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CITY COUNCIL

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

**PINOLE CITY COUNCIL
MEETING AGENDA**

**TUESDAY
June 15, 2021**

VIA ZOOM TELECONFERENCE

5:00 P.M.

Please note the early start time

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

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

comment@ci.pinole.ca.us

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

WAYS TO WATCH THE MEETING

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

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

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

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

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

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

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

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

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

3. CONVENE TO A CLOSED SESSION

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Gov. Code § 54957

Title: City Manager

B. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Gov. Code § 54957.6

Agency designated representatives: City Manager Murray, Assistant City Manager De La Rosa, City Attorney Casher, Gregory Ramirez (IEDA)

Employee organizations: Larry Menth IAFF

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

5. CITIZENS TO BE HEARD (Public Comments)

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

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

B. Presentations / Recognitions

1. Employee Recognition

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 April 20, 2021

B. Receive the May 29, 2021 – June 11, 2021 List of Warrants in the Amount of \$125,083.41 and the June 11, 2021 Payroll in the Amount of \$570,164.58

- C. Resolution Confirming Continued Existence of Local Emergency [Action: Adopt Resolution per Staff Recommendation (Casher)]
- D. Resolution Approving a Purchase and Sale Agreement by and Between the City of Pinole and E. J. Y. Smith for the Sale of Property Located at 612 Tennent Ave (APN: 401-142-011) and Authorizing the City Manager to Execute the PSA and an Affordable Housing Regulatory Agreement in Such Form as Approved by the City Attorney and the City Manager [Action: Adopt Resolution per Staff Recommendation (De La Rosa)]
- E. Adopt a Resolution Approving a Revised Compensation and Benefits Plan for Management and Confidential Employees [Action: Adopt Resolution per Staff Recommendation (Murray)]

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.

NONE

9. OLD BUSINESS

NONE

10. NEW BUSINESS

- A. Approve the City of Pinole Fiscal Year (FY) 2021-22 through 2025-2026 Five Year Capital Improvement Plan and Adopt the FY 2021-22 Capital Budget [Action: Adopt Resolution per Staff Recommendation (Miller)]
- B. Fiscal Year (FY) 2020-21 Annual Review of Utility Users' Tax (UUT) and Adoption of Resolution Modifying Household Income Eligibility Thresholds for Utility Users' Tax Exemptions for FY 2021-2022 [Action: Adopt Resolution per Staff Recommendation (Guillory)]
- C. Review and Approve Master Fee Schedule [Adopt Resolution per Staff Recommendation (Guillory)]
- D. Adopt a Resolution Establishing the Fiscal Year (FY) 2021-22 Appropriations Limit [Action: Adopt Resolution per Staff Recommendation (Guillory)]
- E. Approve Financial and Investment Policies for Fiscal Year 2021-22 [Action: Adopt Resolution per Staff Recommendation (Guillory)]
- F. Review Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget [Adopt Resolution Approving Final Proposed FY 2021-22 Operating and Capital Budget per Staff Recommendation (Guillory)]

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 6, 2021 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 10, 2021 at 4:00 P.M.

Heather Iopu, CMC
City Clerk

**CITY COUNCIL MEETING
MINUTES
April 20, 2021**

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

The City Council Meeting was held via Zoom videoconference and broadcast from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Martínez-Rubin called the Regular Meeting of the City Council to order at 5:06 p.m. and led the Pledge of Allegiance.

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

A. COUNCILMEMBERS PRESENT

Norma Martínez-Rubin, Mayor
Vincent Salimi, Mayor Pro Tem, (6:09 p.m.)
Anthony Tave, Council Member
Devin Murphy, Council Member
Maureen Toms, Council Member

B. STAFF PRESENT

Andrew Murray, City Manager
Hector De La Rosa, Assistant City Manager
Heather Iopu, City Clerk
Eric Casher, City Attorney
Tamara Miller, Development Services Director/City Engineer
David Hanham, Planning Manager
Chris Wynkoop, Fire Chief
Markisha Guillory, Finance Director

Assistant City Manager De La Rosa announced that the agenda was posted on April 15, 2021 at 4:00 p.m. All legally required notice was provided.

Following an inquiry to the Council, the Council reported the following conflicts:

Council member Tave reported a conflict on Item 8A.

City Attorney Casher reported that Council member Salimi, who was still connecting to the meeting due to a computer delay, had a reportable conflict for Items 3A and 8A.

At 5:09 p.m. Mayor Martinez convened the meeting to a Closed Session.

3. CONVENE TO A CLOSED SESSION

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

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Gov. Code § 54956.8
Property: 401-142-011 (612 Tennent)
Agency negotiator: City Manager Andrew Murray, Assistant City Manager De La Rosa
Negotiating parties: Ebony Smith
Under negotiation: Price and terms
- B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Gov. Code § 54956.8
Property: 401-162-001 (2301 San Pablo Ave)
Agency negotiator: City Manager Andrew Murray, Assistant City Manager De La Rosa
Negotiating parties: Raquel Contreras
Under negotiation: Price and terms
- C. CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Gov. Code § 54957.6
Agency designated representatives: City Manager Murray, Assistant City Manager De La Rosa, City Attorney Casher, Gregory Ramirez (IEDA)
Employee organizations: AFSCME, Local 1, IAFF

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

At 7:33 p.m. Mayor Martinez-Rubin reconvened the meeting to open session. There was no reportable action.

5. CITIZENS TO BE HEARD (Public Comments)

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

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Debbie Long, Joel Gannotti, Rafael Menis, Roy Swearingen**

At 8:03 Mayor Martinez-Rubin exited the meeting. Mayor Pro Tem Salimi took over as chair of the meeting.

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

- A. Proclamations
 - 1. Recognizing Earth Day

The City Council read the Proclamation aloud. Council members made comments in support and recognition of Earth Day.

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Ann Moriarty**

2. Honoring the Pinole-Richmond Lions Club in their 100th Year of Service

The City Council read the Proclamation aloud. Club officers John Pinckney, Franke Martinez and Audrey Newman spoke about the work of the club. Council members made comments in recognition of the work of the Pinole-Richmond Lions Club.

3. In Support of the Asian American And Pacific Islander Communities

The City Council read the Proclamation aloud. Mayor Pro Tem made comments in support of this proclamation.

B. Presentations / Recognitions

1. Presentation by Marin Clean Energy (MCE) on Programs for Pinole Residents and Businesses

Marin Clean Energy representative Mariela Herrick and Justin Marquez presented an update on MCE programs. Council members asked questions and made comments.

2. Presentation by Contra Costa Health Services on Recommended Changes to Response to Mental Health Crises

Contra Costa County Health Services Director Anna Roth presented an overview of the work the County is doing on a collaborative effort regarding the topic of Behavioral Health Community Crisis Response. Council members asked questions of Ms. Roth and held discussion regarding the approach and information presented.

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Rafael Menis**

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.

