by reference.

Section 2. The City forgives the entire outstanding amount of principal and accrued interest on the loan owed by the Pinole Assisted Living Community to the City, an amount of approximately Fifteen Million Dollars ($15,000,000).

Section 3. The City consents to the dissolution of the Pinole Assisted Living Community.

Section 4. The City Manager is hereby authorized and directed to take such action and execute such documents, in forms approved by the City Attorney, as necessary to carry out the purpose and intent of this Resolution.

Section 5. This resolution shall be in full force and effect immediately upon adoption.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 18th day of June, 2019, 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 this 18th day of June, 2019.

____

Heather Iopu, CMC
City Clerk

CITY COUNCIL REPORT 7G

DATE: JUNE 18, 2019

TO: MAYOR AND COUNCIL MEMBERS

FROM: MICHELLE FITZER, CITY MANAGER
HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

SUBJECT: AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH TRI COMMERCIAL IN THE AMOUNT NOT TO EXCEED 6% OF THE SALES PRICE TO PROVIDE COMMERCIAL REAL ESTATE BROKER SERVICES FOR THE SALE OF SEVERAL FORMER REDEVELOPMENT AND HOUSING ASSETS

RECOMMENDATION

It is recommended that the City Council approve and authorize the City Manager to enter into a contract with TRI Commercial in the amount not to exceed 6% of the sales price to provide Commercial Real Estate Broker Services for the sale of several former Redevelopment and Housing assets.

BACKGROUND

In 2012, the California State Legislature passed AB 26 and AB 1484 dissolving Redevelopment Agencies. In accordance with AB 26 and AB 1484, the Agency prepared a list of all Redevelopment properties and the Department of Finance approved the City's Long Range Property Management Plan obligating the Successor Agency to dispose of the assets with the sale proceeds to be submitted to the County for distribution to the various taxing agencies.

The former Pinole Redevelopment Agency also had several housing assets that were transferred to the City as the Housing Successor Agency. The Housing Successor Agency must sell or use of the assets for affordable housing purposes.

On March 10, 2016, the City issued a Request for Proposals (RFP) seeking qualified developers or development firm interested in purchasing and developing the two City/Agency owned sites located at 2361 San Pablo Ave (old Pinole Bank) and 2301 San Pablo Ave. (corner lot). Both of these properties are zoned Commercial Mixed Use (CMU). The City/Agency's suggestions for reuse included, but are not limited to: mixed use, restaurant, office, and/or commercial space. To date, the City has not received any formal proposals.

On September 1, 2016, the City issued another RFP for two properties located at 297 Park Street (Blackies) and 649 Tennent Ave. (Collins – Housing Successor Agency asset). Both of these properties are zoned Residential Mixed Use (RMU). The purpose of the RFP was to seek parties interested in maximizing the site's development potential and contributing to the vibrancy of the Downtown District area with a well-designed development that will provide for retail use, residential or a combination of the two.

Following consideration of a couple of proposals for the Blackies and Collins sites, the City Council directed staff to issue an RFP seeking specialized services for the marketing, property value analysis, recommendations as to the best and highest use, and review of purchase proposals for all four (4) properties.

While the City has the ability and experience to sell the properties, the intent is to seek a capable company/individual who is willing to develop the property.

REVIEW AND ANALYSIS

On April 25, 2019, the City released an RFP seeking proposals from Commercial Real Estate Brokers interested in marketing, seeking developers and selling four (4) former RDA and Housing Assets. As of the closing date of the RFP, May 23, 2019, the City received two proposals. The companies which submitted a proposal were TRI Commercial/CORFAC and RSG, Inc.

Staff has reviewed the proposals and scope of services for Commercial Real Estate Broker services and is recommending contracting with TRI Commercial. TRI Commercial has experience working with several local governmental agencies in Contra Costa County, marketing properties of similar size to those of Pinole, reviewing pro-formas, and assisting in development/negotiation of sale agreements.

Below is a summary of the scope of services:

1. Performing market analysis.
2. Advice regarding building and property valuation, including suitability for lease to purchase.
3. Provide Broker's Opinions for all four properties.
4. Provide marketing materials and develop strategies for selected properties to be listed.
5. Review development/purchase/lease to purchase, pro-forma, and other financial related proposals and make recommendations to City on best use/option of properties.
6. Work with City Administration to negotiate the sale of the properties with buyers.
7. Coordinating real estate appraisals and real estate transaction closings.

The City Attorney will be primarily responsible for the preparation of the Purchase and Sale agreement (PSA), Disposition and Development Agreement (DDA), if required, and/or Affordable Housing Agreements (AHA).

FISCAL IMPACT

Funding for the 6% commission is available through the sale of the property. Staff and Attorney costs related with the sale of the properties will also be paid through the proceeds from the sale, as allowed under the dissolution law.

Sale proceeds and expenditures associated with the sale of former RDA properties will be charged to Fund 750, and Fund 250 for Housing assets.

ATTACHMENTS:

Attachment A: Resolution
Attachment B: Contract with TRI Commercial

ATTACHMENT A

RESOLUTION NO.

A RESOLUTION OF THE CITY OF PINOLE AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH TRI COMMERCIAL IN THE AMOUNT NOT TO EXCEED 6% OF THE SALES PRICE TO PROVIDE COMMERCIAL REAL ESTATE BROKER SERVICES FOR THE SALE OF SEVERAL FORMER REDEVELOPMENT AND HOUSING ASSETS

WHEREAS, the City, as the Successor Housing Agency and Successor to the former Redevelopment Agency, is the owner of certain real properties (the "Lands") located at 2301San Pablo Ave. (corner lot), 2361San Pablo Ave. (old Pinole Bank), 297 Park Street (Blackies) and 649 Tennent Ave. (Collins) in the City of Pinole, California, County Assessor's Parcel Numbers 401-162-001, 401-162-003, 401-142-010 and 401-142-011, respectively; and

WHEREAS, the Properties were purchased by the Redevelopment Agency/Housing Agency of the City of Pinole (the "Agency") with Redevelopment funds; and

WHEREAS, pursuant to the Dissolution Law the Agency was dissolved on February 1, 2012 and the Lands were either held in trust or transferred to the City pursuant to a long range property management plan; and

WHEREAS, the Lands are currently both improved and vacant, and zoned as Commercial and Residential Mixed use (CMU/RMU); and

WHEREAS, the City desires to sell the Lands for development; and

WHEREAS, on April 25, 2019, the City released a Request for Proposals (RFP) seeking proposals from Commercial Real Estate Brokers interested in marketing, seeking developers and selling the Lands; and

WHEREAS, as of the closing date of the RFP, May 23, 2019, TRI Commercial/CORFAC and RSG, Inc. submitted proposals; and

WHEREAS, following review of the proposals, TRI Commercial was selected to represent the City as its broker for development and sale of the Lands; and

WHEREAS, funding for the 6% commission, as well as staff and attorney costs related to the sale of the properties will also be paid through the proceeds from the sale, as allowed under the dissolution law.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole does hereby authorize the City Manager to enter into a contract with TRI Commercial in the amount not to exceed 6% of the sales price to provide commercial real estate broker services for the sale of several former redevelopment and housing assets.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 18th day of June 2019 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 18th day of June, 2019.

____
Heather Iopu, CMC
City Clerk

CONSULTING SERVICES AGREEMENT

This Agreement is made and entered into this 18th day of June, 2019, 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 TRI Commercial**,** a corporation, located at 1777 Oakland Blvd, Walnut Creek, CA 94596 (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 "A")

3. RESPONSIBLE PERSONNEL AND DIRECTION

Steve Duran will be charged with the completion of CONSULTANT'S responsibilities under this Agreement. CONSULTANT shall report to and receive direction from the City Manager and/or designee.

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 commission for all services shall not exceed 6% of the sale price of the properties. CONSULTANT will bill for services at the close of escrow.

2. **Reimbursable Costs.** CITY agrees to pay only those reasonable reimbursable costs included in the scope of services 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 June 18, 2019 through June 30, 2021, unless terminated earlier.

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:

<u>Marilyn Hansen, Senior Director for Retail and Investments</u>

______________________ ______________________

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 not be entitled to compensation rendered up to the written notice of termination of this Agreement if none of the properties have sold.

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:
Marilyn Hansen, Senior Director of Retail and Investment
1777 Oakland Blvd,
Walnut Creek, CA 94596

CITY:

City of Pinole	with a copy to:	City Attorney
2131 Pear Street		2131 Pear Street
Pinole, CA 94564		Pinole, CA 94564
Attention: Hector De La Rosa		

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.

22. ATTACHMENTS

Exhibit A - SCOPE OF SERVICES

IN WITNESS WHEREOF, CITY AND CONSULTANT have caused their authorized representatives to execute this Agreement.

CITY OF PINOLE	**CONSULTANT**
By:______________________________	By:______________________________
Michelle Fitzer, City Manager	
	Consultant's City of Pinole Business License #:

ATTEST:

By:______________________________
Heather Iopu, City Clerk

APPROVED AS TO FORM:

By:______________________________
Eric Casher, City Attorney

CITY COUNCIL
REPORT

7H

DATE: **JUNE 18, 2019**

TO: **MAYOR AND COUNCILMEMBERS**

FROM: **HECTOR DE LA ROSA, ASSISTANT CITY MANAGER**

SUBJECT: **APPROVE AN AMENDMENT TO CITY MANAGER AND CITY CLERK EMPLOYMENT AGREEMENTS**

RECOMMENDATION

It is recommended that the City Council adopt resolutions:

1. Approving an amendment to City Manager Michelle Fitzer's Employment Agreement for a Cost of Living Increase effective July 8, 2019, AND

2. Approving an amendment to City Clerk Heather Iopu's Employment Agreement Section 6 – Compensation for a Cost of Living Increase effective July 8, 2019.

BACKGROUND

On July 3, 2018, the City Council approved a Memorandum of Understanding (MOU) between the City of Pinole and AFSCME and Local 1.

The agreement with AFSCME and Local 1 included a provision whereby the represented employees would be entitled to a Cost of Living Allowance (COLA) of 3% each year of the three (3) year agreement. For Fiscal Year 2019-2020, the 3% COLA would be effective the first full pay period following July 1, 2019 (commencing July 8, 2019).

REVIEW AND ANALYSIS

In accordance with the employment contract for the City Manager and City Clerk, City Manager Fitzer and City Clerk Iopu are entitled to receive the same cost of living allowance as AFSCME employees. The attached contract amendments for the City Manager and City Clerk are reflective of a 3% cost of living allowance.

FISCAL IMPACT

The 3% cost of living allowance for the City Manager, City Clerk and all other represented and non-represented employees has been included in the FY 2019-2020 budget. The total cost of the 3% COLA for the City Manager and City Clerk is $10,418.75.

ATTACHMENTS

A - Resolutions

B - Amendment to Fitzer Employment Agreement

C - Amendment to Iopu Employment Agreement

ATTACHMENT A

RESOLUTION NO. 2019-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING AN AMENDMENT TO CITY MANAGER MICHELLE FITZER'S EMPLOYMENT AGREEMENT FOR A 3% COST OF LIVING ALLOWANCE INCREASE

WHEREAS, the City Manager was hired in her current capacity on November 30, 2015; and

WHEREAS, on June 28, 2018, the City Council approved a Memorandum of Understanding (MOU) between the City of Pinole and AFSCME and Local 1; and

WHEREAS, the Memorandum of Understanding (MOU) between the City of Pinole and AFSCME and Local 1 provided for a 3% cost of living allowance to the represented employees for Fiscal Years 2018-2021; and

WHEREAS, the 3% cost of living allowance is effective the first full pay period following July 1, 2019; and

WHEREAS, in accordance with the employment contract for the City Manager, she is entitled to receive the same cost of living allowance as AFSCME/Miscellaneous employees; and

WHEREAS, Council approval of the amendment to the City Manager's employment agreement is required to implement the cost of living allowance.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Pinole that the amendment to the City Manager's employment agreement to provide a three percent (3%) cost of living based salary increase bringing her annual salary to $239,260.40 is approved and the Mayor is authorized to execute said Amendment.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 18th day of June 2019, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on adopted on this 18th day of June, 2019.

____

Heather Iopu, CMC
City Clerk

RESOLUTION NO. 2019-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING AN AMENDMENT TO CITY CLERK HEATHER IOPU'S EMPLOYMENT AGREEMENT FOR A 3% COST OF LIVING ALLOWANCE INCREASE

WHEREAS, the City Clerk was hired in her current capacity on March 18, 2019; and

WHEREAS, on June 28, 2018, the City Council approved a Memorandum of Understanding (MOU) between the City of Pinole and AFSCME and Local 1; and

WHEREAS, the Memorandum of Understanding (MOU) between the City of Pinole and AFSCME and Local 1 provided for a 3% cost of living allowance to the represented employees for Fiscal Years 2018-2021; and

WHEREAS, the 3% cost of living allowance is effective the first full pay period following July 1, 2019; and

WHEREAS, in accordance with the employment contract for the City Clerk, she is entitled to receive the same cost of living allowance as AFSCME/Miscellaneous employees; and

WHEREAS, Council approval of the amendment to the City Clerk's employment agreement is required to implement the cost of living allowance and change in her retirement classification.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Pinole that the amendment to the City Clerk's employment agreement to provide a three percent (3%) cost of living based salary increase bringing her annual salary to $118,450.00 is approved and the Mayor is authorized to execute said Amendment.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 18th day of June 2019, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on adopted on this 18th day of June, 2019.

____

Heather Iopu, CMC
City Clerk

AMENDMENT # 9 TO THE AGREEMENT FOR EMPLOYMENT OF MICHELLE FITZER

The Employment Agreement dated November 2015 made and entered into by and between the City of Pinole ("the City"), a general law city, and Michelle Fitzer ("Fitzer" or "Employee") is being amended to reflect a three percent (3%) cost of living increase effective the pay period commencing July 8, 2019.

The Parties hereby agree to Amendment of the following sections of the Employment Agreement to read:

Section 6 Compensation

a. *Fitzer shall be paid an annual base salary of two hundred thirty two thousand two hundred ninety one dollars and sixty five cents ($239,260.40), less all applicable federal, state and local withholdings.*

All other terms and conditions of the November 2015 Employment Agreement and any amendments shall remain in full force and effect.

Michelle Fitzer ______________________________

DATED: June 18, 2019

CITY ______________________________
Pete Murray, Mayor

DATED: ________________

ATTEST: APPROVED AS TO FORM:

____
Heather Iopu
City Clerk

____
Eric S. Casher
City Attorney

AMENDMENT # 2019-1 TO THE AGREEMENT FOR EMPLOYMENT OF HEATHER IOPU

The Employment Agreement dated March 2019 made and entered into by and between the City of Pinole ("the City"), a general law city, and Heather Iopu ("Iopu" or "Employee") is being amended to reflect a three percent (3%) cost of living increase effective the pay period commencing July 8, 2019.

The Parties hereby agree to Amendment of the following section of the Employment Agreement to read:

Section 6 Compensation

a. IOPU shall be paid an annual base salary of $118,450 or $9,870.83 per month, less all applicable federal, state and local withholding. IOPU shall be considered for a merit increase annually in conjunction with the completion of her performance evaluation, as outlined in paragraph 11. Merit increases shall subject to the City's ability to pay for a salary increase.

All other terms and conditions of the March 2019 Employment Agreement shall remain in full force and effect.

Heather Iopu ________________________________

DATED: June 19, 2019

CITY ________________________________
Pete Murray, Mayor

DATED: ________________

ATTEST: APPROVED AS TO FORM:

____________________________	____________________________
Hector De La Rosa	Eric S. Casher
Assistant City Manager	City Attorney

CITY COUNCIL REPORT 7I

DATE: JUNE 18, 2019

TO: MAYOR AND COUNCIL MEMBERS

FROM: TAMARA MILLER, DEVELOPMENT SERVICES DIRECTOR/CITY ENGINEER

SUBJECT: APPROVE AN AMENDMENT TO THE CONTRACT WITH RANEY PLANNING AND MANAGEMENT INC. FOR ENVIRONMENTAL REVIEW IN AN AMOUNT NOT TO EXCEED $18,000

RECOMMENDATION

It is recommended that the City Council approve a resolution to authorize the City Manager to execute an amendment to the On-Call contract with Raney Planning & Management for Environmental Review for a Capital Improvement Project for Drainage Improvements for Hazel Street Extension for an amount not to exceed $18,000.

BACKGROUND

On November 13, 2018, the City Council approved Resolution No. 2018-101 approving on-call contract services for several consulting firms including Raney Planning & Management, Inc. The City has been utilizing the services of Raney Planning & Management for environmental review for development projects.

REVIEW & ANALYSIS

At this time the City wishes to move forward with drainage improvements in anticipation of an extension of Hazel Street. The drainage improvements will close an open drainage system creating a more controlled approach to stormwater management. The improvements will assist the City's efforts to eliminate litter from migrating into San Pablo Bay via the stormwater collection system. The City Council previously approved an Annual Stormwater Rehabilitation Project #SW1702 for $150,000 within the Capital Improvement Plan.

FISCAL IMPACT

The $18,000 funding necessary to cover this task order will be funding by CIP Project #SW1702.

This task order is the fourth task order to be scoped for Raney Planning & Management, for three distinct projects. The two prior projects are development projects where the cost of the work will be reimbursed either by fees already assessed and collected or under a development agreement.

As per the City Purchasing Policy, City Manager signing authority is limited to $45,000. The four task orders now exceed the signing authority of the City Manager, and City Council approval is required.

ATTACHMENTS

A. Resolution
B. Raney Contract Amendment

ATTACHMENT A

RESOLUTION NO. 2019-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING AN AMENDMENT TO THE CONTRACT WITH RANEY PLANNING AND MANAGEMENT INC. FOR ENVIRONMENTAL REVIEW IN AN AMOUNT NOT TO EXCEED $18,000

WHEREAS, on November 13, 2018, the City Council approved several on-call contracts, including a contract with Raney Planning & Management, for a period of four (4) years ending November 13, 2022, with the understanding that any contract amendments in excess of $45,000 be presented to the City Council for approval; and

WHEREAS, the City has utilized Raney Planning & Management for many years for environmental review services; and

WHEREAS, the City continues to experience high levels of building activity with two such projects requiring environmental review to be performed by Raney Planning & Management; and

WHEREAS, the City is also seeking to advance a capital improvement project; and

WHEREAS, the Drainage Improvements for Hazel Street Extension require environmental review; and

WHEREAS, Raney Planning & Management can perform the environmental review quickly and efficiently on behalf of the City; and

WHEREAS, funding for Drainage Improvements for Hazel Street Extension has been approved within the CIP Budget under annual stormwater rehabilitation; and

WHEREAS, the task orders for Raney Planning & Management will exceed $45,000 in aggregate; and

WHEREAS, the City Procurement Policy limits the City Manager signing authority for a consultant contracts to $45,000; and

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Pinole does hereby authorize the City Manager to execute an amendment to the On-Call contract with Raney Planning & Management for Environmental Review for a Capital Improvement Project for Drainage Improvements for Hazel Street Extension for an amount not to exceed $18,000**.**

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 18th day of June 2019**,** 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 18th day of June 2019.

____

Heather Iopu, CMC
City Clerk

ATTACHMENT B

**AMENDMENT TO THE
CONSULTING SERVICES AGREEMENT
BETWEEN THE CITY OF PINOLE AND
RANEY PLANNING & MANAGEMENT, INC.**

This Amendment to the Consulting Services Agreement dated November 20, 2018 (the "Agreement"), between the City of Pinole, a general law city and municipal corporation, ("City") and Raney Planning and Management, 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.

Exhibit A and B of the Agreement are amended to include:

Environmental Review for a Capital Improvement Project for Drainage Improvements for Hazel Street Extension for an amount not to exceed $18,000. With the exception of the foregoing, all other terms and conditions in the Services Agreement, dated November 20, 2018, remain in force and effect.

The Parties have executed this Amendment to the Agreement as of the date signed by the Authority.

City of Pinole

____
Michelle Fitzer
City Manager

Dated: ______________________

Contractor

____

Dated: ___________________

Approved as to Form:

____
Eric S. Casher
City Attorney

Dated: ______________________

ATTEST:

____
Heather Iopu
City Clerk

CITY COUNCIL REPORT

8A

DATE: JUNE 18, 2019

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREA MILLER, FINANCE DIRECTOR

SUBJECT: FY 2018-19 ANNUAL REVIEW OF UTILITY USERS TAX, AND ADOPTION OF A RESOLUTION MODIFYING HOUSEHOLD INCOME ELIGIBILITY THRESHOLDS FOR UTILITY USERS TAX EXEMPTIONS FOR FY 2019-20

RECOMMENDATION

It is recommended that the City Council:

1. Conduct the FY 2018-19 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 2019-20.

BACKGROUND

As part of the adoption of the Utility Users Tax Ordinance in 1998, the City is required to conduct an annual review of the necessity of the tax, the adequacy of the rate and to report the amounts realized from the levy of the tax (PMC 3.26.170). Additionally, as part of this annual review, the City Council has the opportunity to change the household income levels for classes of exemptions from the tax. Certain households may be exempted from paying the tax where their income levels are sufficiently low enough that the tax may impose an unreasonable financial hardship. In order to modify the income level thresholds, the City Council must adopt a resolution indicating their desire to do so. To change the rate (currently 8%) of the Utility Users Tax the concurrence of the voters, through an election, is required.

Currently, Section 3.26.150(A) of the Pinole Municipal Code authorizes the City Council to exempt the following classes of persons from paying Utility Users Tax: (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:

B. 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.

REVIEW AND ANALYSIS

The Utility Users Tax is analyzed each year as part of the budget process. Staff anticipates we will close FY 2018-19 with approximately $1,913,277 in actual tax collected, which is approximately 1% below the amount collected for the previous fiscal year 2017-18, and 1% below the amount budgeted. Although we continue 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:

	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	Estimated Actual 2018-19
TOTAL UUT REALIZED	2,030,198	1,966,077	1,930,758	1,975,666	1,880,224	1,843,618	1,876,318	2,066,623	1,926,796	1,913,277
% CHANGE	1.7%	-3.2%	-1.8%	2.3%	-4.8%	-1.9%	1.8%	10.1%	-6.8%	-0.7%
COMMUNICATIONS	751,173	707,788	656,458	671,726	601,672	553,085	528,580	501,921	474,780	437,379
% TOTAL	37%	36%	34%	34%	32%	30%	28%	24%	25%	23%
ENERGY	1,279,025	1,258,289	1,274,300	1,303,940	1,278,552	1,290,533	1,347,738	1,564,702	1,452,015	1,475,898
% TOTAL	63%	64%	66%	66%	68%	70%	72%	76%	75%	77%

Looking ahead to FY 2019-20, the Utility Users Tax is budgeted at a conservative $1,898,000 which is a 1.7% reduction from the current year budget amount of $1,930,000, and is based on historical actuals. Although energy collections are holding steady, UUT on communication services continues to decline as a result of an increase in internet-based forms of telephone use and a decrease in use of landline telephones. The projections for communication services include estimates for the collection of UUT on prepaid services as a result of implementing the Local Prepaid Mobile Telephony Services Collection Act. Utility Users Taxes amount to 13% of the City's General Fund revenue forecast, the third largest revenue stream.

In November 2018, voters approved a Ballot Measure to renew the existing utility users' tax at a rate of 8% without a sunset date. Renewal of the Utility Users Tax was essential to secure our 3rd largest General Fund revenue source and continue funding of essential public services.

The City continues to remain in a "sustainable funding" budget mode, deferring non-critical projects, stabilizing expenditures, searching for additional revenue sources, increasing fees, modifying how we do business to provide service in a more efficient cost-effective way, as well as some contracting out for efficiency and cost containment. The City's overall financial condition is currently stable.

Staff recommends continuation of the levy of the Utility Users Tax at the authorized level of 8% of utility charges.

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 “internet access” significantly jeopardized 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 in eight of the past ten fiscal years reflects users transitioning from more traditional “land line 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 user 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

Exemption from the Utility Users Tax is based on eligibility for the California Alternative Rates for Energy (CARE) program which is administered by Pacific Gas and Electric Company (PG&E). PG&E confirms 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 don’t levy 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 Threshold(s)

Each year the household income guideline relating to the exemption program for low-income citizens needs to be reviewed to determine whether the guideline established is still consistent with the taxation needs of the community. In order to effect changes more easily, the Municipal Code was amended to allow for the income guidelines to be set by resolution, rather than by ordinance.

In this regard, Staff has obtained the current household income guidelines for the California Alternative Rates for Energy (CARE) program in the PG&E service area. The Public Utility Commission's current income thresholds in effect through May 31, 2020 and new rates effective June 1, 2019 are displayed below.

Household Size	New (CARE) State Thresholds	Current City Exemption Thresholds
1-2 Persons	$33,820	$32,920
3 Persons	$42,660	$41,560
4 Persons	$51,500	$50,200
5 Persons	$60,340	$58,840
6 Persons	$69,180	$67,480
7 Persons	$78,020	$76,120
8 Persons	$86,860	$84,760
9 Persons	$95,700	$93,400
10 Persons	$104,540	$102,040
Each additional person, add	$8,840	$8,640

Staff estimates that there are approximately 1,200 exemptions granted from energy utility taxation (suspending tax assessments of approximately $250,000 per year), which are about 20% of Pinole households.

Staff recommends continuation of exemption thresholds based on the State Public Utility Commission's CARE Program.

FISCAL IMPACT

The FY 2019-20 budget forecast for Utility Users Tax is $1,898,000, a slight 1.7% decrease over the current fiscal year 2018-19 budget amount of $1,930,000 based on historical actual.

ATTACHMENTS

A – Resolution setting levels for Utility Users Tax Exemptions
B – PG&E CARE Program Guidelines
C – Annual Review PowerPoint

RESOLUTION 2019-

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 (2018-19)

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 18, 2019, to discuss and receive public testimony as to the necessity of continuation of the tax, the adequacy of the tax rate 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 2019-20 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-three thousand eight hundred twenty dollars ($33,820) for household with one or two persons;

2. Forty-two thousand six hundred sixty dollars ($42,660) for households with three persons;

3. Fifty-one thousand five hundred dollars ($51,500) for households of four persons;

4. Sixty thousand three hundred forty dollars ($60,340) for households of five persons;

5. Sixty-nine thousand one hundred eighty dollars ($69,180) for households of six persons;

6. Seventy-eight thousand twenty dollars ($78,020) for households of seven persons;

7. Eighty-six thousand eight hundred sixty dollars ($86,860) for households of eight

persons;

8. Ninety-five thousand seven hundred dollars ($95,700) for households of nine persons;

9. One hundred and four thousand five hundred forty dollars ($104,540) for households of ten persons;

10. For households with eleven or more members, increase income in No. 9 by eight thousand eight hundred forty dollars ($8,840) for each additional member over ten.

AND BE IT FURTHER RESOLVED THAT the City Manager or her 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 18th day of June, 2019, 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 **18th** day of **June, 2019.**

____

Heather Iopu, CMC

City Clerk

CARE program guidelines

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)
- 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 (BIA) 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.	
Number of Persons in Household	**Total Gross Annual Household Income***
1-2	$33,820 or less
3	$42,660 or less
4	$51,500 or less
5	$60,340 or less
6	$69,180 or less
7	$78,020 or less
8	$86,860 or less
9	$95,700 or less
10	$104,540 or less
Each additional person, add	$8,840

*Before taxes based on current income sources. Valid through May 31, 2020.

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.

Utility Users Tax Annual Review FY 2018-19

Public Hearing
June 18, 2019

What We Will Cover:

- Mandated Annual Review (PMC 3.26.170)
- Recap Utility User Tax Collections FY 2018-19
  - Projected 1% decrease in year-over-year collections
  - 77%/23% collections (Energy/Communications)
- Update Household Income Eligibility Thresholds for tax exemptions

Analysis of Taxes Collected

FISCAL YEAR	2014-15	2015-16	2016-17	2017-18	2018-19 Estimated
TOTAL	**1,843,618**	**1,876,318**	**2,066,623**	**1,926,796**	**1,913,277**
% CHANGE	-1.9%	1.8%	10.1%	-6.8%	-0.7%
COMMUNICATIONS	**553,085**	**528,580**	**501,921**	**474,780**	**437,379**
% TOTAL	30%	28%	24%	25%	23%
ENERGY	**1,290,533**	**1,347,738**	**1,564,702**	**1,452,015**	**1,475,898**
% TOTAL	70%	72%	76%	75%	77%

UUT Communications Collections

- **2018-19 Communications Collections Recap**:

2017-18 Collections	2018-19 Projected Collections
▪ $474,780	▪ $437,379
▪ -5.4% decline from prior year	▪ -7.9% decline from prior year
▪ 25% of total UUT collections	▪ 23% of total UUT collections

- **2009-10 Highest Year Collections**:
  - $751,173
  - 1.7% increase compared to prior year
  - 37% of total UUT collections

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UUT Energy Collections

- **2018-19 Energy Collections Recap**:

2017-18 Collections	2018-19 Projected Collections
▪ $1,452,015	▪ $1,475,898
▪ -7.2% decrease from prior year	▪ 1.6% increase from prior year
▪ 75% of total UUT collections	▪ 77% of total UUT collections

- **2016-17 Highest Year Collections**:
  - $1,564,702
  - 16.1% increase compared to prior year
  - 76% of total UUT collections

6

Utility Users Tax Exemption

- Based on California Alternative Rates for Energy (CARE) program administered by PG&E
- CARE Program Eligibility verified by PG&E
  - Eligibility must be renewed every 2-years
  - Qualifying proof of income includes IRS Tax Return
  - Based on the total income of all members living in the home
- Thresholds approved by State Public Utilities Commission

7

Recommended Change to Income Exemption Thresholds

Household Size	New (CARE) State Thresholds	City Exemption Thresholds
1-2 Persons	$33,820	$32,920
3 Persons	$42,660	$41,560
4 Persons	$51,500	$50,200
5 Persons	$60,340	$58,840
6 Persons	$69,180	$67,480
7 Persons	$78,020	$76,120
8 Persons	$86,860	$84,760
9 Persons	$95,700	$93,400
10 Persons	$104,540	$102,040
Each additional person, add	$8,840	$8,360

8

Questions and Comments

CITY COUNCIL REPORT

8B

DATE: JUNE 18, 2019

TO: MAYOR AND COUNCIL MEMBERS

FROM: MICHELLE FITZER, CITY MANAGER
ANDREA MILLER, FINANCE DIRECTOR

SUBJECT: ADOPT THE CITY OF PINOLE PROPOSED FY 2019-20 OPERATIONS BUDGET

RECOMMENDATION

It is recommended that the City Council adopt the Resolution Approving the Proposed FY 2019-20 Operations Budget.

BACKGROUND

As provided by Section 2.04.150 of Title 2 of the Pinole Municipal Code, the City Manager has compiled a Proposed Budget for the next fiscal year. The Proposed FY 2019-20 Budget is status quo for the most part, with exceptions highlighted in the Review and Analysis.

This budget includes funding for enhanced Code Enforcement services to our community.

REVIEW AND ANALYSIS

The Finance Subcommittee reviewed the Proposed FY 2019-20 Budget at the regularly scheduled meeting of the Finance Subcommittee on May 22nd. The City Council reviewed the Proposed FY 2019-20 Budget at a workshop held on May 28th. The PowerPoint presentation for that meeting is attached for reference. The Pinole-Hercules Wastewater Subcommittee reviewed the FY 2019-20 Proposed Water Pollution Control Plant Operations Budget at their regularly scheduled meeting of June 6th. The Successor Agency's proposed administrative budget was reviewed by the Countywide Oversight Board at their regularly scheduled meeting of January 28, 2019.

A detailed analysis that provides information on the major changes in revenue and expenditures for the primary operating funds is provided in the Budget Overview section (pages A-5 through A-27) of the Proposed FY 2019-20 Budget and complemented by the City Manager's Transmittal Letter (pages iv through viii). Below are the highlights:

General Fund

General Fund revenues are projected to be sufficient to meet anticipated expenditures in FY 2019-20 with a projected positive net result of $2,832 (net of $1 million from fund balance for the fire engine) at fiscal year-end.

Property Tax is the largest General Fund revenue source with a projected growth from the prior year of 6.5%, based on information from the Contra Costa County Assessor's Office and our property tax consultant, HdL. Property Tax is comprised of secured, unsecured, supplemental, and property transfer tax. In addition, Redevelopment Property Tax Trust Funds (RPTTF) is included in this category and represents the City's 19% share of the 1% assessments falling within the boundaries of the former redevelopment project areas. Sales Tax is projected to be the second largest General Fund revenue source with a net 8.1% decrease. The City budgets 95% of our sales tax consultant HdL's projections. Staff increased the current year budget at the third quarter financial review by $264,979 which is largely attributed to the net decrease. In addition, Sales Tax revenue is anticipated to decrease due to the closure of three retailers which were among our top 25 sales tax producers. Utility Users Tax is the third largest General Fund revenue source and projects a 1.7% decrease from the prior year. Franchise Tax is projecting a modest 0.2% decrease, while Other Taxes which includes Transient Occupancy Tax and Business Licenses is projecting a 17.6% increase. Intergovernmental Taxes which includes Motor Vehicle License Fees increased 4.8%. Each of these increases were calculated based on an evaluation of historical actual receipts.

Although the Proposed FY 2019-20 Budget is balanced, as noted in the Budget Overview, this does not mean that the City has a surplus because there are ongoing unfunded liabilities with anticipated fiscal impacts subject to change. These include, replacing depreciated vehicles and equipment, addressing deferred maintenance on City facilities, Other Post-Employment Benefits (OPEB), and Compensated Absences are ongoing concerns. Measure S 2014 only starts to address some of these liabilities, but is of course also a limited resource.

Included as part of the budget document is a five-year (FY 2019-20 through FY 2023-24) forecast of the projected General Fund and Measure S Funds to provide a better understanding of the potential impacts of the change in PERS discount rates and the impacts to the overall year end net results.

The City's General Fund Balance is projected to be $3.8 million as of June 30, 2020. These funds can be utilized to address a variety of known obligations such as escalating Pension cost, Other Post-Employment Benefits (OPEB), compensated absences, potential claims against the City, and providing operating contributions to funds with deficit balances at year end. It can also be allocated to newer items of interest identified by some Council members, such as a Business Incentive Program or other one-time expenditures.

Measure S 2006

The Measure S 2006 FY 2019-20 budget is projecting a $138,300 use of fund balance reserves. These funds continue to support Police and Fire operations. The use of fund balance is partially the result of a carryover of one-time allocations for the Fire Department as follows:

- $29,200 to complete fire services study;
- $24,500 funding for polling firm;
- $64,000 for facility improvements.

The remaining fund balance is projected to be $2,184,135 at June 30, 2020.

Measure S 2014

FY 2019-20 marks the fifth full year the City receives the Use Taxes from Measure S 2014. Appropriations for year five of the Five-Year Plan approved by City Council May 5, 2015, for the use of these funds has been incorporated into the Proposed FY 2019-20 Budget, with a new Five-Year Plan included for Council's consideration. The money is used to address some of the City's operational and capital improvement needs. The Measure S 2014 budget is projecting a $751,361 use of fund balance for FY 2019-20. This is the result of budget carry forward from the current year and one-time use of fund balance of $932,418 (refer to page B-13 of the budget document). Estimated fund balance is projected to be $1,709,544 at June 30, 2020. Given the number of other high priority tasks staff has undertaken over the last couple of years, several of the planned CIP projects funded from Measure S 2014 have not been completed, leading to this higher than anticipated fund balance. Those allocations will be carried forward into the FY 2019-20 CIP when it is brought forward for Council consideration later this year. Those allocations will reduce the projected fund balance.

Wastewater Fund

The FY 2018-19 Sewer Enterprise and Wastewater is projecting a $265,332 use of fund balance. This is the result of a $1.2 million allocation for the Hazel Street Pump Station upgrade project that is being carried forward. Revenues will continue to exceed expenditures as rates increase under the long-term rate plan which is to fund the debt service on the State Revolving Fund loan required to fund the Water Pollution Control Plant Upgrade Project. The estimated fund balance is projected to be $9,418,066 at June 30, 2020.

Other Funds

Budget summaries for all funds are provided in the budget document on pages B-1 through B-8. Funds that are projecting a use of fund balance are provided on page A-21 of the Budget Overview.

Capital Funds

The City Council adopted a Five-Year Capital Improvement Plan on August 21, 2018. Staff anticipates returning to the Finance Subcommittee on July 24, 2019 with a Proposed FY 2019-24 Five-Year Capital Improvement Plan, and to City Council for adoption on August 20, 2019.

Salary Forecasts

Included in the FY 2019-20 budget are projected wage increases for all represented and unrepresented employees per negotiated Union agreements as well as step and merit increases for employees who are not at the top of their salary range.

FISCAL IMPACT

The Proposed Budget is balanced for most funds with anticipated revenues projected to equal or exceed recommended expenditures. In some cases, fund balances are proposed to be used and additional information is provided.

ATTACHMENTS

The Proposed Budget is posted on the City's website at:

https://www.ci.pinole.ca.us/city_government/finance/budget

A – Resolution Adopting the Proposed FY 2019-20 Budget
B – Revised sections of the Proposed FY 2019-20 Budget
C – June 18, 2019 PowerPoint Presentation
D – May 28th Budget Workshop PowerPoint

RESOLUTION NO. 2019-__

A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ADOPTING THE FISCAL YEAR 2019-20 OPERATIONS BUDGET

WHEREAS, the City Manager has presented a Proposed Operations Budget and the Measure S 2014 Plan for the City of Pinole for Fiscal Year 2019-20; and

WHEREAS, the City Council has conducted a Public Hearing on the matter of the Fiscal Year 2019-20 Proposed Budget and has discussed the individual budgets with City staff members; and

WHEREAS, the City Council has solicited public input on the FY 2019-20 Proposed Budget.

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

Section l. The operations budget for the City of Pinole for Fiscal Year 2019-20 commencing July 1, 2019 and ending June 30, 2020 is hereby approved and adopted.

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

100	General Fund	$16,487,594
105	Measure S 2006	2,303,217
106	Measure S 2014	2,750,367
160	Equipment Reserve	85,000
200	Gas Tax	502,547
201	Restricted Real Estate Maintenance	37,175
203	Public Safety Augmentation Fund	177,310
204	Police Grants	343,679
205	Traffic Safety Fund	19,168
206	Supplemental Law Enforcement Services Fund	129,359
207	NPDES Storm Water Fund	367,444
209	Recreation Fund	1,194,123
212	Building and Planning Fund	1,151,772
213	Refuse Management Fund	125,347
214	Solid Waste Fund	42,000
215	Measure J Fund	200,598
285	Housing Fund	211,107
310	Lighting and Landscape Districts Fund	42,780
317	Pinole Valley Caretaker Fund	14,982
324	Public Facilities Fund	70,000
500	Sewer Enterprise Fund	7,358,264
503	Plant Expansion Fund	3,500
505	Cable Access TV Fund	468,890
750	Recognized Obligation Retirement Fund	250,000

TOTAL OPERATIONS BUDGET $34,336,223

<u>Section 3.</u> That the appropriations established for FY 2019-20 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 fiscal year 2019-20.

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

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

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

<u>Section 7.</u> Estimated revenues and transfers anticipated to fund appropriations for expenditures for the 2019-20 Fiscal Year are presented in Exhibit A (Budget Summaries). Any changes to the established control limits will be subject to adoption by resolution of the City Council.

<u>Section 8.</u> All positions listed in the "City of Pinole Position Listing" (Exhibit B) are hereby authorized positions.

PASSED AND ADOPTED this **18th** day **June 2019,** 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 **18th** day of **June, 2019.**

____

Heather Iopu, CMC

City Clerk

ATTACHMENT B

CITY OF PINOLE, CALIFORNIA

Fiscal Year 2019-20 Proposed Budget

CITY OF PINOLE

FY 2019-20 PRELIMINARY BUDGET

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CITY OF PINOLE

Office of the City Manager

June 18, 2019

Mayor, City Council and Residents of Pinole:

I am pleased to present to you the FY 2019-20 Proposed Budget for the City of Pinole and its Successor Agency. I am happy to report that we continue to be able to recommend a balanced budget.

We are maintaining projected increases in both revenues and expenditures for FY 2019-20. We continue to be conservative in our projections, as we are preparing for the economic downturn fiscal analysts are predicting within the next year or two. Although we always want to be optimistic, we must face the reality that conservative budgeting is imperative to keep us out of another fiscal crisis when the inevitable downturn hits.

As always, staff continues to focus on providing quality services to our community, within our available resources. The biggest project for the City continues to be our $53 million Water Pollution Control Plant Upgrade. Based on our cost sharing agreements with the City of Hercules, Pinole's share of this expense is $26.5 million. As Council is aware, we are receiving the funds from a State Revolving Loan. The project had a significant delay, which has caused the estimated completion date to move to Fall of 2019. Staff continues to work on disposition and development of the remaining former RDA/Housing properties. We have entered into Exclusive Negotiating Agreements for Pinole Shores Phase II, and 811 San Pablo Avenue. The City will begin working with a commercial real estate broker for disposition of the remaining parcels, as issuing our own Requests for Proposals has not yielded positive results for those properties.

Building and Planning continue to be very busy with the new development we are seeing around town. The new CVS opened earlier this calendar year, and the new Safeway and Appian 80 Center redevelopment is in the beginning planning stages. The DaVita Dialysis Center is close to completion, and the Medical Eye Center has received Planning Commission approval.

Recently the Council approved enhancing our Code Enforcement activities, including staffing with one full-time Code Enforcement Officer, one half-time Permit Technician, and some contract support. We will be moving from our current reactive/complaint driven service model to a more proactive model.

Throughout the organization, we continue to look for ways to increase our efficiencies through new technologies.

For the upcoming fiscal year the Council has approved three very large projects. First is a Fire Service Delivery Study. This project is underway, and the first Community meeting was

May 29th. The Study will evaluate our current service model, as well as various ways to improve services. Options will include Pinole Fire reopening Station 74, contracting for services with Contra Costa County Fire Protection District, and consolidating with Rodeo/ Hercules Fire District. The draft study is expected at the end of July/first of August. The final report is expected by October. There will be workshops for the Council and Community to review and comment when both the draft and final reports are received. Of course, any enhancement in services has an associated cost. The Council has targeted the March 2020 ballot to ask the Community whether or not they will support an improved service delivery model and pay for the related expenses.

The next big project is Community Strategic Planning. The City has engaged in some planning processes in the past, but has never developed or adopted a Strategic Plan. The Strategic Plan will identify key priorities/focus areas, objectives for each of those areas, and then specific tasks to achieve those objectives. This project is in the initial phase and will get rolling around July, with an estimated completion of January/February 2020. Again, Community meetings will be scheduled throughout the project.

Finally, around January 2020 the City will begin the process of community engagement regarding the possibility of becoming a Charter City. There are different rules in certain governance areas of Charter Cities versus General Law Cities. The Council and Community will need to determine first if we want to become a Charter, and if so how do we craft the City's Charter in these governance areas. If it seems that the Community is interested in becoming a Charter City, the question will be placed on the November 2020 ballot, as the decision must be made by a vote of our residents.