The following speaker submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Ivette Ricco**

A. Approve the Minutes of the Meeting of February 2, 2021

B. Receive the April 3, 2021 – April 16, 2021 List of Warrants in the Amount of \$608,094.83 and the April 16, 2021 Payroll in the Amount of \$436,649.25

- C. Resolution Confirming Continued Existence of Local Emergency [Action: Adopt Resolution per Staff Recommendation (Casher)]
- D. Adopt a Resolution Amending the Lease Agreement Between the City of Pinole and the Pinole Community Players for Use Of 601 Tennent Avenue and Authorizing the Waiver of 50% of the 2020 Calendar Year Rent and Monthly Utility Fee in an Amount Not to Exceed \$3,725 [Action: Adopt Resolution per Staff Recommendation (De La Rosa)]

ACTION: Motion by Councilmembers Toms/Tave to Approve Consent Calendar Items A-D

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

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. Continuance of Public Hearing for Ordinance Adding Chapter 17.28, Historic Preservation Overlay, to the Municipal Code and Resolution Readopting Old Town Design Guidelines [Action: Approve Staff Recommendation to Continue Item (Casher)]

This item was taken out of order immediately following Citizens to Be Heard. Mayor Martinez-Rubin announced that she would leave the meeting early at 8:00 p.m. and that given that two Council members have reported conflict of interest on the item (Salimi/Tave) there would not be a quorum to hear the item.

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **David Ruport, Ivette Ricco**

City Attorney Casher responded to public questions.

ACTION: Motion by Councilmembers Martinez-Rubin/Toms to Continue the Public Hearing for Ordinance Adding Chapter 17.28, Historic Preservation Overlay, to the Municipal Code and Resolution Readopting Old Town Design Guidelines to the May 4, 2021 City Council Meeting

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

9. OLD BUSINESS

- A. Consideration of Revised City Council Norms of Behavior **[Action: Review Reports and Adopt Resolution per Staff Recommendation (Murray)]**

City Manager Murray presented a report to Council highlighting the details of the staff recommendation. City Council members suggested changes to the proposed Council Norms document; Replace “Common Good” with “Public Good” and changing “Public Questions” to “Public Questions/Comments”.

The following speaker submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Irma Ruport**

ACTION: Motion by Councilmembers Tave/Murphy to Approve Revised City Council Norms of Behavior, as amended

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

- B. Consideration of Proposed Revisions to City Council Meeting Procedures **[Action: Review Reports and Adopt Resolution per Staff Recommendation (Murray)]**

City Manager Murray provided an overview of the item. Council members made comments and held discussion regarding the proposed revisions.

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Debbie Long, Roy Swearingen, Irma Ruport**

ACTION: Motion by Councilmembers Tave/Murphy to extend the meeting beyond 11:00 p.m.

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

Council members discussed additional revisions for incorporation into the Meeting Procedures.

ACTION: Motion by Councilmembers Murphy/Tave to revise Item #5 to read “any council member may request” to “any council member may make a motion”

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

ACTION: Motion by Councilmembers Toms/Salimi to add language to section Section 3A, under Reports, that “the City Manager shall include a report on agenda items at the next meeting.”

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

ACTION: Motion by Councilmembers Toms/Salimi to add language “in coordination with the Mayor” to Section 6, Agenda Preparation

Vote: **Passed** **3-1-1**
 Ayes: **Salimi, Murphy, Toms**
 Noes: **Tave**
 Abstain: **None**
 Absent: **Martinez-Rubin**

10. NEW BUSINESS

- A. Updated Park Rules and Park Bathroom Hours Policy [**Action: Adopt Resolution per Staff Recommendation (Miller)**]

Community Development Director/City Engineer Miller presented a report with background information. City Council members asked questions and made comments. Staff responded.

ACTION: Motion by Councilmembers Toms/Tave to adopt Resolution Approving Updated Park Rules and Park Bathroom Hours Policy, effective June 1st

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

The following speakers submitted written comments that will be filed with the agenda packet for this meeting: **Jim Neighbors and Friends, Kathryn Cleberg**

- B. Adopt a Resolution Approving the Adoption of a Complete Streets Policy [**Action: Adopt Resolution per Staff Recommendation (Miller)**]

City Manager Murray presented a brief overview of the item.

The following speaker submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Irma Ruport**

ACTION: Motion by Councilmembers Murphy/Toms to Adopt a Resolution Approving the Adoption of a Complete Streets Policy

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

11. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

Mayor Pro Tem announced that Contra Costa County is doing walk-in appointments for COVID-19 vaccines.

B. Mayoral & Council Appointments

None.

C. City Council Committee Reports & Communications

Council member Murphy encouraged the public to get vaccinated.

Council member Toms announced attendance at League of CA Cities, Housing Community and Economic Development Policy Committee meeting; pending legislation was reviewed.

D. Council Requests for Future Agenda Items

Council member Tave requested a future agenda item for a letter of support for AB 988. Consensus given.

Council member Tave requested a memo from staff for an assessment on potential rehabilitation of the Senior Center. Consensus given.

Council member Tave requested a memo from staff on creating maintenance districts for fire prevention and their potential use in Pinole. Consensus given.

Council member Murphy requested a future agenda item for a letter of support for SB 612, Ratepayer Equity Bill. Consensus given.

Council member Murphy requested a future agenda item related to PCTV. City Manager Murray advised that the City will present more information on PCTV services during the upcoming budget process.

City Manager Murphy requested a future agenda item for a staff proposal to create a Communications and Technology Committee. Consensus given.

E. City Manager Report / Department Staff

City Manager Murray reported that City staff is working towards reopening facilities and returning to in-person Council meetings with the recommendations of the Governor and local health authorities.

F. City Attorney Report

No report.

12. ADJOURNMENT to the Regular City Council Meeting of May 4, 2021 in Remembrance of Amber Swartz.

Council member Toms announced the passing of Lorraine Regier a community member and long-time member of the Assisted Living Committee member who contributed greatly in helping the City with her work.

At 12:25 p.m. Mayor Pro Tem Salimi adjourned the meeting to the Regular City Council Meeting of May 4, 2021 in Remembrance of Amber Swartz and Lorraine Regier.

Submitted by:

Heather Iopu, CMC
City Clerk

Approved by City Council:



City of Pinole, CA

7B

WARRANT LISTING

By Vendor Name

Payment Dates 5/29/2021 - 6/11/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2187 - ACTION GLASS, INC.					
W140400	96510	06/04/2021	209-552-42108	REC TEMPERED GLASS COVER	3,660.75
				Vendor 2187 - ACTION GLASS, INC. Total:	3,660.75
Vendor: AIR07 - AIR EXCHANGE, INC.					
91604844	96511	06/04/2021	100-231-47104	U CLAMP TAILPIPE STOP FOR NEW ENGINE	140.37
				Vendor AIR07 - AIR EXCHANGE, INC. Total:	140.37
Vendor: ARA01 - ARAMARK UNIFORM SERVICES					
517000039490	96512	06/04/2021	100-231-42107	FIRE LAUNDRY SERVICES	132.45
				Vendor ARA01 - ARAMARK UNIFORM SERVICES Total:	132.45
Vendor: ARM04 - ARMOR LOCKSMITH SERVICES					
75154	96513	06/04/2021	100-345-42108	DUPLICATE KEYS- CY	43.69
				Vendor ARM04 - ARMOR LOCKSMITH SERVICES Total:	43.69
Vendor: BAY04 - BAY AREA BARRICADE SVC.					
0022106	96514	06/04/2021	100-342-42514	SIGNS - PW	873.56
				Vendor BAY04 - BAY AREA BARRICADE SVC. Total:	873.56
Vendor: BOU01 - BOUND TREE MEDICAL, LLC					
84062138	96515	06/04/2021	100-231-42104	SUPPLIES FIRE DEPT	74.90
84065570	96515	06/04/2021	100-231-42104	SUPPLIES FIRE DEPT	206.14
				Vendor BOU01 - BOUND TREE MEDICAL, LLC Total:	281.04
Vendor: CIT08 - CITY MECHANICAL, INC					
73116	96516	06/04/2021	100-343-42108	HVAC MAINTENANCE SVC-CITY HALL	1,265.18
73286	96516	06/04/2021	100-343-42108	HVAC MAINTENANCE SERVICE- POST OFFICE	472.00
				Vendor CIT08 - CITY MECHANICAL, INC Total:	1,737.18
Vendor: 1190 - CITY OF BERKELEY					
21-WPPPINOLE-0001	96517	06/04/2021	106-231-42301	FIRE ACADEMY TRAINING	15,000.00
				Vendor 1190 - CITY OF BERKELEY Total:	15,000.00
Vendor: COM20 - COMCAST					
MAY 14 21-8658	96518	06/04/2021	100-231-43105	FD CABLE SERVICES 05/19/21- 06/18/21	49.55
				Vendor COM20 - COMCAST Total:	49.55
Vendor: CON95 - CONTRA COSTA COUNTY TREASURER					
ASD M7052	96519	06/04/2021	100-117-42101	APRIL-JUNE 2021 ANIMAL CONTROL SERVICES	31,901.53
				Vendor CON95 - CONTRA COSTA COUNTY TREASURER Total:	31,901.53
Vendor: JAC23 - CORNEKA JACKSON					
40720	96520	06/04/2021	209-20309	PYC RENTAL 3/21 CANCELED DUE TO SHELTER IN PLACE	500.00
40720	96520	06/04/2021	209-554-38112	PYC RENTAL 3/21 CANCELED DUE TO SHELTER IN PLACE	660.00
				Vendor JAC23 - CORNEKA JACKSON Total:	1,160.00
Vendor: 2152 - DEROTIC EMERGENCY EQUIPMENT					
NO-1466	96521	06/04/2021	100-231-47104	PARTS AND LABOR FOR NEW FIRE ENGINE-UPGRADES	1,838.10
				Vendor 2152 - DEROTIC EMERGENCY EQUIPMENT Total:	1,838.10
Vendor: DOL01 - DOLAN'S LUMBER					
47588	96522	06/04/2021	100-345-42108	BUILDING MAINTENANCE SUPPLIES -PW	10.96
				Vendor DOL01 - DOLAN'S LUMBER Total:	10.96

Return to Agenda

WARRANT LISTING

Payment Dates: 5/29/2021 - 6/11/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1979 - GALAXY PRESS					
34324	96523	06/04/2021	100-110-42201	BUSINESS CARD FOR COUNCIL MEMBERS	232.59
34414	96523	06/04/2021	100-343-42108	BUSINESS CARDS -PW MANAGER	86.95
Vendor 1979 - GALAXY PRESS Total:					319.54
Vendor: 2181 - KOFF & ASSOCIATES INC.					
013236	96524	06/04/2021	100-116-42101	BENCHMARK COMPENSATION STUDY-HR	4,320.00
Vendor 2181 - KOFF & ASSOCIATES INC. Total:					4,320.00
Vendor: LIN18 - LINCOLN AQUATICS					
D8730083	96525	06/04/2021	209-557-42108	POOL MAINTENANCE SUPPLIES	87.25
Vendor LIN18 - LINCOLN AQUATICS Total:					87.25
Vendor: CUR03 - LN CURTIS & SONS					
INV490500	96526	06/04/2021	100-231-44410	FIRE DEPT SAFETY CLOTHING	1,827.34
INV490578	96526	06/04/2021	100-231-47101	PORTABLE EMERGENCY SCENE LIGHT-FD	3,643.90
INV492553	96526	06/04/2021	100-231-44410	FIRE DEPT SAFETY CLOTHING	609.11
Vendor CUR03 - LN CURTIS & SONS Total:					6,080.35
Vendor: MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION					
2021020280	96527	06/04/2021	100-114-42102	CITY ATTORNEY SERVICES	13,807.30
2021020281	96527	06/04/2021	100-114-42102	CITY COUNCIL MEETINGS	1,146.20
2021020282	96527	06/04/2021	100-114-42102	GENERAL SERVICES PUBLIC WORKS	472.00
2021020283	96527	06/04/2021	100-114-42102	GENERAL SERVICES POLICE	934.00
2021020285	96527	06/04/2021	100-114-42102	GENERAL SERVICES CODE ENFORCEMENT	1,817.00
2021020286	96527	06/04/2021	100-114-42102	GENERAL SERVICES COMMUNITY DEVELOPMENT	4,411.00
2021020287	96527	06/04/2021	100-114-42102	PUBLIC RECORDS ACT REQUESTS	1,524.00
2021020288	96527	06/04/2021	100-114-42102	RISK MANAGEMENT	750.00
2021020289	96527	06/04/2021	100-114-42102	GENERAL SERVICES FINANCE	390.00
2021020290	96527	06/04/2021	100-114-42102	GENERAL SERVICES CITY CLERK	240.00
2021020291	96527	06/04/2021	100-114-42102	SUCCESSOR AGENCY ADMINISTRATIVE MATTERS	3,853.00
2021020292	96527	06/04/2021	100-114-42102	HOUSING SUCCESSOR AFFORDABLE HOUSING COVENANT COMP	3,402.00
2021020293	96527	06/04/2021	100-114-42102	SALE OF PINOLE SENIOR VILLAGE	115.50
2021020294	96527	06/04/2021	100-114-42102	PINOLE SHORES II	283.50
2021020295	96527	06/04/2021	100-114-42102	BALLOT MEASURE FIRE	3,923.50
2021020296	96527	06/04/2021	100-114-42102	COVID-19	742.00
2021020297	96527	06/04/2021	100-114-42102	MVP CONSTRUCTION LLC DISPUTE	3,197.38
2021020298	96527	06/04/2021	100-114-42102	SUCCESSOR AGENCY RDA SURPLUS PROPERTIES	8,840.00
Vendor MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION Total:					49,848.38
Vendor: 1992 - MT. DIABLO LANDSCAPE CENTERS					
51856-C	96529	06/04/2021	106-345-47203	LANDSCAPE SUPPLIES PV BASEBALL FIELD	382.80
51902-C	96529	06/04/2021	106-345-47203	LANDSCAPE SUPPLIES FOR PV BASEBALL FIELD	382.80
Vendor 1992 - MT. DIABLO LANDSCAPE CENTERS Total:					765.60
Vendor: PAC41 - PACIFIC ECORISK					
17441	96530	06/04/2021	500-641-44305	NPDES TOXICITY TESTING WPCP	1,046.00
Vendor PAC41 - PACIFIC ECORISK Total:					1,046.00