Turning back to the financials, Fiscal Year 2019-20 looks strong for now. We will continue to keep a close eye on the next few fiscal years projections.

Our FY 2019-20 Budget highlights include:

General Fund

General Fund revenues are expected to be sufficient to meet anticipated expenditures in FY 2019-20.

It is expected that two of the three largest revenue categories (Property Tax, Sales Tax, and Utility Users Tax) will continue to increase during the next fiscal year. Property Taxes are anticipated to show a more robust increase, while Sales Tax is projected with a moderate increase. UUT is projected slightly less than the prior fiscal year.

The FY 2019-20 Preliminary Budget is balanced and there is a positive net result projected of $2,832 (net of $1 million from fund balance for the fire engine) at fiscal year-end. I am happy to report that the City has been able to fund an IRS Section 115 Irrevocable Pension Trust to help fund the Public Employees Retirement System (PERS) future retirement expenses. We have placed approximately $16 million into the Trust from one-time monies. The PERS Employer Contribution rates are projected to continue to increase through at least FY 2020-21, when they will hopefully stabilize. These higher contribution rates are expected to remain in effect through FY 2036-37, when it is projected we will begin to see a decline. Based on the actuarial report prepared for the City, if we achieve our 5% anticipated rate of return on the investment of the Trust assets, we should have enough money to get us through to 2036 when the rates should come down. In the attached budget you will see a Transfer In from the 115 Trust for each fund that has a staffing allocation to offset the FY 2019-20 PERS increases.

Other good news from FY 2018-19 includes that the City was able to meet the Council's established General Fund reserve target of 180 days of cash on hand. The reserve is now $6.9 million. The Council also allocated $1 million from the accumulated Fund Balance for the purchase of a new Fire engine, and $100,000 to a Disaster Recovery Fund.

- Utility Users Tax (UUT)

This is the City's third (3rd) largest General Fund revenue source, bringing in an estimated $1.9 million per year. Previously the UUT has a sunset date of December 2020. The City ran a measure on the November 2018 ballot to renew the UUT without a sunset date. That measure passed at nearly 73%, and we thank our Community for their support.

Measure S 2006

The Measure S 2006 FY 2019-20 budget is projecting a $138,300 use of fund balance. The use of fund balance is the result of carrying over one-time allocations totaling $117,700 to the Fire Department for facility improvements, to complete the fire study, funding for the polling firm, and increased personnel costs. These funds continue to support Police and Fire operations. In FY 2019-20 $100,000 was moved from this fund to Measure S 2014 to account for the anticipated loss in revenue from the closure of three large retailers.

Measure S 2014

Fiscal Year 2019-20 marks the fifth full year the City will receive the Use Taxes from Measure S 2014. A new Five-Year Plan is included in this budget for Council consideration. This Plan was reviewed and approved by the Finance Subcommittee on May 22nd. The recommended appropriations have been incorporated into the Proposed FY 2019-20 Budget. This revenue source is used to address some of the City's operational and capital improvement needs including vehicle and equipment replacement, CIP projects, facility and vehicle maintenance, contributions to Recreation and PCTV programs, limited staffing, and special projects.

The Measure S 2014 budget is projecting a net use of fund balance for FY 2019-20 of $751,361. This is the result of carrying forward one-time capital and equipment allocations. Estimated fund balance is projected to be $1,709,544 at June 30, 2020.

Wastewater Fund

The FY 2019-20 Sewer Enterprise and Wastewater budgets are projected to end the year with a use of fund balance of $265,332. The $1.2 million capital project for the Hazel Street Pump Station is being carried over into FY 2019-20. The estimated Wastewater fund balance is projected to be $9,418,066 at June 30, 2020.

Successor Agency

The Successor Agency continues to wind down and funds a portion of salaries of key employees due to their direct work in the business of the Agency. As noted earlier, at this time there are a handful of former RDA properties left to be sold. However this work will be concluded in future years, at which time the annual $250,000 in reimbursement will no longer be available and the General Fund will need to pick up those costs.

Other Funds

Gas Tax revenue projections have increased slightly. We continue to realize the benefit of approximately $316,000 in SB1 (Road Repair and Accountability Act of 2017) revenues. We look forward to programming these additional funds into our upcoming road maintenance and repair projects.

Capital Projects

The City Council adopted a Five-Year Capital Improvement Plan August 21, 2018. Replacement of the restrooms in Fernandez Park should be complete this Summer, as the contract was awarded on May 21st. The most exciting project continues to be the regionally significant replacement of the San Pablo Avenue vehicle and pedestrian bridge over the BNSF tracks into Hercules. Caltrans programmed and authorized Federal and State funding for the environmental and design phases of the project in their five year funding plan. This project has been programmed beyond the immediate five year funding plan for $15,773,000 for the construction phase, although based on the engineering work alone we anticipate this number to be significantly higher. Staff is working on opportunities to secure the additional funding that will be required to complete the project, keeping in mind that construction would not be expected to commence until likely FY 2022-23. The project was added to the Contra Costa Transportation Authority project list, which will be key in funding the local match portion.

Conclusion

The FY 2019-20 Preliminary Budget was made available to the Public and reviewed at a Finance Subcommittee meeting on May 22^{nd}. The City Council held a Budget Workshop on May 28^{th}, and will hold a Public Hearing on June 18, 2019 for the City Council to consider the Preliminary Budget and to receive public comment.

Again this year I want to acknowledge the cooperation and efforts of all City staff in the development and anticipated implementation of this proposed budget, but single out the work of Finance Department staff, Accountant Maria Mata and Finance Director Andrea Miller for all of their work assembling and editing the final document.

Sincerely,

Michelle Fitzer
City Manager

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CITY OF PINOLE

ELECTED OFFICIALS AND ADMINISTRATIVE PERSONNEL

JUNE 30, 2019

ELECTED OFFICIALS

Mayor	Peter Murray
Mayor Pro Tem	Roy Swearingen
Council Member	Norma Martinez-Rubin
Council Member	Vincent Salimi
Council Member	Anthony Tave
City Treasurer	Dina Rosales

ADMINISTRATIVE PERSONNEL

City Manager	Michelle Fitzer
Assistant City Manager	Hector De La Rosa
City Attorney (Contract)	Eric Casher
Development Services Director	Tamara Miller
Finance Director	Andrea Miller
Police Chief	Neil Gang
Fire Chief	Scott Kouns
City Clerk	Heather Iopu

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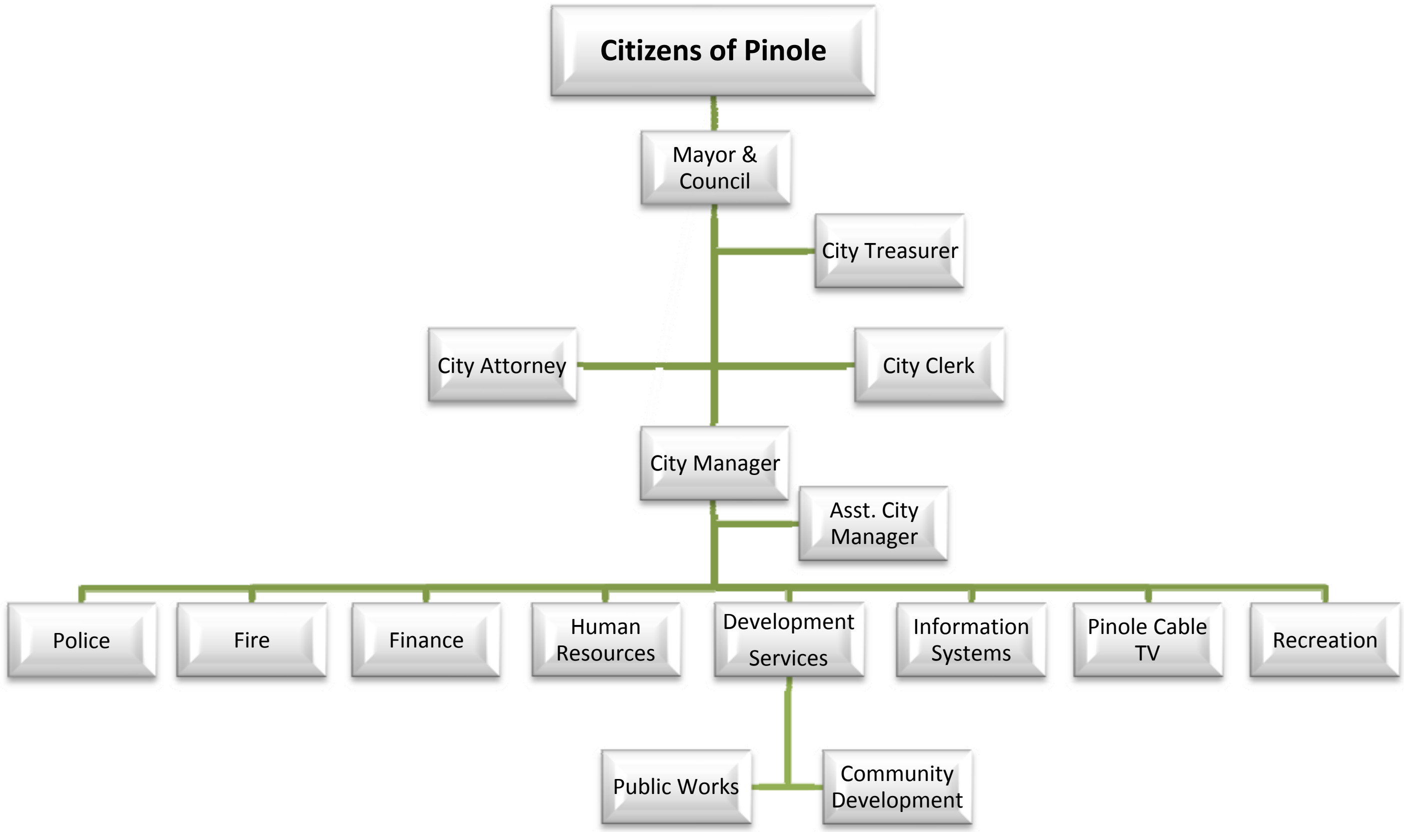
CITY OF PINOLE – ORGANIZATIONAL CHART



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City Overview

The City of Pinole is a general law city which was incorporated on June 25, 1903. The City is primarily a residential community located in the San Francisco Bay Area on the shores of San Pablo Bay in West Contra Costa County. 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, 2019 was 19,498, according to the California Department of Finance.

Municipal Government

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 4-year overlapping terms. The Council elects one of the Council members to serve as Mayor each year.

The City provides the following services: public safety (police and fire), public works, parks and recreation, community development, and general administration services.

Jurisdictional Comparison

	City of Pinole	City of Hercules	City of San Pablo	City of El Cerrito
Form of Government	Council-Manager General Law	Council-Manager General Law	Council-Manager General Law	Council-Manager General Law
Year Incorporated	1903	1900	1948	1917
Budget Comparison				
General Fund Revenue	14,781,811	15,063,926	35,188,058	37,770,371
General Fund Expenditures	16,487,594	14,881,778	35,288,858	37,709,317
Total Full Time Equivalents (FTE)	113.86	88.25	182.5	179.7
Sworn Personnel FTE	42	22.5*	55*	81
Demographics				
Population	19,236	26,000	30,720	24,595
Annual Percent Change	.4	.9	1.1	1.0
Median Age	44.5	40.3	33.7	42.9
Population per FTE	171	295	168	137
Population per Sworn FTE	687	1,156	558	547
Housing Units	7,217	8,436	9,851	10,789
Average Household Size	3.22	3.08	3.27	2.51
Labor Force	10,200	13,900	13,900	13,900
Unemployment Rate	2.4%	2.6%	3.2%	2.4%
Median Household Income	$84,255	$107,221	$47,459	$96,914
Per Capita Income	$36,481	$41,964	$18,478	$50,394

Sources: City of Hercules, City of San Pablo, City of El Cerrito, California Employment Development Department, California Department of Finance, United States Census Bureau
*The City of Hercules and City of San Pablo include Police personnel only as Fire services are provided by the Rodeo Hercules Fire District and ConFire, respectively.

The Budget Process

The preparation and submission of the Annual Proposed City Budget is the statutory responsibility of the City Manager. Each department is responsible for preparing the program and capital projects for their area of responsibility. The Finance Department provides the departments with projected salary and benefit costs and performs the first level of review of each budget. Finance personnel also prepare the revenue forecasts and anticipated fund balances.

In April, department managers attend meetings with the City Manager, Assistant City Manager and Finance Director in which analysis of current and projected expenditures takes place and requests are discussed with the City Manager for approval.

The Finance Subcommittee reviews the preliminary budget in May, and departments' proposed operating budgets are presented to the City Council for further review at the Budget Workshop also held in May.

A budget Public Hearing is held in June where the budget for the upcoming fiscal year is considered by the City Council. Additional meetings may be held during June to discuss the budget if necessary. Active public participation is encouraged following the presentation of the Proposed Budget. Appropriate recommended changes are incorporated into the Adopted Budget document by the Finance Department after follow up discussions. The budget is presented for adoption by the City Council on or before June 30th of each fiscal year.

Monitoring the Budget

Once adopted, the operating 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. Necessary changes to the budget are recommended by department managers and approved by the City Manager before it is presented to the City Council for enactment. Budget amendments deemed necessary are presented to the City Council and are enacted by resolution. Managers are allowed to transfer funds within their respective departments with the approval of the City Manager. Financial reports that highlight variances and proposed adjustments to the budget are presented to City Council for consideration and adoption on a quarterly basis.

Budget Calendar

March 8, 2019

- Department FY 2019-20 Budget requests are due to Finance

March 29, 2019

- Preliminary FY 2019-20 budget submitted to City Manager and distributed to Department Managers

April 1 - 18, 2019

- Budget Hearings
- City Manager, Asst. City Manager, and Finance Director meet with Department Managers

May 22, 2019

- Finance Subcommittee Meeting
- FY 2019-20 Proposed Budget

May 28, 2019

- Special City Council Meeting
- Workshop on Proposed FY 2019-20 Budget

June 18, 2019

- Adoption of FY 2019-20 Budget and Appropriations Limit

Financial Policies

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

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

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

2. Reserves Policy
    i. The City will establish, dedicate and maintain reserves annually to meet known and estimated future obligations. The City will establish specific reserve accounts which include but are not limited to:
        a. General Fund Reserves for Economic Uncertainties equivalent to a minimum 10 percent or 180 days cash on hand of General Fund recurring expenditures;
        b. Reserves for depreciation and replacement of vehicles and major equipment;
        c. Reserves for maintenance, replacement, and renovations of facilities, parks, landscape maintenance and infrastructure.

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

3. Revenue Policy – One Time Resources
    i. The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any land use, major taxpayer, revenue type, restricted revenue, inelastic revenue, or external revenue. The General Fund Budget will be structurally in balance without relying on one-time resources such as proceeds from asset sales, debt refinancing, one-time grants, revenue spikes, budget savings and similar non-recurring revenue. Appropriate uses of one-time resources include establishing and rebuilding the General Fund Reserve, other City established reserves, or early retirement of debt, capital expenditures, reducing unfunded pension liabilities (PERS and OPEB), and other non-recurring expenditures.

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

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

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

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

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

policy and procedures established herein shall apply to all Federal, State, County and private grants administered by the City.

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

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

Accounting and Budget Basis

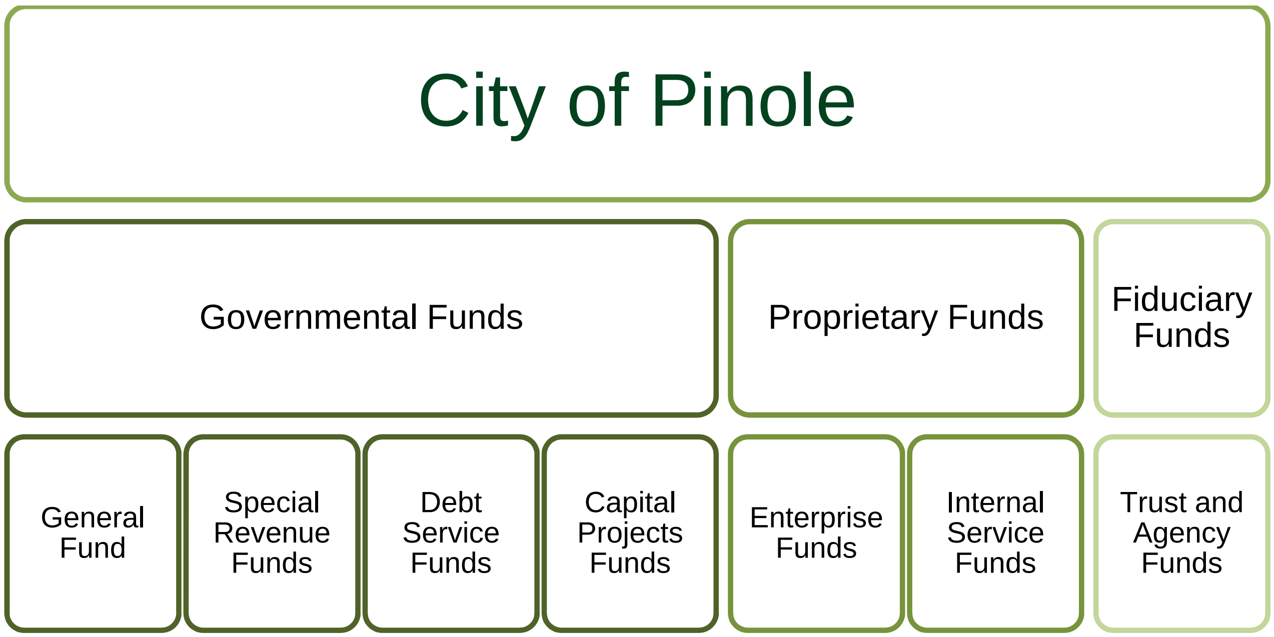
The City maintains its accounting records in accordance with Generally Accepted Accounting Principles (GAAP) and standards established by the Governmental Accounting Standards Board (GASB). Governmental fund financial statements are reported using the current financial resources measurement focus and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

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

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

Fund Structure

The City uses funds to report its current financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid in financial management by segregating transactions related to certain governmental functions 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 Fund - 100

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

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

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

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

Gas Tax Fund – 200

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

Restricted Real Estate Maintenance Fund - 201

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

Public Safety Augmentation Fund - 203

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

Traffic Safety Fund - 205

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

Supplemental Law Enforcement Services Fund - 206

Accounts for funds received from the County under AB 3229 which enacted the Citizens Option for Public Safety (COPS) Program through which funds could be annually provided in the State budget for local law enforcement jurisdictions. The minimum allocation for public agencies is $100,000, which is the amount which has been historically allocated to Pinole.

Storm Water Fund - 207

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

Recreation Fund - 209

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

Building and Planning Fund - 212

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

Refuse Management Fund - 213

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

Measure J Fund - 215

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

Housing Fund - 285

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

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

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

PROPRIETARY FUNDS

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

Sewer Enterprise Fund - 500

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

Cable Access TV Fund - 505

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

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

FIDUCIARY FUNDS

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

Redevelopment Obligation Retirement Fund – 750

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

Pledged property tax revenues will continue to be provided to the City for timely payment of outstanding redevelopment bond debt obligations, to reimburse the City for

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

Major General Fund Revenue Sources

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) located within the state. 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 and when property values increase.

The General Fund receives on average 20% of the total ad valorem property taxes levied (excluding voter approved tax overrides pledged for the retirement of bonded debt) on property located within its boundaries (exclusive of the Redevelopment Project Areas). In 2019-20 local secured and unsecured property taxes are forecast to be $2,557,321 which comprises 18% of the General Fund revenues. Property Tax settlements are received in December, April and June.

It is anticipated that the City's Redevelopment Successor Agency will also receive approximately $1.3 million in property taxes "pledged" from assessments falling within the boundaries of the former Redevelopment Project Areas, as may be required to liquidate all remaining *Enforceable Obligations* of the now dissolved Pinole Redevelopment Agency. The remainder of the "pledged" revenues will be allocated by the County Auditor-Controller to all local taxing entities, pursuant to the provisions of the Redevelopment Dissolution Legislation (ABx1-26 and AB-1484).

This tax is imposed and collected by the County. Contra Costa County is on a Teeter Plan which dictates payment of 100% of all taxes levied; the County absorbs the delinquencies under this plan, which are offset by delinquency penalties (flat 10%) and late payment interest charges (1.5% compounded monthly).

Supplemental Property Tax includes property taxes apportioned to the City by the County from the 1% Tax Rate of the Supplemental Roll Allocation in accordance with Revenue and Taxation Code 75.50.

Property Transfer Tax is levied at $0.55 for each $1,000 value of real property transferred in the City; the County Recorder imposes these fees and remits them to the City. Estimates are based on historical experience.

Sales Tax is the General Fund's single largest revenue source. The City's 9.25% Sales Tax is levied on all merchandise and includes the 1% Bradley Burns Sales Tax, .5% Measure S 2006 Sales and Use Tax, and .5% Measure S 2014 Sales and Use Tax. These funds are received directly from the State on a monthly basis. Sales taxes represent approximately 25% of the General Fund revenues at $3.6 million.

The City uses HdL to estimate sales taxes which are based on economic indicators, historical data and projections for gross sales from newly opened stores and restaurants. The Proposed Budget is based on a conservative 95% of the HdL projection. The 2019-20 estimates are 2% greater than the estimate of projected collections for 2018-19.

Utility User Taxes (UUT) are 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. Historically, the tax has been authorized for fixed time intervals of eight years in length and is subject to voter ratification for extension beyond December of 2020. The Electorate ratified renewal of the taxing authority at the last General Election (November 2018). UUT is estimated to be $1.89 million, 13%, of the General Fund revenues in fiscal year 2019-20.

Franchise Tax is levied at 5% on public utilities and other corporations who furnish gas, electric, water, Cable TV, refuse or similar services to citizens living within city boundaries. The various fees are delineated in franchise agreements and are paid directly to the city by these franchisees. Estimates are based on historical experience considering contract amendments which impact future years. Franchise Taxes are estimated to be approximately $744 thousand, 5% of the General Fund revenue.

Business License Tax is assessed on all businesses doing business within City limits in accordance with Municipal Code Title 5. The City charges business license tax in accordance with the provisions of Government Code 37101. Pinole's tax is computed based on a flat tax of $145 per year combined with a variable tax component based on number of employees engaged in each business. Business License taxes are estimated to be approximately $375 thousand, 3% of the General Fund revenues.

Transient Occupancy Tax (Motel or Bed Tax) 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. Transient Occupancy taxes are estimated to be approximately $484 thousand, 4% of the General Fund revenues.

Motor Vehicle In-lieu is the City's share of motor vehicle license fees levied, collected and apportioned by the State. The Vehicle License Fee (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. Estimated FY 2019-20 revenue is $1.8 million, 12% of General Fund revenues.

Homeowner's Property Tax Rebates (HOPTR) The City is reimbursed for property taxes lost due to the homeowner's property tax exemption. Estimates are based on historical experience and county estimates. Payments are routed through the county from the State to the City and are usually received in April and July. No increase over the amount projected for 2018-19 is expected in 2019-20.

Dispatch Services are 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. The current reimbursement commitment of $1,197,373 covers approximately 68% of the activity's budget.

Rent is received on leased property owned by the City. The principal City facility rental is a long-term (15-year) lease of the Pinole Post Office building with the United States Postal Service, which includes cost escalators at five year intervals. The third and final renewal/extension period began on September 1, 2010. Current annual lease payments are $81,450.

Financial Analysis

The City finances its Operating Activities to the public with revenue derived from a variety of sources. City staff uses information obtained from historical data, actual costs, long and short term trends, estimates from professional consultants and County and State agencies to update the projected revenues for the current fiscal year and for the proposed fiscal year.

Revenues are estimated conservatively based upon staff's best judgment. Estimates are not increased without solid evidence that the individual revenues are likely to be received.

Revenue

Overall, the City's finances have continued to show signs of recovery. The Proposed FY 2019-20 Budget continues to follow a conservative approach to the City's finances with modest improvements in order to begin to rebuild our community services. Revenues including our property tax and sales tax receipts continue to improve. Revenue estimates for sales and property taxes are currently projected at 95% of the total revenue projected by our property and sales tax consultant, HdL. Assuming revenue is realized at or above our consultants estimate, it is possible that by fiscal year end they will be adjusted upward.

Property Tax is the largest General Fund revenue stream. The true number for FY 2019-20 property taxes will not be apparent until the tax roll is established. HdL has carefully analyzed the three most important factors involved in projecting property taxes:

1) the Consumer Price Index on parcels, which did not decrease in value (due to the application of Proposition 8) during the recession;

2) the valuation increase due to change of ownership, and the most volatile factor;

3) the recapture of valuation (per Proposition 8) due to increases in the market value of properties.

The County Assessor determines which properties have increased in valuation and which properties under Proposition 8 should be restored to the pre-recession valuation. Thus, it is possible that property taxes could turn out to be anywhere from a few thousand to as much as $200,000 more than projected.

Sales Taxes are the City's second largest source of revenues in the General Fund and here too a conservative approach has been taken in estimating the projected revenues.

Sales tax revenues has shown steady increases year-over-year. The increase can be attributed to not only a spike in the personal spending but also the infill of businesses at our shopping centers including the new Gateway Plaza Shopping Center. However, this is expected to be negatively impacted in FY 2019-20 due to the closure of three large retailers.

General Fund

In FY 2019-20, the City's primary operating fund, the General Fund, is projecting a use of fund balance in the amount of $997,168. This is attributed to $1 million authorized by City Council for the purchase of a new fire engine in FY 2018-19 from fund balance that is being carried forward to FY 2019-20.

The preliminary budget reflects changes in the California Public Employees' Retirement System (CalPERS) discount rates which changed from its current rate of 7.375% down to 7.25%, and projected to phase in a 7.00% rate by FY 2020-21. Staff has included five-year projections for the General Fund and Measure S 2006 and 2014 funds that take the projected change in PERS rates into consideration.

General Fund revenue is projected at $165,506 less than current year revenue estimates. This is largely due to sales tax revenue anticipated in FY 2019-20 to be less than current year projections.

Department expenditure budgets are mostly status quo with increases built in to reflect MOU increases for contracts that extend through FY 2019-20 and increases in employee benefit costs.

Measure S 2006

Measure S 2006 FY 2019-20 revenue estimates are $139,200 less than current year revenue estimates. This is due to a third quarter adjustment to increase the budget $154,400; otherwise, revenue is projected to increase $15,200. Expenditures are projected at $317,097 less than current year projections primarily the result of allocating a portion of Police overtime budget to Measure S 2014, and one-time expenditures authorized and spent in the current fiscal year that are not reflected in the FY 2019-20 budget. Measure S 2006 funds are used primarily to fund personnel and overtime in the Police and Fire departments.

Measure S 2014

Measure S 2014 FY 2019-20 revenue estimates are $139,200 less than current year revenue estimates. This is due to a third quarter adjustment to increase the budget $154,400; otherwise, revenue is projected to increase $15,200. Expenditures are projected at $76,018 higher than current year estimates. This is primarily the result of one-time project expenditures that are being carried forward from the current fiscal year to FY 2019-20.

Measure S 2014 funds are used to fund major arterial and residential street work, purchase new equipment, vehicles and computers, address some of the deferred maintenance on City facilities, add staff, other community oriented projects, and to build General Fund reserves.

Fund Balance

Fund balance is defined as the net position of a governmental fund (difference between assets, liabilities, deferred outflows of resources, and deferred inflows of resources). As a practical matter, the City prepares its budget using *working capital*, resources (cash) available to fund day-to-day operations (calculated as current assets minus current liabilities).

Deficit Funds

Some of the City's operating funds have long standing deficits as the result of expenditures exceeding budgeted revenues during the early years of the recession. Staff continues to analyze funds cost recovery ability and provides quarterly updates to the City Council. In addition, a nexus fee study is planned in the current fiscal year to review all City fees. With the unwinding of the Successor Agency, it can be anticipated that current salary costs funded by the Successor Agency in the amount of $250,000 will terminate with the General Fund absorbing the costs.

Use of Fund Balance

The operating budget includes using fund balance and carryover funds accumulated from prior years in the following funds, in order to offset anticipated deficit spending and/or to appropriate fund balances for one time expenditures in FY 2018-19:

General Fund - 100	-997,168
Measure S 2006 - 105	-138,300
Measure S 2014 - 106	-751,361
Supplemental Law Enforcement Services Fund - 206	-27,759
NPDES Storm Water - 207	-100,824
Building and Planning - 212	-295,285
Refuse Management - 213	-61,287
Public Facilities Fund - 324	-70,000
Sewer Enterprise - 500	-265,332

The deficits in some of these funds are not "structural" in nature. For example, the fee revenues received by the Building and Planning Fund can only be used to cover the costs for the services performed. Often inspection fees are collected in the fiscal year before the inspections are actually performed.

Major Non-General Fund Revenue Sources

Gas Tax Fund

Revenues are projected at $827,289, $22,914 above current year revenue estimates. Expenditures are projected at $502,547 for FY 2019-20, an increase of $65,946 compared to the current fiscal year. The capital budget which allocates funding for streets and road repair is under development and will be presented to Council on August 20, 2019.

Police Grant Funds

The Police Department receives a variety of grants and funding from federal and state governments. Funding is received from the Supplemental Law Enforcement Services Fund (SLESF) in the amount of $100,000 per year to provide funding for a portion of a Police Officer and a Canine Officer's salary. Funding is also received from the West Contra Costa County School District in the amount of $300,000 to fund two School Resource Officers (SROs). Fines and forfeitures received under Section 1463 of the Penal Code go into the Traffic Safety Fund to fund School Crossing Guards. Lastly, funding is received from the Public Safety Augmentation Fund under Proposition 172 to fund public safety services. These funds are being used to offset the costs of one SRO previously funded from WCCUSD.

Recreation Funds

For all Recreation Services, the fiscal policy direction of the City Council is that the goal of Recreation Programs are to be fully funded through their own user fees and community donations generated through on-going fundraising efforts. This continues to be a struggle each year. A nexus fee study is planned for this fiscal year to determine if program fees are equitable.

Revenue in FY 2019-20, not including the operating contribution from General Fund is projected to be $90,105 less than the current year revenue. This is largely as a result of decreased participation in Youth Center and Day Camp programs as a result of discontinued transportation program; reduced staffing and the need to maintain student-to-teacher ratios; discontinued breakfast at the Senior Center; Pinole Area Senior Foundation contribution is no longer available; and, a shift in requiring online enrollment for programs versus walk-ins. Expenditures are projected to be $38,457 higher than current year expenditure appropriations. This is largely due to an increase benefits and cost-of-living increases, Senior Center flooring and chair replacement costs included in FY 2019-20, and an increase in maintenance and structure improvement contracts. Expenditures are projected to exceed revenue by $492,512; as a result, staff is proposing an operating contribution from the General Fund.

Building and Planning Fund

FY 2019-20 revenues of $797,550 are projected to be $354,222 higher than proposed expenditures of $1,151,772. As noted earlier this does not necessarily mean that the fund is not balanced. Often fees are received for development services in the fiscal year prior to when they are rendered; this results in a mismatch of revenues to expenditures since accounting for governmental funds is on a modified accrual basis. Also, development fees are conservatively estimated and may very well increase by the end of the fiscal year.

The need for Development Services fluctuates from year to year and it is expected that in some years the fund balance will be used to cover some of the costs from fees received in prior years. Fees are set for the services with the expectation that over the period of several years the total fees collected will not exceed the cost of services plus enough working capital to cover operations. User fees for Development Services will be included as part of the nexus fee study planned for this fiscal year.

Cable Television Fund

It is the direction of the City Council that the Pinole Community Television (PCTV) activity becomes self-sustaining through the development of a full cost recovery fiscal plan. This means that the Cable Services will have to generate enough revenues from contracts, user fees, sponsorships and donations to cover all operating, maintenance and capital equipment costs.

FY 2019-20 revenue is projected to be $245,563, $205,125 less than expenditures of $468,890. Accordingly, a continued $55,000 operating contribution funded by Measure S 2014 is proposed to cover program revenue deficiencies. In addition, staff is recommending an operating contribution of $150,125 allocation from General Fund to cover the balance of the projected deficit.

Efforts are underway to fully analyze all the services provided by PCTV and the costs associated to provide the services. Fees for PCTV will be reviewed as part of the nexus fee study planned this fiscal year. Once that analysis has been completed, Staff will present the finding to the City Council outlining those services, which are profitable, and those which are not.

Wastewater Fund

REVENUE

The Wastewater Fund remains the City's most stable operation in the City's budget and is consistent with the City's Rate Analysis model which projects a positive fund balance of $9.7 million, at fiscal year ending June 30, 2019. For FY 2019-20, "Pinole Only" operating revenues are projected at $5,342,609. These annual revenues will continue to fund operations, which are shared on a percentage basis of flow with the City of Hercules. It should be noted, that the current rate structure was designed to achieve a large fund balance until 2017-18 at which point the Fund Balance would be reduced by $600,000 annually to pay a portion of the debt service attributed to the State loan of $26.6 million.

The City of Pinole is financing the entire portion of our share ($26.6 million) of the Water Pollution Control Plant Upgrade Project through a low interest loan from the State Revolving Fund (SRF) Loan. Construction of the upgrade project began in May of 2016 with an estimated completion date of Spring 2019.

EXPENDITURES

Expenditures for the Wastewater Fund include three components; plant operations, the collection system and capital improvements at the treatment plant. Operational costs at the plant are shared with the City of Hercules based on wastewater inflows for treatment. The budget also included funding for the rehabilitation or replacement of the Pinole collection system, which is funded 100% by Pinole ratepayers. For capital improvements at the plant, the cities of Pinole and Hercules share costs equally on a 50/50 basis.

Operational Costs

The total operations budget for FY 2019-20 is $4,305,084. Of this amount and based on the flow formula, the City of Pinole's share of the "treatment activities" varies monthly from 47% to 51% (51% is $2,152,542). The City of Pinole bills the City of Hercules on a monthly basis for their share of the costs.

Equipment Replacement Fund Established

Through the rate structure, the City is now including for the seventh year in a row, a budget to establish reserves for replacement of its assets at the plant. This has always been a goal and now that a revenue source is available, we are able to initiate this financially prudent practice. The equipment replacement reserve account will provide for a "pay-as-you-go" method for the long-term replacement of physical capital equipment, infrastructure and buildings, which are obsolete, or at the end of their useful life. The depreciation schedule is based on the total value of the current assets and the long-term economic life of those assets.

In FY 2013-14, based on the then depreciated amount of existing assets, a total of $580,000 was necessary to establish replacement funds for anticipated outdated equipment. With the agreement in place with the City of Hercules, which states they will pay for 50% of equipment at the Plant, their share of the depreciation was $290,000. The proposed budget includes $340,000 for the equipment replacement allocation as was the case in the current year's budget.

Collection System

The FY 2019-20 proposed budget for the Collection System is $2,523,873. In FY 2013-14, City crews began an inflow and infiltration detection program utilizing smoke testing and flow monitoring. This is in an effort to reduce the amount of extraneous flow entering into the City's sewer collection system. These activities are mandated by the recently issued Regional Water Quality Control Board operating permit for the plant. Included in the amount listed above, is an appropriation of $395,000 funding sewer main-line collection system renovations, and $1.2 million funding upgrades to the Hazel Street Pump Station.

Capital Improvement Projects

The City Council adopted a Five-Year Capital Improvement Plan on August 21, 2018. Staff anticipates returning to City Council on August 20, 2019 with a Proposed FY 2019-24 Five-Year Capital Improvement Plan for adoption.

Staff will continue progress on the Water Pollution Control Plant Upgrade Project in FY 2019-20 with estimated project completion in July of 2019.

Compensation and Benefits

Salaries and benefits make up the largest component of General Fund expenditures and represent all personnel-related costs. Current salary and benefit schedules are available online at:
https://www.ci.pinole.ca.us/city_government/human_resources/salary__benefits.

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, 2019 to June 30, 2020 at an actuarially determined rate of 43.110% and 63.000% 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 pay 16% (8% employee portion and 8% employer portion) and 20% (9% employee portion and 11% employer portion) respectively. The City pays the employer contribution above employee share of 52.000% (63.000% – 11.000%) and 35.1100% (43.1100 – 8%) for its miscellaneous and safety employees respectively.

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 BayArea/Sacramento family premium. The premium as of July 1, 2019 is $2,027.64 per month. The City is currently funding the benefits on a pay-as-you-go basis.

Risk Management

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

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

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

California Society of Municipal Finance Officers

Certificate of Award

Excellence Award
Fiscal Year 2018-2019 Operating Budget

Presented to the

City of Pinole

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

January 4, 2019

Margaret Moggia	***Sara Roush, Chair***
CSMFO President	***Recognition Committee***

Dedicated Excellence in Municipal Financial Reporting

For the fifth consecutive year, the City of Pinole has received the Operating Budget Excellence Award from the California Society of Municipal Finance Officers (CSMFO) for its annual Operating Budget. The City previously received the Meritorious Award for its fiscal years 2006 through 2011 Operating Budgets, and Outstanding Financial Reporting for its fiscal years 1996 through 2001 operating Budget.

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

CITY OF PINOLE
BUDGET SUMMARIES

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 100 - General Fund						
Revenue						
311 - Property Taxes	3,453,072	4,615,198	3,787,392	2,488,664	4,033,892	
312 - Sales and Use Taxes	3,606,395	3,875,926	3,950,900	2,750,991	3,629,286	
313 - Utility Users Tax	2,066,623	1,926,796	1,930,000	1,412,085	1,898,000	
314 - Franchise Taxes	717,013	747,625	744,128	587,070	744,000	
315 - Other Taxes	812,417	880,271	884,200	730,177	858,900	
321 - Intergovernmental Taxes	1,647,297	1,732,370	1,736,706	907,937	1,819,484	
323 - State Grants	23,435	32,401	104,000	100,667	35,000	
324 - Other Grants	60,467	47,026	59437	57,026	57,026	
332 - Permits	61,096	98,312	76,700	38,800	73,700	
341 - Review Fees	35124.56	41002.02	39800	30,471	34000	
342 - Other Fees	26,159	73,632	60,500	24,948	12,750	
343 - Abatement Fees	4,242	720	9,000	8,769	3,300	
351 - Fines and Forfeiture	38,876	41,279	59,050	39,997	41,550	
361 - Public Safety Charges	22,823	971,249	1,123,939	676,183	1,229,973	
370 - Interest and Investment Income	2,863	34,244	178,000	133,543	200,000	
381 - Rental Income	81,510	97,027	81,450	61,088	81,450	
383 - Reimbursements	4,171	63,306	97,115	39,571	9,500	
384 - Other Revenue	17,355	148,062	14,000	5,330	9,000	
392 - Proceeds from Sale of Property	16,099	10,017,210	11,000	772	11,000	
Revenue Total:	**12,697,038**	**25,443,655**	**14,947,317**	**10,094,087**	**14,781,811**	
399 - Transfer In	-	-	6,290,688	6,290,688	-	
399 - Transfer In from Section 115 Trust	-	-	-	-	708,615	
Sources Total:	**12,697,038**	**25,443,655**	**21,238,005**	**16,384,776**	**15,490,426**	
Expenditures						
Division: 110 - City Council Total:	81,942	143,788	130,636	71,888	161,125	
Division: 111 - City Manager Total:	112,444	118,949	149,871	118,931	171,439	
Division: 112 - City Clerk Total:	123,878	189,036	259,583	177,394	246,659	
Division: 113 - City Treasurer Total:	5,722	10,560	11,434	8,327	11,332	
Division: 114 - City Attorney Total:	200,331	269,917	96,820	115,873	110,919	
Division: 115 - Finance Department Total:	403,152	425,502	494,175	374,132	478,572	
Division: 116 - Human Resources Total:	275,138	325,655	421,020	290,932	471,607	
Division: 117 - General Government Total:	1,101,421	1,298,658	1,514,337	1,072,510	1,651,460	
Administrative Total:	**2,304,028**	**2,782,064**	**3,077,876**	**2,229,987**	**3,303,114**	
Division: 221 - Police Operations Total:	2,566,750	3,061,895	3,249,686	2,657,025	3,489,536	
Division: 222 - Police Support Services Total:	942,507	855,587	1,148,505	539,998	1,180,510	
Division: 223 - Dispatch WBCC Total:	1,116,412	1,641,573	1,598,024	1,262,331	1,741,454	
Division: 231 - Fire Total:	3,266,865	2,428,484	4,042,161	1,718,249	4,453,035	[1]
Public Safety Total:	**7,892,534**	**7,987,540**	**10,038,375**	**6,177,603**	**10,864,535**	
Division: 341 - Administration/Engineering Total:	105,332	143,054	137,078	77,171	145,554	
Division: 342 - Road Maintenance Total:	31,926	35,943	55,914	27,476	55,619	
Division: 343 - Facility Maintenance Total:	428,408	472,403	432,907	306,527	404,526	
Division: 345 - Park Maintenance Total:	199,490	185,527	236,311	176,045	255,720	
Public Works Total:	**765,157**	**836,927**	**862,210**	**587,218**	**861,419**	
Division: 461 - Planning Total:	7,749	8,206	9,893	6,494	11,857	
Division: 462 - Building Inspection Total:	210	-	-	-	-	
Division: 465 - Code Enforcement Total:	-	-	72,694	24,075	269,032	
Community Development Total:	**7,959**	**8,206**	**82,587**	**30,569**	**280,889**	
Division: 554 - Youth Center Total:	5,837	132	-	12	-	
Division: 557 - Swim Center Total:	-	196	-	-	-	
Recreation Total:	**5,837**	**328**	**-**	**12**	**-**	
481 - Debt Service	581,443	572,923	520,000	521,131	535,000	
Sub-Total:	**11,556,959**	**12,187,987**	**14,581,048**	**9,546,520**	**15,844,957**	
499 - Transfers Out	30,000	34,095	21,387,954	4,605,806	642,637	
Expenditure Total:	**11,586,959**	**12,222,082**	**35,969,002**	**14,152,326**	**16,487,594**	
Fund: 100 - General Fund Net Results	**1,110,080**	**13,221,572**	**(14,730,997)**	**2,232,450**	**(997,168)**	
Fund Balance, July 1	**5,209,670**	**6,319,750**	**19,541,322**		**4,810,325**	
Fund Balance, June 30	**6,319,750**	**19,541,322**	**4,810,325**		**3,813,157**	

[1] Includes prior year use of fund balance carryover of $1 million for purchase of fire engine.