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WARRANT LISTING

Payment Dates: 5/29/2021 - 6/11/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2185 - THE WILSON BOHANNAN PADLOCK COMPANY					
0182289-IN	96531	06/04/2021	100-231-42107	BRASS PADLOCK- FIRE DEPT	340.55
Vendor 2185 - THE WILSON BOHANNAN PADLOCK COMPANY Total:					340.55
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
261982	96532	06/04/2021	100-343-42108	SANITARY SUPPLIES- CY	294.32
262013	96532	06/04/2021	100-222-42108	SNITARY SUPPLIES - PD	244.71
262014	96532	06/04/2021	100-343-42108	SANITARY SUPPLIES-CITY HALL	36.53
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					575.56
Vendor: 2186 - WEST COAST ARBORISTS, INC.					
1-6904	96533	06/04/2021	200-342-47205	RO1708 TREE & STUMP REMOVAL	4,800.00
Vendor 2186 - WEST COAST ARBORISTS, INC. Total:					4,800.00
Vendor: WES01 - WESTERN EXTERMINATOR CO.					
7902380	96534	06/04/2021	100-231-42108	PEST CONTROL MAINTENANCE FD STATION 74	71.00
Vendor WES01 - WESTERN EXTERMINATOR CO. Total:					71.00
Grand Total:					125,083.41

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	98,563.81
106 - MEASURE S-2014	15,765.60
200 - Gas Tax Fund	4,800.00
209 - Recreation Fund	4,908.00
500 - Sewer Enterprise Fund	1,046.00
Grand Total:	125,083.41

Account Summary

Account Number	Account Name	Payment Amount
100-110-42201	Office Expense	232.59
100-114-42102	Prof Svcs/Attorney Servic...	49,848.38
100-116-42101	Prof Svcs/Professional Ser...	4,320.00
100-117-42101	Prof Svcs/Professional Ser...	31,901.53
100-222-42108	Prof Svcs/Building-Structu...	244.71
100-231-42104	Prof Svcs/Paramedic Servi...	281.04
100-231-42107	Prof Svcs/Equipment Mai...	473.00
100-231-42108	Prof Svcs/Building-Structu...	71.00
100-231-43105	Utilities/Cable	49.55
100-231-44410	Safety Clothing	2,436.45
100-231-47101	FF&E/Equipment	3,643.90
100-231-47104	FF&E/Vehicles	1,978.47
100-342-42514	Admin Exp/Special Depart	873.56
100-343-42108	Prof Svcs/Building-Structu...	2,154.98
100-345-42108	Prof Svcs/Building-Structu...	54.65
106-231-42301	Travel & Training/Conf-Re...	15,000.00
106-345-47203	Improvements/Parks	765.60
200-342-47205	Improvements/Streets	4,800.00
209-20309	Deposits Payable/Recreat...	500.00
209-552-42108	Prof Svcs/Building-Structu...	3,660.75
209-554-38112	Rental Income/Facility Re...	660.00
209-557-42108	Prof Svcs/Building-Structu...	87.25
500-641-44305	Other Materials Supp/Lab...	1,016.00
Grand Total:		125,083.41

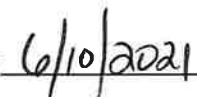
Project Account Summary

Project Account Key	Payment Amount
None	125,083.41
Grand Total:	125,083.41

Approved By: _____



Date: _____



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WARRANT LISTING

By Vendor Name

Payment Dates 5/29/2021 - 6/11/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: A&K01 - A & K MACHINE SHOP					
12589	96535	06/11/2021	500-641-42107	CLEAN RDT HOPPER PUMP SHAFT INSTALL SEALS/BEARINGS	450.00
Vendor A&K01 - A & K MACHINE SHOP Total:					450.00
Vendor: AAA03 - AAA FIRE PROTECTION SERVICES					
9548011	96536	06/11/2021	209-552-42108	SEMI ANNUAL FIRE SYSTEM SERVICE	575.12
Vendor AAA03 - AAA FIRE PROTECTION SERVICES Total:					575.12
Vendor: 2187 - ACTION GLASS, INC.					
W140400	96510	06/04/2021	209-552-42108	REC TEMPERED GLASS COVER	3,660.75
Vendor 2187 - ACTION GLASS, INC. Total:					3,660.75
Vendor: AIR07 - AIR EXCHANGE, INC.					
91604844	96511	06/04/2021	100-231-47104	U CLAMP TAILPIPE STOP FOR NEW ENGINE	140.37
Vendor AIR07 - AIR EXCHANGE, INC. Total:					140.37
Vendor: AME52 - AMERICAN MESSAGING SERVICE, LLC					
W4102378VF	96537	06/11/2021	525-118-43101	FD SERVICE JUNE 2021	43.82
Vendor AME52 - AMERICAN MESSAGING SERVICE, LLC Total:					43.82
Vendor: ARA01 - ARAMARK UNIFORM SERVICES					
517000039490	96512	06/04/2021	100-231-42107	FIRE LAUNDRY SERVICES	132.45
Vendor ARA01 - ARAMARK UNIFORM SERVICES Total:					132.45
Vendor: ARM04 - ARMOR LOCKSMITH SERVICES					
75154	96513	06/04/2021	100-345-42108	DUPLICATE KEYS- CY	43.69
Vendor ARM04 - ARMOR LOCKSMITH SERVICES Total:					43.69
Vendor: ATT01 - AT&T					
000016439958	96538	06/11/2021	525-118-43101	FD AT&T CALNET SERVICE 4/11- 5/10/21	741.41
000016439964	96538	06/11/2021	525-118-43101	PW AT&T CALNET SERVICE 4/11- 5/10/21	905.16
000016439965	96538	06/11/2021	525-118-43101	ADMIN AT&T CALNET SERVICE 4/11-5/10/21	2,104.10
000016439966	96538	06/11/2021	525-118-43101	RECREATION AT&T CALNET SERVICE 4/11-5/10/21	810.58
000016439967	96538	06/11/2021	525-118-43101	CDD AT&T CALNET SERVICE 4/11-5/10/21	231.48
000016439969	96538	06/11/2021	525-118-43101	EOC AT&T CALNET SERVICE 4/11-5/10/21	178.83
000016440492	96538	06/11/2021	525-118-43101	AP AT&T CALNET SERVICE 4/11- 5/10/21	210.64
000016498028	96538	06/11/2021	525-118-43101	PD AT&T CALNET SERVICE 4/20- 5/19/21	2,088.65
Vendor ATT01 - AT&T Total:					7,270.85
Vendor: BAY04 - BAY AREA BARRICADE SVC.					
0022106	96514	06/04/2021	100-342-42514	SIGNS - PW	873.56
Vendor BAY04 - BAY AREA BARRICADE SVC. Total:					873.56
Vendor: BAY34 - BAY AREA NEWS GROUP- EAST BAY					
0001296603	96539	06/11/2021	212-461-42514	LEGAL CLASSIFIED ADS MAY 2021	155.70
0001296603	96539	06/11/2021	212-461-42514	LEGAL CLASSIFIED ADS MAY 2021	247.50
Vendor BAY34 - BAY AREA NEWS GROUP- EAST BAY Total:					403.20

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WARRANT LISTING

Payment Dates: 5/29/2021 - 6/11/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2093 - BEST BEST & KRIEGER LLP					
902874	96540	06/11/2021	100-116-42101	CALPERS SERVICES MARCH 2021	4,850.00
Vendor 2093 - BEST BEST & KRIEGER LLP Total:					4,850.00
Vendor: BOU01 - BOUND TREE MEDICAL, LLC					
84062138	96515	06/04/2021	100-231-42104	SUPPLIES FIRE DEPT	74.90
84065570	96515	06/04/2021	100-231-42104	SUPPLIES FIRE DEPT	206.14
Vendor BOU01 - BOUND TREE MEDICAL, LLC Total:					281.04
Vendor: CAR30 - CAROLLO ENGINEERS INC					
FB10463-3	96541	06/11/2021	500-642-47201	SANITARY SEWER COLLECTION SYSTEM MASTER PLAN	36,104.50
Vendor CAR30 - CAROLLO ENGINEERS INC Total:					36,104.50
Vendor: CCP03 - CCP INDUSTRIES					
IN02771524	96542	06/11/2021	500-641-44410	NITRILE POWDER FREE EXAM GLOVES	196.32
Vendor CCP03 - CCP INDUSTRIES Total:					196.32
Vendor: CIT08 - CITY MECHANICAL, INC					
73116	96516	06/04/2021	100-343-42108	HVAC MAINTENANCE SVC-CITY HALL	1,265.18
73286	96516	06/04/2021	100-343-42108	HVAC MAINTENANCE SERVICE-POST OFFICE	472.00
Vendor CIT08 - CITY MECHANICAL, INC Total:					1,737.18
Vendor: 1190 - CITY OF BERKELEY					
21-WPPPINOLE-0001	96517	06/04/2021	106-231-42301	FIRE ACADEMY TRAINING	15,000.00
Vendor 1190 - CITY OF BERKELEY Total:					15,000.00
Vendor: COM20 - COMCAST					
051421CH	96543	06/11/2021	100-117-43105	CITY HALL CABLE SERVICE 5/19-6/18/21	34.59
MAY 14 21-8658	96518	06/04/2021	100-231-43105	FD CABLE SERVICES 05/19/21-06/18/21	49.55
Vendor COM20 - COMCAST Total:					84.14
Vendor: CON95 - CONTRA COSTA COUNTY TREASURER					
ASD M7052	96519	06/04/2021	100-117-42101	APRIL-JUNE 2021 ANIMAL CONTROL SERVICES	31,901.53
Vendor CON95 - CONTRA COSTA COUNTY TREASURER Total:					31,901.53
Vendor: JAC23 - CORNEKA JACKSON					
40720	96520	06/04/2021	209-20309	PYC RENTAL 3/21 CANCELED DUE TO SHELTER IN PLACE	500.00
40720	96520	06/04/2021	209-554-38112	PYC RENTAL 3/21 CANCELED DUE TO SHELTER IN PLACE	660.00
Vendor JAC23 - CORNEKA JACKSON Total:					1,160.00
Vendor: 2152 - DEROTIC EMERGENCY EQUIPMENT					
NO-1466	96521	06/04/2021	100-231-47104	PARTS AND LABOR FOR NEW FIRE ENGINE-UPGRADES	1,838.10
Vendor 2152 - DEROTIC EMERGENCY EQUIPMENT Total:					1,838.10
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
84044207	96544	06/11/2021	100-10601	CORP YARD UNLEADED GAS 5/25/21 500.6 GALLONS	2,007.36
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					2,007.36
Vendor: DOL01 - DOLAN'S LUMBER					
47588	96522	06/04/2021	100-345-42108	BUILDING MAINTENANCE SUPPLIES -PW	10.96
Vendor DOL01 - DOLAN'S LUMBER Total:					10.96
Vendor: FIS01 - FISHER SCIENTIFIC					
5094413	96545	06/11/2021	500-641-44303	POT IODIDE SOL 5%W/V 1L	68.03
6322409	96545	06/11/2021	500-641-44303	ACETATE BUFF, PH 4, 1L	67.88
Vendor FIS01 - FISHER SCIENTIFIC Total:					135.91