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 105 - Measure S -2006						
Revenue						
312 - Sales and Use Taxes	1,909,172	2,165,664	2,100,000	1,463,200	1,960,800	
370 - Interest and Investment Income	443	12,796	22,500	16,615	20,000	
383 - Reimbursements	-	49,765	-	-	-	
Revenue Total:	**1,909,615**	**2,228,225**	**2,122,500**	**1,479,815**	**1,980,800**	
399 - Transfer In from Section 115 Trust	-	-	-	-	184,117	
Sources Total:	**1,909,615**	**2,228,225**	**2,122,500**	**1,479,815**	**2,164,917**	
Expenditures						
Division: 115 - Finance Department Total:	-	1,392	1,628	59	2,433	
Division: 221 - Police Operations Total:	1,055,123	1,216,568	1,772,080	976,395	1,513,954	
Division: 223 - Dispatch WBCC Total:	58,993	143,088	-	-	-	
Division: 231 - Fire Total:	655,666	714,030	846,606	419,145	786,830	
Expenditure Total:	**1,769,782**	**2,075,079**	**2,620,314**	**1,395,598**	**2,303,217**	
Fund: 105 - Measure S -2006 Net Results	**139,834**	**153,146**	**(497,814)**	**84,217**	**(138,300)**	
Fund Balance, July 1	**2,527,270**	**2,667,103**	**2,820,249**		**2,322,435**	
Fund Balance, June 30	**2,667,103**	**2,820,249**	**2,322,435**		**2,184,135**	
Fund: 106 - MEASURE S-2014						
Revenue						
312 - Sales and Use Taxes	1,896,338	2,121,226	2,100,000	1,456,723	1,960,800	
370 - Interest and Investment Income	262	15,527	32,800	24,565	30,000	
383 - Reimbursements	-	-	600	600	-	
Revenue Total:	**1,896,600**	**2,136,753**	**2,133,400**	**1,481,888**	**1,990,800**	
399 - Transfer In from Section 115 Trust	-	-	-	-	8,206	
Sources Total:	**1,896,600**	**2,136,753**	**2,133,400**	**1,481,888**	**1,999,006**	
Expenditures						
Division: 110 - City Council Total:	-	-	-	-	57,200	
Division: 114 - City Attorney Total:	48,786	77,078	35,000	17,262	35,000	
Division: 115 - Finance Department Total:	2,500	4,192	3,237	59	2,433	
Division: 117 - General Government Total:	961,364	763,888	922,000	427,992	692,500	
Division: 118 - Information Systems Total:	135,848	81,334	125,000	54,964	64,600	
Administrative Total:	**1,148,498**	**926,492**	**1,085,237**	**500,276**	**851,733**	
Division: 221 - Police Operations Total:	44,162	38,254	106,306	15,693	205,000	
Division: 222 - Police Support Services Total:	-	-	-	-	103,087	
Division: 223 - Dispatch WBCC Total:	-	-	-	-	25,000	
Division: 231 - Fire Total:	11,589	199,863	324,163	215,325	306,128	
Public Safety Total:	**55,752**	**238,117**	**430,469**	**231,017**	**639,215**	
Division: 341 - Administration/Engineering Total:	15,697	47,073	56,237	15,147	77,810	
Division: 342 - Road Maintenance Total:	-	-	-	-	140,000	
Division: 343 - Facility Maintenance Total:	3,229	59,727	447,592	149,146	338,991	
Division: 344 - NPDES Storm Drain Total:	-	-	225,000	-	175,000	
Division: 345 - Park Maintenance Total:	5,882	4,223	429,814	16,092	367,618	
Public Works Total:	**24,809**	**111,023**	**1,158,643**	**180,385**	**1,099,419**	
Division: 461 - Planning:	-	-	-	-	100,000	
Division: 465 - Code Enforcement Total:	-	-	-	-	30,000	
Community Development Total:	**-**	**-**	**-**	**-**	**130,000**	
Division: 551 - Recreation Administration Total:	6,946	8,130	-	-	-	
Division: 552 - Senior Center Total:	-	-	-	-	7,000	
Division: 553 - Tiny Tots Total:	-	-	-	-	14,800	
Division: 554 - Youth Center Total:	-	-	-	-	8,200	
Recreation Total:	**6,946**	**8,130**	**-**	**-**	**30,000**	
Expenditure Total:	**1,236,004**	**1,283,762**	**2,674,349**	**911,679**	**2,750,367**	
Fund: 106 - MEASURE S-2014 Net Results	**660,596**	**852,991**	**(540,949)**	**570,210**	**(751,361)**	
Fund Balance, July 1	**1,488,267**	**2,148,863**	**3,001,854**		**2,460,905**	
Fund Balance, June 30	**2,148,863**	**3,001,854**	**2,460,905**		**1,709,544**	

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 160 - EQUIPMENT RESERVE						
Revenue						
399 - Transfer In	120,000	-	80,000	-	85,000	
Revenue Total:	**120,000**	**-**	**80,000**	**-**	**85,000**	
Expenditures						
Division: 345 - Park Maintenance Total:	-	-	80,000	-	80,000	
Division: 461 - Planning Total:	-	-	-	-	5,000	
Expenditure Total:	**-**	**-**	**80,000**	**-**	**85,000**	
Fund: 160 - EQUIPMENT RESERVE Net Results	**120,000**	**-**	**-**	**-**	**-**	
Fund Balance, July 1	**26,188**	**146,188**	**146,188**		**146,188**	
Fund Balance, June 30	**146,188**	**146,188**	**146,188**		**146,188**	
Fund: 200 - Gas Tax Fund						
Revenue						
321 - Intergovernmental Taxes	365,347	519,757	804,375	546,000	827,289	
370 - Interest and Investment Income	317	1,973	5,200	3,895	5,000	
Revenue Total:	**365,664**	**521,730**	**809,575**	**549,895**	**832,289**	
Expenditures						
Division: 341 - Administration/Engineering Total:	391,415	325,062	-	177,028	-	
Division: 342 - Road Maintenance Total:	-	-	436,601	60,932	502,547	
Division: 343 - Facility Maintenance Total:	747	31,781	481,727	5,982	-	
Expenditure Total:	**392,162**	**356,843**	**918,328**	**243,942**	**502,547**	
Fund: 200 - Gas Tax Fund Net Results	**(26,498)**	**164,887**	**(108,753)**	**305,953**	**329,742**	
Fund Balance, July 1	**302,968**	**276,470**	**441,357**		**332,604**	
Fund Balance, June 30	**276,470**	**441,357**	**332,604**		**662,346**	
Fund: 201 - Restricted Real Estate Maintenance Fund						
Revenue						
342 - Other Fees	2,725	3,625	3,175	1,825	3,175	
381 - Rental Income	36,211	5,784	34,000	34,150	34,000	
384 - Other Revenue	5,274	-	-	-	-	
Revenue Total:	**44,211**	**9,409**	**37,175**	**35,975**	**37,175**	
Expenditures						
Division: 343 - Facility Maintenance Total:	23,142	28,681	37,175	13,933	37,175	
Expenditure Total:	**23,142**	**28,681**	**37,175**	**13,933**	**37,175**	
Fund: 201 - Restricted RE Maintenance Fund Net Results	**21,069**	**(19,272)**	**-**	**22,043**	**-**	
Fund Balance, July 1	**131,789**	**152,858**	**133,586**		**133,586**	
Fund Balance, June 30	**152,858**	**133,586**	**133,586**		**133,586**	
Fund: 203 - Public Safety Augmentation Fund						
Revenue						
321 - Intergovernmental Taxes	184,740	164,543	174,069	137,970	177,375	
370 - Interest and Investment Income	(4)	1,442	2,900	2,175	2,500	
Revenue Total:	**184,736**	**165,985**	**176,969**	**140,145**	**179,875**	
Expenditures						
Division: 221 - Police Operations Total:	144,472	149,159	151,406	86,561	177,310	
Expenditure Total:	**144,472**	**149,159**	**151,406**	**86,561**	**177,310**	
Fund: 203 - Public Safety Augmentation Fund Net Results	**40,264**	**16,826**	**23,163**	**53,584**	**2,565**	
Fund Balance, July 1	**222,036**	**262,300**	**279,126**		**302,289**	
Fund Balance, June 30	**262,300**	**279,126**	**302,289**		**304,854**	
Fund: 204 - Police Grants						
Revenue						
323 - State Grants	13,118	-	-	-	-	
324 - Other Grants	320,000	328,000	328,000	-	300,000	
384 - Other Revenue	-	-	-	20	-	
Revenue Total:	**333,118**	**328,000**	**328,000**	**20**	**300,000**	
399 - Transfer In from Section 115 Trust	-	-	-	-	44,722	
Sources Total:	**333,118**	**328,000**	**328,000**	**20**	**344,722**	
Expenditures						
Division: 227 - Police Grants Total:	346,787	324,671	274,003	178,475	343,679	
Expenditure Total:	**346,787**	**324,671**	**274,003**	**178,475**	**343,679**	
Fund: 204 - Police Grants Net Results	**(13,669)**	**3,329**	**45,997**	**(178,455)**	**1,043**	
Fund Balance, July 1	**57,682**	**44,013**	**47,342**		**93,339**	
Fund Balance, June 30	**44,013**	**47,342**	**93,339**		**94,382**	

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 205 - Traffic Safety Fund						
Revenue						
351 - Fines and Forfeiture	43,889	32,107	57,750	21,378	42,330	
370 - Interest and Investment Income	40	673	1,500	1,059	1,500	
Revenue Total:	**43,929**	**32,780**	**59,250**	**22,437**	**42,830**	
Expenditures						
Division: 227 - Police Grants Total:	14,256	9,579	18,458	5,148	19,168	
Expenditure Total:	**14,256**	**9,579**	**18,458**	**5,148**	**19,168**	
Fund: 205 - Traffic Safety Fund Net Results	**29,672**	**23,201**	**39,792**	**17,289**	**23,662**	
Fund Balance, July 1	**81,319**	**110,991**	**134,192**		**173,984**	
Fund Balance, June 30	**110,991**	**134,192**	**173,984**		**197,646**	
Fund: 206 - Supplemental Law Enforcement Svc Fund						
Revenue						
323 - State Grants	139,416	100,000	100,000	148,747	100,000	
370 - Interest and Investment Income	35	622	600	1,190	1,600	
Revenue Total:	**139,452**	**100,622**	**100,600**	**149,936**	**101,600**	
Expenditures						
Division: 227 - Police Grants Total:	100,137	92,612	100,000	73,887	129,359	
Expenditure Total:	**100,137**	**92,612**	**100,000**	**73,887**	**129,359**	
Fund: 206 - SLESF Net Results	**39,315**	**8,009**	**600**	**76,049**	**(27,759)**	
Fund Balance, July 1	**71,772**	**111,087**	**119,097**		**119,697**	
Fund Balance, June 30	**111,087**	**119,097**	**119,697**		**91,938**	
Fund: 207 - NPDES Storm Water Fund						
Revenue						
321 - Intergovernmental Taxes	239,503	295,916	315,768	-	266,470	
370 - Interest and Investment Income	(78)	151	150	108	150	
384 - Other Revenue	-	378	-	-	-	
Revenue Total:	**239,425**	**296,445**	**315,918**	**108**	**266,620**	
Expenditures						
Division: 344 - NPDES Storm Drain Total:	255,169	273,919	318,173	208,654	367,444	
Expenditure Total:	**255,169**	**273,919**	**318,173**	**208,654**	**367,444**	
Fund: 207 - NPDES Storm Water Fund Net Results	**(15,744)**	**22,526**	**(2,255)**	**(208,547)**	**(100,824)**	
Fund Balance, July 1	**93,720**	**77,976**	**100,502**		**98,247**	
Fund Balance, June 30	**77,976**	**100,502**	**98,247**		**(2,577)**	
Fund: 209 - Recreation Fund						
Revenue						
Division: 551 - Recreation Administration Total:	34,136	25,530	391,902	20,715	519,773	[2]
Division: 552 - Senior Center Total:	507,156	372,734	321,500	284,001	328,300	
Division: 553 - Tiny Tots Total:	192,118	195,505	195,589	151,138	193,368	
Division: 554 - Youth Center Total:	131,894	54,157	76,375	28,770	27,310	
Division: 555 - Day Camp Total:	69,008	37,419	32,000	8,109	20,500	
Division: 556 - Performing Arts Total:	42,298	49,794	48,280	30,085	-	
Division: 557 - Swim Center Total:	53,659	81,444	83,920	23,551	91,920	[2]
Division: 558 - Memorial Hall Total:	10,470	5,000	5,600	1,250	5,600	
Division: 559 - Tennis Total:	714	410	500	250	400	
Revenue Total:	**1,041,454**	**821,994**	**1,155,666**	**547,869**	**1,187,171**	
399 - Transfer In from Section 115 Trust	-	-	-	-	6,952	
Sources Total:	**1,041,454**	**821,994**	**1,155,666**	**547,869**	**1,194,123**	
Expenditures						
Division: 551 - Recreation Administration Total:	185,100	151,958	192,844	101,693	202,081	
Division: 552 - Senior Center Total:	516,228	427,948	470,458	332,610	497,141	
Division: 553 - Tiny Tots Total:	102,151	110,816	119,030	94,235	137,296	
Division: 554 - Youth Center Total:	159,388	146,125	202,913	106,806	196,635	
Division: 555 - Day Camp Total:	28,530	4,438	37,572	2,324	60,640	
Division: 556 - Performing Arts Total:	36,980	39,624	43,950	32,630	-	
Division: 557 - Swim Center Total:	51,151	81,201	80,811	65,139	91,368	
Division: 558 - Memorial Hall Total:	4,820	3,869	4,838	2,727	4,961	
Division: 559 - Tennis Total:	2,726	3,100	3,250	1,695	4,000	
Expenditure Total:	**1,087,073**	**969,078**	**1,155,666**	**739,860**	**1,194,123**	
Fund: 209 - Recreation Fund Net Results	**(64,467)**	**(147,084)**	**0**	**(191,991)**	**0**	
Fund Balance, July 1	**257,245**	**192,778**	**45,694**		**45,694**	
Fund Balance, June 30	**192,778**	**45,694**	**45,694**		**45,694**	

[2] Refer to Schedule of Transfers on B-16.

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 212 - Building & Planning						
Revenue						
315 - Other Taxes	1,561	159	1,800	16	1,800	
332 - Permits	497,828	762,459	530,750	264,757	512,750	
341 - Review Fees	130,071	262,891	182,500	166,116	192,500	
342 - Other Fees	46,559	81,516	63,400	63,051	62,500	
343 - Abatement Fees	5,035	6,500	-	-	-	
370 - Interest and Investment Income	43	5,445	8,700	6,369	7,000	
384 - Other Revenue	19,850	19,857	8,500	3,998	21,000	
Revenue Total:	**700,946**	**1,138,827**	**795,650**	**504,308**	**797,550**	
399 - Transfer In from Section 115 Trust	-	-	-	-	58,937	
Sources Total:	**700,946**	**1,138,827**	**795,650**	**504,308**	**856,487**	
Expenditures						
Division: 461 - Planning Total:	223,545	276,037	413,914	229,586	409,515	
Division: 462 - Building Inspection Total:	558,324	754,848	684,839	368,246	742,257	
Expenditure Total:	**781,870**	**1,030,885**	**1,098,753**	**597,832**	**1,151,772**	
Fund: 212 - Building & Planning Net Results	**(80,923)**	**107,942**	**(303,103)**	**(93,524)**	**(295,285)**	
Fund Balance, July 1	**734,575**	**653,652**	**761,594**		**458,491**	
Fund Balance, June 30	**653,652**	**761,594**	**458,491**		**163,206**	
Fund: 213 - Refuse Management Fund						
Revenue						
323 - State Grants	70,850	66,513	60,060	45,905	60,060	
370 - Interest and Investment Income	38	4,071	7,000	4,891	6,000	
Revenue Total:	**70,888**	**70,584**	**61,060**	**50,796**	**64,060**	
Expenditures						
Division: 344 - NPDES Storm Drain Total:	-	-	296,999	5,278	-	
Division: 346 - Waste Reduction Total:	94,478	99,211	116,508	76,678	125,347	
Expenditure Total:	**94,478**	**99,211**	**413,507**	**81,956**	**125,347**	
Fund: 213 - Refuse Management Fund Net Results	**(23,590)**	**(28,628)**	**(352,447)**	**(31,160)**	**(61,287)**	
Fund Balance, July 1	**736,956**	**713,366**	**684,738**		**332,291**	
Fund Balance, June 30	**713,366**	**684,738**	**332,291**		**271,004**	
Fund: 214 - Solid Waste Fund						
Revenue						
370 - Interest and Investment Income	(107)	3,876	10,000	6,957	8,000	
383 - Reimbursements	234,738	247,457	280,960	220,960	240,000	
Revenue Total:	**234,631**	**251,333**	**290,960**	**227,917**	**244,000**	
Expenditures						
Division: 343 - Facility Maintenance Total:	-	-	42,000	3,003	42,000	
Expenditure Total:	**-**	**-**	**42,000**	**3,003**	**42,000**	
Fund: 214 - Solid Waste Fund Net Results	**234,631**	**251,333**	**248,960**	**224,914**	**202,000**	
Fund Balance, July 1	**347,400**	**582,031**	**833,365**		**1,082,325**	
Fund Balance, June 30	**582,031**	**833,365**	**1,082,325**		**1,284,325**	
Fund: 215 - Measure C and J Fund						
Revenue						
324 - Other Grants	356,789	366,959	303,590	-	360,000	
370 - Interest and Investment Income	(357)	5,004	9,300	6,792	8,000	
Revenue Total:	**356,431**	**371,963**	**312,890**	**6,792**	**365,000**	
Expenditures						
Division: 117 - General Government Total:	-	-	47,049	47,049	48,930	
Division: 341 - Administration/Engineering Total:	110,103	127,060	107,812	63,732	119,668	
Division: 342 - Road Maintenance Total:	-	-	-	-	30,000	
Division: 343 - Facility Maintenance Total:	6,326	6,947	493,922	325,272	2,000	
Expenditure Total:	**116,429**	**134,006**	**648,783**	**436,053**	**200,598**	
Fund: 215 - Measure C and J Fund Net Results	**240,002**	**237,957**	**(335,893)**	**(429,260)**	**164,402**	
Fund Balance, July 1	**776,911**	**1,016,913**	**1,254,870**		**918,977**	
Fund Balance, June 30	**1,016,913**	**1,254,870**	**918,977**		**1,083,379**	

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 285 - Housing Land Held for Resale						
Revenue						
342 - Other Fees	-	4,700	-	-	-	
370 - Interest and Investment Income	33,332	13,610	136,800	121,810	135,000	
381 - Rental Income	72,253	72,253	72,253	-	72,253	
384 - Other Revenue	35,000	5,500	5,795	5,795	-	
392 - Proceeds from Sale of Property	-	-	1,150	1,150	-	
393 - Loan/Bond Proceeds	26,010	15,024	156,600	154,393	55,000	
Revenue Total:	**166,594**	**111,086**	**372,598**	**283,148**	**262,253**	
Expenditures						
Division: 464 - Housing Administration Total:	145,703	563,889	6,492,824	6,427,686	211,107	[3]
Expenditure Total:	**145,703**	**563,889**	**6,492,824**	**6,427,686**	**211,107**	
Fund: 285 - Housing Land Held for Resale Net Results	**20,892**	**(452,803)**	**(6,120,226)**	**(6,144,538)**	**51,146**	
Fund Balance, July 1	**1,199,853**	**1,220,745**	**7,058,630**		**938,404**	[4]
Fund Balance, June 30	**1,220,745**	**767,942**	**938,404**		**989,550**	
Fund: 310 - Lighting & Landscape Districts						
Revenue						
362 - Public Works Charges	34,222	34,798	43,565	20,270	42,780	
399 - Transfers In	5,000	5,000	5,000	5,000	-	
Revenue Total:	**39,222**	**39,798**	**48,565**	**25,270**	**42,780**	
Expenditures						
Division: 347 - Landscape & Lighting PVR North Total:	26,188	17,784	30,976	41,855	21,380	
Division: 348 - Landscape & Lighting PVR South Total:	26,642	12,838	25,661	56,473	21,400	
Expenditure Total:	**52,830**	**30,622**	**56,637**	**98,328**	**42,780**	
Fund: 310 - Lighting & Landscape Districts Net Results	**(13,608)**	**9,176**	**(8,072)**	**(73,058)**	**-**	
Fund Balance, July 1	**23,910**	**10,302**	**19,477**		**11,405**	
Fund Balance, June 30	**10,302**	**19,477**	**11,405**		**11,405**	
Fund: 317 - Pinole Valley Caretaker Fund						
Revenue						
381 - Rental Income	15,000	15,000	15,000	11,250	15,000	
Revenue Total:	**15,000**	**15,000**	**15,000**	**11,250**	**15,000**	
Expenditures						
Division: 345 - Park Maintenance Total:	15,154	15,546	14,777	10,874	14,982	
Expenditure Total:	**15,154**	**15,546**	**14,777**	**10,874**	**14,982**	
Fund: 317 - Pinole Valley Caretaker Fund Net Results	**(154)**	**(546)**	**223**	**376**	**18**	
Fund Balance, July 1	**339**	**185**	**(361)**		**(138)**	
Fund Balance, June 30	**185**	**(361)**	**(138)**		**(120)**	
Fund: 324 - Public Facilities Fund						
Revenue						
399 - Transfers In	25,000	-	-	-	-	
Revenue Total:	**25,000**	**-**	**-**	**-**	**-**	
Expenditures						
Division: 343 - Facility Maintenance Total:	3,263	22,738	60,000	39,230	60,000	
Division: 345 - Park Maintenance Total:	-	-	10,000	-	10,000	
Expenditure Total:	**3,263**	**22,738**	**70,000**	**39,230**	**70,000**	
Fund: 324 - Public Facilities Fund Net Results	**21,737**	**(22,738)**	**(70,000)**	**(39,230)**	**(70,000)**	
Fund Balance, July 1	**585,286**	**607,023**	**584,285**		**514,285**	
Fund Balance, June 30	**607,023**	**584,285**	**514,285**		**444,285**	

[3] City funds returned from PALC settlement proceeds.
[4] Settlement proceeds previously held in investments.

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 325 - City Street Improvements						
Revenue						
323 - State Grants	-	-	-	5,183	-	
351 - Fines and Forfeiture	-	1,000	-	-	-	
399 - Transfers In	250,000	225,000	200,000	200,000	250,000	
Revenue Total:	**250,000**	**226,000**	**200,000**	**205,183**	**250,000**	
Expenditures						
Division: 342 - Road Maintenance Total:	20,233	1,781	1,779,103	18,770		
Expenditure Total:	**20,233**	**1,781**	**1,779,103**	**18,770**	**-**	
Fund: 325 - City Street Improvements Net Results	**229,767**	**224,219**	**(1,579,103)**	**186,414**	**250,000**	
Fund Balance, July 1	**515,499**	**745,266**	**969,485**		**1,155,898**	
Fund Balance, June 30	**745,266**	**969,485**	**1,155,898**		**1,405,898**	
Fund: 377 - Arterial Streets Rehabilitation Fund						
Revenue						
322 - Federal Grants	70,364	-	-	-	-	
399 - Transfers In	250,000	250,000	200,000	200,000	250,000	
Revenue Total:	**320,364**	**250,000**	**200,000**	**200,000**	**250,000**	
Expenditures						
Division: 342 - Road Maintenance Total:	22,340	-	796,000	1,302		
Expenditure Total:	**22,340**	**-**	**796,000**	**1,302**	**-**	
Fund: 377 - Arterial Streets Rehab Fund Net Results	**298,024**	**250,000**	**(596,000)**	**198,698**	**250,000**	
Fund Balance, July 1	**(132,570)**	**165,454**	**415,454**		**(180,546)**	
Fund Balance, June 30	**165,454**	**415,454**	**(180,546)**		**69,454**	
Fund: 500 - Sewer Enterprise Fund						
Revenue						
342 - Other Fees	200	-	-	-	-	
344 - Impact Fees	-	26,894	11,050	10,387	10,000	
363 - Sewer Enterprise Charges	6,282,893	6,494,206	6,946,332	3,630,995	6,952,287	
370 - Interest and Investment Income	808	47,274	113,250	73,178	100,000	
383 - Reimbursements	681	-	1,250	650	-	
384 - Other Revenue	-	-	150	148	-	
Revenue Total:	**6,284,582**	**6,568,375**	**7,072,032**	**3,715,358**	**7,062,287**	
399 - Transfer In from Section 115 Trust	-	-	-	-	30,645	
Sources Total:	**6,284,582**	**6,568,375**	**7,072,032**	**3,715,358**	**7,092,932**	
Expense						
Division: 641 - Sewer Treatment Plant/Shared Total:	3,688,607	5,939,802	4,421,482	2,450,257	4,305,084	
Division: 642 - Sewer Collections Total:	657,209	908,691	2,795,251	511,138	2,523,873	[5]
Division: 643 - Sewer Projects/Shared Total:	-	730	-	1,178	-	
Division: 644 - WPCP Equipment/Debt Service Total:	251,978	233,270	526,275	517,097	529,307	
Expense Total:	**4,597,793**	**7,082,492**	**7,743,008**	**3,479,669**	**7,358,264**	
Fund: 500 - Sewer Enterprise Fund Net Results	**1,686,788**	**(514,118)**	**(670,976)**	**235,688**	**(265,332)**	
Fund Balance, July 1	**9,181,703**	**10,868,491**	**10,354,374**		**9,683,398**	
Fund Balance, June 30	**10,868,491**	**10,354,374**	**9,683,398**		**9,418,066**	
Fund: 503 - Plant Expansion Fund						
Revenue						
370 - Interest and Investment Income	2,762	11,684	16,900	13,891	15,000	
383 - Reimbursements	31,790	3,437	6,367,678	4,649,591	7,000,000	
Revenue Total:	**34,552**	**15,122**	**6,384,578**	**4,663,482**	**7,015,000**	
Expense						
Division: 643 - Sewer Projects/Shared Total:	(341)	-	14,550	14,007	3,500	
Expense Total:	**(341)**	**-**	**14,550**	**14,007**	**3,500**	
Fund: 503 - Plant Expansion Fund Net Results	**34,893**	**15,122**	**6,370,028**	**4,649,475**	**7,011,500**	
Fund Balance, July 1	**3,022,876**	**3,057,769**	**3,072,890**		**9,442,918**	
Fund Balance, June 30	**3,057,769**	**3,072,890**	**9,442,918**		**16,454,418**	

[5] CIP project carried forward.

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 505 - Cable Access TV						
Revenue						
314 - Franchise Taxes	45,713	36,910	40,000	25,016	35,000	
365 - Cable TV Charges	145,211	220,758	205,810	75,393	206,963	
384 - Other Revenue	4,550	3,330	3,900	3,900	3,600	
399 - Transfers In	96,364	84,095	178,736	-	205,125	
Revenue Total:	**291,838**	**345,093**	**428,446**	**104,309**	**450,688**	
399 - Transfer In from Section 115 Trust	-	-	-	-	18,202	
Sources Total:	**291,838**	**345,093**	**428,446**	**104,309**	**468,890**	
Expense						
Division: 119 - Cable Access TV Total:	298,898	338,612	424,546	245,280	468,890	
Expense Total:	**298,898**	**338,612**	**424,546**	**245,280**	**468,890**	
Fund: 505 - Cable Access TV Net Results	**(7,061)**	**6,481**	**3,900**	**(140,972)**	**(0)**	
Fund Balance, July 1	**(30,956)**	**(38,016)**	**(31,535)**		**(27,635)**	
Fund Balance, June 30	**(38,016)**	**(31,535)**	**(27,635)**		**(27,636)**	
Fund: 525 - Information Systems						
Expense						
Division: 118 - Information Systems Total:	666,102	479,441	780,228	470,316	879,740	
461 - Indirect cost allocations	(566,532)	(472,846)	(780,228)	-	(879,740)	
Expense Total:	**99,570**	**479,441**	**-**	**470,316**	**-**	
Fund: 525 - Information Systems Net Results	**(99,570)**	**(6,595)**	**-**	**470,316**	**-**	
Fund Balance, July 1	**(90,004)**	**(189,574)**	**(196,169)**		**(196,169)**	
Fund Balance, June 30	**(189,574)**	**(196,169)**	**(196,169)**		**(196,169)**	
Fund: 750 - Recognized Obligation Retirement Fund						
Revenue						
311 - Property Taxes	250,000	250,000	250,000	250,000	250,000	
370 - Interest and Investment Income	6,380	15,739	-	14,540	-	
384 - Other Revenue	-	-	-	1,232	-	
393 - Loan/Bond Proceeds	109,448	86,435	-	12,146	-	
Revenue Total:	**365,828**	**352,174**	**250,000**	**277,918**	**250,000**	
Expense						
Division: 463 - Successor Agency to RDA Total:	231,493	269,150	250,000	172,217	250,000	
Expense Total:	**231,493**	**269,150**	**250,000**	**172,217**	**250,000**	
Fund: 750 - RORF Net Results	**134,336**	**83,023**	**-**	**105,701**	**-**	
TOTAL APPROPRIATIONS ALL FUNDS	**23,435,654**	**27,853,840**	**63,062,609**		**34,336,223**	

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CITY OF PINOLE
FIVE-YEAR PROJECTIONS

General Fund - 100	2018-19 Adopted Budget	2019-20 Proposed	2020-21 Projected	2021-22 Projected	2022-23 Projected	2023-24 Projected
REVENUE:						
PROPERTY TAX	3,787,392	4,033,892	4,114,570	4,196,861	4,280,798	4,366,414
SALES TAX	3,950,900	3,629,286	3,701,872	3,775,909	3,851,427	3,928,456
UTILITY USERS TAX	1,930,000	1,898,000	1,916,980	1,936,150	1,955,511	1,975,066
FRANCHISE TAX	744,128	744,000	751,440	758,954	766,544	774,209
OTHER TAXES	884,200	858,900	876,078	893,600	911,472	929,701
OTHER REVENUE	3,650,697	3,617,733	3,690,088	3,763,889	3,839,167	3,915,951
Total Revenue	**14,947,317**	**14,781,811**	**15,051,027**	**15,325,364**	**15,604,920**	**15,889,798**
TRANSFERS IN [6]	6,290,688	708,615	2,364,204	3,054,776	3,855,645	4,784,203
Total Sources	**21,238,005**	**15,490,426**	**17,415,231**	**18,380,139**	**19,460,564**	**20,674,001**
EXPENDITURES:						
SALARIES	6,924,530	7,264,202	7,482,128	7,706,592	7,937,790	8,175,923
BENEFITS & INSURANCE	4,158,370	4,977,374	7,671,515	9,452,568	11,398,441	13,529,254
OTHER OPERATING EXPENSES	2,978,148	3,074,570	2,132,657	2,192,372	2,253,758	2,316,863
DEBT SERVICE	520,000	535,000	555,000	575,000	595,000	610,000
TRANSFERS OUT	21,387,954	636,448	500,000	500,000	500,000	500,000
Total Expenditures	**35,969,002**	**16,487,594**	**18,341,301**	**20,426,532**	**22,684,989**	**25,132,041**
Net Results	-14,730,997	-997,168	-926,070	-2,046,392	-3,224,425	-4,458,040
Fund Balance, July 1	19,541,322	4,810,325	3,813,158	2,887,087	840,695	-2,383,730
Fund Balance, June 30	4,810,325	3,813,158	2,887,087	840,695	-2,383,730	-6,841,770

Measure S -2006 Fund - 105	2018-19 Adopted Budget	2019-20 Proposed	2020-21 Projected	2021-22 Projected	2022-23 Projected	2023-24 Projected
REVENUE:						
SALES TAX	2,100,000	1,960,800	2,000,016	2,040,016	2,080,817	2,122,433
OTHER REVENUE	22,500	20,000	20,000	20,000	20,000	20,000
Total Revenue	**2,122,500**	**1,980,800**	**2,020,016**	**2,060,016**	**2,100,817**	**2,142,433**
TRANSFERS IN [6]		184,117	645,493	813,887	1,010,395	1,239,625
Total Sources	**2,122,500**	**2,164,917**	**2,665,509**	**2,873,904**	**3,111,212**	**3,382,058**
EXPENDITURES:						
SALARIES	1,417,301	1,476,268	1,520,556	1,566,173	1,613,158	1,661,553
BENEFITS & INSURANCE	535,811	729,242	1,205,178	1,388,859	1,601,418	1,847,503
OTHER OPERATING EXPENSES	596,769	27,274	28,038	28,823	29,630	30,459
DEBT SERVICE	70,433	70,433	-	-	-	-
Total Expenses	**2,620,314**	**2,303,217**	**2,753,771**	**2,983,854**	**3,244,206**	**3,539,515**
Net Results	-497,814	-138,300	-88,262	-109,951	-132,994	-157,456
Fund Balance, July 1	2,820,249	2,322,435	2,184,134	2,095,872	1,985,922	1,852,927
Fund Balance, June 30	2,322,435	2,184,134	2,095,872	1,985,922	1,852,927	1,695,471

CITY OF PINOLE
FIVE-YEAR PROJECTIONS

MEASURE S-2014 - 106	2018-19 Adopted Budget	2019-20 Proposed	2020-21 Projected	2021-22 Projected	2022-23 Projected	2023-24 Projected
REVENUE:						
SALES TAX	2,100,000	1,960,800	2,000,016	2,040,016	2,080,817	2,122,433
OTHER REVENUE	33,400	30,000	30,000	30,000	30,000	30,000
Total Revenue	**2,133,400**	**1,990,800**	**2,030,016**	**2,070,016**	**2,110,817**	**2,152,433**
TRANSFERS IN [6]		8,206	224,185	270,709	325,041	388,464
Total Sources	**2,133,400**	**1,999,006**	**2,254,201**	**2,340,726**	**2,435,857**	**2,540,897**
EXPENDITURES:						
SALARIES	243,363	398,390	410,342	422,652	435,332	448,391
BENEFITS & INSURANCE	44,774	80,814	299,283	348,423	405,500	471,806
OTHER OPERATING EXPENSES	749,398	696,045	715,534	735,569	756,165	777,338
CAPITAL PROJECTS	929,814	882,618	907,331	932,737	958,853	985,701
TRANSFERS OUT	707,000	692,500	650,000	650,000	650,000	650,000
Total Expenses	**2,674,349**	**2,750,367**	**2,982,490**	**3,089,380**	**3,205,850**	**3,333,236**
Net Results	-540,949	-751,361	-728,290	-748,655	-769,992	-792,339
Fund Balance, July 1	3,001,854	2,460,905	1,709,544	981,254	232,599	-537,393
Fund Balance, June 30	2,460,905	1,709,544	981,254	232,599	-537,393	-1,329,732

ASSUMPTIONS:

[1] 3% Salary increases included each year
[2] 2.8% operating expenses applied based on four year average.
[3] PERS classic rate increases applied to all employees including PEPRA which currently accounts for approximately 25% of staffing.
[4] PERS rate increases are reflected at 8% cap on misc. and 11% cap on safety employee share towards employer costs.
[5] All other benefits increased 5% each year.
[6] Transfers In beginning in FY2019-20 is from the Section 115 Trust to offset PERS increases.

CITY OF PINOLE
MEASURE S 2014 FIVE-YEAR FUNDING PLAN
PROPOSED JUNE 18, 2019

Annual Available Funding Approx $1.9 Million based on 95% of HdL Projections
Had to move $100,000 in MS 06 allocation to MS 14 due to the loss of 3 large retailers

Functional Area	Notes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Cable Television						
Operating Contribution		$ 55,000	$ 55,000	$ 55,000	$ 55,000	$ 55,000
Total		**$ 55,000**	**$ 55,000**	**$ 55,000**	**$ 55,000**	**$ 55,000**
City Facilities						
Roof Repairs/Replace Roof Flashing - All City Facilities	[1]	$ -	$ 272,000	$ 140,000	$ -	$ -
Replace HVAC & Associated Roof at Senior Center	[1]	$ 110,000	$ -	$ -	$ -	$ -
Replace HVAC at City Hall	[2]	$ 120,000	$ -	$ -	$ -	$ -
Paint City Hall Inside and Outside	[1]	$ -	$ 70,000	$ -	$ -	$ -
Total		**$ 230,000**	**$ 342,000**	**$ 140,000**	**$ -**	**$ -**
City Hall						
Annual Measure S 2014 Audit		$ 1,200	$ 1,200	$ 1,200	$ 1,200	$ 1,200
Management Partners Contract - Council Team Building & Community Strategic Planning Projects	[2]	$ 57,200				
Laserfiche Training in IT budget	[1]	$ 3,600	$ -	$ -	$ -	$ -
Replacement of document scanner in IT budget	[2]	$ 20,000	$ -	$ -	$ -	$ -
HdL Contract for Sales Tax Analysis		$ 1,233	$ 1,250	$ 1,250	$ 1,250	$ 1,250
Total		**$ 83,233**	**$ 2,450**	**$ 2,450**	**$ 2,450**	**$ 2,450**
Recreation						
Operating Subsidy - Swim Center		$ 45,000	$ 45,000	$ 45,000	$ 45,000	$ 45,000
Ancillary Equip/Software for Rec Desk	[1]	$ 39,000				
Summer Sounds in the Park- Twice a Summer		$ 2,500	$ 3,000	$ 3,500	$ 4,000	$ 4,500
Cinema in the Park-3 Times a Summer		$ 2,000	$ 2,000	$ 2,500	$ 2,500	$ 2,500
Community Service Commission		$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000
Annual Tree Lighting		$ 1,000	$ 2,000	$ 2,500	$ 2,500	$ 2,500
Replace Senior Center Equipment: FY 19/20 = Dishwasher; 20/21 = Tables; 21/22 = Chairs		$ 7,000	$ 23,000	$ 28,000	$ -	$ -
Replace Commercial Refrigerator, Freezer & Stove at Youth Center		$ 8,200	$ -	$ -	$ -	$ -
Replace Vinyl Floor at Youth Center		$ -	$ -	$ 10,000	$ -	$ -
Tiny Tots: FY 19/20 = Furniture, Tables, Shelves Replacement; 20/21 = Dishwasher; 21/22 = Shade; 22/23 = Countertop; 23/24 = Restroom Walls/Floor Repair/Replace.		$ 14,800	$ 550	$ 2,400	$ 1,900	$ 11,000
Total		**$ 121,500**	**$ 77,550**	**$ 95,900**	**$ 57,900**	**$ 67,500**
Development Services						
Project Manager (Full Time 50% Measure S and 50% from Other Funding Sources)		$ 77,810	$ 83,257	$ 89,085	$ 95,321	$ 101,993
Initiate Internal Services Fund-Depreciation to Replace 2 Vehicles/Year Excludes Heavy Equipment		$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Downtown Parking & Pedestrian Safety Improvements Study	[2]	$ 100,000	$ -	$ -	$ -	$ -
Code Enforcement Vehicle		$ 30,000	$ -	$ -	$ -	$ -
Tablet for Code Enforcement		$ 2,000	$ -	$ -	$ -	$ -
Total		**$ 214,810**	**$ 88,257**	**$ 94,085**	**$ 100,321**	**$ 106,993**
Parks						
Annual re sod @ two Soccer Fields		$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
Replace Chips/Rubber Matting at various locations (carryover)	[1]	$ 50,000	$ -	$ -	$ -	$ -
Annual bench/table repairs/replacement		$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Replace Fernandez Park turf & annual repairs		$ -	$ 5,000	$ 5,000	$ 5,000	$ 5,000
New Restrooms at Fernandez Park	[1]	$ 282,618	$ -	$ -	$ -	$ -
Total		**$ 347,618**	**$ 20,000**	**$ 20,000**	**$ 20,000**	**$ 20,000**
Public Works						

CITY OF PINOLE
MEASURE S 2014 FIVE-YEAR FUNDING PLAN
PROPOSED JUNE 18, 2019

Annual Available Funding Approx $1.9 Million based on 95% of HdL Projections
Had to move $100,000 in MS 06 allocation to MS 14 due to the loss of 3 large retailers

Functional Area	Notes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
1 Maintenance Worker (Full Time)		$ 108,991	$ 116,620	$ 124,784	$ 133,519	$ 142,865
Initiate Internal Services Fund-Depreciation to Replace 2 Vehicles/Year Excludes Heavy Equipment		$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000
Initiate Internal Services Fund-Depreciation for Heavy Equipment		$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
Residential/Arterial Street Maintenance Program		$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 500,000
Storm Drainage Master Plan - Phased		$ 25,000	$ 25,000	$ 25,000	$ -	$ -
Storm Drainage Annual Rehabilitation		$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000
Replacement of Traffic Signs		$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000
Public Tree Maintenance		$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000
Sidewalk Maintenance		$ 20,000	$ 20,000	$ 2,000	$ 20,000	$ 20,000
Pedestrian Bridge Inspection & Maintenance	[2]	$ 100,000	$ -	$ -	$ -	$ -
Total		**$ 1,023,991**	**$ 931,620**	**$ 921,784**	**$ 923,519**	**$ 932,865**
Police						
Community Safety Specialist (1 Full Time)	[3]	$ 103,087	$ 110,303	$ 118,024	$ 126,286	$ 135,126
1 Vehicle Replacement		$ 55,000	$ 55,000	$ 55,000	$ 55,000	$ 55,000
Patrol Overtime (reallocated from MS '06)		$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
Dispatch Overtime		$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000
Emergency Preparedness	[1]	$ 50,000				
Total		**$ 333,087**	**$ 290,303**	**$ 298,024**	**$ 306,286**	**$ 315,126**
Fire						
Full Time Fire Chief		$ 263,628	$ 282,082	$ 301,828	$ 322,956	$ 345,563
Station 73 & 74 Maintenance		$ -	$ 10,000	$ 10,000	$ 10,000	$ 10,000
Fire Training Academy		$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000
Annual Dept Training Requirements		$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
Replace Training Props		$ 2,500	$ -	$ -	$ -	$ -
Total		**$ 306,128**	**$ 332,082**	**$ 351,828**	**$ 372,956**	**$ 395,563**
City Attorney						
Municipal Code Update		$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000
Total		**$ 35,000**	**$ 35,000**	**$ 35,000**	**$ 35,000**	**$ 35,000**
Grand Total		**$ 2,750,367**	**$ 2,174,262**	**$ 2,014,070**	**$ 1,873,431**	**$ 1,930,497**
One-time use of Fund Balance		$ 932,418	$ 342,000	$ 140,000		
Net Current FY Revenue Required		**$ 1,817,949**	**$ 1,832,262**	**$ 1,874,070**	**$ 1,873,431**	**$ 1,930,497**
Total Fund Balance as of 6/30/18		**$ 3,001,854**				
Net Allocated Fund Balance as of 3/31/19 [4]		**$ 122,077**				
Estimated Unallocated Fund Balance as of 6/30/19		**$ 2,879,777**				
Requested Use of Unallocated Fund Balance for FY 19/20		**$ 397,200**				
Estimated Fund Balance as of June 30, 2020		**$ 2,482,577**				

NOTES:

[1] Carried over from prior FYs; to be paid out of Fund Balance.
[2] One-time expense recommended to be paid from Fund Balance
[3] Was funded as 2 part-time in prior years; requesting to make it 1 F/T
[4] This amount is net of FY 2018/19 revenue increases & the items carried over from prior FYs (Note 1 items) + 1 new request from May 2019

Pension Obligation Bonds

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

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

For the Year Ending, June 30	Principal	Interest
2019	$ 241,322	$ 278,678
2020	233,014	301,986
2021	227,389	327,611
2022	221,565	353,435
2023	215,586	379,414
2024-2028	984,628	2,285,372
2029-2033	854,456	2,985,544
2034-2036	458,216	2,161,784
	$ 3,436,175	$ 9,073,825

Capitalized Lease Obligations

The City leases equipment under an agreement which provides for title to pass upon expiration of the lease period. Future annual payments on capitalized lease obligations are as follows:

For the Year Ending, June 30	Principal	Interest
2019	$ 114,795	5,420
2020	68,695	1,738
	$ 183,490	$ 7,158

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
2019	$ 298,000	$ 219,097
2020	310,000	210,129
2021	318,000	200,866
2022	329,000	191,323
2023	341,000	181,440
2024-2028	1,857,000	748,489
2029-2033	2,150,000	453,504
2034-2037	1,973,000	118,634
	$ 7,576,000	$ 2,323,479

FY 2019-20 Schedule of Transfers

FUND #	DESCRIPTION	TRANSFER-OUT ACCOUNT #	AMOUNT	FUND #	DESCRIPTION	TRANSFER-IN ACCOUNT #	PURPOSE
100	General Fund	100-117-49901	150,125	505	Cable Television Fund	505-119-39901	Cable Television contribution [1]
100	General Fund	100-117-49901	492,512	209	Recreation Fund	209-551-39901	Recreation operating contribution [1]
	Subtotal Transfers from the General Fund		***642,637***				
106	Measure S 2014 Fund	106-117-49901	45,000	209	Recreation Fund	209-557-39901	Swim Center contribution [1]
106	Measure S 2014 Fund	106-117-49901	250,000	325	City Street Fund	325-341-39901	Funding for Future Street Projects
106	Measure S 2014 Fund	106-117-49901	250,000	377	Arterial Streets Rehabilitation Fund	377-341-39901	Fund Portion of Arterial Streets Rehabilitation
106	Measure S 2014 Fund	106-117-49901	55,000	505	Cable Television Fund	505-119-39901	Cable Television contribution [1]
106	Measure S 2014 Fund	106-117-49901	7,500	209	Recreation Fund	209-551-39901	Recreation: Cinema, Community Service, Summer Sounds, Tree Lighting.
	Subtotal Transfers from Measure S 2014		**607,500**				
106	Measure S 2014 Fund	106-117-49901	30,000	160	Equipment Reserve Fund	160-345-39901	Reserves to replace 2 vehicles per year
106	Measure S 2014 Fund	106-117-49901	50,000	160	Equipment Reserve Fund	160-345-39901	Reserves to replace heavy equipment
106	Measure S 2014 Fund	106-117-49901	5,000	160	Equipment Reserve Fund	160-461-39901	Reserves to replace 2 vehicles per year
	Subtotal Transfers from Measure S 2014		**85,000**				
	Grand total Transfers		**1,335,137**				

NOTES:

[1] Only enough to balance will be transferred.

Mission

The City Council's responsibility is to establish comprehensive goals and objectives for the City; provide leadership in establishing policies for the conduct of municipal affairs; formulate priorities for allocation of City resources; support special legislative bodies; represent the City at local, regional, and State organizations; and hold regularly scheduled meetings, hearings, and study sessions to receive citizen's input and conduct the City's business in a public forum. The five-member City Council is elected at large and serves four-year overlapping terms. The City of Pinole operates under the Council/Manager form of Government.

Program Description

Annually, the City Council chooses one of its members to serve as the Mayor and the Mayor Pro Tempore. The City Council serves as the City's policy-making body, enacting ordinances, approving resolutions and taking action on municipal affairs. The City Council also serves as the governing body of the Pinole (Redevelopment) Successor Agency, and appoints members of the community to serve on various boards and commissions.

Key Objectives

- Creating the vision for the Community
- Efficient service delivery
- Long-term sustainable financing for the City's General Fund
- Capital Improvement Program priority setting
- Redevelopment Successor Agency activities
- Establishing priorities for staff assignments and projects
- Creating a business friendly environment promoting growth in retail sales and employment
- Attracting and sustaining a diverse and growing commercial/retail mix
- Maintaining a strong relationship with the business community and community groups

Success Indicators

- Sponsorship and participation in community events
- Continued progress on the Water Pollution Control Plant Upgrade Project
- Established an IRS Section 115 Irrevocable Pension Trust and funded $16+ million to address unfunded pension obligations
- Placed a successful measure on the November ballot to retain the Utility Users Tax without a sunset provision
- Fully funded the General Fund Reserve at $6.9 million, equal to 180 days of expenditures
- Paid off the balance of the $2.5 million loan from the former RDA to the City 7 years early, saving significant interest costs

- Approved purchasing a new Fire engine at $1 million
- Initiated a new Fire Services Delivery Model Study
- Initiated City Council Team Building and Community Strategic Planning Processes
- Evaluating potential revenue enhancement strategies/options
- Successfully recruited a new City Clerk

GENERAL FUND - 100
CITY COUNCIL - 110

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages -401	49,994	59,392	41,806	60,638	51,750	(8,888)	-17%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	29,358	32,685	32,575	35,182	41,418	6,236	15%
Total Salary & Benefits	**79,352**	**92,076**	**74,381**	**95,820**	**93,168**	**(2,652)**	**-3%**
Services and Supplies							
Professional & Administrative Services - 42	14,976	71,848	10,961	56,860	89,030	32,170	36%
Other Operating Expenses -43	1,016	883	575	1,030	1,030	-	0%
Total Services and Supplies	**15,992**	**72,731**	**11,536**	**57,890**	**90,060**	**32,170**	**36%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	(13,866)	(22,086)	(14,030)	(24,249)	(23,689)	560	-2%
General Liability Insurance - 46201	464	1,066	-	1,175	1,586	411	26%
Total Indirect Cost Allocations	**(13,401)**	**(21,020)**	**(14,030)**	**(23,074)**	**(22,103)**	**971**	**-4%**
Total	**81,942**	**143,788**	**71,887**	**130,636**	**161,125**	**30,489**	**19%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42201 Office Expense		**$ 500**	**$ 500**
4230X Travel and Training		**$ 6,000**	**$ 6,000**
ABAG (delegate)	$250		
Allocated Appropriation (5 @ 500)	2,500		
CCC Mayor's Conference monthly dinners	1,200		
East Bay Division meetings	600		
Funding for council members on league committees	500		
Mayor's travel expenses	600		
Other identified City sponsored events	250		
Mayors Conference-add'l Council attendees	100		
42401 Memberships		**$ 2,000**	**$ 2,000**
Contra Costa Mayor's Conference	$1,400		
League of California Cities East Bay Division	400		
Other Memberships	200		
42514 Special Department Expense		**$ 48,360**	**$ 80,530**
City Council meetings recorded by PCTV	$54,727		
Mayoral Celebration expense	400		
Misc. supplies and food for meetings	1,000		
Other special department expenses	1,000		
PCTV Special Meetings	22,803		
West County Mayor's Breakfast meetings	600		

Total Professional/Administrative Services **$ 89,030**

		FY 2018-19	FY 2019-20
4310X Utilities		**$ 1,030**	**$ 1,030**
Gas/Electric	$ 980		
Water	50		

Mission

The mission of the City Manager is to support the City Council's goals and objectives and to efficiently and effectively carry out the City Council's directives in the provision of services to the community.

Program Description

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

Key Objectives

- Maintain long-term fiscal health and viability of the City to continue providing public services responsive to community needs and interests.
- Support the City Council and implement adopted policies and directives.
- Build and develop a strong Executive Management team to support the organization.
- Recommend fiscally responsible annual Operating and Capital Improvement Program budgets.
- Represent Pinole's interests when working with local, regional, and State agencies.

Success Indicators

- Recommended a balanced Operating Budget for FY 2018-19, and modifications at 1st Quarter and Mid-Year; contained expenses to within or under budget.
- Recommended and implemented an IRS Section 115 Irrevocable Pension Trust to address PERS unfunded liability issues.
- Successfully developed the Utility Users Tax renewal informational materials, securing the UUT without a sunset date, with the Measure passing at nearly 73%.
- Recommended an updated evaluation of the City's Fire Service Delivery Model.
- Recommended City Council Team Building and Community Strategic Planning.
- Recommended utilizing the accumulated General Fund Balance to fully fund the General Fund Reserve at $6.9 million, pay off the loan from the former RDA, and purchase a new Fire engine.
- Successfully recruited a new City Clerk.
- Continued evaluating ways to increase service efficiencies through technology improvements.

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
City Manager	1.00	1.00	1.00	1.00	1.00
Total	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**

GENERAL FUND - 100
CITY MANAGER - 111

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	206,971	213,781	169,669	248,380	257,054	8,674	3%
Employee Benefits - 410	66,437	73,859	85,462	98,564	128,440	29,876	23%
Total Salary & Benefits	**273,408**	**287,641**	**255,131**	**346,944**	**385,494**	**38,550**	**10%**
Services and Supplies							
Professional & Administrative Services - 42	4,457	6,018	3,230	6,475	6,475	-	0%
Other operating Expenses - 43	1,384	1,215	805	1,425	1,425	-	0%
Total Services and Supplies	**5,841**	**7,233**	**4,035**	**7,900**	**7,900**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Admin Credits - 46121	(172,993)	(182,645)	(140,235)	(212,946)	(234,037)	(21,091)	9%
General Liability Insurance - 46201	6,187	6,721		7,973	12,082	4,109	34%
Total Internal Cost Allocations	**(166,806)**	**(175,925)**	**(140,235)**	**(204,973)**	**(221,955)**	**(16,982)**	**8%**
Total	**112,444**	**118,949**	**118,931**	**149,871**	**171,439**	**21,568**	**13%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20	
42201 Office Expense		**$ 800**	**$ 800**	
Miscellaneous Office Expenses	$300			
Other Office Expenses	500			
4230X Travel and Training		**$ 4,900**	**$ 4,900**	
League of Cities or Other Trainings	$4,000			
Mayor's Conference monthly dinners	600			
Miscellaneous Meetings	300			
42401 Memberships		**$ 600**	**$ 600**	
CCC Public Managers Association (CM & ACM)	$600			
42506 Bonds		**$ 175**	**$ 175**	
Bond	$175			
Total Professional/Administrative Services				**$ 6,475**
4310X Utilities		**$ 1,425**	**$ 1,425**	
43103 Gas/Electric	$ 1,300			
43102 Water	125			

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

- Timely and Accurate Delivery of 24 Council, Successor Agency, and Finance Committee Transcriptions
- Prepared 24 Meeting Packets
- Prepared 123 Legislative Actions & 17 Proclamations
- Municipal Code Updated On-Line with Each Ordinance Adoption
- Processed and Responded to 40 Formal Public Records Requests by Mid-Year
- Managing conversion from Sire and Versatile systems to Laserfiche

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
City Clerk	1.00	1.00	1.00	1.00	1.00
Admin Assistant *part-time*	0.48	0.48	0.48	0.48	0.48
Total	**1.48**	**1.48**	**1.48**	**1.48**	**1.48**

GENERAL FUND - 100
CITY CLERK - 112

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	91,804	142,124	90,742	153,053	155,355	2,302	1%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits- 410	32,906	58,787	45,260	72,014	84,634	12,620	15%
Total Salary & Benefits	**124,710**	**200,911**	**136,002**	**225,067**	**239,989**	**14,922**	**6%**
Services and Supplies							
Professional &Administrative Services - 42	12,818	19,254	61,388	68,825	37,640	(31,185)	-83%
Other Operating Expenses - 43	1,503	1,315	854	1,600	1,600	-	0%
Total Services and Supplies	**14,321**	**20,569**	**62,242**	**70,425**	**39,240**	**(31,185)**	**-79%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	2,714		-	-	-	0%
Total Capital Outlay	**-**	**2,714**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Admin Credits - 46121	(20,289)	(40,111)	(20,849)	(40,957)	(39,872)	1,085	-3%
Legal Charges - 46126	182	-	-	-	-	-	0%
General Liability Insurance - 46201	4,955	4,954		5,048	7,302	2,254	31%
Total Internal Cost Allocations	**(15,152)**	**(35,157)**	**(20,849)**	**(35,909)**	**(32,570)**	**3,339**	**-10%**
Total	**123,878**	**189,037**	**177,394**	**259,583**	**246,659**	**(12,924)**	**-5%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20	
42101 Professional Services		**$ 27,400**	**$ 4,000**	
Filming and imaging of permanent records	$ 2,000			
Pinole Municipal Code codification and update	2,000			
42201 Office Expense		**$ 1,600**	**$ 1,600**	
Misc. office expenses & proclamations and certificates	$1,600			
4230X Travel and Training		**$ 4,000**	**$ 6,000**	
City Clerk's New Law/Election Seminar/misc	$ 3,400			
Annual Conference	$ 1,600			
Travel expense / Mileage	1,000			
42401 Memberships		**$ 650**	**$ 865**	
CCAC Dues	$ 130			
IIMC Member Dues	135			
Notary	600			
42506 Bonds		**$ 175**	**$ 175**	
42514 Special Department Expense		**$ 35,000**	**$ 25,000**	
CCC Elections	$ 22,500			
Public Notices	2,500			
Total Professional/Administrative Services				**$ 37,640**
4310X Utilities		**$ 1,600**	**$ 1,600**	
Gas/Electric	$ 1,500			
Water	100			

Mission

The elected City Treasurer is responsible for ensuring all funds of the City are received, disbursed, deposited and invested in accordance with the City's Investment Policy and Generally Accepted Accounting Principles (GAAP). The primary mission of the City Treasurer is the safekeeping of City funds. Safety, liquidity and yield are always considered, in that order, when investing idle funds.

Program Description

The City Treasurer ensures quarterly investment reports which include reconciled bank balances, the type and amount of investments and deposits, the institution in which these deposits are made, market values, maturity dates, and rates of interest for all outstanding investments are provided to the City Council. In addition, the City Treasurer reviews the weekly check run and signs all checks $5,000 or greater.

Key Objectives

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

Success Indicators

- Managed $39.8 million investment portfolio with a 1.554% average effective yield.
- Submitted Investment Policy to City Council for annual review.

GENERAL FUND - 100
CITY TREASURER - 113

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	2,088	2,995	2,139	3,000	3,000	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	4,570	10,414	8,057	11,215	11,038	(177)	-2%
Total Salary & Benefits	**6,658**	**13,409**	**10,196**	**14,215**	**14,038**	**(177)**	**-1%**
Services and Supplies							
Professional & Administrative Services - 42	209	275	625	760	760	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	**209**	**275**	**625**	**760**	**760**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Admin Credits - 46121	(1,239)	(3,220)	(2,494)	(3,641)	(3,607)	34	-1%
General Liability Insurance - 46201	93	95	-	100	141	41	29%
Total Indirect Cost Allocations	**(1,146)**	**(3,125)**	**(2,494)**	**(3,541)**	**(3,466)**	**75**	**-2%**
Total	**5,722**	**10,560**	**8,327**	**11,434**	**11,332**	**(102)**	**-1%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42401 Memberships		**$ 110**	**$ 110**
CSMFO Dues	$ 110		
42301 Travel and Training		**$ 400**	**$ 400**
Misc. training	$ 400		
42506 Bonds		**$ 250**	**$ 250**
Bonds	$ 250		

Total Professional/Administrative Services **$ 760**

Mission

The City Attorney is the Chief Legal Officer for the City of Pinole. The City Attorney provides legal advice to the City Council, City officials and staff. At the direction of the City Council, and by Resolution, the City Attorney prepares and reviews all ordinances, resolutions and contracts for City Council consideration, represents the City in legal actions and serves as general counsel for the Pinole Successor Agency and Housing Successor. The City Attorney also serves as the Risk Manager for the City of Pinole. The City Attorney prepares legal opinions, and provides legal advice and counsel at the request of the City Council and staff, as needed.

Key Objectives for FY 2019- 20

- **Pinole Municipal Code Update Project** (Measure S 2014)
  - Update Municipal Code and integrate sections related to Code Enforcement
  - Balcony Inspection Ordinance Update
  - Small Cell Wireless Facilities Ordinance and design guidelines
  - General Updates to Municipal Code
- **Risk Management**
  - Defend Police Department in Pitchess Motions
  - Provide legal assistance in labor, employment and HR issues
  - Minimize risks to City by advising on liability avoidance management practices
  - Defending lawsuits and claims not covered by Municipal Pooling Authority
- **Development Services** (Building Fund and Cost Reimbursed by Developers)
  - Provide legal advice and representation to City on development projects
- **Training and other Best Management Practices**
  - Provide AB 1234 Training to the City Council and Commissioners
  - Provide Sexual Harassment Prevention Training to Council and Staff
- **Code Enforcement**
- **Provide Legal Services for Upgrade Project** (Wastewater Revenue Fund)

Success Indicators

- Adopted Ordinance banning polystyrene (Styrofoam) in the City of Pinole.
- Introduced sidewalk ordinance.
- Conducted code enforcement training for City staff.
- Adopted Ordinance requiring installation of trash capture devices in commercial areas.
- Successfully settled multiple claims including Verizon and Henner Tank Lines.
- Completed various municipal code updates.

Position Summary

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

GENERAL FUND - 100
CITY ATTORNEY - 114

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Legal Services							
Attorney Services - 42102	333,669	480,746	260,137	402,820	416,919	14,099	3%
Total Legal Services	**333,669**	**480,746**	**260,137**	**402,820**	**416,919**	**14,099**	**3%**
Indirect Cost Allocations							
Administrative Credits - 46121	(133,338)	(210,829)	(144,263)	(306,000)	(306,000)	-	0%
Total Indirect Cost Allocations	**(133,338)**	**(210,829)**	**(144,263)**	**(306,000)**	**(306,000)**	**-**	**0%**
Total	**200,331**	**269,917**	**115,873**	**96,820**	**110,919**	**14,099**	**13%**
MEASURE S - 2014 FUND - 106							
Attorney Services - 42102	48,786	77,078	17,262	35,000	35,000	-	0%
Total Measure S	**48,786**	**77,078**	**17,262**	**35,000**	**35,000**	**-**	**0%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42102 Attorney Services - General Fund		**$ 402,820**	**$ 416,919**
General legal services for FY 2017-18	$416,919		
42102 Attorney Services - Measure S 2014		**$ 35,000**	**$ 35,000**
Muni Code Updates			

Mission

The mission of the Finance Department is to provide the City Council and City Management with financial information necessary to ensure sound and prudent financial management and protection of assets. This is accomplished through timely and effective preparation of the Comprehensive Annual Financial Report (CAFR), the annual Operating Budget, and quarterly financial and investment reports.

Program Description

The Finance Department is responsible for accounting, payroll, accounts payable, treasury management, business licenses, budget preparation, debt and bond administration and long range financial planning. In addition, the Finance Department prepares the Recognized Obligation Payment Schedule (ROPS) for the Successor Agency to the Pinole Redevelopment Agency, submitting the ROPS to the County Oversight Board for approval, and to the State Department of Finance and the County.

Key Objectives

- Annual Operating Budget adopted by June 30th
- Comprehensive Annual Financial Report (CAFR) completed by December 31st
- Prepare the Successor Agency Annual ROPS for approval by the County Oversight Board and submission to the State Department of Finance by February 1st
- Ensure Financial Policy and Procedures are current and align with best practices

Success Indicators

- Received California Society of Municipal Finance Officers Budget Excellence Award
- Received Government Finance Officers Association Excellence in Financial Reporting Award
- Managed investment portfolio that averaged $39.8 million reinvesting idle funds with an average 1.554% effective yield
- Ensured accurate WPCP Upgrade Project accounting and timely reimbursements from project financing
- Developed Cost Allocation Plan
- Submitted financial policies to City Council for annual review

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	0.00	0.00	0.00	1.00	1.00
Accounting Specialist	2.00	2.00	2.00	1.00	1.00
Accounting Technician, *PT*	0.00	0.00	0.00	0.48	0.48
Accounting Intern, *PT/Temp*	0.48	0.48	0.48	0.00	0.00
Total	**3.48**	**3.48**	**3.48**	**3.48**	**3.48**

GENERAL FUND - 100
FINANCE - 115

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	336,424	342,150	251,065	378,165	394,467	16,302	4%
Overtime - 402	1,576	2,102	1,028	2,806	2,500	(306)	-12%
Employee Benefits - 410	105,688	118,163	106,248	131,801	141,022	9,221	7%
Total Salary & Benefits	**443,688**	**462,415**	**358,341**	**512,772**	**537,989**	**25,217**	**5%**
Services and Supplies							
Professional & Administrative Services - 42	76,483	81,471	136,351	114,305	76,150	(38,155)	-50%
Other Operating Expenses - 43	3,789	3,326	2,157	3,300	3,300	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	**80,272**	**84,797**	**138,508**	**117,605**	**79,450**	**(38,155)**	**-48%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Admin Credits - 46121	(131,089)	(133,454)	(96,698)	(149,170)	(157,598)	(8,428)	5%
Benefits & Insurance - 46123						-	0%
Legal Charges - 46126	734	1,350	1,460	750	750	-	0%
Insurance General Liability - 46201	9,548	10,394	-	12,218	17,981	5,763	32%
Total Indirect Cost Allocations	**(120,807)**	**(121,710)**	**(95,238)**	**(136,202)**	**(138,867)**	**(2,665)**	**2%**
Total	**403,153**	**425,502**	**401,612**	**494,175**	**478,572**	**(15,603)**	**-3%**

MEASURE S - 2014 FUND - 106

Professional & Administrative Services - 42	2,500	4,192	59	4,865	2,433	(2,432)	-100%

MEASURE S - 2006 FUND - 105

Professional & Administrative Services - 42	0	0	0	$ -	$ 2,433	2,433	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2018-19	FY 2019-20
42101 Professional Services			$ 102,500	$ 63,695
Auditing Services	$	44,935		
Preparation of State Controllers Report		5,610		
GASB 68 PERS Report(5 reports @$850)		4,250		
CA Municipal Statistics (CAFR schedule)		500		
HdL Sales Tax Analysis		5,600		
Armored car treasury services		2,800		
42201 Office Expense			$ 5,700	$ 5,700
Miscellaneous Office Expenses	$	3,000		
Year End Tax Forms		700		
Check stock		1,500		
Printing Services		500		
4230x Travel and Training			$ 1,800	$ 2,300
CSMFO annual conference	$	1,100		
Staff Training	$	500		
Airfare		700		
42401 Memberships			$ 400	$ 400
CSMFO dues	$	110		
GFOA dues		190		
AGA Dues		100		
42506 Admin Exp/Bonds			$ 250	$ 250
Bonds	$	250		
42510 Software Subscription			$ 3,000	$ 3,150
Cost Tree Cost Allocation Software subscription		3,150		
42514 Special Department Expense			$ 655	$ 655
GFOA CAFR review and certification	$	505		
CSMFO budget review and award		150		

Total Professional/Administrative Services **$ 76,150**

4310X Utilities			$ 3,300	$ 3,300
Water - 43102	$	300		
Electricity & Power - 43103		3,000		

MEASURE S - 2014 FUND - 106

42101 Professional Services			$ 4,865	$ 2,433
Measure S Audit **(106)**	$	1,183		
Sales Tax Analysis		1,250		

MEASURE S - 2006 FUND - 105

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

Mission

The mission of the Human Resources Department is to ensure accurate, fair and equitable management of the City's personnel functions which include recruitment and selection, employee and labor relations, classification and compensation administration, performance evaluation, employee training, and the City's workers' compensation and safety programs.

Program Description

The Human Resources Department provides service and advice to the City departments in the areas of personnel management, recruitment, employee records, distribution and coordination of training programs, employee benefit administration and labor relations.

Key Objectives

- Review and Update the City's Rules, Policies, and Procedures Manual for clarity and consistency.
- Finalize the Illness and Injury Prevention Policy
- Provide subject matter training on use of NEO Gov – Online recruitment software.
- Continue recruitment efforts for vacant positions throughout the organization.

Success Indicators

- Completed 25 recruitment processes commencing from advertising to hiring.
- Received and evaluated over 960 applications for sworn and non-sworn positions
- Served as the Lead and coordinated with the Departments on the achievement of the new City Website.

Position Summary

The Human Resources Department consists of two regular full-time positions. This staffing level represents a lean staffing model that requires continual review to prioritize tasks to accomplish based on changes within the organization.

Position	**2015-16**	**2016-17**	**2017-18**	**2018-19**	**2019-20**
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00
Total	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**

GENERAL FUND - 100
HUMAN RESOURCES - 116

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	260,287	271,678	214,211	300,250	319,620	19,370	6%
Overtime - 402	317	8	519	500	500	-	0%
Employee Benefits - 410	73,815	85,683	84,726	95,002	121,277	26,275	22%
Total Salary & Benefits	**334,419**	**357,368**	**299,455**	**395,752**	**441,397**	**45,645**	**10%**
Services and Supplies							
Professional & Administrative Services - 42	38,168	71,150	53,497	137,905	147,594	9,689	7%
Other Operating Expenses - 43	1,119	985	638	1,195	1,195	-	0%
Total Services and Supplies	**39,287**	**72,136**	**54,136**	**139,100**	**148,789**	**9,689**	**7%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	719		300	-	(300)	-100%
Total Capital Outlay	**-**	**719**	**-**	**300**	**-**	**(300)**	**-100%**
Indirect Cost Allocations							
Administrative Credits - 46121	(106,031)	(112,509)	(83,289)	(124,053)	(133,263)	(9,210)	7%
Legal Charges - 46126	-	-	20,629	185	-	(185)	-100%
General Liability Insurance - 46201	7,462	7,941	-	9,736	14,684	4,948	34%
Total Indirect Cost Allocations	**(98,568)**	**(104,568)**	**(62,660)**	**(114,132)**	**(118,579)**	**(4,447)**	**4%**
Total	**275,138**	**325,655**	**290,931**	**421,020**	**471,607**	**50,587**	**11%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2018-19	FY 2019-20	
42101 Professional Services			**$ 53,201**	**$ 58,204**	
Actuarial Services	$	1,500			
Basic Pacific Admin		625			
CPS tests		515			
Flexible Spending Plan-TASC		600			
IEDA		26,364			
Misc		1,500			
Pre-employment exams-Concentra		2,100			
Recruitment Services		25,000			
42102 Attorney Services			**$ 60,000**	**$ 65,000**	
Jackson Lewis contract	$	50,000			
LCW		15,000			
4110 Fingerprinting			**$ 320**	**$ 500**	
42201 Office Expense			**$ 500**	**$ 500**	
Miscellaneous Office Supplies		$500			
4230X Travel and Training			**$ 9,294**	**$ 8,600**	
Covers the cost of minimal training workshops covering employee relations issues, workers compensation, ADA and family leave					
Leadership Academy	$	1,200			
Other Travel and Training/Conferences		7,400			
42401 Memberships			**$ 1,615**	**$ 1,615**	
ICMA	$	1,400			
SHRM	$	215			
42506 Bond			**$ 175**	**$ 175**	
Bond	$	175			
42510 Software Purchases			**$ 4,200**	**$ 4,400**	
NeoGov Annual License/Maintenance	$	4,400			
42514 Special Department Expense			**$ 8,600**	**$ 8,600**	
Employee BBQ		$1,200			
Employee Recognition		2,500			
Legal Posting		400			
Recruitment Advertising		4,000			
Recruitment Expense		500			
Total Professional/Administrative Services					**$ 147,594**
4310X Utilities			**$ 1,195**	**$ 1,195**	
43103 Gas/Electric	$	1,080			
43102 Water		115			

Mission

To provide various services to the citizens of Pinole through the combined efforts of multiple agencies, and to appropriate funds for general City administrative overhead costs.

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Management Analyst	0.48	0.48	1.00	1.00	1.00
Total	**0.48**	**0.48**	**1.00**	**1.00**	**1.00**

GENERAL FUND - 100
GENERAL GOVERNMENT - 117

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	315	34,209	88,290	78,670	85,082	6,412	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	6,234	20,988	52,130	53,885	63,949	10,064	16%
Med Insurance/Retirement - 411	801,065	971,980	730,339	901,000	901,000	-	0%
Benefits & Insurance - 38502	-	-	-	-	-	-	0%
Total Salary & Benefits	**807,614**	**1,027,177**	**870,759**	**1,033,555**	**1,050,031**	**16,476**	**2%**
Services and Supplies							
Professional & Administrative Services - 42	161,642	188,807	194,570	304,912	388,118	83,206	21%
Other Operating Expenses - 43	12,596	11,019	7,182	12,400	12,400	-	0%
Total Services and Supplies	**174,239**	**199,826**	**201,752**	**317,312**	**400,518**	**83,206**	21%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Debt Service							
Debt Principal - 48101	255,362	250,440	241,322	241,322	233,014	(8,308)	-4%
Debt Interest - 48102	324,939	322,483	278,678	278,678	301,986	23,308	8%
Cost of Issuance - 48103	1,142	-	1,131	-	-	-	0%
Total Debt Service	**581,443**	**572,923**	**521,131**	**520,000**	**535,000**	**15,000**	**3%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	2,846	-	-	-	-	-	0%
IS Charges - 46124	94,845	69,465	-	160,861	196,912	36,051	18%
General Liability Insurance - 46201	21,878	2,189	-	2,609	3,999	1,390	35%
Total Indirect Cost Allocations	**119,568**	**71,654**	**-**	**163,470**	**200,911**	**37,441**	**19%**
Operating Transfers Out - 49901	30,000	34,095	4,605,806	8,387,954	636,448	(7,751,506)	-1218%
Total	**1,712,864**	**1,905,675**	**6,199,448**	**10,422,291**	**2,822,908**	**(7,599,383)**	**-269%**
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	-	20,992	40,000	40,000	-	0%
Equipment Replacement Charges - 46	120,000	-	-	-	-	-	0%
Transfers Out - 49	841,364	(763,888)	-	8,387,954	692,500	(7,695,454)	-1111%
Total Measure S	**961,364**	**(763,888)**	**20,992**	**8,427,954**	**732,500**	**(7,695,454)**	**-1051%**
MEASURE J FUND - 215							
Professional & Administrative Services - 42	-	-	47,049	47,049	48,930	1,881	4%
Total Measure J	**-**	**-**	**47,049**	**47,049**	**48,930**	**1,881**	**4%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		**$ 183,037**	**$ 324,921**
Architectural Drawings (Faria House)	$ 50,000		
Animal Control Services	122,821		
Library services reimbursement agreement	138,000		
Mural maintenance	10,100		
WCCUSD Summer Intern	4,000		
42107 Equipment Maintenance		**$ 100**	**$ 100**
42201 Office Expense		**$ 19,200**	**$ 19,200**
Postage Supplies	$ 6,200		
Office Supplies	5,000		
Copier Supplies	1,000		
Other Office Expenses	7,000		
4230X Travel & Training		**$ 1,500**	**$ 1,500**
42401 Memberships		**$ 18,075**	**$ 19,397**
ABAG Dues	$ 5,099		
Bay Area News Group subscription	550		
CAER dues	550		
LAFCO dues	6,300		
League of CA Cities	6,898		
42501 Bank Fees		**$ 14,000**	**$ 14,000**
Mechanics Bank and Bank of the West fees	$14,000		
42508 Settlement		**$ 60,000**	**$ -**
42511 Equipment Rent		**$ 3,500**	**$ 3,500**
Restroom Services (Farmers market & PVP)	$3,500		
42513 Rent		**$ 2,700**	**$ 2,700**
Tennent Ave Parking lot. 401-142-012 (AT&T)	$ 2,700		
42514 Special Department Expense		**$ 2,800**	**$ 2,800**
Flowers for funerals and special occasions	$ 300		
Miscellaneous	2,000		
Notary fees and supplies	100		
UPS/FedEx/Misc. shipping	400		

Total Professional/Administrative Services **388,118**

4310X Utilities		**$ 12,400**	**$ 12,400**
43103 Gas/Electric	$ 11,000		
43102 Water	900		
4310X Comcast	500		

48101 Debt Principal		**$ 241,322**	**$ 233,014**
Pension Obligation Bond principal	$ 233,014		
48102 Debt Interest		**$ 278,678**	**$ 301,986**
Pension Obligation Bond interest	$ 301,986		
49901 Transfers Out		**$ 8,387,954**	**$ 636,448**
Fund Zone A Business Assistance Program	$ 2,500		
Fund Zone B Business Assistance Program	2,500		
PCTV Operating contribution	154,159		
Recreation operation contribution	477,289		

MEASURE S - 2014 FUND - 106

42101 Professional Services		**$ 40,000**	**$ -**
Architectural Drawings (Faria House) reimbursable	$ 40,000		
49901 Transfers Out		**$ 8,387,954**	**$ 692,500**
Arterial Street Rehabilitation Projects	$ 250,000		
Cable TV Contribution	55,000		
Recreation-Cinema in the Park	2,000		
Recreation-Community Service Commission	2,000		
Recreation-Summer Sounds in the Park	2,500		
Recreation-Swim Center Contribution	45,000		
Recreation-Tree Lighting	1,000		
Reserve to replace 2 PW vehicles per year	30,000		
Street Projects Funding	250,000		
Initiate ISF- Depreciation for Heavy Equipment	$ 50,000		
Initiate ISF- Depreciation to Replace 2 Dev Svcs Vehicles per year	5,000		

MEASURE J - FUND 215

42401 Memberships		**$ 47,049**	**$ 48,930**
WCCTAC dues	$ 48,930		

Mission

To manage, evaluate, and implement technologies across the organization that will increase employee productivity. To provide project management services on technology projects. To provide technology support services to operating departments and agencies of the City of Pinole.

Program Description

The Information Systems Division, through a contract service agreement, maintains organization-wide software and computer automation projects to increase the efficiency and effectiveness of the City workforce. Through cooperative efforts with other departments, it provides hardware and software solutions along with business process re-engineering to meet City Business needs. It provides integral input into the selection of technologies, along with the project management services to implement those technologies.

This Division maintains over 150 workstations, and 7 network fileservers used throughout the City. Remote site locations, such as the recreational activity centers and public works maintenance facilities are all connected to the primary City Hall building through dedicated wide-area network (WAN) communication links. The Police and Fire departments are served on separate servers.

Key Objectives

- Replace 20 outdated XP computers and upgrade 46 computers operating system to Windows 10
- Install a new Disaster Recovery System for the Police Department
- Upgrade email and computers software with most current Office 365
- Replace existing electronic database storage system
- Continued maintenance and evaluation of the City's IT system.

Success Indicators

- ➢ Implemented eTrakIt Enhancement to enable permits to be submitted through the website.
- ➢ Rollout the Police Department body camera program
- ➢ Rollout NeoGov (on-line job recruitment) program for Human Resources
- ➢ Implemented replacement of ERP system for Finance and HR.
- ➢ Replaced Recreation Registration and Management program.
- ➢ Commenced a multi-year project of replacing outdated computers (15 replaced in FY 2017-18)

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Information Systems Administrator	1.00	0.00	0.00	0.00	0.00
Total	**1.00**	**0.00**	**0.00**	**0.00**	**0.00**

INFORMATION SYSTEMS FUND - 525
INFORMATION SYSTEMS - 118

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	1,885	-	-	-	-	-	0%
Total Salary & Benefits	**1,885**	**-**	**-**	**-**	**-**	**-**	**0%**
Services and Supplies							
Professional & Administrative Services - 42	527,393	344,612	300,892	555,568	642,580	87,012	14%
Other Operating Expenses - 43	105,533	127,181	98,863	145,160	152,160	7,000	5%
Total Services and Supplies	**632,926**	**471,792**	**399,754**	**700,728**	**794,740**	**94,012**	**12%**
Capital Outlay							
Asset Acquisition/Improvement - 47	30,012	7,648	70,562	79,500	85,000	5,500	6%
Total Capital Outlay	**30,012**	**7,648**	**70,562**	**79,500**	**85,000**	**5,500**	**6%**
Indirect Cost Allocations							
Administrative Credits - 46121	(3,163)	-	-	-	-	-	0%
IS Charges - 46124	(563,369)	-	-	(780,228)	(879,740)	(99,512)	11%
General Liability Insurance - 46201	1,279	-	-	-	-	-	0%
Total Indirect Cost Allocations	**(565,253)**	**-**	**-**	**(780,228)**	**(879,740)**	**(99,512)**	**11%**
Total	**99,570**	**479,441**	**470,316**	**-**	**-**	**0**	**0%**

MEASURE S - 2014 FUND - 106							
Computer Equipment - 47102	-	-	-	6,000	2,000	(4,000)	-100%
Software Purchases - 42510	135,848	81,334	54,964	119,000	62,600	(56,400)	-90%
Total Measure S	**135,848**	**81,334**	**54,964**	**125,000**	**64,600**	**(60,400)**	**-93%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2018-19	FY 2019-20
42101 Professional Services			**$ 210,800**	**$ 283,900**
Labor to deploy new networking equipment - Corp Yard	$	3,000		
Labor to upgrade 45 workstations to Windows 10	$	25,000		
Managed IT support (Precision)		156,000		
Labor to deploy new network switches at City Hall and Public Safety		7,500		
Labor to deploy new UPS equipment		1,000		
Labor to move Fire from Public Safety Network		15,000		
Labor to upgrade the estimated remore laptops with Windows 7		6,400		
Upgrade to Office 365 *(Carryover)*		70,000		
42105 Network Maintenance			**$ 57,464**	**$ 90,640**
Network servers and hardware maintenance, including professional callouts.				
Data backup protection cloud service for City Hall servers		11,940		
Data backup protection cloud service for Public Safety servers		10,000		
LiveScan maintenance		10,000		
New networking Equipment for Corp Yard		5,000		
Printer repair services		1,000		
Sonic wall maintenance for Public Safety servers & workstations		1,000		
Sophos Firewall annual maintenance & support	$	2,000		
Spam/Spyware hardware		1,500		
Web hosting (ABAG/post-ABAG)		6,000		
Wireless Access Network for all sites		1,200		
New Switches for City Hall and Public Safety		30,000		
New UPS equipment for servers		10,000		
New warranty renewal for Public Safety server		1,000		
42106 Software Maintenance			**$ 174,714**	**$ 152,790**
AMAG alarm software maintenance	$	500		
Cloud Storage for PD body cameras		15,000		
Critical Reach maintenance		16,400		
ESRI- Ainfo, Aedito, Aview maintenance		14,350		
FileOnQ Support & maintenance		500		
Fire RMS support- Station 73		500		
Geo Trust SSL certificate for OWA		500		
RecDesk software		4,400		
Laserfiche Annual Maintenance/License		7,140		
Sophos EndPoint for City Hall servers and workstations		5,000		
Systematic EndPoint Protection for Public Safety servers & workstations		1,500		
TrakIt support maintenance		20,000		
Tyler Incode license & fee maintenance		67,000		
42107 Equipment Maintenance			**$ 49,700**	**$ 49,700**
Copier Lease and Maintenance (Xerox)	$	47,700		
Mailing System Meter Lease (Pitney Bowes)		2,000		
42201 Office Expense			**$ 1,500**	**$ -**
Miscellaneous computer supplies	$	-		
Miscellaneous office supplies		-		

		FY 2018-19	FY 2019-20
42401 Memberships		$ -	$ -
Municipal Information System Membership	$ 160		
42510 Software Purchase & Subscriptions		$ 61,390	$ 65,550
Adobe Acrobat upgrade Licenses to 2017	15000		
Copware Site License	$ 300		
Office 365 G3 License (150 Licenses)	36,000		
PD background checks (TLO, Transunion)	750		
Pinole Municode	500		
Realquest maintenance	10,000		
Windows 10 upgrade licenses needed (20)	3,000		

Total Professional/Administrative Services **$ 642,580**

43101 Communications		$ 145,160	$ 152,160
AT&T voice service	$ 97,200		
DSL - 911	1,300		
Fire Department pagers	360		
New Internet Service for the Corp Yard	6,000		
Public Safety satellite phones	700		
Tiny Tots solar	600		
Verizon cell service	45,000		
Replace broken phones	1,000		
47102 Computer Equipment		$ 79,500	$ 85,000
1 New Surface Pro for HR	2,500		
4 New computers for PD	6,000		
1 Printer for PD	500		
Computers for PD(14) and Admin (13) Carryover	27,000		
New computer for card key/alarm (Admin)	1,000		
Replace computers for Admin (16), PD (12) and FD (5) with Windows 7	33,000		
Replace estimated remote Laptops for Public Safety with Windows 7	15,000		

MEASURE S - 2014 FUND - 106

42510 Software Purchase & Subscriptions		$ 119,000	$ 62,600
Laserfiche Software *training carryover*	$ 3,600		
Ancillary equipment related to RecDesk upgrade	39,000		
Batch Scanner-City Clerk	20,000		
47102 Computer Equipment		$ 6,000	$ 2,000
Tablet for Code Enforcement	2,000		

INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY

			FY 2018-19	FY 2019-20
46124 IS Charges for Communication & Technology			$ (780,228)	$ (879,740)
General Government	[117]	$ (196,912)		
Police Services	[222]	(271,854)		
Police Dispatch	[223]	(51,619)		
Fire Services	[231]	(91,312)		
Public Works	[341]	(68,609)		
Building Inspection	[462]	(52,917)		
Recreation	[551]	(53,708)		
CATV	[118]	(23,299)		
Sewer WPCP	[641]	(38,611)		
Sewer Collection (CY)	[642]	(30,899)		

Mission

To provide quality broadcasting and ancillary video and audio services to the City of Pinole, other organizations and the community informing the public of the City's operations and events while at the same time achieving cost recovery.

Program Description

Pinole Cable TV (PCTV) manages a non-commercial, (except as allowed through the DIVCA state franchise,) community access television station. PCTV is a PEG station with programming and information that is Public, Educational, and Governmental. Resources are utilized for staffing, operational and equipment supplies, utilities and facility maintenance. Revenue is generated from service charges, donations, sponsorships, DVD sales and franchise fees. The majority of revenue is from contracts with other municipalities, nonprofits and for profits with whom PCTV provides broadcasting and other services.

Key Objectives

- To maintain operations, live broadcasts of Pinole City Council Meetings and other Pinole government meetings, program and schedule all replays, and manage and maintain the related video website files.
- To maintain Local Origination or Pinole content for broadcasting and to, when financially possible, provide for local Public Access operations for Pinole citizens.
- To strive to maintain client operations at the current levels of service within financial budgets.
- To effectuate restorative steps to correct deferred maintenance, and replace obsolete equipment.
- To maintain operations without awareness of the public of station difficulties.
- To successfully maintain and restore the operational skill sets through training of staff.

Success Indicators

- PCTV staff continues to maintain operations.
- Commenced migration and integration of equipment from analog to digital format through in-house staff.
- Launched updated bulletin board (PCTV Scroll) systems with modern digital formats and features.
- Re-tooled the Live Truck with a rotation of surplus gear.