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Payment Dates: 5/29/2021 - 6/11/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1979 - GALAXY PRESS					
34324	96523	06/04/2021	100-110-42201	BUSINESS CARD FOR COUNCIL MEMBERS	232.59
34403	96546	06/11/2021	100-222-42201	PD BUSINESS CARDS E.LEW	64.80
34414	96523	06/04/2021	100-343-42108	BUSINESS CARDS -PW MANAGER	86.95
Vendor 1979 - GALAXY PRESS Total:					384.34
Vendor: GAL02 - GALLS, LLC					
018342126	96547	06/11/2021	100-231-44410	AKER TROUSER BELT	28.84
018342127	96547	06/11/2021	100-231-44410	AKER TROUSER BELT	28.84
018342128	96547	06/11/2021	100-231-44410	AKER TROUSER BELT	28.84
018369980	96547	06/11/2021	100-231-44410	S/S COTTON NFPA SHIRT	76.46
018369981	96547	06/11/2021	100-231-44410	S/S COTON NFPA SHIRT	76.46
018369982	96547	06/11/2021	100-231-44410	S/S COTTON NFPA SHIRT	76.46
Vendor GAL02 - GALLS, LLC Total:					315.90
Vendor: GLO08 - GLOBALSTAR					
15575739	96548	06/11/2021	525-118-43101	ORBIT 150 WIRELESS PLAN 5/16-6/15/21	113.19
Vendor GLO08 - GLOBALSTAR Total:					113.19
Vendor: GRA03 - GRAINGER					
9904535177	96549	06/11/2021	100-345-42108	ADJUSTABLE Z-BRACKET KIT	317.59
9908244206	96549	06/11/2021	500-641-44410	BLOODBORNE PATHOGEN KIT	46.86
Vendor GRA03 - GRAINGER Total:					364.45
Vendor: 1112 - GRAY-BOWEN-SCOTT					
21104	96550	06/11/2021	325-342-47205	PM SERVICES: DESIGN PHASE OF SPA BRIDGE REPLACMNT	6,065.00
Vendor 1112 - GRAY-BOWEN-SCOTT Total:					6,065.00
Vendor: HAC01 - HACH COMPANY					
12453320	96551	06/11/2021	500-641-44303	IODINE STD SOLN 1000 ML	41.54
Vendor HAC01 - HACH COMPANY Total:					41.54
Vendor: HOM01 - HOME DEPOT CREDIT SERVICE					
6035 3225 0315 0413 052121	96552	06/11/2021	100-222-42108	AGENCY WIDE HOME DEPOT PURCHASES	75.11
6035 3225 0315 0413 052121	96552	06/11/2021	100-343-42108	AGENCY WIDE HOME DEPOT PURCHASES	233.87
6035 3225 0315 0413 052121	96552	06/11/2021	100-345-42108	AGENCY WIDE HOME DEPOT PURCHASES	889.62
6035 3225 0315 0413 052121	96552	06/11/2021	209-552-42108	AGENCY WIDE HOME DEPOT PURCHASES	133.94
Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:					1,332.54
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
6498	96553	06/11/2021	209-554-42108	YOUTH CENTER JANITORIAL SERVICES JUNE 2021	179.70
6499	96553	06/11/2021	209-552-42108	SENIOR CENTER MONTHLY JANITORIAL SVCS UNE 2021	172.60
6500	96553	06/11/2021	209-552-43810	SENIOR CENTER KITCHEN JANITORIAL SVCS JUNE 2021	151.65
6501	96553	06/11/2021	209-553-42108	TINY TOTS MONTHLY JANITORIAL SVCS JUNE 2021	212.00
Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:					715.95
Vendor: 2181 - KOFF & ASSOCIATES INC.					
013236	96524	06/04/2021	100-116-42101	BENCHMARK COMPENSATION STUDY-HR	4,320.00
Vendor 2181 - KOFF & ASSOCIATES INC. Total:					4,320.00
Vendor: LIN18 - LINCOLN AQUATICS					
D8730083	96525	06/04/2021	209-557-42108	POOL MAINTENANCE SUPPLIES	87.25
Vendor LIN18 - LINCOLN AQUATICS Total:					87.25
Vendor: CUR03 - LN CURTIS & SONS					
INV490500	96526	06/04/2021	100-231-44410	FIRE DEPT SAFETY CLOTHING	1,827.34

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Payment Dates: 5/29/2021 - 6/11/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
INV490578	96526	06/04/2021	100-231-47101	PORTABLE EMERGENCY SCENE LIGHT-FD	3,643.90
INV492553	96526	06/04/2021	100-231-44410	FIRE DEPT SAFETY CLOTHING	609.11
Vendor CUR03 - LN CURTIS & SONS Total:					6,080.35
Vendor: MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION					
2021020280	96527	06/04/2021	100-114-42102	CITY ATTORNEY SERVICES	13,807.30
2021020281	96527	06/04/2021	100-114-42102	CITY COUNCIL MEETINGS	1,146.20
2021020282	96527	06/04/2021	100-114-42102	GENERAL SERVICES PUBLIC WORKS	472.00
2021020283	96527	06/04/2021	100-114-42102	GENERAL SERVICES POLICE	934.00
2021020285	96527	06/04/2021	100-114-42102	GENERAL SERVICES CODE ENFORCEMENT	1,817.00
2021020286	96527	06/04/2021	100-114-42102	GENERAL SERVICES COMMUNITY DEVELOPMENT	4,411.00
2021020287	96527	06/04/2021	100-114-42102	PUBLIC RECORDS ACT REQUESTS	1,524.00
2021020288	96527	06/04/2021	100-114-42102	RISK MANAGEMENT	750.00
2021020289	96527	06/04/2021	100-114-42102	GENERAL SERVICES FINANCE	390.00
2021020290	96527	06/04/2021	100-114-42102	GENERAL SERVICES CITY CLERK	240.00
2021020291	96527	06/04/2021	100-114-42102	SUCCESSOR AGENCY ADMINISTRATIVE MATTERS	3,853.00
2021020292	96527	06/04/2021	100-114-42102	HOUSING SUCCESSOR AFFORDABLE HOUSING COVENANT COMP	3,402.00
2021020293	96527	06/04/2021	100-114-42102	SALE OF PINOLE SENIOR VILLAGE	115.50
2021020294	96527	06/04/2021	100-114-42102	PINOLE SHORES II	283.50
2021020295	96527	06/04/2021	100-114-42102	BALLOT MEASURE FIRE	3,923.50
2021020296	96527	06/04/2021	100-114-42102	COVID-19	742.00
2021020297	96527	06/04/2021	100-114-42102	MVP CONSTRUCTION LLC DISPUTE	3,197.38
2021020298	96527	06/04/2021	100-114-42102	SUCCESSOR AGENCY RDA SURPLUS PROPERTIES	8,840.00
Vendor MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION Total:					49,848.38
Vendor: HOW08 - MICHAEL HOWE					
052621 REIMBURSEMENT	96554	06/11/2021	500-641-42301	REIMBURSEMENT FOR WATER/WASTEWATER CLASS AT SOLANO	146.00
Vendor HOW08 - MICHAEL HOWE Total:					146.00
Vendor: 1890 - MM COMMUNICATIONS INC					
INV-1025	96555	06/11/2021	525-118-42105	SENIOR CENTER CABLE LABOR	2,226.00
INV-1026	96555	06/11/2021	525-118-42105	YOUTH CENTER CABLE LABOR	1,819.50
Vendor 1890 - MM COMMUNICATIONS INC Total:					4,045.50
Vendor: 1992 - MT. DIABLO LANDSCAPE CENTERS					
51856-C	96529	06/04/2021	106-345-47203	LANDSCAPE SUPPLIES PV BASEBALL FIELD	382.80
51902-C	96529	06/04/2021	106-345-47203	LANDSCAPE SUPPLIES FOR PV BASEBALL FIELD	382.80
Vendor 1992 - MT. DIABLO LANDSCAPE CENTERS Total:					765.60
Vendor: PAC41 - PACIFIC ECORISK					
17441	96530	06/04/2021	500-641-44305	NPDES TOXICITY TESTING WPCP	1,046.00
Vendor PAC41 - PACIFIC ECORISK Total:					1,046.00
Vendor: JAR01 - PINOLE GOODYEAR					
030231	96556	06/11/2021	100-343-42107	NEW TIRES PW TRUCK LIC 1493019	363.47
Vendor JAR01 - PINOLE GOODYEAR Total:					363.47