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Cable Access Coordinator	1.00	1.00	1.00	1.00	1.00
Cable Access Technician	1.00	1.00	1.00	1.00	1.00
Cable Equipment Operators, *PT/Temp*	0.75	0.75	0.75	0.75	0.75
Total	**2.75**	**2.75**	**2.75**	**2.75**	**2.75**

CABLE ACCESS TV FUND - 505
CABLE ACCESS TV - 119

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages -401	175,674	187,255	137,379	195,704	205,887	10,183	5%
Overtime - 402	121	2,000	-	2,000	2,000	-	0%
Employee Benefits - 410	72,283	82,399	81,518	96,276	115,383	19,107	17%
Total Salary & Benefits	**248,078**	**271,654**	**218,897**	**293,980**	**323,270**	**29,290**	**9%**
Services and Supplies							
Professional & Administrative Services - 42	21,324	31,418	6,220	33,150	29,400	(3,750)	-13%
Other Operating Expenses - 43	8,575	9,000	10,675	8,000	8,000	-	0%
Materials & Supplies - 44	294	-	237	400	400	-	0%
Total Services and Supplies	**30,193**	**40,418**	**17,131**	**41,550**	**37,800**	**(3,750)**	**-10%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	56,900	9,252	58,000	74,750	16,750	22%
Total Capital Outlay	**-**	**56,900**	**9,252**	**58,000**	**74,750**	**16,750**	22%
Indirect Cost Allocations							
IS Charges - 46124	15,000	24,641	-	24,459	23,299	(1,160)	-5%
General Liability Insurance -46201	5,628	5,478	-	6,557	9,771	3,214	33%
Total Indirect Cost Allocations	**20,628**	**30,119**	**-**	**31,016**	**33,070**	**2,054**	**6%**
Total	**298,899**	**399,091**	**245,280**	**424,546**	**468,890**	**44,345**	**9%**

[1] PEG funded

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2018-19	FY 2019-20
42101 Professional Services			**$ 19,000**	**$ 15,000**
Remote programming and support for Leightronix, Scala and General A/V Contractors (*90% funded through production fees*)	$	5,000		
Nexus Fee Study		10,000		
42106 Software Maintenance			**$ 900**	**$ 1,150**
Scala Annual License	$	1,150		
42107 Equipment Maintenance			**$ 3,600**	**$ 3,600**
Equipment repair	$	300		
Equipment repair parts		1,900		
Loaner equipment		170		
Other equipment maintenance		1,230		
42108 Maintenance Structure/Imp			**$ 3,800**	**$ 3,800**
Cleaning supplies	$	500		
Elevator maintenance		1,080		
HVAC maintenance		1,580		
Other maintenance		442		
Pest control		198		
42201 Office Expense			**$ 250**	**$ 250**
4230X Travel and Training			**$ 2,500**	**$ 2,500**
NAB Convention for two employees	$	2,400		
Other Travel and Training	$	100		
42510 Software Purchase			**$ 600**	**$ 600**
Adobe Editing Software	$	600		
42514 Special Department Expense			**$ 2,500**	**$ 2,500**
Equipment Rental	$	100		
Misc specialized supplies		1300		
Other Special Dept Expenses		700		
Recording media		400		

Total Professional/Administrative Services **$ 29,400**

			FY 2018-19	FY 2019-20
43102 Utilities			**$ 8,000**	**$ 8,000**
Gas and Electric	$	7,000		
Water		500		
Taxes		500		
44301 Fuel			**$ 400**	**$ 400**

47101 Equipment		$58,000	$ 74,750
CG Systems (3)	$10,000		
Chambers fiber optic transmission system	2,500		
DJI Osmo or similar	750		
Epiphan pearl mini	4,000		
Laser projector	8,000		
Mac laptop	3,000		
PA replacement main speakers	6,000		
Screen fast fold	2,000		
Teranex converters by Blackmagicdesign	2,000		
Truck recorders	6,500		
Wavenform monitors	30,000		

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

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

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	0.00	0.00	0.00
Police Lieutenant	0.00	0.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	6.00	6.00	6.00
Police Officer	16.00	17.00	17.00	17.00	17.00
Total	**24.00**	**25.00**	**26.00**	**26.00**	**26.00**

GENERAL FUND - 100
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	1,830,270	2,065,511	1,713,959	2,252,519	2,279,570	27,051	1%
Overtime - 402	2,864	5,303	2,826	-	-	-	0%
Employee Benefits - 410	744,895	880,986	906,196	960,611	1,191,583	230,972	19%
Total Salary & Benefits	**2,578,029**	**2,951,801**	**2,622,981**	**3,213,130**	**3,471,153**	**258,023**	**7%**
Services and Supplies							
Professional & Administrative Services - 42	136,211	234,089	142,455	156,712	169,812	13,100	8%
Materials & Supplies - 44	55,384	63,304	71,990	85,500	85,500	-	0%
Total Services and Supplies	**191,595**	**297,393**	**214,444**	**242,212**	**255,312**	**13,100**	**5%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	13,345	21,133	24,180	24,180	-	0%
Total Capital Outlay	**-**	**13,345**	**21,133**	**24,180**	**24,180**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	(308,325)	(306,793)	(209,369)	(323,357)	(387,235)	(63,878)	16%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Legal Charges - 46126	18,458	10,950	3,384	20,000	20,000	-	0%
General Liability Insurance - 46201	86,992	95,199	4,451	73,521	106,126	32,605	31%
Total Indirect Cost Allocations	**(202,874)**	**(200,643)**	**(201,534)**	**(229,836)**	**(261,109)**	**(31,273)**	**12%**
Total	**2,566,750**	**3,061,895**	**2,657,025**	**3,249,686**	**3,489,536**	**239,850**	**7%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2018-19	FY 2019-20	
42101 Professional Services			**$ 51,712**	**$ 51,712**	
Applicant Processing/Recruiting	$	16,000			
EBRCSA Contract - Radios	$	35,712			
42107 Equipment Maintenance			**$ 30,000**	**$ 30,000**	
Radio Repairs	$	1,500			
Vehicle Maintenance		9,000			
Vehicle Repairs		18,000			
Vehicle Washing		1,500			
42301 Travel and Training			**$ 35,000**	**$ 40,800**	
Firearms Range Rental	$	10,800			
State of CA -- P.O.S.T.		30,000			
42401 Memberships			**$ 2,000**	**$ 2,000**	
CA Crime Prevention Officers Assn	$	120			
CA Peace Officers Assn.		320			
CA Police Chief's Assn.		400			
County Police Chiefs' Assn.		775			
International Assn. of Police Chiefs		150			
National Assn. of Town Watch		35			
Police Executive Research Forum		200			
42514 Special Department Expense			**$ 38,000**	**$ 45,300**	
Ammunition and firearm repair	$	9,800			
Body cameras, tablets, and docking stations		4,900			
Canine expenses		15,100			
Crime Scene Processing/Field Testing Supplies		7,300			
Miscellaneous Supplies		8,200			
Total Professional/Administrative Services					**$ 169,812**
44301 Fuel			**$ 73,000**	**$ 73,000**	
44410 Safety Clothing			**$ 12,500**	**$ 12,500**	
Part-time employees uniforms	$	3,500			
Protective Vests		9,000			
47101 Equipment			**$ 24,180**	**$ 24,180**	
Ballistic Shield	$	1,400			
EBRCSA Equipment	$	20,940			
MP5		1,840			

MEASURE S-2006 FUND - 105
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	354,941	231,718	249,563	631,002	662,443	31,441	5%
Overtime - 402	353,913	469,908	271,811	337,438	253,900	(83,538)	-33%
Employee Benefits - 410	191,268	173,307	257,623	427,860	538,081	110,221	20%
Total Salary & Benefits	**900,123**	**874,933**	**778,997**	**1,396,300**	**1,454,424**	**58,124**	**4%**
Services and Supplies							
Professional & Administrative Services - 42	1,169	9,047	26,450	70,990	7,300	(63,690)	-872%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	-	-	-	9,500	9,500	-	0%
Total Services and Supplies	**1,169**	**9,047**	**26,450**	**80,490**	**16,800**	**(63,690)**	**-379%**
Capital Outlay							
Asset Acquisition/Improvement - 47	126,534	302,874	128,138	263,170	-	(263,170)	-100%
Total Capital Outlay	**126,534**	**302,874**	**128,138**	**263,170**	**-**	**(263,170)**	**-100%**
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	27,298	29,714	-	32,120	42,730	10,610	25%
Total Indirect Cost Allocations	**27,298**	**29,714**	**-**	**32,120**	**42,730**	**10,610**	**25%**
Total	**1,055,123**	**1,216,568**	**933,585**	**1,772,080**	**1,513,954**	**(258,126)**	**-17%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42107 Equipment Maintenance		**$ 4,050**	**$ 4,050**
MDC Repairs	$ 1,650		
Vehicle Maintenance	1,350		
Vehicle Repairs	1,050		
42510 Software Purchase		**$ 63,690**	**$ -**
42514 Special Department Expense		**$ 3,250**	**$ 3,250**
Gunshot trauma kits	$ 700		
Miscellaneous Supplies	2,550		

Total Professional/Administrative Services **$ 7,300**

		FY 2018-19	FY 2019-20
44301 Fuel		**$ 9,500**	**$ 9,500**

MEASURE S-2014 FUND - 106
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	22,288	31,877	10,693	48,374	-	(48,374)	-100%
Overtime - 402	-	-	-	-	100,000	100,000	100%
Employee Benefits - 410	3,783	4,892	5,000	6,328	-	(6,328)	-100%
Total Salary & Benefits	**26,071**	**36,769**	**15,693**	**54,702**	**100,000**	**45,298**	**45%**
Services and Supplies							
Professional & Administrative Services - 42	1	1	-	50,000	50,000	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Material & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	**1**	**1**	**-**	**50,000**	**50,000**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	55,000	55,000	100%
Total Capital Outlay	**-**	**-**	**-**	**-**	**55,000**	**55,000**	**100%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Equipment Repl Charge - 46125	16,679	-	-	-	-	-	0%
General Liability Insurance - 46201	1,411	1,484	-	1,604	-	(1,604)	-100%
Total Indirect Cost Allocations	**18,090**	**1,484**	**-**	**1,604**	**-**	**(1,604)**	**0%**
Total	**44,162**	**38,254**	**15,693**	**106,306**	**205,000**	**98,694**	**48%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42514 Special Department Expense		**$ 50,000**	**$ 50,000**
EOC Safety Plan/Emergency Prep ($50,000 carryover)	$ 50,000		
47101 Equipment		**$ -**	**$ 55,000**
1 Vehicle	$ 55,000		

PUBLIC SAFETY AUGMENTATION FUND - 203
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	144,472	149,159	86,561	151,406	177,310	25,904	15%
Total Indirect Cost Allocations	**144,472**	**149,159**	**86,561**	**151,406**	**177,310**	**25,904**	**15%**
Total	**144,472**	**149,159**	**86,561**	**151,406**	**177,310**	**25,904**	**15%**

Mission

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

Program Description

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

Key Objectives

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

Success Indicators:

- New Community Outreach programs Initiated and Unit created.
- Chaplain program and Peer Support Program continued.
- New volunteers and interns working at the Department.
- Pinole Posse Patrols initiated.

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Community Safety Specialist	0.96	0.96	0.96	0.96	1.00
Community Service Officers	0.96	0.96	0.96	0.96	0.96
Total	**5.92**	**5.92**	**5.92**	**5.92**	**5.96**

GENERAL FUND - 100
POLICE SUPPORT SERVICES - 222

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	247,211	265,940	188,271	287,698	283,542	(4,156)	-1%
Overtime - 402	0	15,759	52	-	-	-	0%
Employee Benefits - 410	111,169	138,097	113,766	153,237	145,905	(7,332)	-5%
Total Salary & Benefits	**358,380**	**419,795**	**302,090**	**440,935**	**429,447**	**(11,488)**	**-3%**
Services and Supplies							
Professional & Administrative Services -	196,889	149,909	152,647	363,899	358,000	(5,899)	-2%
Other Operating Expenses - 43	55,514	49,242	34,656	51,800	51,800	-	0%
Materials & Supplies - 44	868	7,192	824	5,400	5,900	500	8%
Total Services and Supplies	**253,271**	**206,342**	**188,126**	**421,099**	**415,700**	**(5,399)**	**-1%**
Capital Outlay							
Asset Acquisition/Improvement - 47	49,782	93,931	-	400	400	-	0%
Debt Principal & Interest - 48	-	-	49,782	49,782	49,782	-	0%
Total Capital Outlay	**49,782**	**93,931**	**49,782**	**50,182**	**50,182**	**-**	**0%**
Indirect Cost Allocations							
Administrative Debits - 46122	66,303	-	-	-	-	-	0%
IS Charges - 46124	205,916	125,857	-	226,747	271,854	45,107	17%
Legal Charges -46126	-	540	-	-	-	-	0%
General Liability Insurance - 46201	8,854	9,122	-	9,542	13,327	3,785	28%
Total Indirect Cost Allocations	**281,073**	**135,519**	**-**	**236,289**	**285,181**	**48,892**	**17%**
Total	**942,507**	**855,587**	**539,998**	**1,148,505**	**1,180,510**	**32,005**	**3%**
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	-	-	-	-	63,095	63,095	100%
Employee Benefits - 410	0	0	0	0	37,027	37,027	100%
General Liability Insurance - 46201	-	-	-	-	2,965	2,965	100%
Total Salary & Benefits	**-**	**-**	**-**	**-**	**103,087**	**103,087**	**100%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		**$ 167,153**	**$ 161,180**
Children's interview center	1,300		
Contra Costa County Jail fees	49,600		
County Crime Lab Services	58,000		
EBCRSA Contract - radios	2,880		
Family Justice Center	450		
Miscellaneous Professional Services	4,050		
SART Exams	5,000		
Smart Guardian	9,900		
Video Surveillance System	30,000		
42105 Network Maintenance		**$ 96,426**	**$ 96,500**
CAD/RMS *(previously in IT budget)*	96,500		
42106 Software Maintenance		**$ 28,000**	**$ 28,000**
Police Dispatch and Records Mgmt Software (Tyler)	28,000		
42107 Equipment Maintenance		**$ 6,050**	**$ 6,050**
Radio Repairs	250		
Vehicle Maintenance	4,000		
Vehicle Repairs	1,500		
Vehicle Washing	300		
42108 Maintenance Structure/Imp		**$ 23,065**	**$ 23,065**
Bldg Maintenance	1,075		
Elevator Service (NEC)	650		
HVAC Maintenance (City Mechanical)	1,850		
Janitorial Service (UBS)	17,365		
Janitorial Supplies (UBS)	1,700		
Pest control (Western Exterminator)	425		
42201 Office Expense		**$ 19,355**	**$ 19,355**
Copier Supplies	500		
Office Supplies	12,720		
Postage & Equipment (Pitney)	3,000		
Printing Services (Concord)	635		
Printing Services (Eagle)	2,500		
42301 Travel and Training		**$ 5,500**	**$ 5,500**
Conferences (CALNENA)	$1,000		
Meetings	500		
Non POST training	1,000		
POST training	3,000		

42401 Memberships		**$ 350**	**$ 350**		
California Criminal Justice	$ 75				
CLEARS	50				
C.A.P.E.	45				
IAPE	50				
Nat'l Emergency Number Assn	130				
42501 Bank Fees		**$ 1,000**	**$ 1,000**		
42514 Special Department Expense		**$ 17,000**	**$ 17,000**		
Photographic supplies	$ 500				
Lab supplies, mandated processing material	375				
Crime scene supplies	5,700				
GSR processing	5,335				
Fire extinguisher replacement	380				
Misc. special department expenses	4,710				
		Total Professional/Administrative Fees		**$ 358,000**	
43102 Utilities		**$ 51,800**	**$ 51,800**		
Electricity & Gas (PG&E)	$ 48,000				
Water (EBMUD)	3,800				
44301 Fuel		**$ 4,400**	**$ 4,400**		
44410 Safety Clothing		**$ 1,000**	**$ 1,500**		
Aramark Uniform Service					
47101 Equipment		**$ 400**	**$ 400**		
Fax Machine	400				
47104 Vehicles		**$ -**	**$ -**		

Mission

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

Program Description

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

Key Objectives

- Provide Exemplary Dispatch Services for the Tri-Cities
- East Bay Regional Communications System Upgrade
- Community Warning System Program
- Camera System Monitoring Program

Success Indicators:

- New 911 system in place
- WBCC is fully staffed
- “Tri-City” model is in operation

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Support Services Manager	1.00	1.00	0.00	0.00	0.00
Lead Dispatcher	0.00	0.00	0.00	1.00	1.00
Dispatcher	7.00	7.00	11.00	10.50	11.50
Total	**8.00**	**8.00**	**11.00**	**11.50**	**12.50**

GENERAL FUND - 100
POLICE WEST BAY COMMUNICATIONS CENTER - 223

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	729,441	803,706	635,586	851,090	927,430	76,340	8%
Overtime - 402	70,443	275,950	177,733	110,691	110,691	-	0%
Employee Benefits - 410	217,702	355,214	344,240	401,684	454,498	52,814	12%
Total Salary & Benefits	**1,017,586**	**1,434,870**	**1,157,559**	**1,363,465**	**1,492,619**	**129,154**	**9%**
Services and Supplies							
Professional & Administrative Services - 42	15,604	64,595	27,972	58,795	59,221	426	1%
Other Operating Expenses - 43	10,653	10,037	8,148	10,400	10,400	-	0%
Total Services and Supplies	**26,258**	**74,632**	**36,120**	**69,195**	**69,621**	**426**	**1%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	19,731	27,000	-	(27,000)	-100%
Total Capital Outlay	**-**	**-**	**19,731**	**27,000**	**-**	**(27,000)**	**-100%**
Indirect Cost Allocations							
Administrative Credits - 46121	(66,303)	-	-	-	-	-	0%
Administrative Debits - 46122	63,716	65,021	48,921	71,997	80,501	8,504	11%
IS Charges - 46124	47,862	40,173	-	35,052	51,619	16,567	32%
Legal Charges - 46126	6,499	-	-	-	-	-	0%
General Liability Insurance - 46126	20,794	26,878	-	31,315	47,095	15,780	34%
Total Indirect Cost Allocations	**72,568**	**132,072**	**48,921**	**138,364**	**179,215**	**40,851**	**23%**
Total	**1,116,412**	**1,641,573**	**1,262,331**	**1,598,024**	**1,741,454**	**143,430**	**8%**

MEASURE S - 2006 FUND - 105

Overtime - 40201	25,000	-	-	-	-	-	0%
Professional & Administrative Services - 42	-	3,248	-	-	-	-	0%
Asset Acquisition/Improvement -47	33,993	139,841	-	-	-	-	0%
Total	**58,993**	**143,088**	**-**	**-**	**-**	**-**	**0%**

MEASURE S - 2014 FUND - 106

Overtime - 40201	-	-	-	-	25,000	25,000	100%
Total	**-**	**-**	**-**	**-**	**25,000**	**25,000**	**100%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2018-19	FY 2019-20
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			**$ 12,000**	**$ 11,926**
Cad/RMS *(City of San Pablo)*	$	11,926		
42106 Software Maintenance			**$ 12,000**	**$ 12,000**
Police Dispatch and Records Mgmt Software (Tyler_	$	12,000		
42107 Equipment Maintenance			**$ 5,500**	**$ 5,500**
Dispatch headset/cord replacement	$	1,265		
Stancil maintenance		3,000		
General equipment non-contract maintenance		1,235		
42108 Maintenance Structure/Imp			**$ 6,500**	**$ 6,500**
Elevator Service	$	127		
HVAC Maintenance		241		
Janitorial Services		5,318		
Janitorial Supplies		757		
Pest Control Service		56		
42201 Office Expense			**$ 2,000**	**$ 2,000**
General Office Supplies	$	2,000		
4230X Travel and Training			**$ 10,000**	**$ 10,000**
Non-POST training		$1,500		
Meetings associated with dispatch function		500		
Conference attendance for APCO, PSAP, CLEWOA		1,000		
POST training		3,000		
Dispatcher Training		4,000		
42401 Memberships			**$ 150**	**$ 150**
WBCC portion of costs for APCO and CLEWOA participation.	$	150		
42514 Special Department Expense			**$ 1,000**	**$ 1,500**
DOJ fingerprints and background investigations on applicants.	$	1,500		

Total Professional/Administrative Services **$ 59,221**

4310X Utilities			**$ 10,400**	**$ 10,400**
43103 Electricity & Gas (PG&E)	$	9,500		
43102 Water (EBMUD)		800		
43105 Cable		100		
47102 Computer Equipment			**$ 27,000**	**$ -**

Mission

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

Program Description

Traffic Safety

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

Supplemental Law Enforcement Services

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

Public Safety Augmentation Fund

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

Police Grants

The City has an active grant with the West Contra Costa Unified School District (WCCUSD) for reimbursement of two (2) School Resource Officers (SRO's). One SRO is assigned to Pinole Valley High and one is assigned to Pinole Middle School. The two SRO's are funded by the WCCUSD at $160,000 per SRO per year.

Key Objectives

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

Success Indicators

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

Position Summary

Position	**2015-16**	**2016-17**	**2017-18**	**2018-19**	**2019-20**
Crossing Guards, *PT Temp*	0.50	0.50	0.50	0.50	0.50
Police Officer (SRO)	3.00	2.00	2.00	2.00	2.00
Total	**3.50**	**2.50**	**2.50**	**2.50**	**2.50**

POLICE GRANT FUND - 204
POLICE GRANTS PROGRAM - 227

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	192,513	225,247	131,578	209,791	209,455	(336)	0%
Overtime - 402	40,322	9,771	3,311	9,000	4,500	(4,500)	-100%
Employee Benefits- 410	102,073	76,034	39,871	43,433	114,295	70,862	62%
Total Salary & Benefits	**334,908**	**311,053**	**174,759**	**262,224**	**328,250**	**66,026**	**20%**
Services and Supplies							
Professional & Administrative Services -	5,623	7,663	3,716	5,000	5,500	500	9%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	**5,623**	**7,663**	**3,716**	**5,000**	**5,500**	**500**	**9%**
Indirect Cost Allocations							
Administrative Credits - 38501		-	-	-	-	-	0%
General Liability Insurance- 46201	6,256	5,955	-	6,779	9,929	3,150	32%
Total Indirect Cost Allocations	**6,256**	**5,955**	**-**	**6,779**	**9,929**	**3,150**	**32%**
Total	**346,787**	**324,671**	**178,475**	**274,003**	**343,679**	**69,676**	**20%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2018-19	FY 2019-20
42107 Equipment Maintenance			**$ -**	**$ 500**
Crime prevention vehicle maintenance.	$	500		
42201 Office Expense			**$ -**	**$ -**
Office supplies for crime prevention program	$	-		
42514 Special Department Expense			**$ 5,000**	**$ 5,000**
Crime prevention and Neighborhood Watch promotional items	$	5,000		

TRAFFIC SAFETY FUND - 205
POLICE GRANTS PROGRAM - 227

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	5,488	5,887	4,323	5,720	6,240	520	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	943	1,050	825	748	836	88	11%
Total Salary & Benefits	**6,430**	**6,937**	**5,148**	**6,468**	**7,076**	**608**	**9%**
Services and Supplies							
Professional & Administrative Services - 42	7,471	2,280	-	4,300	4,300	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	**7,471**	**2,280**	**-**	**4,300**	**4,300**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	7,500	7,500	-	0%
Total Capital Outlay	**-**	**-**	**-**	**7,500**	**7,500**	**-**	**0%**
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance -46201	355	362	-	190	292	102	35%
Total Indirect Cost Allocations	**355**	**362**	**-**	**190**	**292**	**102**	**35%**
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	**14,256**	**9,579**	**5,148**	**18,458**	**19,168**	**710**	**4%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42107 Equipment Maintenance		**$ 2,000**	**$ 2,000**
Lidar repair & Supplies	$ 2,000		
42514 Special Department Expense		**$ 2,300**	**$ 2,300**
Citation printing	$ 2,300		
Total Professional/Administrative Services			**$ 4,300**
47101 Equipment		**$ 7,500**	**$ 7,500**
Repair/Replace Traffic Cameras	$ 7,500		

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND - 206
POLICE GRANTS PROGRAM - 227

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Indirect Cost Allocations							
Administrative Credits - 38501	-	-	-	-	-	-	0%
Administrative Debits - 46122	100,137	92,612	73,887	100,000	129,359	29,359	23%
Total Indirect Cost Allocations	**100,137**	**92,612**	**73,887**	**100,000**	**129,359**	**29,359**	**23%**
Total	**100,137**	**92,612**	**73,887**	**100,000**	**129,359**	**29,359**	23%

Mission

The members of the Pinole Fire Department dedicate their efforts and available resources to provide safety and welfare to the public through preservation of life, property, and the environment.

Key Objectives

- Complete phase 3 of our top 40 most critical Fire Prevention inspections.
- Hire (2) Firefighter Paramedics and place in an Academy.
- Integrate new communications hardware and software program: Tablet Command
- Implement new staffing and timesheet software.
- Career Development Training classes: Company and Chief Officer Program
- Order a new Fire Response Equipment: Type 1 and Type 6 Fire Engines and put new apparatus into service.

Success Indicators

- Installed new SCBA re-filling station compressor.
- Completed phase 1 and 2 of our Fire Prevention rebuild: top 40 most critical Fire Inspections and revenue recovery for Fire Prevention Services.
- Installed a new Station Alerting package.
- Revamped our Advanced Life Support Controlled Substance program.
- Responded to over 2,700 calls for service
- Completed Fire Station 73 repairs: dorm contamination reduction separation door & kitchen update.
- Continue Weed Abatement Program. Weed Abatement Day campaign: Second Saturday in May
- Hired a Fire Department Analyst

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Fire Chief	1.00	1.00	1.00	1.00	1.00
Administrative Battalion Chief	1.00	1.00	0.00	0.00	0.00
Battalion Chief	1.00	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00	3.00
Fire Engineer*	3.00	3.00	3.00	3.00	3.00
Firefighter/Paramedic	3.00	3.00	3.00	6.00	6.00
Firefighter	3.00	3.00	3.00	0.00	0.00
Management Analyst	0.48	0.48	0.48	1.00	1.00
Total	**15.48**	**15.48**	**14.48**	**15.00**	**15.00**

*May require Paramedic certifications.

GENERAL FUND - 100
FIRE OPERATIONS - 231

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	1,090,343	1,077,631	759,215	1,256,283	1,334,458	78,175	6%
Overtime - 402	5,108	42,820	36,232	-	-	-	0%
Employee Benefits - 410	500,665	511,837	546,809	747,924	1,049,660	301,736	29%
Total Salary & Benefits	**1,596,116**	**1,632,287**	**1,342,257**	**2,004,207**	**2,384,118**	**379,911**	**16%**
Services and Supplies							
Professional & Administrative Services - 42	1,470,431	604,805	222,522	687,414	621,544	(65,870)	-11%
Other Operating Expenses -43	59,884	55,366	51,245	53,600	53,600	-	0%
Materials & Supplies - 44	41,778	43,413	3,239	47,400	52,200	4,800	9%
Total Services and Supplies	**1,572,093**	**703,583**	**277,007**	**788,414**	**727,344**	**(61,070)**	**-8%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	2,809	1,000,000	1,000,000	-	0%
Total Capital Outlay	**-**	**-**	**2,809**	**1,000,000**	**1,000,000**	**-**	**0%**
Indirect Cost Allocations							
Admin Debits - 46122	-	-	95,505	145,506	178,471	32,965	18%
IS Charges - 46124	51,186	49,880	-	60,524	91,312	30,788	34%
Legal Services - 46126	4,712	4,682	672	2,500	10,000	7,500	75%
General Liability Insurance - 46201	42,759	38,052	-	41,010	61,790	20,780	34%
Total Indirect Cost Allocations	**98,656**	**92,614**	**96,177**	**249,540**	**341,573**	**92,033**	**27%**
Total	**3,266,865**	**2,428,484**	**1,718,249**	**4,042,161**	**4,453,035**	**410,874**	**9%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2018-19		FY 2019-20
42101 Professional Services			$ **458,104**		$ **403,104**
Annual Physicals	$	15,200			
CCC Cupa		500			
CCC Fire Protection District- Dispatch		171,000			
Crisis Resolution		5,000			
EBRCSA Radio contract -29 radios		16,704			
Fire Prevention - 4Leaf		160,000			
Greg Kennedy - Medic IQ Services		24,000			
Maximum Security -Station 74		1,200			
Physio Control Annual Premium		2,500			
Recruitment		7,000			
42104 Paramedic Supplies			$ **20,585**		$ **42,500**
Medical Supplies	$	33,500			
Medic CD ($1,000 x 9)		9,000			
42106 Software Maintenance			$ **2,000**		$ **5,000**
Controlled Substance Software-Annual	$	3,000			
Fire RMS Support	$	2,000			
42107 Equipment Maintenance			$ **65,100**		$ **77,100**
3-4 Add'l Ipad Communication Radios for Apparatus	$	12,000			
Apparatus Maintenance		40,000			
Flow/Hydro testing		10,100			
Miscellaneous tools/parts		10,000			
SCBA Maintenance		5,000			
42108 Maintenance Structure/Imp			$ **39,000**		$ **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			$ **24,000**		$ **4,000**
New Office furniture	$	4,000			
4230X Travel and Training			$ **15,000**		$ **21,845**
Annual Training	$	15,000			
Training for Analyst/Dept		4,000			
EMT Recerts ($37 x 5)		185			
Paramedic Recerts ($240 x 9)		2,160			
EMS Reference Books		500			

42401 Memberships		**$ 625**	**$ 625**
42512 Weed Abatement		**$ 55,000**	**$ 45,000**
Increased abatement for brush removal (City property)	$ 42,000		
Weed Abatement Campaign (private property)	3,000		
42514 Special Department Expense		**$ 8,000**	**$ 8,000**
Miscellaneous Special Department Expenses	8,000		

Total Professional/Administrative Services **$ 621,544**

4310X Utilities		**$ 50,600**	**$ 50,600**
43103 PG&E	$ 40,000		
43102 EBMUD	10,000		
43101 Comcast	500		
43101 Telephone	100		
43201 Property Tax		**$ 3,000**	**$ 3,000**
44301 Fuel		**$ 16,400**	**$ 16,200**
44410 Safety Clothing		**$ 31,000**	**$ 36,000**
Safety Clothing	$ 5,000		
Gloves and harness	5,000		
Replacement Turn-out Gear (6-sets)	21,000		
Foul Weather Gear	5,000		

MEASURE S-2006 FUND - 105
FIRE OPERATIONS - 231

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	240,098	145,236	132,780	201,794	261,132	59,338	23%
Overtime - 402	239,641	421,228	206,997	247,067	298,793	51,726	17%
Employee Benefits - 410	89,491	63,901	104,439	107,951	191,161	83,210	44%
Total Salary & Benefits	**569,231**	**630,365**	**444,216**	**556,812**	**751,086**	**194,274**	**26%**
Services and Supplies							
Professional & Administrative Services - 42	10	9	-	125,000	53,700	(71,300)	-133%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	**10**	**9**	**-**	**125,000**	**53,700**	**(71,300)**	**-133%**
Capital Outlay							
Asset Acquisition/Improvement - 47	7,197	-	-	225,560	64,000	(161,560)	-252%
Debt Principal - 48101	63,734	65,347	67,000	67,000	67,000	0	0%
Debt Interest - 48102	6,699	5,086	3,433	3,433	3,433	0	0%
Total Capital Outlay	**77,630**	**70,433**	**70,433**	**295,993**	**134,433**	**(161,560)**	**-120%**
Indirect Cost Allocations							
Administrative Credits - 46121	(5,149)	-	(95,505)	(145,506)	(178,471)	(32,965)	18%
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	13,943	13,223	-	14,307	26,082	11,775	45%
Total Indirect Cost Allocations	**8,795**	**13,223**	**(95,505)**	**(131,199)**	**(152,389)**	**(21,190)**	**14%**
Total	**655,666**	**714,030**	**419,145**	**846,606**	**786,830**	**(59,776)**	**-8%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		**$ 70,000**	**$ 53,700**
EMC - Polling firm *carry forward*	$ 24,500		
ESCI - Fire Study consultant *carry forward*	29,200		
42107 Equipment Maintenance		**$ 55,000**	**$ -**

Total Professional/Administrative Services $ 53,700

		FY 2018-19	FY 2019-20
47201 Improvements/Building		**$ 136,000**	**$ 64,000**
Station 73 kitchen remodel	$ 44,000		
Station 74 flooring, sheetrock, paint, and drainage repairs	20,000		
48101 Debt Principal		**$ 67,000**	**$ 67,000**
Type-1 Vehicle Apparatus (Commercial Lease - Principal)	$ 67,000		
48102 Debt Interest		**$ 3,433**	**$ 3,433**
Type-1 Vehicle Apparatus (Commercial Lease - Interest)	$ 3,433		

MEASURE S-2014 FUND - 106
FIRE OPERATIONS - 231

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	145,502	137,399	194,989	210,295	15,306	7%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	6,902	28,840	33,058	38,446	43,787	5,341	12%
Total Salary & Benefits	**6,902**	**174,342**	**170,456**	**233,435**	**254,082**	**20,647**	**8%**
Services and Supplies							
Professional & Administrative Services - 42	-	20,004	-	29,500	42,500	13,000	31%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	**-**	**20,004**	**-**	**29,500**	**42,500**	**13,000**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	44,868	55,000	-	(55,000)	-100%
Total Capital Outlay	**-**	**-**	**44,868**	**55,000**	**-**	**(55,000)**	**-100%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	-	-	-	-	-	-	0%
General Liability Insurance - 46201	4,687	5,517	-	6,228	9,546	3,318	35%
Total Indirect Cost Allocations	**4,687**	**5,517**	**-**	**6,228**	**9,546**	**3,318**	**35%**
Total	**11,589**	**199,863**	**215,325**	**324,163**	**306,128**	**(18,035)**	**-6%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
4230X Travel & Training		**$ 20,000**	**$ 42,500**
Fire Training Academy- 2 participants	$ 30,000		
General Training	$ 10,000		
Training Props	$ 2,500		

Total Professional/Administrative Services **$ 42,500**

Mission

The mission of the Public Works Administration and Engineering Division is to administer, plan, engineer and manage projects and programs that benefit of the City.

Program Description

Design, administer, and supervise capital improvement projects for:

- Street Projects funded from the General Fund, Gas Tax and Measure J
- Parks and recreation funded from Measure WW
- Pinole Hercules Water Pollution Control Plant and sewer collection system funded by the Sewer Enterprise
- Storm drainage system funded by Storm Water Benefit Assessment
- City surveying

Key Objectives

- Daily management of the Public Works department including: parks, maintenance, code enforcement, planning, waste reduction, and clean water
- Compliance reporting regarding all engineering and public works matters, including and not limited to the General Plan; environmental compliance; labor compliance, etc.
- Environmental program management including solid waste and stormwater
- Represent Pinole in regional transportation, development, environmental, and planning processes
- Evaluate opportunities to increase collaborate with private developers on projects, including the sale of City owned lots for development
- Periodic updates to the Capital Improvement Plan
- Pursue grant-funding opportunities
- Provide support to Traffic and Pedestrian Safety Committee

Success Indicators

Efficient, successful project execution and program management to benefit Pinole residents.

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Development Services Director/City Engineer	1.00	1.00	1.00	1.00	1.00
Senior Project Manager	1.00	1.00	1.00	1.00	1.00
Public Works Specialist	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Total	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salary & Wages - 401	336,677	393,368	268,363	432,056	453,471	21,415	5%
Overtime - 402	192	26	815	-	-	-	0%
Employee Benefits - 410	127,374	161,458	148,386	185,118	267,773	82,655	31%
Total Salary & Benefits	**464,242**	**554,852**	**417,563**	**617,174**	**721,244**	**104,070**	**14%**
Services and Supplies							
Professional & Administrative Services - 42	1,932	2,796	826	12,575	12,781	206	2%
Materials and Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	**1,932**	**2,796**	**826**	**12,575**	**12,781**	**206**	**2%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	6,288	-	-	-	-	0%
Total Capital Outlay	**-**	**6,288**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	(423,355)	(484,934)	(342,564)	(581,319)	(686,055)	(104,736)	15%
IS Charges - 46124	39,487	49,498	-	66,557	68,609	2,052	3%
Legal Charges - 46126	-	108	1,346	8,000	8,000	-	0%
General Liability Insurance - 46201	23,026	14,445	-	14,091	20,975	6,884	33%
Total Indirect Cost Allocations	**(360,842)**	**(420,883)**	**(341,218)**	**(492,671)**	**(588,471)**	**(95,800)**	**16%**
Total	**105,332**	**143,054**	**77,171**	**137,078**	**145,554**	**8,476**	**6%**

MEASURE S - 2014 FUND - 106

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Administrative Debits - 46122	15,697	47,073	15,147	56,237	77,810	21,573	28%
Equipment Repl Charges - 46125	-	-	-	-	-	-	0%
Total Measure S - 2014	**15,697**	**47,073**	**15,147**	**56,237**	**77,810**	**21,573**	**28%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		**$ 10,000**	**$ 10,000**
General engineering services	$ 10,000		
42107 Equipment Maintenance		**$ 500**	**$ 500**
Maintenance of office equipment.	$ 500		
42201 Office Expense		**$ 500**	**$ 500**
General office supplies	$ 500		
4230X Travel and Training		**$ 1,400**	**$ 1,400**
	$ 1,400		
42401 Memberships		**$ -**	**$ 206**
American Public Works Association (APWA)	$ 206		
42506 Bonds		**$ 175**	**$ 175**
	$ 175		

Total Professional/Administrative Services **$ 12,781**

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	39,675	42,772	-	-	-	-	0%
Other Operating Expenses - 43	440	5,405	3,433	4,400	4,400	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	**40,115**	**48,177**	**3,433**	**4,400**	**4,400**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47*	6,326	6,947	325,272	493,922	32,000	(461,922)	-1444%
Total Capital Outlay	**6,326**	**6,947**	**325,272**	**493,922**	**32,000**	**(461,922)**	**-1444%**
Indirect Cost Allocations							
Administrative Debits - 46122	15,754	78,883	53,941	103,412	115,268	11,856	10%
IS Charges - 46124	54,233	-	-	-	-	-	0%
Total Indirect Cost Allocations	**69,987**	**78,883**	**53,941**	**103,412**	**115,268**	**11,856**	**10%**
Total	**116,429**	**134,006**	**382,646**	**601,734**	**151,668**	**(450,066)**	**(14)**

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
ADMIN & ENGINEERING - 341			
4310X Utilities		$ 4,400	$ 4,400
43101 Telephone	$ 4,000		
43103 Electricity & Power	400		
ROAD MAINTENANCE - 342			
47204 Improvements/Sidewalks		$ 15,000	$ 15,000 `
Sidewalk Maintenance Program	$ 15,000		
47205 Improvements/Streets		$ 15,000	$ 15,000
Miscellaneous Roadway Repair	$ 15,000		
FACILITY MAINTENANCE - 343			
47202 Improvements/Landscape-Medians		$ 2,000	$ 2,000
Sign Replacement Program	$ 2,000		

Mission

The mission of the Road Maintenance Division is to maintain the City's infrastructure. The City's infrastructure includes buildings, roads, pavement, pavement markings, curb, sidewalk, medians, traffic signs, traffic signals, and streetlights.

Program Description

This division maintains the entire city road infrastructure which includes pavement, medians, traffic signs, pavement markings, traffic signals, streetlights, curbs and sidewalks.

Key Objectives

- Timely response to maintenance needs
- Preservation of assets
- Safe roadways
- Water wise and energy efficient infrastructure

Success Indicators

Pavement Condition Index maintained at current level: 70.

Position Summary

No personnel are directly assigned to this division.

GAS TAX FUND - 200
ROAD MAINTENANCE - 342

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	48	-	-	-	-	-	0%
Total Salary & Benefits	**48**	**-**	**-**	**-**	**-**	**-**	**0%**
Services and Supplies							
Professional & Administrative Services -	20,360	10,655	59,822	112,522	112,522	-	0%
Other Operating Expenses - 43	240,829	184,367	-	181,000	181,000	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	**261,189**	**195,022**	**59,822**	**293,522**	**293,522**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	997	31,781	426	-	55,000	55,000	0%
Total Capital Outlay	**997**	**31,781**	**426**	**-**	**55,000**	**55,000**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	112,733	115,161	-	135,079	146,025	10,946	7%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	17,195	14,879	684	8,000	8,000	-	0%
Total Indirect Cost Allocations	**129,928**	**130,040**	**684**	**143,079**	**154,025**	**10,946**	**7%**
Total	**392,162**	**356,843**	**60,932**	**436,601**	**502,547**	**65,946**	**13%**
GENERAL FUND - 100							
Professional & Administrative Services -	9,917	2,051	10,901	32,000	32,000	-	0%
Materials & Supplies - 44	2,911	17,348	2,187	-	-	-	0%
Administrative Debits - 46122	19,098	16,543	14,388	23,914	23,619	(295)	-1%
	31,926	**35,942**	**27,476**	**55,914**	**55,619**	**(295)**	**-1%**
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	-	140,000	140,000	100%
Total Measure S - 2014	**-**	**-**	**-**	**-**	**140,000**	**140,000**	**100%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20	
42101 Professional Services		**$ 101,000**	**$ 101,000**	
Audit Services	$ 1,000			
General engineering survey contract	10,000			
Professional engineering support	20,000			
Traffic and signal maintenance	70,000			
42108 Maintenance Structure/Imp		**$ 7,500**	**$ 7,500**	
Hardware supplies and median maintenance	$ 7,500			
42514 Special Department Expense		**$ 4,022**	**$ 4,022**	
CCTA congestion management plan administration	$ 4,022			
Pinole's share of CTA Congestion Management Plan administrative costs.				
Total Professional/Administrative Services				**$ 112,522**
4310X Utilities		**$ 181,000**	**$ 181,000**	
Electricity costs for street lights, traffic lights and controls				
Electricity & Gas (PG&E)	$ 180,000			
EBMUD median irrigation	1,000			
47205 Improvements/Streets		**$ -**	**$ 55,000**	
Pothole Repair Program	$ 40,000			
Roadway Stripping Program	15,000			

GENERAL FUND - 100

42101 Professional Services		**$ -**	**$ -**
42514 Special Department Expense		**$ 32,000**	**$ 32,000**
Maintenance materials and supplies	$ 29,000		
Street sign replacement program	3,000		

MEASURE S - 2014 FUND - 106

47204 Improvements/Sidewalk Improvements		**$ -**	**$ 20,000**
Sidewalk Improvements	20,000		
47205 Improvements/Streets		**$ -**	**$ 120,000**
Pedestrian Bridge Inspection & Maintenance	$ 100,000		
Traffic Sign Replacement	20,000		

Mission

The mission of the Facility Maintenance Division is to maintain the City's various facilities.

Program Description

This division maintains all buildings and properties owned by the City. Building maintenance includes and is not limited to landscape maintenance, janitorial service, maintenance of heating and ventilation systems, maintenance of all mechanical aspects of the buildings, general building maintenance, and making improvements as needed.

Key Objectives

- Timely response to maintenance needs.
- Preservation of facility assets.
- Safe, comfortable, and energy efficient buildings.

Success Indicators

- Facilities are maintained in a safe, clean, and aesthetically pleasing manner.

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Workers	4.00	5.00	5.00	5.00	5.00
Total	**6.00**	**7.00**	**7.00**	**7.00**	**7.00**

GENERAL FUND - 100
PUBLIC WORKS - FACILITY MAINTENANCE - 343

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	424,112	421,642	363,622	508,369	528,383	20,014	4%
Overtime - 402	2,249	3,609	6,071	362	362	-	0%
Employee Benefits - 410	211,531	200,228	201,555	304,825	314,733	9,908	3%
Total Salary & Benefits	**637,891**	**625,479**	**571,248**	**813,556**	**843,478**	**29,922**	**4%**
Services and Supplies							
Professional & Administrative Services - 42	150,812	213,927	79,091	147,777	104,977	(42,800)	-41%
Other Operating Expenses - 43	37,493	43,186	26,893	41,000	41,000	-	0%
Materials & Supplies - 44	8,773	1,362	6,836	28,200	28,200	-	0%
Total Services and Supplies	**197,078**	**258,476**	**112,821**	**216,977**	**174,177**	**(42,800)**	**-25%**
Indirect Cost Allocations							
Administrative Credits - 46121	(422,712)	(448,229)	(359,822)	(614,260)	(637,642)	(23,382)	4%
IS Charges - 46124	-	-	-	-	-	-	0%
General Liability Insurance - 46201	16,152	36,678	1,599	16,634	24,513	7,879	32%
Total Indirect Cost Allocations	**(406,561)**	**(411,551)**	**(358,223)**	**(597,626)**	**(613,129)**	**(15,503)**	**3%**
Total	**428,408**	**472,403**	**325,846**	**432,907**	**404,526**	**(28,381)**	**-7%**
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	-	-	64,156	97,592	108,991	11,399	10%
Asset Acquisition/Improvement - 47	3,229	59,727	19,270	350,000	230,000	(120,000)	-52%
	3,229	**59,727**	**83,426**	**447,592**	**338,991**	**(108,601)**	**-32%**
SOLID WASTE FUND - 214							
Professional & Administrative Services - 42	-	-	-	19,297	19,297		0%
Legal Charges - 46126	-	-	3,003	2,703	2,703	-	0%
Asset Acquisition/Improvement - 47	-	-	-	20,000	20,000	-	0%
	-	**-**	**3,003**	**42,000**	**42,000**	**-**	**0%**
PUBLIC FACILITIES FUND - 324							
Asset Acquisition/Improvement - 47	3,263	22,738	39,230	60,000	60,000	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		**$ 43,856**	**$ 3,456**
EBRCSA contract - 6 radios	$ 3,456		
42107 Equipment Maintenance		**$ 45,856**	**$ 43,456**
EBRCSA maintenance for 6 radios	$ 3,456		
Vehicle maintenance and repair	$ 40,000		

42108 Maintenance/Structure Imp		**$ 56,000**	**$ 56,000**
Elevator maintenance	800		
Heating and air repair	$ 16,000		
Janitorial service and supplies	13,000		
Landscape maintenance	3,000		
Lighting supplies	500		
Misc. hardware and maintenance	1,000		
Pest control and weed control	10,700		
Pacific facilities deferred maintenance	11,000		
4230X Travel and Training		**$ 1,550**	**$ 1,550**
Technical training	$ 1,550		
42401 Memberships		**$ 315**	**$ 315**
M.S.A. (Maintenance Superintendents Association)	$ 315		
T.C.S.A. (Traffic Control Supervisory Association)			
Technical publications			
42511 Equipment Rental		**$ 200**	**$ 200**
This is used to rent infrequently used equipment.	$ 200		
42514 Special Department Expense		**$ -**	**$ -**
Maintenance materials, street warning signs, street marking paint, small hand tools and vandalism repair	$ -		
Street sign replacement program			

Total Professional/Administrative Services **$ 104,977**

4310X Utilities		**$ 37,000**	**$ 37,000**
Gas/Electricity	$ 24,000		
Water	13,000		
43201 Property Tax		**$ 4,000**	**$ 4,000**
44301 Fuel		**$ 8,200**	**$ 8,200**
44410 Safety Clothing		**$ 20,000**	**$ 20,000**
The worker classifications in this division are supplied: Uniforms, coveralls, and foul weather gear	$ 20,000		

MEASURE S - 2014 FUND - 106

47201 Improvements/Building		**$ 38,000**	**$ 230,000**
Replace HVAC & associated roof at Senior Center	$ 110,000		
Replace HVAC at City Hall	120,000		

SOLID WASTE FUND - 214

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

PUBLIC FACILITIES FUND - 324

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

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	11,017	15,856	5,933	21,175	21,175	-	0%
Other Operating Expenses - 43	9,661	12,825	8,000	11,000	11,000	-	0%
Total Services and Supplies	**20,678**	**28,681**	**13,933**	**32,175**	**32,175**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	2,464	-	-	5,000	5,000	-	0%
Total Indirect Cost Allocations	**2,464**	**-**	**-**	**5,000**	**5,000**	**-**	**0%**
Total	**23,142**	**28,681**	**13,933**	**37,175**	**37,175**	**-**	**-**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		**$ -**	**$ -**
Appraisals of R/E Properties for Marketing/Sale	$ -		
42108 Maintenance/Structure Imp		**$ 21,175**	**$ 21,175**
Material to maintain facilities owned by the former Redevelopment Agency.	$ 21,175		
4310X Utilities		**$ 11,000**	**$ 11,000**
Gas/Electricity	$ 5,000		
Water	6,000		

Mission

The mission of the Public Works National Pollution Discharge Elimination System (NPDES) Storm Water Program is to provide programs, projects and services that aid the City of Pinole in maintaining compliance with its NPDES obligations under the Clean Water Act, thereby maintaining and improving the water quality of Pinole Creek and the San Pablo Bay.

Program Description

The Regional Water Quality Control Board regulates storm water discharges from municipal storm drains under the NPDES program and has issued a NPDES permit in November 2016 to the region. The City of Pinole participates with the regional permit; administrative oversight for the permit is performed by the Contra Costa Clean Water Program (CCCWP). The new permit has become more stringent on litter removal, PCB and Mercury levels, and has required increased use of green infrastructure. It will be necessary to expand programs in 2016-17 to strive toward permit compliance.

This program is funded by a storm water benefit assessment area. The Equivalent Runoff Unit cost associated with the implementation of NPDES Program for 2016-17 remains at $35. Assessment fees are collected as a part of the annual property tax collection disbursed using the same schedule that is used for payment of property taxes to each participating city. The programs that the City of Pinole implements under its Storm Water Pollution Control Plan are primarily street sweeping, storm drain cleaning and maintenance.

Key Objectives

- Maintain the City's Storm Drain System
- Install additional litter collection devices in the City's Storm Drain System
- Maintain new and existing litter collection devices in the City's Storm Drain System
- Collect litter from city roadways
- Public Outreach and Education
- Perform storm water inspections at all construction sites and identifies development sites for green infrastructure
- Prepare an Annual Report of City Activities with respect to NPDES
- Participate in the administration of the CCCWP as required by the permit

Success Indicators

- Timely CCCWP reporting
- Functional litter collection devices
- Street sweeping as scheduled
- Permit compliance

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Employee Benefits - 410	14,087	12,826	-	-	-	-	0%
Total Salary & Benefits	**14,087**	**12,826**	**-**	**-**	**-**	**-**	**0%**
Services and Supplies							
Professional & Administrative Services -	50,855	40,570	55,901	88,181	122,882	34,701	28%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	11,184	18,191	940	9,600	9,600	-	0%
Total Services and Supplies	**62,039**	**58,761**	**56,840**	**97,781**	**132,482**	**34,701**	**26%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	179,043	195,870	141,044	214,392	228,962	14,570	6%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	-	6,462	892	6,000	6,000	-	0%
Total Indirect Cost Allocations	**179,043**	**202,332**	**141,936**	**220,392**	**234,962**	**14,570**	**6%**
Total	**255,169**	**273,919**	**198,776**	**318,173**	**367,444**	**49,271**	**13%**
MEASURE S-2014 FUND - 106							
Professional & Administrative Services -	-	-	-	75,000	25,000	(50,000)	-200%
Asset Acquisition/Improvement - 47	-	-	-	150,000	150,000	-	0%
Total Measure S-2014	**-**	**-**	**-**	**225,000**	**175,000**	**(50,000)**	**-29%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20	
42101 Professional Services		**$ 23,000**	**$ 30,000**	
Contract support for Clean Water and NPDES	$ 30,000			
42107 Equipment Maintenance		**$ 10,000**	**$ 10,000**	
Storm drain, trash capture, street sweeper	$ 10,000			
42108 Building Structure Maintenance		**$ 5,000**	**$ 5,000**	
Trash capture devices	$ 5,000			
4220X Office Expenses		**$ 400**	**$ 1,000**	
Miscellaneous office expenses	$ 500			
Printing and Binding	500			
42514 Special Departmental Expense		**$ 49,781**	**$ 76,882**	
CCC Assessment District admin	$ 58,564			
Lumber and supply costs for Clean Water program	9,779			
NPDES Annual Permit	8,539			
Total Professional/Administrative Services				**$ 122,882**
44301 Fuel		**$ 8,000**	**$ 8,000**	
44410 Safety Clothing		**$ 1,600**	**$ 1,600**	

MEASURE S-2014 FUND - 106

42101 Professional Services		**$ 75,000**	**$ 25,000**
Storm Drainage Master Plan-Phased	$ 25,000		
		$ 150,000	**$ 150,000**
Storm Drainage Annual Rehabilitation	$ 150,000		

Mission

The mission of Park Maintenance is to maintain Pinole's parks and park structures including lighting, play equipment, and irrigation systems.

Program Description

- 15 parks
- 428.56 acres of park area
- Park space provides a variety of outdoor opportunities:
  - Swimming pool
  - Skate park
  - Soccer fields
  - Baseball diamond
  - Softball diamond
  - Neighborhood play areas
  - Dog park
  - Creek path
  - Park pedestrian bridges

Key Objectives

- Maintain a safe, functional and attractive environment in the city's parks.

Success Indicators

- Ongoing park use and enjoyment of parks by Pinole citizens
- Preserve, enhance, and expand existing park assets

Position Summary

No personnel are directly assigned to this division.

GENERAL FUND - 100
PUBLIC WORKS - PARK MAINTENANCE - 345

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	104,776	92,975	88,628	119,827	139,827	20,000	17%
Other Operating Expenses - 43	55,845	58,513	48,543	68,156	68,156	-	0%
Materials & Supplies - 44	672	952	538	500	500	-	0%
Total Services and Supplies	**161,293**	**152,440**	**137,709**	**188,483**	**208,483**	**20,000**	**11%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Debits - 46122	38,197	33,087	25,637	47,828	47,237	(591)	-1%
IS Charges - 46124	-	-	8,808	-	-	-	0%
Total Indirect Cost Allocations	**38,197**	**33,087**	**34,445**	**47,828**	**47,237**	**(591)**	**-1%**
Total	**199,490**	**185,527**	**172,154**	**236,311**	**255,720**	**19,409**	**8%**
MEASURE S-2014 FUND - 106							
Asset Acquisition/Improvement - 47	5,882	4,223	16,092	429,814	367,618	(62,196)	-17%
Total Capital Outlay	**5,882**	**4,223**	**16,092**	**429,814**	**367,618**	**(62,196)**	**-14%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		**$ 5,000**	**$ 25,000**
Professional maintenance contract	$ 5,000		
Park Pedestrian Bridges	$ 20,000		
42107 Equipment Maintenance		**$ 4,500**	**$ 4,500**
Off road equipment maintenance	$ 4,500		
42108 Maintenance/Structure Imp		**$ 110,000**	**$ 110,000**
Landscape maintenance contract	$ 100,000		
Materials for parks, restrooms and play area	10,000		
42401 Memberships		**$ 127**	**$ 127**
CAPCA (California Agricultural Production Consultants Association)	$ 100		
P.A.P.A. (Pest Applicators Association)	$ 27		
42511 Equipment Rental		**$ 200**	**$ 200**
Cost to rent infrequently used equipment.	$ 200		
Total Professional/Administrative Services			**$ 139,827**
4310X Utilities		**$ 68,000**	**$ 68,000**
Gas/Electricity	$ 10,000		
Water	58,000		
43201 Property Tax		**$ 156**	**$ 156**
44301 Fuel		**$ 500**	**$ 500**

MEASURE S-2014 FUND - 106

		FY 2018-19	FY 2019-20
47203 Improvements/Parks		**$ 429,814**	**$ 85,000**
Soccer Field Maintenance	$ 10,000		
Annual Bench/Table repairs & replacement	5,000		
Replace Chips with Rubber matting at select park locations	50,000		
Public Tree Maintenance	20,000		
47201 Improvements/Building		**$ -**	**$ 282,618**
New Restroom at Fernandez Park *carryforward*	$ 282,618		

OTHER FUNDS

		FY 2018-19	FY 2019-20
47203 Improvements/Parks		**$ 40,000**	**$ 40,000**
Rehabilitation of Play Fields at Fernandez Park *carryforward* (Fund 275)	$ 15,509		
Rehabilitation of Play Fields at Fernandez Park *carryforward* (Fund 327)	24,491		

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	11,776	12,174	8,526	11,960	11,960	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	1,446	1,556	1,686	1,564	1,604	40	3%
Total Salary & Benefits	**13,222**	**13,730**	**10,212**	**13,524**	**13,564**	**40**	**0%**
Services and Supplies							
Professional & Administrative Services - 42	806	263		-	-	-	0%
Other Operating Expenses -43	756	660	662	856	856	-	0%
Total Services and Supplies	**1,562**	**923**	**662**	**856**	**856**	**-**	**0%**
Capital Outlay							
Equipment - 42107	-	515	-	-	-	-	0%
Total Capital Outlay	**-**	**515**	**-**	**-**	**-**	**-**	**0%**
Internal Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	370	378	-	397	562	165	42%
Total Internal Cost Allocations	**370**	**378**	**-**	**397**	**562**	**165**	**42%**
Total	**15,154**	**15,546**	**10,874**	**14,777**	**14,982**	**205**	**1%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2018-19	FY 2019-20
43201 Property Tax	**$ 856**	**$ 856**

Mission

The mission of the Waste Reduction Program is to encourage both source reduction and recycling of solid waste in accordance with the mandates of the California Integrated Waste Management Act of 1989 (Assembly Bill 939).

Program Description

The Waste Reduction Program encourages and promotes recycling, source reduction, and reuse with the overall goal of decreasing reliance on sanitary landfills used for refuse disposal. The City of Pinole utilizes strategic partnerships with West Contra Costa Integrated Waste Management Authority, known as "RecycleMore", and the franchise waste hauler, Republic Services, to meet its obligations regarding the Waste Reduction Program.

Key Objectives

- Provide the waste management services identified in the Regional Plan and the City of Pinole's collection franchise agreement
- Implement source reduction, recycling, and composting activities
- Coordination with the Authority & franchise vendor regarding residential solid waste collection and reduction; household hazardous waste collection and public outreach and education activities to encourage waste reduction in the City of Pinole
- Install and maintain solid waste collection and recycling containers in public areas
- Meet annual reporting requirements

Success Indicators

- Compliance with the California Integrated Waste Management Act of 1989
- Meeting the waste reduction goals set forth in the West Contra Costa Integrated Waste Management Authority Regional Plans

Position Summary

No personnel are directly assigned to this division.

AB 939 REFUSE MANAGEMENT FUND - 213
WASTE REDUCTION - 346

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	13,994	13,831	13,901	22,500	22,500	-	0%
Other Operating Expenses -43	-	-	-	-	-	-	0%
Total Services and Supplies	**13,994**	**13,831**	**13,901**	**22,500**	**22,500**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Debits - 46122	76,115	80,829	60,129	91,508	100,347	8,839	9%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Services - 46126	4,369	4,551	2,648	2,500	2,500	-	0%
Total Indirect Cost Allocations	**80,484**	**85,380**	**62,777**	**94,008**	**102,847**	**8,839**	**9%**
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	**94,478**	**99,211**	**76,678**	**116,508**	**125,347**	**8,839**	**7%**

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

Asset Acquisition/Improvement - 47	-	-	5,278	296,999	-	(296,999)	-100%
	-	**-**	**5,278**	**296,999**	**-**	**(296,999)**	**-100%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		**$ 10,000**	**$ 10,000**
Consulting Services	$ 10,000		
42514 Special Department Expense		**$ 12,500**	**$ 12,500**
Litter pick up services	$ 12,500		

Mission

The mission of the Lighting and Landscape Assessment District is to maintain median lighting and landscape funded by assessments to property owners within the respective district.

Program Description

The City currently maintains two Lighting and Landscape Districts:

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

Key Objectives

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

Success Indicators

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

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	39,080	17,896	10,424	30,850	15,500	(15,350)	-99%
Other Operating Expenses - 43	3,129	10,038	86,201	10,000	19,560	9,560	49%
Total Services and Supplies	**42,208**	**27,934**	**96,625**	**40,850**	**35,060**	**(5,790)**	**-17%**
Capital Outlay							
Asset Acquisition/Improvement - 47	10,622	1,101	1,703	15,787	5,720	(10,067)	-176%
Total Capital Outlay	**10,622**	**1,101**	**1,703**	**15,787**	**5,720**	**(10,067)**	**-176%**
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	2,000	2,000	100%
Legal Charges - 46126	-	1,587	-	-	-	-	0%
Total Indirect Cost Allocations	**-**	**1,587**	**-**	**-**	**2,000**	**2,000**	**100%**
Total	**52,830**	**30,622**	**98,328**	**56,637**	**42,780**	**(13,857)**	**-32%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2018-19	FY 2019-20	
42108 Maintenance Structures/Imp			**$ 1,850**	**$ 1,500**	
Landscaping maintenance - Zone A	$	720			
Landscaping maintenance - Zone B		780			
42101 Professional Services			**$ 29,000**	**$ 14,000**	
Contra Costa County traffic signal maintenance - Zone A	$	7,000			
Cal Trans traffic signal maintenance - Zone A		1,000			
Contra Costa County traffic signal maintenance - Zone B		5,000			
Cal Trans traffic signal maintenance - Zone B		1,000			
Total Professional/Administrative Services					**$ 15,500**
4310X Utilities			**$ 10,000**	**$ 19,560**	
Water (EBMUD) - Zone A	$	2,500			
Electricity & Power - Zone A		6,560			
Water (EBMUD) - Zone B		2,500			
Electricity & Power - Zone B		8,000			
47202 Kaiser Medians			**$ 15,787**	**$ 5,720**	
PG&E Traffic control service/lighting- Zone A	$	2,600			
PG&E Street and highway lighting - Zone B	$	3,120			

Mission

The mission of the Water Pollution Control Plant (WPCP) is to treat the wastewater for the City of Pinole and the City of Hercules.

Program Description

Produce an effluent that meets or exceeds State and Federal standards, minimize the emission of unpleasant odors, and meet the Air Quality Control Board requirements, while processing solids in a safe manner.

Key Objectives

- Operate the facility in compliance with standards set by the Regional Water Quality Control Board
- Support the construction activities of the WPCP Upgrade
- Support the ongoing training needs of the WPCP Staff
- INI improvements

Success Indicators

- Permit Compliance
- Certified Staff
- Preventive Maintenance of Assets

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
Water Pollution Control Plant Supervisor	1.00	1.00	0.00	0.00	0.00
Water Pollution Control Plant Operation Supervisor	0.00	0.00	1.00	1.00	1.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Operator	5.00	5.00	5.00	5.00	5.00
Maintenance Mechanic	1.00	1.00	1.00	1.00	1.00
Water Pollution Control Plant Intern	0.46	0.46	0.46	0.46	0.46
Total	**10.46**	**10.46**	**10.46**	**10.46**	**10.46**

SEWER ENTERPRISE FUND - 500
SEWER TREATMENT PLANT - 641

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	802,694	680,241	479,097	833,765	840,382	6,617	1%
Overtime - 402	32,744	30,347	35,897	36,500	36,500	-	0%
Employee Benefits - 410	539,611	700,580	294,916	491,063	502,962	11,899	2%
Medical Retirees - 411	51,089	1,841,043	57,485	-	-	-	0%
Total Salary & Benefits	**1,426,139**	**3,252,211**	**867,394**	**1,361,328**	**1,379,844**	**18,516**	**1%**
Services and Supplies							
Professional & Administrative Services - 42	195,149	161,664	115,342	401,130	399,520	(1,610)	0%
Other Operating Expenses - 43	569,450	584,877	478,965	880,314	600,000	(280,314)	-47%
Materials & Supplies - 44	811,868	826,981	643,203	952,588	1,045,513	92,925	9%
Total Services and Supplies	**1,576,467**	**1,573,522**	**1,237,511**	**2,234,032**	**2,045,033**	**(188,999)**	**-9%**
Capital Outlay							
Asset Acquisition/Improvement - 47		-	1,808	443,851	443,851	-	0%
Total Capital Outlay	**-**	**-**	**1,808**	**443,851**	**443,851**	**-**	**0%**
Indirect Cost Allocations							
Administrative Debits - 46122	2,153	251,111	197,426	305,877	341,658	35,781	10%
IS Charges - 46124	25,009	25,075	-	32,709	38,611	5,902	15%
Legal Charges - 46126	-	767	-	15,000	15,000	-	0%
General Liability Insurance - 46201	26,393	26,860	-	28,685	41,087	12,402	30%
Total Indirect Cost Allocations	**53,554**	**303,812**	**197,426**	**382,271**	**436,356**	**54,085**	**12%**
Depreciation							
Depreciation Expense - 47401	632,447	810,256	306,037	-	-	-	0%
Total Depreciation	**632,447**	**810,256**	**306,037**	**-**	**-**	**-**	**0%**
Total	**3,688,607**	**5,939,802**	**2,610,177**	**4,421,482**	**4,305,084**	**(116,398)**	**-3%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20	
42101 Professional Services		**$ 53,500**	**$ 53,500**	
Engineering contract services	$ 10,000			
PCTV quarterly subcommittee meeting	3,500			
Solids handling alternatives feasibility study	20,000			
Railroad Ave. bridge right of way study	20,000			
42107 Equipment Maintenance		**$ 263,080**	**$ 263,080**	
Equipment parts and supplies	$ 131,580			
Equipment service	131,500			
42108 Maintenance Structure/Imp		**$ 42,000**	**$ 30,000**	
Janitorial services	$ 10,000			
Various structure refurbishment	20,000			
42109 Compliance Inspections		**$ 25,000**	**$ 25,000**	
Laboratory supplies and safety equipment	$ 10,000			
Public outreach materials	5,000			
Sampling analysis	10,000			
42201 Office Expense		**$ 5,000**	**$ 5,000**	
Miscellaneous office supplies	$ 5,000			
4230X Travel and Training		**$ 7,000**	**$ 7,000**	
42301 State Certified operators training	$ 6,000			
42302 Mileage, Air	1,000			
42401 Memberships		**$ 4,550**	**$ 14,940**	
Bay Area Clean Water Assoc.(BACWA)	$ 10,390			
Joint CWEA/WEF membership	2,550			
Technical publications	2,000			
42511 Equipment Rental		**$ 1,000**	**$ 1,000**	
	$ 1,000			
Total Professional/Administrative Services				**$ 399,520**
4310X Utilities		**$ 880,314**	**$ 600,000**	
PG&E	$ 590,000			
EBMUD	10,000			
Total Other Operating Expenses				**$ 600,000**

44301 Fuel		**$ 10,000**	**$ 10,000**	
44302 Sludge Removal		**$ 90,000**	**$ 108,000**	
Digester Cleaning	$ 108,000			
44303 Chemicals		**$ 688,000**	**$ 750,000**	
Chemicals for Plant Operations	$ 750,000			
44304 Permit Fees		**$ 64,588**	**$ 77,513**	
NPDES permit fee renewal	$ 64,588			
BAAQMD	12,925			
44305 Laboratory Operations		**$ 85,000**	**$ 85,000**	
Laboratory supplies	$ 70,000			
Accelerated Chronic Toxinicy Testing	15,000			
44410 Safety Clothing		**$ 15,000**	**$ 15,000**	
Laundry service for uniforms, safety shoes/boots, gloves, etc.	$ 15,000			
Total Materials and Supplies				**$ 1,045,513**
47101 Equipment		**$ 340,000**	**$ 340,000**	
Depreciation- Pinole only	$ 340,000			

Mission

The mission of the Sewer Collection Program is to maintain unobstructed flow in the public collection system to the wastewater treatment plant.

Program Description

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

Key Objectives

- Maintain collection system and pump stations network
- Preservation of assets
- Reduce inflow and infiltration
- Continue to manage the sewer lateral ordinance
- Establish a sewer manhole lining program

Success Indicators

- No sanitary sewer overflows
- Permit Compliance
- Development of a program to systematically address I/I within areas identified as "high contributors"
- Sewer lateral rehabilitations

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Public Works Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Worker	2.00	2.00	2.00	2.00	2.00
Total	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**

SEWER ENTERPRISE FUND - 500
SEWER COLLECTION - 642

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	217,718	216,970	156,082	229,816	238,538	8,722	4%
Overtime - 402	1,459	2,499	3,127	2,200	2,200	-	0%
Benefits & Insurance - 410	65,785	65,674	72,609	84,381	108,551	24,170	22%
Total Salary & Benefits	**284,962**	**285,143**	**231,818**	**316,397**	**349,289**	**32,892**	**9%**
Services and Supplies							
Professional & Administrative Services - 42	29,921	71,279	21,302	152,150	147,150	(5,000)	-3%
Other Operating Expenses - 43	10,028	10,026	6,845	13,500	13,500	-	0%
Materials & Supplies - 44	9,328	10,240	7,950	10,200	12,500	2,300	18%
Total Services and Supplies	**49,278**	**91,545**	**36,097**	**175,850**	**173,150**	**(2,700)**	**-2%**
Capital Outlay							
Asset Acquisition/Improvement - 47	30,163	11,789	-	1,945,000	1,595,000	(350,000)	-22%
Total Capital Outlay	**30,163**	**11,789**	**-**	**1,945,000**	**1,595,000**	**(350,000)**	**-22%**
Indirect Cost Allocations							
Administrative Credits - 46121	(71,965)	(69,939)	(51,993)	(77,570)	(86,583)	(9,013)	10%
Administrative Debits - 46122	334,954	349,019	253,082	396,729	436,311	39,582	9%
IS Charges - 46124	13,106	11,251	-	16,508	30,899	14,391	47%
Legal Charges - 46126	402	3,538	646	15,000	15,000	-	0%
General Liability Insurance - 46201	6,416	6,722	-	7,337	10,807	3,470	32%
Total Indirect Cost Allocations	**282,913**	**300,591**	**201,735**	**358,004**	**406,434**	**48,430**	**12%**
Depreciation							
Depreciation Expense - 47401	9,893	219,624	41,487	-	-	-	0%
Total Depreciation	**9,893**	**219,624**	**41,487**	**-**	**-**	**-**	**0%**
Total	**657,209**	**908,691**	**511,138**	**2,795,251**	**2,523,873**	**(271,378)**	**-11%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2018-19	FY 2019-20	
42101 Professional Services			**$ 115,000**	**$ 110,000**	
Contractors for isolated emergency repairs	$	10,000			
Hydraulic analysis of isolated trouble spots	$	10,000			
Sewer flow modeling		35,000			
Sanitary Sewer overflow mitigation		50,000			
Wildan Assessment services		5,000			
42107 Equipment Maintenance			**$ 20,000**	**$ 20,000**	
Vehicle maintenance and repair	$	20,000			
42201 Office Expense			**$ 150**	**$ 150**	
Office supplies, includes reprinting of map books.	$	150			
42401 Memberships			**$ 1,000**	**$ 1,000**	
Joint CWEA/WEF membership	$	765			
Technical publications	$	235			
42301 Travel and Training			**$ 1,000**	**$ 1,000**	
Technical training programs for sewer maintenance, confined space entry and street safety procedures.	$	1,000			
42511 Equipment Rental			**$ -**	**$ -**	
Rental of infrequently used equipment.	$	-			
42514 Special Department Expense			**$ 15,000**	**$ 15,000**	
Maintenance materials (asphalt, concrete, pipe, hardware, etc.)	$	15,000			
Total Professional/Administrative Services					**$ 147,150**
4310X Utilities			**$ 13,500**	**$ 13,500**	
PG&E	$	9,000			
EBMUD		4,500			
44301 Fuel			**$ 6,500**	**$ 6,500**	
44410 Safety Clothing			**$ 3,700**	**$ 3,700**	
Uniforms, coveralls, foul weather gear, gloves	$	3,700			
47201 Improvements			**$ 1,945,000**	**$ 1,595,000**	
Deferred collection repairs	$	395,000			
Hazel Street and San Pablo Ave. Pump Station *carryover*	$	1,200,000			
44304 Permit Fee			**$ -**	**$ 2,300**	
SWRCB Per	$	2,300			

Mission

The mission of the WPCP Projects (Shared) is to maintain and replace outdated or worn equipment, and to make periodic upgrades to the shared components of the WPCP and sewer system to ensure safe and efficient processing, while complying with all state and federal standards.

Program Description

The City of Hercules shares the cost of WPCP expenditures 50/50 with the City of Pinole.

Presently the Shared Projects program is overseeing the Pinole-Hercules WPCP Upgrade. The project has completed the environmental, planning, design, and financing phases. Construction began on the Project in May 2016.

Key Objectives

Manage construction phase of the Pinole- Hercules WPCP Upgrade project.

Success Indicators

- Project progresses on budget
- Project schedule meets expectations
- Transparent project management

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services -	(440)	-	-	50	3,500	3,450	99%
Total Services and Supplies	**(440)**	**-**	**-**	**50**	**3,500**	**3,450**	**99%**
Capital Outlay							
Asset Acquisition /Improvement - 47	-560	0	0	0	0	-	0%
Total Capital Outlay	**(560)**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Legal Charges - 46126	525	-	-	11,000	-	(11,000)	-100%
Total Indirect Cost Allocations	**525**	**-**	**-**	**11,000**	**-**	**(11,000)**	**-100%**
Total	**(475)**	**-**	**-**	**11,050**	**3,500**	**(7,550)**	**-216%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		$ -	$ -
Construction Management of Plant Upgrades	$ -		
Hercules-Construction management of plan			
42501 Bank Fees		$ -	$ 3,500
Wells Fargo Bank Fees	$ 3,500		
47201 Building		$ -	$ -
WPCP upgrades- Contingency	$ -		
WPCP upgrades- HDR	$ -		
WPCP upgrades- Hercules Share	$ -		
WPCP upgrades- Kiewit	-		

Mission

The purpose of the Water Pollution Control Plant (WPCP) Equipment and Debt Service account is to manage debt service expenses issued to maintain and replace outdated or damaged equipment, and to facility upgrades.

Program Description

Expenses associated with this program apply to City of Pinole only.

Success Indicators

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

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	2,000	5,500	-	9,178	9,178	-	0%
Total Services and Supplies	**2,000**	**5,500**	**-**	**9,178**	**9,178**	**-**	**0%**
Debt Service							
Debt Principal - 48101	-	-	298,000	298,000	310,000	12,000	4%
Debt Interest - 48102	233,566	227,770	219,097	219,097	210,129	(8,968)	-4%
Cost of Issuance - 48103	-	-	-	-	-	-	0%
Total Debt Service	**233,566**	**227,770**	**517,097**	**517,097**	**520,129**	**3,032**	**1%**
Indirect Cost Allocations							
Legal Charges - 46126	16,412	-	-	-	-	-	0%
Total Indirect Cost Allocations	**16,412**	**-**	**-**	**-**	**-**	**-**	**0%**
Total	**251,978**	**233,270**	**517,097**	**526,275**	**529,307**	**3,032**	**0**

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

Professional & Administrative Services - 42	-	-	-	3,500	3,500	-	0%
Legal Charges - 46126	134	-	-	-		-	0%
	134	**-**	**-**	**3,500**	**3,500**	**-**	**0%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		**$ 9,178**	**$ 9,178**
Auditing Services	$ 5,678		
Trustee Fees	3,500		
4810X Wastewater Revenue Bonds, Series 2006		**$ 517,097**	**$ 520,129**
48101 - Principal	$ 310,000		
48102 - Interest	210,129		

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

42501 Bank Fees		**$ 3,500**	**$ 3,500**
Wells Fargo Bank Fees	$ 3,500		

Mission

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

Program Description

The Planning Division administers and implements the General Plan for the City, and provides Zoning Code administration and development application processing. Land use and development applications 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 assist in the coordination of city-wide development activities that enhance the community services available and contribute to the general safety and welfare of the community. These activities include providing project environmental review, development permit software and communications support and participation in multi-modal transportation and circulation planning.

Key Objectives

- Monitor Implementation of the General Plan
- Process development requests
- Maintain positive relationships with regional agencies and neighboring jurisdictions
- Inspection coordination and verification of compliance with Conditions of Approval
- Environmental review and monitoring for projects affecting the City of Pinole

Success Indicators

- Protect and enhance residential areas
- Nurture an inviting climate for doing business in Pinole
- Encouraging multimodal transportation
- Protect Pinole's natural and historic resources

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Planning Manager	1.00	1.00	1.00	1.00	1.00
Total	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	125,873	133,321	101,986	145,850	142,752	(3,098)	-2%
Employee Benefits - 410	32,984	34,374	39,841	47,407	87,678	40,271	46%
Total Salary & Benefits	**158,857**	**167,695**	**141,828**	**193,257**	**230,430**	**37,173**	**16%**
Services and Supplies							
Professional & Administrative Services - 42	55,123	80,877	63,933	205,940	167,040	(38,900)	-23%
Other Operating Expenses - 43	1,634	1,421	924	1,550	1,550	-	0%
Materials & Supplies - 44	1,092	593	880	500	500	-	0%
Total Services and Supplies	**57,849**	**82,891**	**65,737**	**207,990**	**169,090**	**(38,900)**	**-23%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	4,273	-	2,000	2,000	-	0%
Total Capital Outlay	**-**	**4,273**	**-**	**2,000**	**2,000**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	(15,499)	(16,412)	(12,988)	(18,932)	(23,714)	(4,782)	20%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Legal Charges - 46126	18,695	33,742	35,010	25,000	25,000	-	0%
General Liability Insurance - 46201	3,643	3,848	-	4,599	6,709	2,110	31%
Total Indirect Cost Allocations	**6,839**	**21,178**	**22,022**	**10,667**	**7,995**	**(2,672)**	**-33%**
Total	**223,545**	**276,037**	**229,587**	**413,914**	**409,515**	**(4,399)**	**-1%**
GENERAL FUND - 100							
Administrative Debits - 46122	7,749	8,206	6,494	9,893	11,857	1,964	17%
MEASURE S - 2014 FUND - 106							
Administrative Credits - 46121	-	-	-	-	100,000	100,000	100%
Total	**-**	**-**	**-**	**-**	**100,000**	**100,000**	**100%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		**$ 141,000**	**$ 125,000**
Nexus Fee Study (*carry forward)*	$ 20,000		
Parking Study *(carry forward)*	25,000		
Contract Planner	80,000		

42107 Equipment Maintenance			**$ 1,600**	**$ 1,600**
Maintenance costs for two vehicles	$ 1,600			
42201 Office Expense			**$ 1,000**	**$ 1,000**
Miscellaneous office supplies	$ 1,000			
42301 Travel and Training			**$ 9,000**	**$ 9,000**
Training and seminars for staff	$ 2,000			
Planning Commissioner training	7,000			
42401 Memberships			**$ 1,000**	**$ 1,000**
American Institute of Certified Planners (AICP)	$ 300			
American Planning Assoc (APA)	350			
Assoc of Environmental Planners (AEP)	350			
42504 Recruitment Costs			**$ 22,900**	**$ -**
42514 Special Department Expense			**$ 29,440**	**$ 29,440**
Publishing Legal Notices	$ 2,000			
PCTV Planning Commission Meetings	19,440			
Meeting Minute Preparation	8,000			
		Total Professional/Administrative Services		**$ 167,040**
4310X Utilities			**$ 1,550**	**$ 1,550**
PG&E	$ 1,400			
EBMUD	150			
44301 Fuel			**$ 500**	**$ 500**

MEASURE S - 2014 FUND - 106

42101 Professional Services		**$ -**	**$ 100,000**
Downtown Parking Study & Pedestrian Safety Imp	$ 100,000		

Mission

The mission of the Development Services - Building Division is to improve public health and safety within the City of Pinole through the application and enforcement of construction and property maintenance codes.

Program Description

This function is fiscally self supporting through the assessment and collection of user fees. Building Division issues construction permits and provides building, electrical, mechanical, plumbing, Title-24 and accessibility inspections for new construction, additions, and alterations of commercial, residential, and public projects upon request of the Development Services Director / City Engineer to insure a safe environment for the residents, businesses, and employees in the City. The division investigates citizens' complaints relating to construction code compliance and/or health and safety issues in a prompt and courteous manner.

Key Objectives

- Coordinate required construction inspection functions to more effectively respond to the needs of the private development community
- Compliance with the Construction Codes
- Provide thorough Plan Checks for private development
- Issue required private construction permits
- Conduct Building and Rental Inspection and document results
- Provide Code Enforcement

Success Indicators

- Perform Inspections within one business day
- Maintenance of housing stock
- Provide online access to inspection services
- Plan check times matched to complexity of project
    - Same day
        - Reroof, Water Heater, Furnace Replacement
    - 48 hours
        - Solar
- Code compliant private construction

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Code Enforcement Officer	0.00	0.00	1.00	0.00	0.00
Senior Building Inspector	0.00	0.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	0.00	0.00	0.00
Permit Technician	0.95	1.48	1.48	1.48	1.50
Total	**1.95**	**2.48**	**3.48**	**2.48**	**2.50**

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	84,811	66,657	48,837	104,982	207,286	102,304	49%
Overtime - 402	296	59	82	77	-	(77)	-100%
Employee Benefits - 410	53,482	49,788	37,935	89,229	145,695	56,466	39%
Total Salary & Benefits	**138,589**	**116,504**	**86,854**	**194,288**	**352,981**	**158,693**	**45%**
Services and Supplies							
Professional & Administrative Services - 42	307,988	507,778	230,217	288,250	288,250	-	0%
Other Operating Expenses - 43	4,108	3,591	2,334	4,500	4,500	-	0%
Materials & Supplies - 44	-	-	-	300	1,300	1,000	77%
Total Services and Supplies	**312,096**	**511,369**	**232,551**	**293,050**	**294,050**	**1,000**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	2,469	-	-	-	-	0%
Total Capital Outlay	**-**	**2,469**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	(57,004)	(57,004)	100%
Administrative Debits - 46122	61,570	57,758	46,143	133,576	79,570	(54,006)	-68%
IS Charges - 46124	28,929	44,692	-	48,185	52,917	4,732	9%
Legal Charges - 46126	11,997	14,779	2,697	10,000	10,000	-	0%
General Liability Insurance - 46201	5,143	7,277	-	5,740	9,743	4,003	41%
Total Indirect Cost Allocations	**107,639**	**124,505**	**48,840**	**197,501**	**95,226**	**(102,275)**	**-107%**
Total	**558,324**	**754,848**	**368,245**	**684,839**	**742,257**	**57,418**	**8%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20	
42101 Professional Services		**$ 258,000**	**$ 258,000**	
Contract Inspection Services	$ 168,000			
Contract Plan Check Services	90,000			
42107 Equipment Maintenance		**$ 1,100**	**$ 1,100**	
Equipment and vehicle maintenance	$ 1,000			
Digital microfilm machine maintenance	$ 100			
42108 Building-Structure Maintenance		**$ 500**	**$ 500**	
42201 Office Expense		**$ 2,000**	**$ 2,000**	
Miscellaneous Office Expenses	2000			
4230X Travel and Training		**$ 6,000**	**$ 6,000**	
Training required for building code updates	$ 6,000			
42401 Memberships		**$ 1,650**	**$ 1,650**	
International Conference of Building Officials (ICBO)	$ 1,200			
California Building Officials (CALBO)	300			
Int'l Association of Mechanical and Plumbing Officials (IAMPO)	150			
42501 Bank Fees		**$ 10,000**	**$ 10,000**	
Credit card charges				
42514 Special Department Expense		**$ 9,000**	**$ 9,000**	
Updates of the assessor parcel information	$ 1,500			
Blueprints and permits to be scanned.	7,500			
	Total Professional/Administrative Services			**$ 288,250**
4310X Utilities		**$ 4,500**	**$ 4,500**	
PG&E	$ 4,000			
EBMUD	500			
44410 Safety Clothing		**$ 300**	**$ 1,300**	
Safety clothing (safety boots, hard hat, protective eye ware, protective handwear, etc.) for the two Inspector's who perform inspections at job site locations.	$ 300			
Small tools	$ 1,000			

Mission

The mission of the Successor Agency is to effectively administer the "close-out" of business affairs of the former Pinole Redevelopment Agency.

Success Indicators

- Processed debt service payments in accordance with debt service schedules.
- Maintained Long Range Property Management Plan which was approved by the Oversight Board in November of 2015.
- Prepared annual Recognized Obligation Payment Schedules (ROPS) covering the period, July 1, 2018 – June 30, 2019

Position Summary

No personnel are directly assigned to the division.

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Services and Supplies							
Professional & Admininstrative Services - 42	27,027	20,179	11,933	3,500	1,680	(1,820)	-108%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	**27,027**	**20,179**	**11,933**	**3,500**	**1,680**	**(1,820)**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Debits - 46122	202,969	230,023	150,487	234,467	238,320	3,853	2%
Legal Charges - 46126	1,497	18,948	9,797	12,033	10,000	(2,033)	-20%
Total Indirect Cost Allocations	**204,465**	**248,971**	**160,284**	**246,500**	**248,320**	**1,820**	**1%**
Total	**231,493**	**269,150**	**172,217**	**250,000**	**250,000**	**-**	**0%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		**$ 3,500**	**$ 1,680**
Auditing services provided by Badawi and Associates CPA's	$ 1,680		
46122 Administrative Debits		**$ 234,467**	**$ 238,320**
Payroll cost allocations for administrative staff support of the Pinole Successor Agency: City Manager - 25% Assistant City Manager - 25% Finance Director - 26% City Clerk - 25%	$ 238,320		
46126 Legal Charges		**$ 12,033**	**$ 10,000**
Estimated legal costs	$ 10,000		

Mission

To effectively manage and develop housing programs that meet or exceed the needs of our customers, and to maintain effective relationships with our residents and customers with which we interact. Staff assigned to Housing Administration carries out the Implementation Plan as it relates to the use of Housing Set Aside Funds and the provision of affordable housing within the community.

Program Description

Human Resources staff manages the City's Housing functions, including overseeing annual affordable housing audits, verifying compliance with Regulatory Agreements, training landlords on how to pre-certify/certify tenants and other related tasks.

Success Indicators

- Assured that the annual audits on the Affordable Housing Covenants are completed timely.
- Hired and obtained proposals from Architects for construction improvement to the Faria House.
- Issued a request for proposal (RFP) for several properties.
- Working on an RFP to sell and develop 811 San Pablo Avenue as a Housing project.