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Payment Dates: 5/29/2021 - 6/11/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: PRO18 - PROTECTION 1 / ADT					
053121 STATEMENT	96557	06/11/2021	209-553-42108	TINY TOTS ALARM SVC 6/24-7/23/21	85.50
Vendor PRO18 - PROTECTION 1 / ADT Total:					85.50
Vendor: RWS00 - R.W. SCOTT CONSTRUCTION					
052921 INVOICE	96558	06/11/2021	100-231-42512	TRAIL RIDGE TOPS FROM PINOLE TO HERCULES	13,425.00
Vendor RWS00 - R.W. SCOTT CONSTRUCTION Total:					13,425.00
Vendor: 1714 - SHERRI D. LEWIS					
PC010PINOLE-FY20/21	96559	06/11/2021	212-461-42514	APRIL 26 PLANNING COMMISSION MEETING MINUTES	450.00
Vendor 1714 - SHERRI D. LEWIS Total:					450.00
Vendor: OFF11 - THE OFFICE CITY					
IN-1691361	96560	06/11/2021	500-641-42201	WPCP OFFICE SUPPLIES	153.84
IN-1694267	96560	06/11/2021	500-641-42201	WPCP OFFICE SUPPLIES	63.62
Vendor OFF11 - THE OFFICE CITY Total:					217.46
Vendor: 2185 - THE WILSON BOHANNAN PADLOCK COMPANY					
0182289-IN	96531	06/04/2021	100-231-42107	BRASS PADLOCK- FIRE DEPT	340.55
Vendor 2185 - THE WILSON BOHANNAN PADLOCK COMPANY Total:					340.55
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
261982	96532	06/04/2021	100-343-42108	SANITARY SUPPLIES- CY	294.32
262013	96532	06/04/2021	100-222-42108	SNITARY SUPPLIES - PD	244.71
262014	96532	06/04/2021	100-343-42108	SANITARY SUPPLIES-CITY HALL	36.53
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					575.56
Vendor: USB06 - US BANK					
444292783	96561	06/11/2021	525-118-42107	CANON COPIERS PAYMENT	2,501.86
Vendor USB06 - US BANK Total:					2,501.86
Vendor: VER02 - VERIZON WIRELESS					
9879851791	96562	06/11/2021	525-118-43101	WIRELESS PHONES/MONITORS 3/16-4/15 & 4/16-5/15/21	10,180.14
Vendor VER02 - VERIZON WIRELESS Total:					10,180.14
Vendor: 2186 - WEST COAST ARBORISTS, INC.					
1-6904	96533	06/04/2021	200-342-47205	RO1708 TREE & STUMP REMOVAL	4,800.00
Vendor 2186 - WEST COAST ARBORISTS, INC. Total:					4,800.00
Vendor: WES01 - WESTERN EXTERMINATOR CO.					
7902380	96534	06/04/2021	100-231-42108	PEST CONTROL MAINTENANCE FD STATION 74	71.00
Vendor WES01 - WESTERN EXTERMINATOR CO. Total:					71.00
Grand Total:					217,583.38

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	121,141.12
106 - MEASURE S-2014	15,765.60
200 - Gas Tax Fund	4,800.00
209 - Recreation Fund	6,418.51
212 - Building & Planning	853.20
325 - City Street Improvements	6,065.00
500 - Sewer Enterprise Fund	38,384.59
525 - Information Systems	24,155.36
Grand Total:	217,583.38

Account Summary

Account Number	Account Name	Payment Amount
100-10601	Gas Tanks/Corp Yard	2,007.36
100-110-42201	Office Expense	232.59
100-114-42102	Prof Svcs/Attorney Servic...	49,848.38
100-116-42101	Prof Svcs/Professional Ser...	9,170.00
100-117-42101	Prof Svcs/Professional Ser...	31,901.53
100-117-43105	Utilities/Cable	34.59
100-222-42108	Prof Svcs/Building-Structu...	319.82
100-222-42201	Office Expense	64.80
100-231-42104	Prof Svcs/Paramedic Servi...	281.04
100-231-42107	Prof Svcs/Equipment Mai...	473.00
100-231-42108	Prof Svcs/Building-Structu...	71.00
100-231-42512	Admin Exp/Abatement	13,425.00
100-231-43105	Utilities/Cable	49.55
100-231-44410	Safety Clothing	2,752.35
100-231-47101	FF&E/Equipment	3,643.90
100-231-47104	FF&E/Vehicles	1,978.47
100-342-42514	Admin Exp/Special Depart	873.56
100-343-42107	Prof Svcs/Equipment Mai...	363.47
100-343-42108	Prof Svcs/Building-Structu...	2,388.85
100-345-42108	Prof Svcs/Building-Structu...	1,261.86
106-231-42301	Travel & Training/Conf-Re...	15,000.00
106-345-47203	Improvements/Parks	765.60
200-342-47205	Improvements/Streets	4,800.00
209-20309	Deposits Payable/Recreat...	500.00
209-552-42108	Prof Svcs/Building-Structu...	4,542.41
209-552-43810	Program Cost/Center Mai...	151.65
209-553-42108	Prof Svcs/Building-Structu...	297.50
209-554-38112	Rental Income/Facility Re...	660.00
209-554-42108	Prof Svcs/Building-Structu...	179.70
209-557-42108	Prof Svcs/Building-Structu...	87.25
212-461-42514	Admin Exp/Special Depart	853.20
325-342-47205	Improvements/Streets	6,065.00
500-641-42107	Prof Svcs/Equipment Mai...	450.00
500-641-42201	Office Expense	217.46
500-641-42301	Travel & Training/Conf-Re...	146.00
500-641-44303	Other Materials Supp/Ch...	177.45
500-641-44305	Other Materials Supp/Lab...	1,046.00
500-641-44410	Safety Clothing	243.18
500-642-47201	Improvements/Building	36,104.50
525-118-42105	Prof Svcs/Network Maint...	4,045.50
525-118-42107	Prof Svcs/Equipment Mai...	2,501.86
525-118-43101	Utilities/Telephone	17,608.00
Grand Total:		217,583.38

Project Account Summary

Project Account Key
None

Payment Amount
217,583.38
217,583.38

Grand Total:

Approved by:  Date: 6/11/2021



CITY COUNCIL REPORT

7C

DATE: JUNE 15, 2021

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

BY: ALEX MOG, ASSISTANT CITY ATTORNEY

SUBJECT: RESOLUTION CONFIRMING CONTINUED EXISTENCE OF LOCAL EMERGENCY

RECOMMENDATION

Staff recommends that the City Council adopt a resolution confirming the continued existence of a local emergency.

BACKGROUND

On March 18, 2020, the City Manager, acting as Director of Emergency Services, proclaimed a local emergency pursuant to California Government Code Section 8630 and Pinole Municipal Code Chapter 2.32. The emergency declaration was based on public health and safety concerns for persons and property within the City as a consequence of the global spread of novel coronavirus 2019 ("COVID-19"), including confirmed cases in Contra Costa County, as well as, the Contra Costa County Department of Health's shelter in place order dated March 16, 2020. The City Council subsequently adopted a resolution affirming the City Manager's emergency declaration.