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Services and Supplies							
Professional & Administrative Services - 42	78,724	41,916	82,966	118,920	118,920	-	0%
Other Operating Expenses - 43	1,352	1,180	768	2,100	2,100	-	0%
Total Services and Supplies	**80,076**	**43,096**	**83,733**	**121,020**	**121,020**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	381,531	-	-	-	-	0%
Total Capital Outlay	**-**	**381,531**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Debits - 46122	43,767	49,978	40,734	61,116	70,087	8,971	13%
Legal Charges - 41427	21,860	89,284	12,531	20,000	20,000	-	0%
Total Indirect Cost Allocations	**65,626**	**139,262**	**53,265**	**81,116**	**90,087**	**8,971**	**10%**
Transfers Out - 49901	-	-	6,290,688	6,290,688	-	(6,290,688)	-100%
Total	**145,703**	**563,889**	**6,427,686**	**6,492,824**	**211,107**	**(6,281,717)**	**-2976%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		**$ 118,920**	**$ 118,920**
AmeriNat loan servicing	$ 3,000		
Affordable housing monitoring	14,000		
Annual housing certification report	5,000		
Fiscal and land acquisition activities	3,920		
Tree Grove Maintenance	34,000		
811 San Pablo Ave RFP	59,000		
4310X Utilities		**$ 2,100**	**$ 2,100**
PG&E	$ 2,000		
EBMUD	100		

Mission

The mission of the Development Services Code Enforcement Division is to promote health and safety within the City of Pinole through the application and enforcement of various City and State codes.

Program Description

The Code Enforcement division investigates citizens' complaints of health and safety issues. These issues include blight abatement, graffiti abatement, abandoned vehicles, and illegal dumping. At this time the Division is complaint driven, with a goal to achieve a more proactive approach as time and resources are available.

Key Objectives

- Hire the assigned Building Inspector/Code Enforcement Officer in this fiscal year.
- Respond to Code Enforcement complaints within no more than 96 hours, depending on the severity of the health/safety aspect of the issue.
- Work with other City departments as needed to ensure code compliance is achieved.
- Increase proactive enforcements, as time and resources permit.

Success Indicators

- Blight eliminated in a reasonable period of time, within the legal framework of the Municipal Code and State statutes.

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Code Enforcement Officer	0.00	0.00	0.00	1.00	1.00
Permit Technician	0.00	0.00	0.00	0.00	0.50
Total	**0.00**	**0.00**	**0.00**	**1.00**	**1.50**

GENERAL FUND - 100
CODE ENFORCEMENT - 465

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	76,967	76,967	100%
Employee Benefits - 410	-	-	6,308	6,308	60,444	54,136	90%
Total Salary & Benefits	**-**	**-**	**6,308**	**6,308**	**137,411**	**131,103**	**95%**
Services and Supplies							
Professional & Administrative Services - 42	-	-	5,643	127,661	71,000	(56,661)	-80%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	**-**	**-**	**5,643**	**127,661**	**71,000**	**(56,661)**	**-80%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	(63,696)	-	63,696	100%
Administrative Debits - 46122	-	-	-	-	57,004	57,004	100%
Legal Charges - 46126	-	-	12,124		-	-	0%
General Liability Insurance - 46201	-	-	-	2,421	3,617	1,196	33%
Total Indirect Cost Allocations	**-**	**-**	**12,124**	**(61,275)**	**60,621**	**121,896**	**201%**
Total	**-**	**-**	**24,075**	**72,694**	**269,032**	**196,338**	**73%**
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	-	30,000	30,000	100%
Total	**-**	**-**	**-**	**-**	**30,000**	**30,000**	**100%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		**$ 124,000**	**$ 62,000**
Contract Inspection Services	$ 62,000		
42201 Office Expense		**$ -**	**$ 1,000**
Citation books and misc. expenses	$ 1,000		
4230X Travel & Training		**$ -**	**$ 2,000**
Conference registration	$ 2,000		
42512 Abatement		**$ 3,661**	**$ 6,000**
Abatement Services	$ -		
MEASURE S - 2014 FUND - 106			
47104 Vehicles		**$ -**	**$ 30,000**
Code Enforcement Vehicle			

Mission

The mission of the Recreation Department is to create community through people, parks and programs. The Department aims to provide safe, high-quality parks and recreation facilities that meet the needs of the diverse Pinole community. The City has 14 parks totaling 358 acres with recreational facilities including the Senior Center, Swim Center, Tennis Courts, Youth Center and Community Playhouse.

Key Objectives

- Staff the Community Services Commission
- Fundraising Activities for Full Cost Recovery for all Recreation programs
- Strive to achieve 100% Cost Recovery for Park and Facility Rentals
- Design and Publish Community Activity Guide (2 times/year)
- Continue to facilitate the implementation of community events, including the Tree Lighting Festival through fundraising efforts

Success Indicators

- Supported the implementation of site specific programming and fundraising efforts
- Supported and Developed Coordinating Staff
- Movies in the Park (3),Sounds in the Park(2) Tree Lighting
- Received $7,000 in donations from community businesses

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Gym Rental Attendant, *PT/Regular*	0.45	0.00	0.00	0.00	0.00
Total	**1.45**	**1.00**	**1.00**	**1.00**	**1.00**

RECREATION FUND - 209
RECREATION ADMINISTRATION - 551

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	80,068	51,563	51,882	72,207	78,092	5,885	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	46,325	46,478	30,388	38,504	39,185	681	2%
Total Salary & Benefits	**126,393**	**98,042**	**82,270**	**110,711**	**117,277**	**6,566**	**6%**
Services and Supplies							
Professional & Administrative Services - 42	13,530	9,752	13,670	21,515	27,426	5,911	22%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	**13,530**	**9,752**	**13,670**	**21,515**	**27,426**	**5,911**	**22%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
IS Charges - 46124	42,030	40,448	-	58,223	53,708	(4,515)	-8%
Legal Charges - 46126	924	1,231		-	-	-	0%
General Liability Insurance - 46201	2,223	2,485	-	2,395	3,670	1,275	35%
Total Indirect Cost Allocations	**45,177**	**44,164**	**-**	**60,618**	**57,378**	**(3,240)**	**-6%**
Total	**185,100**	**151,958**	**95,940**	**192,844**	**202,081**	**9,237**	**5%**

MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	6,833	8,130	-	-	-	-	0%
Total	**6,833**	**8,130**	**-**	**-**	**-**	**-**	**0%**

*GF subsidize the difference.

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2018-19	FY 2019-20
42101 Professional Services			**$ 10,865**	**$ 10,865**
CPRS Membership		165		
Broadcast Music/ASCAP Services		700		
Nexus Fee Study		10,000		
4230X Travel, Training & Meeting Costs			**$ -**	**$ 1,600**
Travel & Training/Conf-Registration	$	490		
Travel & Training/Mileage, Air	$	1,060		
Travel & Training/Meal Allowance	$	50		
42501 Bank Fees			**$ 200**	**$ 300**
42514 Special Department Expense			**$ 6,200**	**$ 6,400**
Postage Machine	$	100		
Office Supplies		700		
Recreation Activity Guide & Postage		5,600		
42515 Special Events			**$ 4,250**	**$ 8,261**
Expenses for Movies and Sounds in the Park	$	4,000		
Community Service Commission Events	$	2,000		
Tree Lighting	$	2,261		

Mission

The mission of the Senior Center is to provide adults, age 50 and over, with a full service active Senior Center that serves Pinole and other local cities. The Center provides members with social activities, classes, fitness, health and wellness, daily hot lunches, homebound services, salon services, local, domestic and international trips and special services including insurance counseling, and support services.

Program Description

The Center currently provides social, educational, recreational, health, and consumer services and activities to our more than 1,500 yearly participants through programs, activities, fundraising, and facility rentals. Under the guidance and leadership of an 11-member Board of Directors (elected by the membership), over 150 volunteers provide hands-on assistance with all aspects of the Center's programs and fundraising.

Key Objectives

- Increase promotion and outreach efforts to make local senior citizens aware of the programs and services offered at the Pinole Senior Center facility.
- Provide programs that are both affordable for senior citizens, and cost-effective for the Center.
- Maintain a customer-service oriented operation that continuously enhances every individual's experience at the Pinole Senior Center.

Success Indicators

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

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Recreation Coordinator	0.90	0.90	0.90	0.90	0.90
Senior Recreation Leader	0.48	0.48	0.48	0.48	0.48
Recreation Leader	0.50	0.50	0.50	0.50	0.50
Cook, *PT/Regular*	0.75	0.75	0.75	0.75	0.75
Rental Facility Custodian, *PT/Temp (3,120 Hours)*	1.65	1.65	1.65	1.65	1.65
Total	**4.28**	**4.28**	**4.28**	**4.28**	**4.28**

RECREATION FUND - 209
SENIOR CENTER - 552

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	97,661	115,569	82,533	152,354	156,057	3,703	2%
Overtime - 402	-	68	148	-	-	-	0%
Employee Benefits - 410	31,822	51,927	38,217	43,136	54,393	11,257	21%
Total Salary & Benefits	**129,482**	**167,565**	**120,899**	**195,490**	**210,450**	**14,960**	**7%**
Services and Supplies							
Professional & Administrative Services - 42	25,167	18,297	29,864	28,510	31,285	2,775	9%
Other Operating Expenses - 43	308,452	226,022	179,694	241,405	237,571	(3,834)	-2%
Materials & Supplies - 44	1,849	2,444	1,144	0	0	-	0
Total Services and Supplies	**335,468**	**246,762**	**210,702**	**269,915**	**268,856**	**(1,059)**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	8,566	897	-	10,000	10,000	100%
Total Capital Outlay	**-**	**8,566**	**897**	**-**	**10,000**	**10,000**	**0%**
Indirect Cost Allocations							
Legal Charges - 46126	826	357	112	-	500	500	100%
General Liability Insurance - 46201	4,452	4,698	-	5,053	7,335	2,282	31%
Total Indirect Cost Allocations	**5,278**	**5,055**	**112**	**5,053**	**7,835**	**2,782**	**36%**
Transfers Out - 49901	46,000	-	-	-	-	-	0%
Total	**516,228**	**427,948**	**332,610**	**470,458**	**497,141**	**26,683**	**5%**

MEASURE S - 2014 FUND - 106

Asset Acquisition/Improvement - 47	-	-	-	-	7,000	7,000	100%
Total	**-**	**-**	**-**	**-**	**7,000**	**7,000**	**100%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		**$ 785**	**$ 1,785**
CPRS Membership	$ 165		
Costco Membership	120		
Staff Training	500		
WCCUSD Transition Program	1000		
42107 Equipment Maintenance		**$ 1,875**	**$ 3,650**
Fire Extinguisher Maintenance	650		
Fridge/Freezer Maintainence	2,000		
Other Maintenance	1,000		

42108 Maintenance Structure/Imp		**$ 20,000**	**$ 20,000**
Sanitary/Cleaning Supplies	$ 2,500		
Landscape Maintenance	4,684		
Pest Control Services	816		
Electrical Supplies	500		
Plumbing Supplies	500		
Key Pad/Alarm Service	1,000		
HVAC Service	5,000		
Janitorial	5,000		
42201 Office Expense		**$ 1,500**	**$ 1,500**
Office supplies, paper flyers, and tickets	$ 1,500		
42501 Bank Fee		**$ 2,400**	**$ 2,400**
42514 Special Department Expense		**$ 1,950**	**$ 1,950**
Health Permit	$ 1,950		

Total Professional/Administrative Services $ 41,285

4310X Utilities		**$ 52,100**	**$ 53,800**
Gas and Electric	$ 45,000		
Water	8,800		
4320X Taxes		**$ -**	**$ 2,171**
Taxes/Property Tax	$ 2,171		
43802 Class Fees		**$ 34,000**	**$ 35,000**
43803 Personal Service		**$ 2,500**	**$ 2,000**
WestCat tickets (reimbursed when sold)	$ 2,000		
43804 Food Program		**$ 63,000**	**$ 68,000**
43805 Travel		**$ 35,000**	**$ 35,000**
43806 Dance Program		**$ 7,800**	**$ 7,400**
Band	$ 5,000		
Bar Supplies	600		
CW Line Dance	1800		
43807 Fundraising		**$ 10,000**	**$ 10,000**
43808 Gift Shop Sales		**$ 2,200**	**$ 2,200**
43809 Newsletter		**$ 5,000**	**$ 5,000**
Monthly Newsletter	$ 5,000		

43810 Center Maintenance		**$ 22,805**	**$ 10,000**
Kitchen Deep Clean	$ 5,000		
Flooring annual maintenance	5000		
43811 Supplies		**$ 7,000**	**$ 7,000**
Misc. Program Supplies (cleaning, paper)	$ 7,000		

Total Other Operating Expenses **$ 237,571**

47101 FF&E/Equipment		**$ -**	**$ 10,000**
Sensor Lights	$ 5,000		
Window blind replacement	5000		

MEASURE S - 2014 FUND - 106

47101 FF&E/Equipment		**$ -**	**$ 7,000**
Replace Dishwasher	$ 7,000		

Mission

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

Key Objectives

- To provide a safe haven for the children within the Pinole Community.
- Conduct fundraising activities that generate $500 annually.
- Maintain a trained staff to provide enrichment services to youth participants.

Success Indicators

- Maintained quarterly enrollment of average 80 in the Tiny Tots Recreation program during the program year through the offering of Morning and Afternoon sessions.
- Hosted annual community events which support program promotion, including:
    - Spring Open House
    - Fall Preview

  This event is open to the public and should provide services to a minimum of 25 patrons.
- Sold-out of its Annual T-shirt fundraiser

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Tiny Tots Program Coordinator, *PT/Regular*	0.90	0.80	0.80	0.80	0.80
Tiny Tots Recreation Leader, *PT/Regular (3 – 15 hrs)*	1.10	1.125	1.125	1.125	1.125
Total	**2.00**	**1.925**	**1.925**	**1.925**	**1.925**

RECREATION FUND - 209
TINY TOTS - 553

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	66,584	73,695	61,976	74,805	82,782	7,977	10%
Overtime - 402	-	1,037	-	-	-	-	0%
Employee Benefits - 410	14,624	15,725	18,579	18,012	25,130	7,118	28%
Total Salary & Benefits	**81,208**	**90,458**	**80,555**	**92,817**	**107,912**	**15,095**	**14%**
Services and Supplies							
Professional & Administrative Services - 42	16,164	15,432	11,948	20,524	22,682	2,158	10%
Other Operating Expenses - 43	2,892	2,804	1,731	3,394	3,075	(319)	-10%
Total Services and Supplies	**19,056**	**18,236**	**13,680**	**23,918**	**25,757**	**1,839**	**7%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
General Liability Insurance - 46201	1,887	2,122	-	2,295	3,627	1,332	37%
Total Indirect Cost Allocations	**1,887**	**2,122**	**-**	**2,295**	**3,627**	**1,332**	**37%**
Total	**102,151**	**110,816**	**94,235**	**119,030**	**137,296**	**18,266**	**13%**
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	-	14,800	14,800	100%
Total	**-**	**-**	**-**	**-**	**14,800**	**14,800**	**100%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2018-19	FY 2019-20
42107 Equipment Maintenance			**$ 300**	**$ 300**
Copier and other equipment maintenance	$	300		
42108 Maintenance Structure/Imp			**$ 9,662**	**$ 9,770**
Alarm Monitoring		876		
Building Maintenance		500		
HVAC Maintenance		300		
Janitorial (2 times weekly)		5,000		
Landscape Maintenance		2,472		
Pest Control		372		
Sanitary Supplies		250		
42201 Office Expense			**$ 1,500**	**$ 1,500**
Toner, ink, other office supplies	$	1,500		
42302 Travel & Training			**$ 300**	**$ 300**
CPR staff training	$	300		
42501 Bank Fees			**$ 5,000**	**$ 6,000**
42514 Special Department Expense			**$ 3,762**	**$ 4,812**
Holiday paper and craft supplies		450		
Industrial Mats		200		
Paper and craft supplies		1,062		
Projector and Screen		600		
Toy replacement		2,000		
T-Shirt fundraiser		500		

Total Professional/Administrative Services **$ 22,682**

			FY 2018-19	FY 2019-20
4310X Utilities			**$ 1,075**	**$ 1,075**
Gas and Electric	$	875		
Water		200		
43201 Property Tax			**$ 2,319**	**$ 2,000**

MEASURE S - 2014 FUND - 106

			FY 2018-19	FY 2019-20
47103 FF&E/Furniture			**$ -**	**$ 14,800**
Replace Furniture, tables, shelves	$	14,800		

Mission

The mission of the Youth Center is to provide a safe environment and programs that extend the learning opportunities outside of school time that help children develop interests, passions, new talents, and leadership skills. The Pinole Youth Center provides a variety of programs and classes such as Enrichment classes, School Break Camps, Sports, and Leaders In Training (L.I.T.) for youth ages 6-18. Services are offered at the Youth Center at 635 Tennent Avenue, Stewart Elementary School, and Fernandez Park.

Program Description

The Youth programs include a variety of enrichment classes that promote academic, social, athletic, and special interest such as Watercolor Mixed Media Art, Coding, Cooking, Sports, S.T.E.A.M., “Smarties”-homework help, “Discovery Zone”-create and explore class, and “Recess Hour”-structured playtime and group games..

The School Break Camps provides day camp during Thanksgiving Break, Winter Recess, President’s Week, Spring Break, and Summer Camp. Camp is filled with at least 4 constructive and structured activities per day to keep the campers busy while creating new friendships.

The LIT Program is for teens entering 9th through 12th grade. This program helps the teens gain community service hours, job and leadership skills.

Key Objectives

- To provide recreational, enrichment, and day camps for youth of Pinole and the surrounding Pinole Community.
- Conduct youth events that build community and create future leaders through youth involvement
- Maintain trained staff to provide programs and classes to youth participants

Success Indicators

- Provided programming that features each of the following focus areas during the calendar year for the children attending the Enrichment and Camp Programs.
  - Recreation
  - Education
  - Social Development
  - Physical Development
- Hosted annual community events which support program promotion, including, Spring Egg Hunt, Halloween, and the Kids Expo. These events are open to the public and should provide services to a minimum of 200 patrons.
- Developed new enrichment programming for the fall, winter and spring sessions.

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Recreation Coordinator	0.90	0.90	0.90	0.90	0.90
Senior Recreation Leader (2 – 19 hr), *PT*	1.00	0.95	0.95	0.95	0.95
Recreation Leader (3 – 15 hr), *PT/Regular*	1.13	1.125	1.125	1.125	1.125
Recreation Leader (5 – 10 hr), *PT/Seasonal*	2.25	1.25	1.25	1.25	1.25
Total	**5.28**	**4.225**	**4.225**	**4.225**	**4.225**

RECREATION FUND - 209
YOUTH CENTER - 554

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-18	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Personnel							
Salaries & Wages - 401	83,847	79,964	48,256	145,491	154,587	9,096	6%
Overtime - 402	744	263	-	-	-	-	0%
Employee Benefits - 410	29,005	38,480	36,302	47,685	49,025	1,340	3%
Total Salary & Benefits	**113,596**	**118,707**	**84,559**	**193,176**	**203,612**	**10,436**	**5%**
Services and Supplies							
Professional & Administrative Services - 42	42,729	21,375	12,794	23,949	22,592	(1,357)	-6%
Other Operating Expenses - 43	6,171	1,480	9,370	6,155	11,655	5,500	47%
Materials & Supplies - 44	1,663	117	83	500	200	(300)	-150%
Total Services and Supplies	**50,563**	**22,972**	**22,247**	**30,604**	**34,447**	**3,843**	**11%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	(9,248)	-	-	(25,692)	(48,840)	(23,148)	47%
Legal Charges - 46126	-	135	-	-	150	150	100%
General Liability Insurance - 46201	4,477	4,310	-	4,825	7,266	2,441	34%
Total Indirect Cost Allocations	**(4,771)**	**4,445**	**-**	**(20,867)**	**(41,424)**	**(20,557)**	**50%**
Total	**159,388**	**146,125**	**106,806**	**202,913**	**196,635**	**(6,278)**	**-3%**

MEASURE S - 2014 FUND - 106

Asset Acquisition/Improvement - 47	-	-	-	-	8,200	8,200	100%
Total	**-**	**-**	**-**	**-**	**8,200**	**8,200**	**100%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2018-19	FY 2019-20	
42107 Equipment Maintenance			**$ 1,000**	**$ 1,300**	
Vehicle Maintenance	$	1,300			
42108 Maintenance Structure/Imp			**$ 19,164**	**$ 15,492**	
Building Maintenance	$	5,395			
Elevator Maintenance		1,356			
Fire Extinguisher Maintenance		68			
Fire Sprinkler Inspection		375			
Janitorial Service		5,388			
JanPro floor cleaning		1,172			
Misc. other supplies		1,518			
Pest Control		220			
42201 Office Expense			**$ 450**	**$ 450**	
Miscellaneous Office Supplies	$	450			
42301 Travel and Training			**$ 750**	**$ 1,085**	
Costs of seminars, conferences, staff training, first aid/CPR training	$	750			
42401 Memberships			**$ 250**	**$ 165**	
CPRS Membership	$	165			
42501 Bank Fees			**$ 2,000**	**$ 2,000**	
42504 Recruitment Costs			**$ 335**	**$ -**	
42514 Admin Exp/Special Depaty			**$ -**	**$ 2,100**	
Carnivals	$	1,300			
Cookies and Canvas	$	200			
Egg Hunt	$	600			
		Total Professional/Administrative Services			**$ 22,592**
4310X Utilities			**$ 3,350**	**$ 8,850**	
Gas and Electric	$	8,500			
Water		350			
42301 Property Taxes			**$ 665**	**$ 665**	

43812 Youth Center		**$ 2,140**	**$ 2,140**	
Break Week	$ 1,040			
Program Costs	900			
Program Supplies	200			
Total Other Operating Expenses				**$ 11,655**
44301 Fuel		**$ 500**	**$ 200**	

MEASURE S - 2014 FUND - 106

47101 FF&E/Equipment		**$ -**	**$ 8,200**	
Replace Commercial refrigerator, freezer & Stove	$ 8,200			

RECREATION FUND - 209
DAYCAMP PROGRAM - 555

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	19,282	4,383	2,031	880	500	(380)	-76%
Other Operating Expenses - 43	-	54	260	11,000	11,000	-	0%
Materials & Supplies - 44	-	-	33	-	300	300	100%
Total Services and Supplies	**19,282**	**4,438**	**2,324**	**11,880**	**11,800**	**(80)**	**-1%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	9,248	-	-	25,692	48,840	23,148	47%
Total Indirect Cost Allocations	**9,248**	**-**	**-**	**25,692**	**48,840**	**23,148**	**47%**
Total	**28,530**	**4,438**	**2,324**	**37,572**	**60,640**	**23,068**	**47%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2018-19	FY 2019-20
42501 Recreation Bank Fee Day Camp			**$ 880**	**$ 500**
Credit Card Charges	$	500		
				-
43801 Program Costs/Youth Center			**$ 11,000**	**$ 11,000**
Bus Tickets	$	750		
Camp Shirts		700		
Fieldtrips		5,000		
Misc. Supplies		1,900		
Project Supplies		1,900		
Snack Bar		750		
4430X Other Supplies and Materials			**$ -**	**$ 300**
Other Mat & Sup/Fuel		300		

Mission

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

RECREATION FUND - 209
SWIM CENTER - 557

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	36,952	67,239	57,822	67,406	75,868	8,462	11%
Other Operating Expenses - 43	10,653	13,962	7,317	13,405	15,500	2,095	14%
Total Services and Supplies	**47,604**	**81,201**	**65,139**	**80,811**	**91,368**	**10,557**	**12%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Legal Charges - 46126	3,547	-	-	-	-	-	0%
Total Indirect Cost Allocations	**3,547**	**-**	**-**	**-**	**-**	**-**	**0%**
Total	**51,151**	**81,201**	**65,139**	**80,811**	**91,368**	**10,557**	**12%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20	
42101 Professional Services		**$ 41,873**	**$ 41,873**	
Swim Center Operations Contract	$ 41,873			
42108 Maintenance Structure/Imp		**$ 24,033**	**$ 30,345**	
Pool Maintenance	$ 15,000			
Pool Supplies	6,000			
Landscape Maintenance	2,595			
Janitorial	5,000			
Building Maintenance	1,500			
Annual Fire Sprinkler Maintenance	250			
42514 Special Department Expense		**$ 1,500**	**$ 3,650**	
County Hazardous Material Fee, Annual	$ 1,631			
Health Permits	$ 2,019			
Total Professional/Administrative Services				**$ 75,868**
4310X Utilities		**$ 11,300**	**$ 13,500**	
43103 Gas and Electric	$ 7,500			
43102 Water	6,000			
43201 Property Taxes		**$ 2,105**	**$ 2,000**	

Pinole Community Playhouse (Memorial Center) -558

The Pinole Community Playhouse (Memorial Center) is maintained as a community theatre for performing arts programs for youth and adults. The facility is leased to the Pinole Community Players, a local nonprofit organization, under an exclusive use agreement. The Pinole Community Players currently host six or more performances annually. The Pinole Community Players pay for utility costs (gas, electricity, water and wastewater) as well as other maintenance costs. The City is responsible for all other costs.

RECREATION FUND - 209
MEMORIAL HALL - 558

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-18	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	2,659	1,434	600	2,375	2,461	86	3%
Other Operating Expenses - 43	2,161	2,435	2,127	2,463	2,500	37	1%
Total Services and Supplies	**4,820**	**3,869**	**2,727**	**4,838**	**4,961**	**123**	**2%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Total	**4,820**	**3,869**	**2,727**	**4,838**	**4,961**	**123**	**2%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42107 Equipment Maintenance		**$ -**	**$ -**
	$ -		
42108 Maintenance Structure/Imp		**$ 2,375**	**$ 2,461**
Building Maintenance	$ 1,300		
Fire Alarm Service	280		
Misc. Maintenance	200		
Pest Control	416		
Plumbing Supplies	90		
Sanitary Supplies	175		

Total Professional/Administrative Services **$ 2,461**

		FY 2018-19	FY 2019-20
4310X Utilities		**$ 2,463**	**$ 2,500**
Gas and Electric	$ 500		
Water	2,000		

Mission

The mission of the Tennis Program is to provide high-quality recreational use of tennis courts with the goal of managing clean, well-lit tennis courts for community public use. Funding is generated by tennis court reservation fees.

RECREATION FUND - 209
TENNIS - 559

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services -	-	-	-	500	500	-	0%
Other Operating Expenses - 43	2,726	3,099	1,695	2,750	3,500	750	21%
Total Services and Supplies	**2,726**	**3,099**	**1,695**	**3,250**	**4,000**	**750**	**19%**
Total	**2,726**	**3,099**	**1,695**	**3,250**	**4,000**	**750**	**19%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42108 Maintenance Structure/Imp		**$ 500**	**$ 500**
Building Maintenance	$ 500		
4310X Utilities		**$ 2,750**	**$ 3,500**
Gas and Electric	$ 3,000		
Water	500		

GLOSSARY OF BUDGET TERMS & ACRONYMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Department	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
CITY MANAGER					
City Manager	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	1.00	1.00	1.00
CITY CLERK					
City Clerk	1.00	1.00	1.00	1.00	1.00
Administrative Secretary, *part-tme*	0.46	0.46	0.46	0.46	0.46
Total Full-Time Equivalents (FTEs)	1.46	1.46	1.46	1.46	1.46
FINANCE DEPARTMENT					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	0.00	0.00	0.00	1.00	1.00
Accounting Specialist	2.00	2.00	2.00	1.00	1.00
Accounting Technician, *part-time*	0.00	0.00	0.00	0.48	0.48
Accounting Intern, *part-time/temporary*	0.48	0.48	0.48	0.00	0.00
Total Full-Time Equivalents (FTEs)	3.48	3.48	3.48	3.48	3.48
HUMAN RESOURCES					
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	2.00	2.00	2.00	2.00	2.00
GENERAL GOVERNMENT					
Management Analyst	0.48	0.48	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	0.48	0.48	1.00	1.00	1.00
INFORMATION SYSTEMS					
Information Systems Administrator	1.00	0.00	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	1.00	0.00	0.00	0.00	0.00
CABLE ACCESS TV					
Cable Access Coordinator	1.00	1.00	1.00	1.00	1.00
Cable Access Technician	1.00	1.00	1.00	1.00	1.00
Cable Equipment Operators	0.75	0.75	0.75	0.75	0.75
Total Full-Time Equivalents (FTEs)	2.75	2.75	2.75	2.75	2.75
POLICE DEPARTMENT					
SWORN					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	0.00	0.00	0.00
Police Lieutenant	0.00	0.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	6.00	6.00	6.00
Police Officer	19.00	19.00	19.00	19.00	19.00
Sub-total Sworn	27.00	27.00	28.00	28.00	28.00
NON-SWORN					
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	0.96	0.96	0.96	0.96	1.00
Community Service Officer	0.96	0.96	0.96	0.96	0.96
Crossing Guards, *part-time/temporary*	0.50	0.50	0.50	0.50	0.50
Dispatcher	7.00	7.00	11.00	10.50	11.50
Lead Dispatcher	0.00	0.00	0.00	1.00	1.00
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Support Services Manager	1.00	1.00	0.00	0.00	0.00
Sub-total Non-Sworn	14.42	14.42	17.42	17.92	18.96
Total Full-Time Equivalents (FTEs)	41.42	41.42	45.42	45.92	46.96

Department	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
FIRE DEPARTMENT					
SWORN					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Administrative Battalion Chief	1.00	1.00	0.00	0.00	0.00
Battalion Chief	1.00	1.00	1.00	1.00	1.00
Fire Captain	3.00	3.00	3.00	3.00	3.00
Fire Engineer	3.00	3.00	3.00	3.00	3.00
Fire Fighter/Paramedic	3.00	3.00	3.00	3.00	3.00
Fire Fighter	3.00	3.00	3.00	3.00	3.00
Sub-total Sworn	15.00	15.00	14.00	14.00	14.00
NON-SWORN					
Administrative Secretary	0.48	0.48	0.48	0.00	0.00
Management Analyst	0.00	0.00	0.00	1.00	1.00
Sub-total Non-Sworn	0.48	0.48	0.48	1.00	1.00
Total Full-Time Equivalents (FTEs)	15.48	15.48	14.48	15.00	15.00
PUBLIC WORKS					
Development Services Director/City Engineer	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Park Caretaker	0.25	0.25	0.25	0.25	0.25
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	2.00	2.00	2.00	2.00
Public Works Maintenance Workers	7.00	7.00	7.00	7.00	7.00
Public Works Specialist	1.00	1.00	1.00	1.00	1.00
Senior Project Manager	1.00	1.00	1.00	1.00	1.00
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
WWTP Maintenance Mechanic	0.00	1.00	1.00	1.00	1.00
WWTP Operator	6.00	5.00	5.00	5.00	5.00
Water Pollution Control Plant Intern	0.46	0.46	0.46	0.46	0.46
Water Pollution Control Plant Supervisor	1.00	1.00	0.00	0.00	0.00
Water Pollution Control Plant Operation Supervisor	0.00	0.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	24.71	24.71	24.71	24.71	24.71
COMMUNITY DEVELOPMENT					
Planning Manager	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	0.00	0.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	0.00	0.00	0.00
Permit Technician	0.95	1.48	1.48	1.48	2.00
Senior Building Inspector	0.00	0.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	2.95	3.48	3.48	3.48	4.00
RECREATION DEPARTMENT					
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
Gym Rental Attendant, *part-time/regular*	0.45	0.00	0.00	0.00	0.00
Recreation Coordinator	2.70	2.60	2.60	2.60	2.60
Recreation Leader	3.88	2.88	2.88	2.88	2.88
Recreation Leader [Tiny Tots]	1.10	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
Total Full-Time Equivalents (FTEs)	13.03	11.51	11.50	11.50	11.50
GRAND TOTAL ALL DEPARTMENTS	**109.76**	**107.77**	**111.28**	**112.30**	**113.86**

PROPOSED BUDGET
FY 2019-20
LABOR COST ALLOCATIONS

Position Title	Total Wages and Benefits	General Fund	Sewer Enterprise (WWTP)	Sewer Enterprise (Corp Yard)	Successor Agency	Housing Admin	Gas Tax Fund	Building Fund	Measure "S-2006"	Measure "S-2014"	PSAF	SLESF	Storm Water	Refuse Mgmt	Measure "J"	Total
Council Members (5)	94,755	71,066	-	23,689	-	-	-	-	-	-		-	-	-	-	94,755
City Manager	397,752	163,715	19,888	99,438	74,936	19,888	-	19,888	-	-		-	-	-	-	397,752
City Clerk	211,520	171,646	-	-	39,874	-	-	-	-	-		-	-	-	-	211,520
Treasurer	14,429	10,822	-	3,607	-	-	-	-	-	-		-	-	-	-	14,429
Finance Director	311,096	190,266	46,664	-	58,610	15,555	-	-	-	-		-	-	-	-	311,096
Accountant	120,077	102,065	18,012	-	-	-	-	-	-	-		-	-	-	-	120,077
Accounting Specialist	95,613	81,271	14,342	-	-	-	-	-	-	-		-	-	-	-	95,613
Accounting Technician	29,431	25,016	4,415	-	-	-	-	-	-	-		-	-	-	-	29,431
Assistant City Manager	344,475	227,905	34,448	-	64,899	17,224	-	-	-	-		-	-	-	-	344,475
HR Specialist	111,282	94,590	11,128	-	-	5,564	-	-	-	-		-	-	-	-	111,282
Police Officer (Canine)	158,197	142,727	-	-	-	-	-	-	-	-		15,470	-	-	-	158,197
Police Officer	210,906	97,017	-	-	-	-	-	-	-	-		113,889	-	-	-	210,906
Police Officer	186,710	9,336							-		177,375	-				186,710
PW Director/City Eng	321,789	16,089	160,895	16,089	-	-	32,179	32,179	-	-		-	32,179	32,179	-	321,789
PW Specialist	137,517	27,503	-	34,379	-	-	20,628	27,503	-	-		-	13,752	13,752	-	137,517
Admin Secretary	127,469	12,747	31,867	63,735	-	-	19,120	-	-	-		-	-	-	-	127,469
Public Works Manager	186,946	93,473	-	37,389	-	-	9,347	-	-	-		-	37,389	9,347	-	186,946
PW Maint. Supervisor	161,404	72,632	-	40,351	-	-	8,070	-	-	-		-	32,281	8,070	-	161,404
Maintenance Workers (4)	393,643	118,093	-	78,729	-	-	39,364	-	-	-		-	78,729	19,682	59,046	393,643
Maintenance Worker (1)	108,991	-	-	-	-	-	-	-	-	108,991		-	-	-	-	108,991
PW Maint. Supervisor	135,993	-	-	101,995	-	-	6,800	-	-	-		-	13,599	6,800	6,800	135,993
Maintenance Workers (2)	210,339	-	-	157,754	-	-	10,517	-	-	-		-	21,034	10,517	10,517	210,339
Planning Manager	237,139	11,857	-	-	-	11,857	-	213,425	-	-		-	-	-	-	237,139
Permit Technician	114,007	57,004	-	-	-	-	-	57,004	-	-		-	-	-	-	114,007
Project Manager	155,619	-	-	38,905	-	-	-	-	-	77,810		-	-	-	38,905	155,619
Battalion Chief	324,492	178,471	-	-	-	-	-	-	146,021	-		-	-	-	-	324,492
																-
	$ 4,901,591	$ 1,975,311	$ 341,658	$ 696,060	$ 238,320	$ 70,087	$ 146,025	$ 349,999	$ 146,021	$ 186,801	$ 177,375	$ 129,359	$ 228,962	$ 100,347	$ 115,268	$ 4,901,591
PERCENTAGE OF TOTAL		40%	7%	14%	5%	1%	3%	7%	3%	4%	4%	3%	5%	2%	2%	100%

General Fund	Special Revenue	Sewer Enterprise	Successor Agency	Measure S
1,975,311	$ 1,140,047	$ 1,037,717	$ 238,320	$ 186,801

	100-221	100-222	100-223	100-342	100-343	100-345	209-554	209-555				Total
Police Chief	262,580		29,176									291,755
Lieutenant	205,302		51,325									256,627
Recreation Leaders (Seasonal)							14,469	26,392				40,861
YC Recreation Coordinator							71,087	22,448				93,535
Maintenance Workers (4)				23,619	47,237	47,237						118,093

PROPOSED BUDGET
FY 2019-20
LABOR COST ALLOCATION PERCENTAGES

Position Title	Total Wages and Benefits	General Fund*	Sewer Enterprise (WWTP)	Sewer Enterprise (Corp Yard)	Successor Agency	Housing Admin	Gas Tax Fund	Building Fund	Measure "S-2006"	Measure "S-2014"	PSAF	SLESF	Storm Water	Refuse Mgmt	Measure "J"	Total
Council Members (5)	94,755	75%		25%												100%
City Manager	397,752	41%	5%	25%	19%	5%		5%								100%
City Clerk	211,520	81%			19%											100%
Treasurer	14,429	75%		25%												100%
Finance Director	311,096	61%	15%		19%	5%										100%
Accountant	120,077	85%	15%													100%
Accounting Specialist	95,613	85%	15%													100%
Accounting Technician	29,431	85%	15%													100%
Assistant City Manager	344,475	66%	10%		19%	5%										100%
HR Specialist	111,282	85%	10%			5%										100%
Police Officer (Canine)	158,197	90%										10%				100%
Police Officer	210,906	46%										54%				100%
Police Officer	186,710	5%									95%					100%
PW Director/City Eng	321,789	5%	50%	5%			10%	10%					10%	10%		100%
PW Specialist	137,517	20%		25%			15%	20%					10%	10%		100%
Admin Secretary	127,469	10%	25%	50%			15%									100%
Public Works Manager	186,946	50%		20%			5%						20%	5%		100%
PW Maint. Supervisor	161,404	45%		25%			5%						20%	5%		100%
Maintenance Workers (4)	393,643	30%		20%			10%						20%	5%	15%	100%
Maintenance Worker (1)	108,991	0%								100%						100%
PW Maint. Supervisor	135,993	0%		75%			5%						10%	5%	5%	100%
Maintenance Workers (2)	210,339	0%		75%			5%						10%	5%	5%	100%
Planning Manager	237,139	5%				5%		90%								100%
Permit Technician	114,007	50%						50%								100%
Project Manager	155,619	0%		25%						50%					25%	100%
Battalion Chief	324,492	55%							45%							100%
																-
	$ 4,901,591	40%	7%	14%	5%	1%	3%	7%	3%	4%	4%	3%	5%	2%	2%	100%

	100-0221	100-0222	100-0223	100-0342	100-0343	100-0351	209-0595	209-0592				Total
Police Chief	90%		10%									100%
Lieutenant	80%		20%									100%
Recreation Leaders (Seasonal)							35%	65%				100%
Maintenance Workers (4)				6%	12%	12%						30%

City of Pinole
City Council Meeting

FY 2019-20 Proposed Budget

June 18, 2019

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Agenda

- **Recap FY 2019-20 Budget Planning**
- **Highlight Changes from May 28th Budget Workshop**
- **Highlight Funds Proposed for Adoption**

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Recap

- **May 22, 2019 – Finance Subcommittee**
  - **Proposed FY 2019-20 Budget Presented**
    - Major General Fund Revenue Sources
    - Revenue Assumptions
    - Expenditures by Department
    - Expenditure Assumptions
    - Major Expenditure Changes Highlighted
    - Use of Fund Balance Presented
    - Operating Transfers Presented

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Recap Cont…

- **May 28, 2019 – City Council Budget Workshop**
  - **Proposed FY 2019-20 Budget Presented**
    - Major General Fund Revenue Sources
    - Revenue Assumptions
    - Expenditures by Department
    - Expenditure Assumptions
    - Major Expenditure Changes Highlighted
    - Use of Fund Balance Presented
    - Operating Transfers Presented

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Recap Cont…

- Post May 28, 2019 – City Council Budget Workshop
  - Proposed Changes Included
  - Five-Year Projections are included
  - Measure S 2014 Funding Plan is included

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Recap Cont…

- June 6, 2019 - Pinole-Hercules Wastewater Subcommittee
  - Presented Proposed FY 2019-20 Sewer Operations budget

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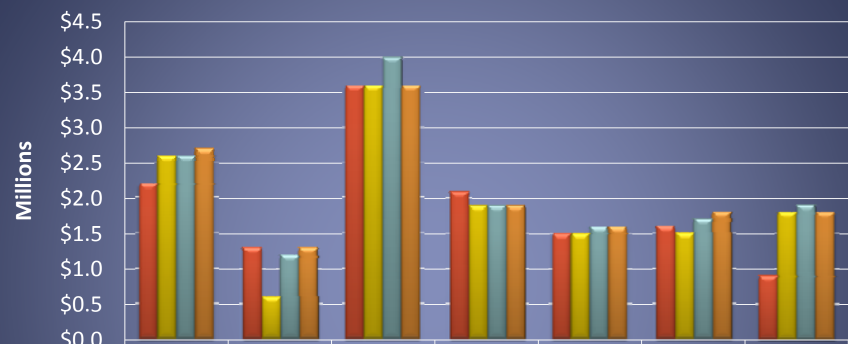
General Fund Revenue



	Property Tax	RPTTF	Sales Tax	Utility Users Tax	Other Taxes	Intergovernmental	Other Revenue
2016-17	2.2	1.3	3.6	2.1	1.5	1.6	0.9
2017-18	2.6	0.6	3.6	1.9	1.5	1.5	1.8
2018-19	2.6	1.2	4.0	1.9	1.6	1.7	1.9
2019-20	2.7	1.3	3.6	1.9	1.6	1.8	1.8

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General Fund Expenditure Changes

- Total Expenditures: $16,487,594 (+$80,078)
  - Code Enforcement = $269,032
    - Increased allocation of Code Enforcement Officer from 50% funded from Building Fund to 100% funded from General Fund
    - Allocated 50% of the Permit Technician who will support code enforcement activities

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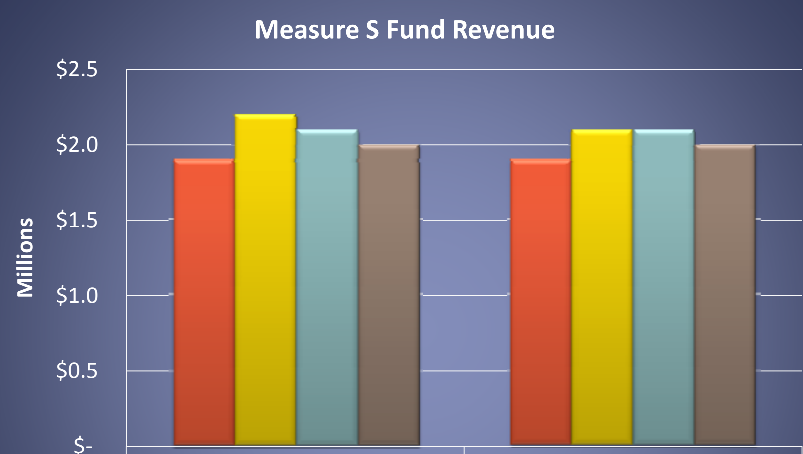

	Measure S 2006	Measure S 2014
2016-17	1.9	1.9
2017-18	2.2	2.1
2018-19	2.1	2.1
2019-20	2.0	2.0

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Measure S 2006 Expenditure Changes

- Total Expenditures: $2,303,217 (+$53,700)
  - Fire Department = $786,830
    - Carried over $29,200 (Funding to complete fire services study)
    - Carried over $24,500 (Funding for polling firm)

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Measure S 2014 Expenditure Changes

- Total Expenditures: $2,750,367 (+$57,200)
  - City Council = $57,200
    - Carried over $57,200 (Funding to Management Partners to complete Council team building and strategic planning

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Total FY 2019-20 Proposed Budget

Fund #	Fund Name	Amount
100	General Fund	$16,487,594
105	Measure S 2006	2,303,217
106	Measure S 2014	2,750,367
160	Equipment Reserve	85,000
200	Gas Tax	502,547
201	Restricted Real Estate Maintenance	37,175
203	Public Safety Augmentation Fund	177,310
204	Police Grants	343,679
205	Traffic Safety Fund	19,168
206	Supplemental Law Enforcement Svcs Fund	129,359
207	NPDES Storm Water Fund	367,444
209	Recreation Fund	1,194,123
212	Building and Planning Fund	1,151,772

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Total FY 2019-20 Proposed Budget

Fund #	Fund Name	Amount
213	Refuse Management Fund	125,347
215	Measure J Fund	200,598
285	Housing Fund	211,107
310	Lighting and Landscape Districts Fund	42,780
317	Pinole Valley Caretaker Fund	14,982
324	Public Facilities Fund	70,000
500	Sewer Enterprise Fund	7,358,264
503	Plant Expansion Fund	3,500
505	Cable Access TV Fund	468,890
750	Recognized Obligation Retirement Fund	250,000

Total Operations Budget $34,336,223

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Questions and Discussion

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City of Pinole

FY 2019-20 Proposed Budget Workshop

May 28, 2019

1

Agenda

- **Proposed FY 2019-20 Budget**
  - **General Fund**
    - Major Revenue Sources
    - Expenditures by Department
    - Expenditure Changes
  - **Use of Fund Balance**
  - **Measure S Funds**
  - **Other Funds**
    - Recreation
    - Cable Access TV
    - Building & Planning
    - Sewer Enterprise
  - **Questions**

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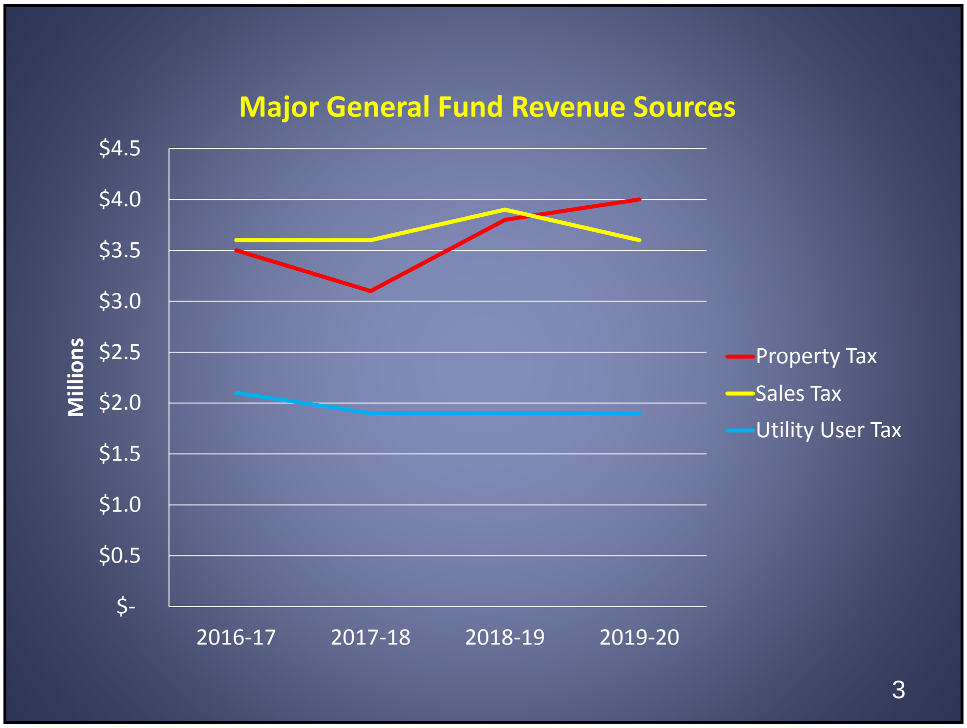

General Fund Revenue Assumptions

- Total Revenue: FY 2019-20 $14,781,811
  - Property Tax
    - Increased 6.5% to $4.0 million [1]
  - Sales Tax
    - Decreased 8.1% to $3.6 million [1]
  - Utility Users Tax (UUT)
    - Decreased 1.7% to $1.9 million [2]
  - Franchise Tax
    - Decreased 0.2% to $744 thousand [2]
  - Intergovt'l Revenue
    - Increased 4.8% to $1.8 million [3]

[1]Based on 95% of HdL estimates
[2]Based on 3-years of historical averages
[3]Includes Motor Vehicle Fees Based on 95% of HdL estimates

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General Fund Expenditures

Department	FY 2018-19	FY 2019-20	Change
City Council	130,636	161,125	30,489
City Manager	149,871	171,439	21,568
City Clerk	259,583	246,659	-12,924
City Treasurer	11,434	11,332	-102
City Attorney	96,820	110,919	14,099
Finance	494,175	478,572	-15,603
Human Resources	421,020	471,607	50,587
General Government	1,514,337	1,653,335	138,998
Police Department	5,996,214	6,409,375	413,161
Fire Department	4,042,161	4,449,035	406,874
Public Works	862,210	862,294	84
Community Development	82,587	210,375	127,788
Debt Service	520,000	535,000	15,000
Transfers Out	21,387,954	636,448	-20,751,506
Total	**35,969,002**	**16,407,516**	**-19,561,486**

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Expenditure Assumptions

- Vacant positions are budgeted at Step 2 of the salary schedule, and includes benefits based on the Kaiser family rate
- Personnel that are not currently at the top step of the salary schedule are projected at the next step, inclusive of unrepresented employees
- Includes 3% MOU increases

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General Fund Expenditure Changes

- City Council
  - Increase to reflect additional costs to record City Council meetings by PCTV $30,489
- City Manager
  - Increase in salary and benefit costs
- City Clerk
  - Reduction of one-time recruiting costs in current year budget

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General Fund Expenditure Changes cont.

- City Treasurer
  - Decrease in benefit costs and net allocation to other funds
- City Attorney
  - Net increase of $14,099 reflects 3% increase based on CPI.

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General Fund Expenditure Changes cont.

- Finance
  - Decrease in temporary services costs and actuary services costs
- Human Resources
  - Increase in salary and benefit costs
  - Increase in recruitment costs $25,000
- General Government
  - Library Services Agreement $138,000
  - Architectural drawings for Faria House $50,000 carryover

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General Fund Expenditure Changes cont.

- General Government - Employee Benefits
  - Reflects benefit assumptions of:
    - 5% increase for Workers Comp
    - 5% increase for ERMA (pooled and excess)
    - 5% increase for General Liability
    - 5% increase for Property Coverage
    - 5% increase for Vehicle Damage
    - 9.554% increase in employer PERS contribution rate for Miscellaneous employees
    - 20.3410% increase in employer PERS contribution rate for Safety employees

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General Fund Expenditure Changes cont.

- General Government - Employee Benefits cont.
  - Reflects benefit assumptions of:
    - 5% increase for Medical
    - 3% increase for Dental
    - 3% increase for Vision
    - 5% increase for Life/AD&D
    - 5% increase for Long Term Disability

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General Fund Expenditure Changes cont.

- Police Department
  - Increase in salary and benefit costs
  - Added 1 additional Dispatcher
  - Changed 2 part-time Community Safety Specialist to 1 fulltime and moved to Measure S 2014
  - Moved 2 part-time Community Service Officers from Measure S 2014 to General Fund

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General Fund Expenditure Changes cont.

- Fire Department
  - – Increase in salary and benefit costs
  - – Includes approved over hire to the Fire Training Academy

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General Fund Expenditure Changes cont.

- Public Works
  - – Increase in salary and benefit costs
- Community Development
  - – Code Enforcement Officer now allocated 100% to General Fund
  - – Changed vacant part-time Permit Technician position to fulltime. Allocated 50% to General Fund

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Use of Fund Balance

The operating budget includes using reserve and carryover funds accumulated from prior years in the following funds in order to offset anticipated deficit spending and/or to appropriate fund balances for one time expenditures in FY 2019-20

Fund	Amount	Fund Balance
General Fund - 100	-995,705	$3,814,620
Measure S 2006 Fund - 105	-226,278	$1,919,991
Measure S 2014 Fund - 106	-707,653	$1,649,824
Police Grants Fund - 204	-14,703	$78,636
Supplemental Law Enforcement Fund - 206	-28,759	$90,938
NPDES Storm Water Fund - 207	-100,824	-$2,577
Building & Planning Fund - 212	-404,850	$31,041
Refuse Management Fund - 213	-61,287	$271,004

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Use of Fund Balance

The operating budget includes using reserve and carryover funds accumulated from prior years in the following funds in order to offset anticipated deficit spending and/or to appropriate fund balances for one time expenditures in FY 2019-20

Fund	Amount	Fund Balance
Housing Fund - 285	-48,854	$747,960
Lighting and Landscape District - 310	-8,072	$3,333
Public Facilities Fund - 324	-70,000	$444,285
Sewer Enterprise Fund - 500	-108,125	$9,772,188
Total	**-2,775,110**	

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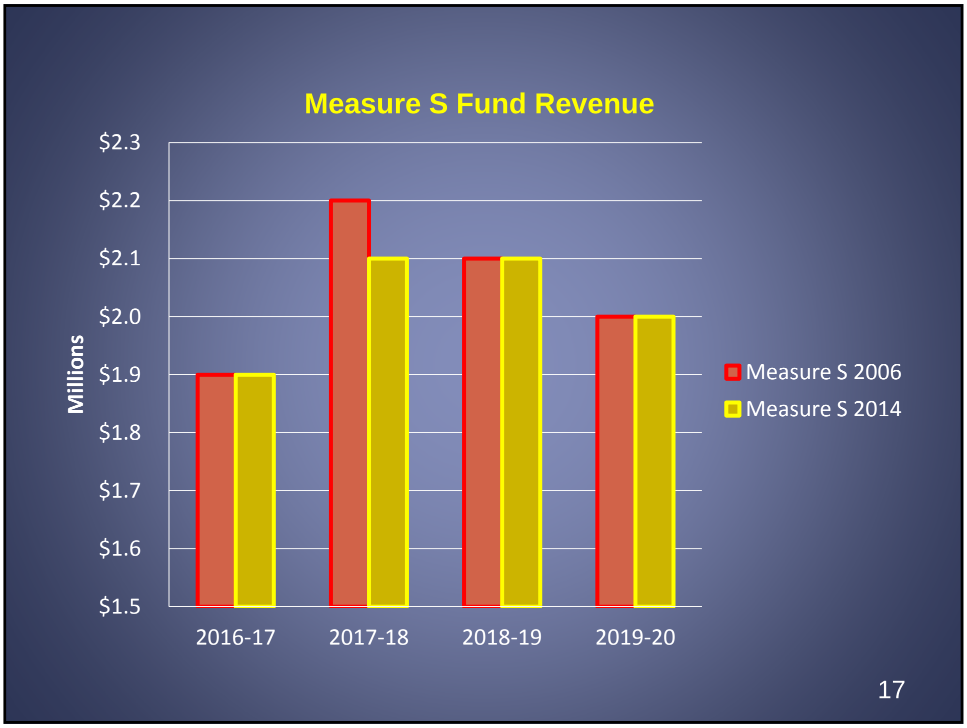

Measure S Revenue

- Total Revenue: FY 2019-20 $3,921,600
  - Measure S 2006 Use Tax
    - Decreased 7.5% to $2.0 million*
  - Measure S 2014 Use Tax
    - Decreased 7.9% to $2.0 million*

*Based on 95% of HdL estimates

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Measure S 2006 Expenditures

Department	FY 2018-19	FY 2019-20	Change
Police Department	1,785,974	1,513,954	-272,020
Fire Department	846,606	733,130	-113,476
Finance Department	0	2,433	2,433
Total	**2,632,580**	**2,249,517**	**-383,063**

- Police Department
  - One-time funding for equipment in FY 2018-19 reduced
  - Overtime reduced by $100,000 - moved to Measure S 2014
- Fire Department
  - Funding for equipment maintenance and purchase completed
- Finance Department
  - Budget for audit added

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Measure S 2014 Expenditures

Department	FY 2018-19	FY 2018-19	Change
City Attorney	35,000	35,000	0
Finance	4,865	2,433	2,432
General Government	145,000	85,000	-60,000
Information Systems	125,000	64,600	-60,400
Police Department	106,306	333,087	226,781
Fire Department	324,163	306,128	-18,035
Public Works	1,158,643	1,099,419	-59,224
Community Development	0	130,000	130,000
Recreation	0	30,000	30,000
Transfers Out	707,000	607,500	-99,500
Total	**2,605,977**	**2,693,167**	**87,190**

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Measure S 2014 Expenditure Changes cont.

- Finance Department
  - Reduction of $2,432 for audit expense moved to Measure S 2006
- Information Systems
  - Records Management System reduced -$76,400
  - Net decrease for computer purchased -$4,000
  - Batch scanner funding $20,000
- Police
  - Reflects $55,000 vehicle replacement
  - Difference in funding fulltime CSS versus 2 part-time CSOs

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Measure S 2014 Expenditure Changes cont.

- Fire Department
  - Net increase in salary and benefits offset in asset acquisition funding
- Public Works
  - Net decrease for capital projects carried forward or deferred to FY2020-21

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Operating Transfers

TRANSFER OUT - FUND	AMOUNT		TRANSFER IN - FUND	PURPOSE
General Fund	2,500		Light & Land Fund	Fund Zone A Business Assistance Program
General Fund	2,500		Light & Land Fund	Fund Zone B Business Assistance Program
General Fund	154,159		Cable Television Fund	Cable Television Contribution
General Fund	477,289		Recreation Fund	Recreation operating Contribution
Subtotal Transfers from the General Fund	**636,289**			

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Operating Transfers

TRANSFER OUT - FUND	AMOUNT		TRANSFER IN - FUND	PURPOSE
Measure S 2014 Fund	45,000		Recreation Fund	Swim Center Contribution
Measure S 2014 Fund	250,000		City Street Fund	Funding for Future Street Projects
Measure S 2014 Fund	250,000		Arterial Streets Rehab Fund	Fund Portion of Arterial Streets Rehab
Measure S 2014 Fund	55,000		Cable Television Fund	Cable Television Contribution
Measure S 2014 Fund	7,500		Recreation Fund	Recreation events funding
Subtotal Transfers from the Measure S 2014	**607,500**			
Measure S 2014 Fund	30,000		Equipment Reserve Fund	Repl. 2 vehicles - PW
Measure S 2014 Fund	50,000		Equipment Reserve Fund	Repl. Heavy equipment
Measure S 2014 Fund	5,000		Equipment Reserve Fund	Repl. 2 vehicles – Comm Dev
Subtotal Transfers from Measure S 2014	**85,000**			

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Recreation Fund Revenue

Program	FY 2018-19	FY 2019-20	Change
Recreation Administration	391,902	504,550	112,648
Senior Center	321,500	328,300	6,800
Tiny Tots	195,589	193,368	-2,221
Youth Center	76,375	27,310	-49,065
Day Camp	32,000	20,500	-11,500
Performing Arts	48,280	0	-48,280
Swim Center	83,920	91,920	8,000
Memorial Hall	5,600	5,600	0
Tennis	500	400	-100
Total	**1,155,666**	**1,171,948**	**16,282**

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Recreation Fund Expenditures

Program	FY 2018-19	FY 2019-20	Change
Recreation Administration	192,844	203,081	10,237
Senior Center	470,458	497,141	26,683
Tiny Tots	119,030	137,296	18,266
Youth Center	202,913	196,635	-6,278
Day Camp	37,572	60,640	23,068
Performing Arts	43,950	0	-43,950
Swim Center	80,811	91,368	10,557
Memorial Hall	4,838	4,961	123
Tennis	3,250	4,000	750
Total	**1,155,666**	**1,195,123**	**39,457**

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Recreation Fund Net by Program

Program	Revenue	Expenditures	Net
Recreation Administration	504,550	203,081	301,469
Senior Center	328,300	497,141	-168,841
Tiny Tots	193,368	137,296	56,072
Youth Center	27,310	196,635	-169,325
Day Camp	20,500	60,640	-40,140
Swim Center	91,920	91,368	552
Memorial Hall	5,600	4,961	639
Tennis	400	4,000	-3,600
Total	**1,171,948**	**1,195,123**	**-23,174**

*General Fund operating contribution of $477,289, Measure S 2014 Swim Center contribution of $45,000, and Measure S 2014 events contribution of $7,500 operating transfer is included

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Recreation Expenditure Changes

- Recreation Administration
  - Salary and benefits increased
  - Travel and training funding added
  - Community events expense increased
- Senior Center
  - Salary and benefits increased
  - Lights and window blind replacement projects added $10,000
- Tiny Tots
  - Salary and benefits increased
  - Bank credit card convenience fees increased $1,000

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Recreation Expenditure Changes Cont.

- Youth Center
  - – Salary and benefits increased
  - – Increase in Maintenance and Structure Improvements
- Day Camp
  - – Increase in staff allocation costs for trips

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Recreation Expenditure Changes Cont.

- Swim Center
  - – Increase in maintenance costs
- Memorial Hall
  - – No significant changes in program expenses
- Tennis
  - – No significant changes in program expenses

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Cable Access TV Fund Revenue

Revenue	FY 2018-19	FY 2019-20	Change	
Franchise Fees	40,000	35,000	-5,000	
Cable TV Charges	147,810	151,963	4,153	[1]
PEG Fees	58,000	55,000	-3,000	[2]
Other Revenue	3,900	3,600	-300	
Transfers In	178,736	209,159	30,423	[3]
Total	**428,446**	**454,722**	**26,276**	

[1] Inclusive of $54,727 for City Council and $19,440 for Planning Commission meetings.
[2] PEG Access Fees are only available for capital equipment.
[3] Refer to Schedule of Transfers on B-13 for details.

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Cable Access TV Expenditures

Department	FY 2018-19	FY 2019-20	Change
Cable Access TV	424,546	469,390	44,844
Total	**424,546**	**469,390**	**44,844**

- Cable Access TV
  - Salary and benefit increases
  - Equipment cost $74,750 [1]

[1] Funded from PEG Access Fees and fund balance.

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Building and Planning Fund Revenue

- Total Revenue: FY 2019-20 $797,550
  - Major Revenue Sources
    - Permits
      - Decreased 3.5% to $512,750
    - Service Charges
      - Increased 14.6% to $277,800

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Planning and Building Expenditures

Department	FY 2018-19	FY 2019-20	Change
Planning	413,914	409,515	-4,399
Building	684,839	813,271	128,432
Total	**1,098,753**	**1,222,786**	**124,033**

- Planning Changes
  - Salary and benefit increases
  - Reduced Professional Services $38,900
    - Removed Recruitment expense($22,900), Reduced Contract Planner ($16,000)
  - Carry forward Parking Study ($25,000) and Nexus Fee Study costs ($20,000)

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Planning and Building Expenditures

- Building Changes
  - Salary and benefit increases
    - Converted vacant part-time Permit Technician position to fulltime with 50% allocated to General Fund Code Enforcement

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Sewer Enterprise Revenue & Expenses

	FY 2018-19	FY 2019-20
REVENUE:	**REV BUDGET**	**PROPOSED**
Charges for Services-Sewer Usage Fees	5,217,654	5,217,654
Charges for Services-Sewer Plant-Hercules	1,719,678	1,719,678
Other Revenue	51,300	74,955
TOTAL SEWER ENTERPRISE REVENUE	**6,988,632**	**7,012,287**
	FY 2018-19	**FY 2019-20**
EXPENSES:	**REV BUDGET**	**PROPOSED**
Sewer Treatment Plant	4,141,168	4,305,959
Sewer Collection	2,795,251	2,524,373
WPCP Equipment & Debt Service	526,275	526,275
TOTAL SEWER ENTERPRISE EXPENSES	**7,462,694**	**7,356,607**

*Sewer Treatment is allocated to Hercules approximately 50% based on flow data not including equipment replacement costs.

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Sewer Enterprise Expenditure Changes

- Sewer Treatment Plant
  - Salary and benefit increases
  - Increase in chemicals for plant operations - $62,000
  - Sewer Collections includes one-time Hazel Street Pump Station project carryover- $1,200,000

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Questions and Discussion

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CITY COUNCIL REPORT 8C

DATE: JUNE 18, 2019

TO: MAYOR AND COUNCIL MEMBERS

FROM: TAMARA MILLER, DEVELOPMENT SERVICES DIRECTOR/CITY ENGINEER

SUBJECT: CONDUCT PUBLIC HEARING AND ADOPT A RESOLUTION CONFIRMING THE ASSESSMENTS AND ORDERING THE LEVY FOR THE PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT FOR FISCAL YEAR 2019/2020

RECOMMENDATION

It is recommended that the City Council:

1. Conduct a Public Hearing concerning the levy and collection of assessments within the Pinole Valley Road Landscape and Lighting Assessment District and consider any and all objections to the assessments.

2. Adopt a City resolution confirming the assessment and diagram as is described in the Annual Assessment Report, levying an assessment for the fiscal year commencing July 1, 2019 and ending June 30, 2020 and ordering the City Engineer to prepare and submit the assessments to the Contra Costa County Assessor's office for placement onto the Fiscal Year 2019/2020 secured property tax roll.

BACKGROUND

On July 8, 2008, the City Council adopted Resolution 2008-91 forming the Pinole Valley Road Landscape and Lighting Assessment District (the "District"), ordering maintenance work therein, confirming the diagram and assessment, and providing for the levy of annual assessments therein. 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 of the following:

- Traffic signals
- Streetlights
- Median landscaping
- Irrigation for the landscaping
- Electricity to the traffic signals and streetlights
- Graffiti removal

REVIEW & ANALYSIS

On May 22 and June 4, 2019, the City Council took several actions that are required every year to levy and collect the assessments for the District. Those actions are shown below.

1. Order 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.
3. Approve the annual Assessment Report.
4. Declare your intention to levy and collect assessments.
5. Declare your intention to conduct a Public Hearing concerning the levy of assessments.
6. Announce any increase in the maximum assessment.

It is proposed that the City Council take action on the following three items at this meeting. These actions are accomplished by adopting the attached Resolution.

1. Conduct a Public Hearing.
2. Approve assessment amounts for Fiscal Year 2019/2020.
3. Order the assessment amounts to be submitted to the Contra Costa County Assessor for placement on the secured property tax roll.

The assessment rates for Fiscal Year 2019/2020 for Zone A and Zone B are proposed to be increased from the previous year. The assessment rate for Zone A and B will be $409.69 and $392.64 respectively. In 2018/2019, the assessment rate for Zone A was $396.32, and the assessment rate for Zone B was $359.06. This represents a 3.4% increase in Zone A and a 9.4% increase in Zone B. An AU is equivalent to an acre of developable property. The proposed increases are due to anticipated increases in water and electricity rates for the coming year.

Although the actual assessment rates for Fiscal Year 2019/2020 are increasing from the previous year, the increase is not over the allowable maximum rate that was approved when the District was initially formed. Consequently, the City is not required to undertake the more comprehensive procedural notice and protest requirements of Proposition 218. A Public Hearing is required however, to allow property owners subject to the assessment the opportunity to provide comment.

CALIFORNIA ENVIRONMENTAL QUALITY ACT

The proposed actions of the City Council are not a project as defined by the CEQA Guidelines and have no impact on the environment.

SUSTAINABILITY

The levy and collection of assessments will allow for the continued operation and maintenance of the improvements within the District.

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. The Fiscal Year 2019/2020 assessment rates for Zone A and B will be $409.69 and $392.64, respectively. The total District revenue is expected to be $43,280.

The maximum assessment is subject to an annual inflation factor based on the greater of 2% or the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for all Urban Consumers (CPI-U): San Francisco-Oakland-San Jose for April of each year. The April 2019 CPI-U increase was 4.0%. This means the Maximum Assessments for the District are increased for Fiscal Year 2019/2020 by 4.0%, Zone A maximum is $559.54 and Zone B maximum is $526.25. The attached Assessment Report provides a complete description of how the maximum assessment and annual inflation factors are calculated.

ATTACHMENTS

A. Resolution Confirming the Assessments and Ordering the Levy for the Pinole Valley Road Landscape and Lighting Assessment District
B. Annual Assessment Report by City Engineer

RESOLUTION NO. 2019 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING THE ANNUAL ASSESSMENT REPORT AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS FOR THE PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT FOR FISCAL YEAR 2019/2020

WHEREAS, the Pinole City Council, pursuant to the terms of the "Landscaping and Lighting Act of 1972" (the 1972 Act"), Division 15, Part 2, Chapter 1, Article 1 of the Streets and Highways Code of the State of California (commencing with Section 22500) did by previous Resolutions, initiate proceedings and approve the Annual Assessment Report (the "Report"), on a preliminary basis, for the special maintenance district known and designated as "The Pinole Valley Road Landscape and Lighting Assessment District" (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 Engineer has prepared and filed with the City Clerk, the Report in connection with the proposed levy and collection of assessments upon eligible parcels of land within the District. The Report has been prepared based on the estimated costs to operate, maintain and service the improvements located within each Zone of the District; and

WHEREAS, the City Council has carefully examined and reviewed the Report and is satisfied with each of the items and documents as presented therein, and finds that the assessments have been spread to the eligible parcels within the District in accordance with the special benefit received from said improvements; and

WHEREAS, the assessments are not based on the assessed value of the properties but are based on the special benefit conferred upon said eligible parcels from the improvements and the maintenance and operation thereof; and

WHEREAS, the assessments are in compliance with all laws pertaining to the levy and collection of assessments, including Proposition 218.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. Following notice duly given, the City Council has held a full and fair public hearing regarding the Report and the levy and collection of assessments within the District. The City Council received and considered all written and oral statements, including any and all protests or other communications made or filed by any interested persons. Majority protest was not submitted regarding the proposed levy.
2. Based upon its review (and any applicable amendments) of the Report, a copy of which has been filed with the City Clerk, the City Council hereby finds and determines that:

a. The assessable properties within the District, which are identified in the Report, receive special benefit from the operation, maintenance and servicing of the landscape and lighting improvements.

b. The District includes all properties receiving such special benefit.

c. The net amount to be assessed upon the properties is based on the historical and estimated costs to provide said maintenance and servicing and is apportioned by a formula that fairly distributes the net amount among all assessable parcels in proportion to the estimated special benefit received from the improvements and services.

3. The Report and assessments, as presented and which are on file with the office of the City Clerk, are hereby confirmed as filed.

4. The City Council hereby orders the maintenance and servicing of the improvements to be made in accordance with the Report and the 1972 Act.

5. The maintenance, operation and servicing of the landscape and lighting improvements shall be performed pursuant to the 1972 Act, and the County Auditor of Contra Costa County shall enter onto the County Tax Roll, opposite each assessable parcel of land, the assessment amount and such assessments shall be collected at the same time and in the same manner as the County taxes are collected. After collection of the assessments by the County, the net amount of said assessments shall be paid to the City Treasurer.

6. The City shall deposit all money representing assessments collected by the County to the credit of a fund especially for the District. Such money shall be expended only for the maintenance, operations and servicing of the landscape and lighting improvements located within the District boundaries.

7. The adoption of this Resolution constitutes the levy of assessments within the District for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

8. The City Clerk is hereby authorized and directed to file the levy and a diagram of the District with the County Auditor upon adoption of this Resolution.

9. A certified copy of this Resolution shall be filed in the office of the City Clerk and shall remain open for public inspection.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on this 18th day of June, 2019, 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 18th day of June, 2019.

____

Heather Iopu, CMC
City Clerk

City of Pinole

June 12, 2019

Engineer's Report

Pinole Valley Road Landscaping and Lighting Assessment District

FY 2019/2020

ENGINEER'S REPORT AFFIDAVIT

City of Pinole

Contra Costa County, State of California

Pinole Valley Landscaping 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 2019/2020, 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 18th day of June, 2019.

____

By Tamara Miller
City Engineer
RCE # 418013

TABLE OF CONTENTS

INTRODUCTION

Pursuant to the provisions of the Landscaping and Lighting Act of 1972, being Part 2 of Division 15 of the Streets and Highways Code, commencing with Section 22500 (the “1972 Act”), and in compliance with the substantive and procedural requirements of the California State Constitution, Article XIII D (the “California Constitution”) the City Council of the City of Pinole (the “City”), adopted a Resolution Initiating Proceedings for the Levy and Collection of Annual Assessments within the Pinole Valley Road Landscape and Lighting Assessment District (the “District”) for Fiscal Year 2019/2020. Said Resolution called for the preparation and filing of an annual report (the “Report”) pursuant to Chapter 1, Article 4 of the 1972 Act, beginning with section 22565, presenting plans and specifications describing the general nature, location and extent of the improvements and an estimate of the costs to maintain said improvements within the District.

The word “parcel”, for 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 Costa County Auditor/Controller uses APN and specific fund numbers to identify properties to be assessed on the tax roll for special benefit 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 2019/2020 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

	Total Assessable Costs	Total Assessable Units	Proposed Assessment Rate	Maximum Assessment Rate
Zone A	**$22,130.00**	52.796	**$409.69**	$559.54
Zone B	**$24,036.40**	55.142	**$392.64**	$526.25

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 was formed for the purpose of ensuring the ongoing operation, maintenance and servicing of certain landscape and lighting improvements within the boundaries of the District. The District was formed on July 1, 2008 when the City Council conducted a full and fair public hearing, received returned property owner assessment ballots and tabulated the returned assessment ballots. The property owner assessment ballot tabulation, conducted at the close of the public hearing, resulted in a majority approval of the District and assessments by the property owners within the District. The City Council then adopted its Resolution No. 2008-91, officially forming the District. Improvements are detailed below.

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. 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 public right-of-ways 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. The April 2019 CPI is 4.0% and will be applied to the Maximum Assessment Rate from last year. The Zone A Maximum Assessment Rate for the upcoming fiscal year (2019/2020) therefore, shall be **$559.54.** The Zone B Maximum Assessment Rate for the upcoming fiscal year shall be **$526.25.** 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	Actual Assessment
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**

Zone B LLAD Assessment/CPI History

Fiscal Year	April CPI	Allowable Increase	Actual April CPI Calculation	Adjusted Max. Assessment	Actual Assessment
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**

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) Budget

DIRECT COSTS	
Landscape Maintenance, Litter Abatement & Graffiti Removal	$720.00
Irrigation System	1,500.00
Irrigation Power/Control	1000
Traffic Signal Power	3,360.00
Traffic Signal Maintenance – County	7,000.00
Traffic Signal Maintenance – Cal-Trans	1,000.00
Street Light Maintenance and Power	3,200.00
Capital Replacement Fund [1]	2,600.00
Direct Costs Sub-Total	**$20,380.00**
INDIRECT COSTS	
City Administration	$1,000.00
County Administration Fee	250
Indirect Costs Sub-Total	**$1,250.00**
TOTAL COSTS	**$21,630.00**
Operating Reserve Collection/(Reduction) *	$0.00
Estimated Operating Reserve Fund Beg. Balance (7/1/2019)	$0.00
Estimated Operating Reserve Fund Ending Balance (6/30/2020)	$0.00
TOTAL BALANCE TO ASSESSMENT	**$21,630.00**
Total Assessable AU (7 parcels)	52.796
2019/2020 PROPOSED ASSESSMENT PER AU	**$409.69**
2019/2020 MAXIMUM ASSESSMENT PER AU	**$559.54**

Zone B – (Pinole Valley Road South) Budget

DIRECT COSTS	
Landscape Maintenance, Litter Abatement & Graffiti Removal	$780.00
Irrigation System	$1,500.00
Irrigation Power/Control	$1,000.00
Traffic Signal Power	$4,800.00
Traffic Signal Maintenance – County	$5,000.00
Traffic Signal Maintenance – Cal-Trans	$1,000.00
Street Light Maintenance and Power	$3,200.00
Capital Replacement Fund [1]	$3,120.00
Direct Costs Sub-Total	**$20,400.00**
INDIRECT COSTS	
City Administration	$1,000.00
County Administration Fee	250
Indirect Costs Sub-Total	**$1,250.00**
TOTAL COSTS	**$21,650.00**
Operating Reserve Collection/(Reduction) *	$0
Estimated Operating Reserve Fund Beg. Balance (7/1/2019)	$0
Estimated Operating Reserve Fund Ending Balance (6/30/2020)	$0
TOTAL BALANCE TO ASSESSMENT	**$21,650.00**
Total Assessable AU (10 parcels)	55.14
2019/2020 PROPOSED ASSESSMENT PER AU	**$392.64**
2019/2020 MAXIMUM ASSESSMENT PER AU	**$526.25**

* 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.

[1] **Capital Replacement Fund –** This line item, shown on the budget page for each Zone, is specifically intended for the use in replacing the lighting poles for street lights 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 $10,500.00.

The planned balance, effective 6/30/2019, in the Capital Reserve Replacement Fund for Zone A is $17,200 and for Zone B is $20,640. The actual reserve balance for the both zones is estimated to be $31,000. This is a shortage of $7,840.

Calculation as estimated to replace all lighting poles after 50 years, as well as a contingency to account for the possibility of a knockdown, accident or natural disaster:

Zone	Cost per Pole	Number of Poles	Estimated Life Span (Years)	Knockdown Contingency ($50 per pole)	Estimated Yearly Cost
A	$10,500	10	50	$500	$2,600.00
B	$10,500	12	50	$600	$3,120.00

$10,500 per light pole * 22 poles = $231,000 / 50 years = $4,620 + $1,100 for Contingency = $5,720 annually.

The replacement cost of a lighting pole was increased from $6,000 to $10,500 in the 2015/2016. The change was initiated based on the actual cost to replace a street light pole. The original amount was an estimate which was shown to be less than needed to actually replace a street light pole. 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

1. **Landscape Maintenance –** Includes all regularly scheduled labor, material and equipment required to properly maintain the landscaping improvements and ensure they remain in a healthy and satisfactory condition. This item also includes the costs of labor and material required for weed control and graffiti abatement within the District.

2. **Irrigation –** Includes the furnishing of water required for the proper maintenance of the landscaping.

3. **Irrigation Power/Control –** Includes the costs of furnishing electrical energy, repairs and other maintenance required to operate and maintain the irrigation system.

4. **Traffic Signal Maintenance and Power –** Includes the costs of furnishing electrical energy required for the proper operation of the traffic signals, all regularly scheduled labor, and material and equipment required to properly maintain the traffic signals and poles which includes replacement of the signal bulbs when necessary.

5. **Street Light Maintenance and Power –** Includes the costs of furnishing electrical energy required for the proper operation of the street lights, all regularly scheduled labor, material and equipment required to properly maintain the street lights and poles which includes replacement of the bulbs when necessary.

6. **Capital Replacement Fund –** Includes the costs to build a fund for the eventual replacement of the street light and traffic signal poles and other items. This also serves as a contingency for a natural disaster or an accidental knockdown of a street light pole.

7. **City Administration –** Includes the costs to 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.

8. **County Administration Fee –** Includes the County costs related to placement of the annual assessment charges onto the tax roll and the generation of annual tax bills related thereto. Contra Costa County charges $0.76 per parcel and $250 per District. Each Zone is charged $125 plus $0.76 per parcel.

SECTION IV – 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.

SECTION V – 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 2019/2020, 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	2019/2020 Assessment Per AU	2019/2020 Assessment	Applied Assessment
A	401-211-030	3.62	COM	14.48	$409.69	$5,932.31	$5,932.30
A	401-211-031	1.27	COM	5.08	$409.69	$2,081.23	$2,081.22
A	401-211-032	0.42	COM	1.68	$409.69	$688.28	$688.28
A	401-211-033	0.6	CMV	2.40	$409.69	$983.26	$983.26
A	401-211-035	0.573	COM	2.292	$409.69	$939.01	$939.00
A	401-410-005	2.23	COM	8.92	$409.69	$3,654.43	$3,654.42
A	401-410-019	2.006	COM	8.024	$409.69	$3,287.35	$3,287.34
A	401-410-020	2.48	COM	9.92	$409.69	$4,064.12	$4,064.12
		13.199		**52.796**		**$21,629.99**	**$21,629.94**
B	360-010-028	0.344	COM	1.376	$392.64	$540.27	$540.26
B	360-010-029	1.738	COM	6.952	$392.64	$2,729.63	$2,729.62
B	360-010-030	0.53	COM	2.12	$392.64	$832.40	$832.40
B	360-010-031	0.63	COM	2.52	$392.64	$989.45	$989.44
B	360-010-033	0.43	COM	1.72	$392.64	$675.34	$675.34
B	360-150-043	1.24	COM	4.96	$392.64	$1,947.49	$1,947.48
B	360-150-044	0.48	COM	1.92	$392.64	$753.87	$753.86
B	401-310-021	5.683	COM	22.732	$392.64	$8,925.49	$8,925.48
B	401-310-022	0.46	COM	1.84	$392.64	$722.46	$722.46
B	430-330-027	2.25	COM	9.00	$392.64	$3,533.76	$3,533.76
		13.785		**55.140**		**$21,650.16**	**$21,650.10**
	Totals:	**26.984**		**107.936**		**$43,280.15**	**$43,280.04**

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.

CITY COUNCIL REPORT **8D**

DATE: **JUNE 18, 2019**

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **TAMARA MILLER, DEVELOPMENT SERVICES DIRECTOR/ CITY ENGINEER**

SUBJECT: **PREVIOUSLY APPROVED SEWER USER RATE INCREASE**

RECOMMENDATION

It is recommended that the City Council receive and file this report.

BACKGROUND

On July 17, 2018, the City Council adopted a five-year rate structure for sewer user rates. The rate structure included a 3% annual rate increases each July 1, from July 1, 2019 through July 1, 2022.

The sewer user rates provide adequate revenue for:

1. The state mandated upgrades to the Pinole Hercules Water Pollution Control Plant (PH WPCP) by provide funding for the debt service for repayment of the State Revolving Loan;
2. Operation and maintenance of the PH WPCP;
3. Operation and maintenance of the collection system;
4. Operation and maintenance of the sewer pump stations; and
5. Capital improvement projects within the collection system.

The planned increase is needed to cover increases in labor, chemical and energy costs. Single Family, Multifamily Units, and Non- residential users will all see an increase of 3%.

REVIEW AND ANALYSIS

According to Gov. Code Section 53756(d), any agency approving an automatic sewer rate increase for multiple-years is require to notify all affected parcels. Staff has met this requirement through a post card mailer that was sent May 16, 2019.

This item is before the City Council as a courtesy notification to users of a proposed sewer rate increase. No action is required this evening to establish rates; the five-year rate increase was approved on July 17, 2018.

ATTACHMENTS

A - Sample Post Card

B - Rates in Tabular

C - Resolution 2018-66 adopted July 17, 2018

ATTACHMENT A

NOTICE OF PREVIOUSLY APPROVED SEWER RATE INCREASE

Pinole Municipal Code Section 13.05.420

On July 17, 2018, the Pinole City Council adopted Resolution 2018-66 approving rate increases for the next 5 years (2018/19 thru 2022/23) for parcels served by the Pinole Hercules Water Pollution Control Plant. The current and new monthly rates, as approved in Resolution 2018-66, for each parcel type are shown below.

	Current Monthly Rate	Monthly Rate Effective 7/1/2019
Single Family Residential	**$65.40**	**$67.37**
Multi Family Residential (per unit)	**$55.59**	**$57.26**
Commercial with 5/8” Water Service	**$15.00 per CCF**	**$15.45 per CCF**
Commercial with 1” Water Service	**$37.50 per CCF**	**$38.63 per CCF**
Commercial with 2” Water Service	**$120.00 per CCF**	**$123.60 per CCF**

Contact the City for rates for other commercial water service sizes. The City Council will be confirming the rates for 2019-2020 at a public hearing on June 18, 2019 at 6:00 at 2131 Pear St., Pinole, CA. If you are in the West County Wastewater District, these rates do not apply to you. If you have questions please feel free to contact: Tamara Miller – City of Pinole (510) 724-9017

Development Services Department
City of Pinole
2131 Pear Street
Pinole, CA 94564

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City of Pinole
Master Fee Schedule

WASTE WATER (SEWER) UTILITY FEES Pinole Municipal Code Section 13.05.420 Resolution No. 2018- 66 / July 17, 2018					
	July 1, 2018	**July 1, 2019**	**July 1, 2020**	**July 1, 2021**	**July 1, 2022**
Single-Family	$65.40	$67.37	$69.34	$71.44	$73.62
Multiple-Family	$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		

RESOLUTION NO. 2018-66

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE TO ACCEPT THE ENGINEER'S REPORT AND ADOPT SEWER RATES FOR FY 2018/2019 THROUGH FY 2022/23

WHEREAS, the City of Pinole owns and operates the Pinole Hercules Water Pollution Control Plant; and

WHEREAS, the City of Pinole must operate the Pinole Hercules Water Pollution Control Plant in accordance with its current permit issued by the Regional Water Quality Control Board; and

WHEREAS, the City of Pinole, along with the City of Hercules and with Kiewit Infrastructure West serving as the Contractor, is currently constructing $53,449,334 in upgrades at the WPCP required for permit compliance; and

WHEREAS, the City of Pinole needs to collect service fees to pay for the ongoing operation and maintenance of the sewer facilities; and

WHEREAS, the City of Pinole needs to collect service fees to pay the debt service for capital improvement projects; and

WHEREAS, the City Council has retained Willdan Financial for the purpose of revising the rate model to address changes made since the last model was prepared in 2013, and preparing and filing an Engineer's Report; and

WHEREAS, on May 15, 2018, the City of Pinole introduced proposed increases to the sewer rates; and

WHEREAS, in accordance with the Government Code, the City of Pinole must conduct a public hearing to receive comments, testimony, and protests, as an integral part of the rate setting process; and

WHEREAS, on July 17, 2018, the City of Pinole conducted a Public Hearing concerning the proposed sewer rates.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Pinole that the City Council accepts the Engineer's Report dated May 2018 and adopts the Sewer Rates within the Engineer's Report for FY 2018/19 through 2022/23.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on this 17th day of July, 2018, by the following vote:

ATTACHMENT C

AYES: COUNCILMEMBERS: **Banuelos, Long, Murray, Swearingen, Toms**
NOES: COUNCILMEMBERS: **None**
ABSTAIN: COUNCILMEMBERS: **None**
ABSTENT: COUNCILMEMBERS: **None**

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on this 17th day of July, 2018.

Rosa Acosta

Rosa G. Acosta
City Clerk

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