The California Emergency Services Act requires the City Council to review the need for continuing the local emergency at least once every 60 days. Although the local emergency does not end until terminated by the City Council, the Pinole Municipal Code requires the City Council to review the need for continuing the local emergency every 14 days. The City Council has confirmed the continued existence of the local emergency multiple times since the emergency was first declared, most recently on June 1 2021. Staff anticipates that the City Council's July 6 meeting will include an item to discuss whether or not to terminate the local emergency.

DISCUSSION

Over a year after the COVID-19 pandemic began, relevant public health trends show that significant progress has been made in fighting the spread of COVID-19.

Current Case Trends

There have now been over 70,00 cases of COVID-19 within the County and approximately 805 deaths, which is essentially unchanged from 2 weeks ago. The case rate within the County is less than 3 new case per day per 100,000 people. In Pinole, the rate of new cases over the last 14 days is approximately 46 new cases per 100,000 people. This is consistent with trends throughout Contra Costa County and California. After the extreme surge that occurred over the winter months, there was a rapid decline in case numbers in late winter and early spring. Case numbers continue to decline.

Currently the estimated rate of infection in Contra Costa County is approximately 0.97. This means that each person with COVID-19 causes 0.97 new infections. When the infection rate is above 1.0, the spread of the diseases is increasing, and when it is below 1.0 the spread of the disease is slowing. This is a positive trend, and the prevalence of COVID-19 continues to decrease in the community. In order for this trend to continue, public health officials advise continuing to practice social distancing will help prevent a new surge.

Vaccines

There has also been significant progress in the administration of the COVID-19 vaccine, with the rate of inoculation significantly increasing. The County estimates that over 77% of residents over the age of 12 have now received the first dose of the vaccine, and around 68% are fully vaccinated. In Pinole approximately 61% of adults have been fully vaccinated, which is slightly less than the County average. Over 1.35 million vaccinations have already been administered in the County. However, the daily number of vaccines administered is steadily declining.

As of April 15, everyone over the age of 16 is eligible to receive a COVID-19 vaccine in California. Appointments can be made through the County at cchealth.org/coronavirus or by calling 1-833-829-2626, as well as at <https://myturn.ca.gov/>. In addition, individuals can make appointments through their health care provider or certain local pharmacies, including Walgreens and CVS.

Blue Print for Reopening

California's "Blueprint for a Safer Economy" establishes criteria for loosening and tightening restrictions on activities based on the level of spread of COVID-19. There are currently four tiers. As of the time of publication of the agenda for this meeting, Contra Costa County remains within "moderate" or orange tier. This is the second lowest of the four tiers.

The Governor has announced June 15 as a goal for the date that all restrictions will be lifted, as long as: 1) vaccine supply is sufficient for Californians 16 years and older who wish to be inoculated to receive a vaccine; and 2) hospitalization rates are stable and low. On that date, the Blueprint for a Safer Economy will be eliminated and most indoor activities will be allowed to resume. In addition, the Governor has

announced that California's statewide mask rules will be revised on June 15 to follow the current CDC guidance, which provide that vaccinated individuals are not required to wear masks in most indoor settings. However, Cal-OSHA recently announced that employees will continue to be required to wear masks indoors whenever a non-vaccinated person is also in the room.

Role of Emergency Declaration

Under State law and the Municipal Code, the City may declare an emergency to respond to conditions of disaster or of extreme peril to the safety of persons and property within Pinole. There are three main reasons for a City to adopt an emergency declaration. First, an emergency declaration gives the City the power to adopt emergency rules and waive certain otherwise applicable procedural requirements. For example, the City has used this power to allow businesses to obtain temporary use permits to operate outside without going through the normal process established by the Zoning Code. The City also used these powers to adopt an eviction moratorium, prior to the enactment of a similar moratorium by the County and State.

Second, an emergency declaration is usually necessary for the City to access certain types of State and Federal emergency funding. This requirement is common for natural disasters and other types of localized emergencies. Because of the widespread nature of the COVID-19 pandemic, State and Federal financial assistance related to COVID-19 has been provided without a requirement that the City maintain a general emergency declaration.

Third, an emergency declaration sends a message to the public that unusual conditions exist that actively threaten the public health, safety or welfare in the community. This is a primary reason for continuing the COVID-19 local emergency declaration. Continuing to renew the emergency declaration helps communicate to the public that the COVID-19 emergency persists. Although case rates are decreasing, and the rate of vaccine administration is increasing, public health officials have advised that this progress is vulnerable to reversal. Public health officials state that it is critical for the public to continue to practice pandemic safety measures, such as wearing masks and practicing social distancing when in public, even if vaccinated.

The Governor has announced that many COVID-19 related restrictions will be lifted on June 15 as we enter a new phase of the pandemic. However, as of the date of publication of the agenda, there is still considerable uncertainty as to what regulations will be in place after June 15. We recommend the City Council continue to renew the emergency declaration at this time and reconsider whether to terminate the declaration at its next meeting. At that time, more information will be known about what post June 15 safety measures are in place.

If the proposed resolution is adopted, the City Council will confirm the continued existence of the local emergency. In accordance with state law and the Municipal

Code, the City Council will review the emergency declaration periodically until the conditions warrant a termination of the emergency declaration.

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the resolution ratifying a local emergency.

ATTACHMENTS

- A. Resolution Confirming Continued Existence of Local Emergency

3772655.1

RESOLUTION NO. 2021-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE
CONFIRMING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY DUE
TO COVID-19**

WHEREAS, Government Code Section 8630 and Pinole Municipal Code Section 2.32.060 authorize the Director of Emergency Service to proclaim a local emergency when conditions of disaster or extreme peril to the safety of persons and property within the territorial limits of a city exist if the City Council is not in session and provides that the City Council shall ratify the proclamation within seven days thereafter; and

WHEREAS, in accordance with Government Code Section 8630 and Pinole Code Section 2.32.060, the Director of Emergency Services proclaimed the existence of a local emergency caused by the Novel Coronavirus (COVID-19), a respiratory disease first identified in China that may result in serious illness or death that is easily transmissible from person to person, on March 18, 2020; and

WHEREAS, on March 24, 2020, the City Council ratified and confirmed the proclamation of the existence of a local emergency issued by the Director of Emergency Services; and

WHEREAS, pursuant to Government Code Section 8630 and Pinole Municipal Code Section 2.32.060, the City Council must periodically review the need for continuing the local emergency; and

WHEREAS, the conditions that prompted the original declaration of a local emergency continue to exist; and

WHEREAS, the recitals contained in Resolution No. 2020-13, adopted by the City Council on March 24, 2020, are incorporated into this Resolution as if stated herein; and

WHEREAS, while the rate of new cases of COVID-19 has decreased from previous highs throughout California, including within Contra Costa County, there continue to be new cases remains steady; and

WHEREAS, there have now been over 70,168 cases of COVID-19 and approximately 805 deaths within the County; and

WHEREAS, the rate of new cases in Pinole over the last 14 days is approximately 2.8 per 100,000 people, which is a decline from two weeks ago; and

WHEREAS, Contra Costa County remains within the “moderate” tier in the State’s four tier blueprint for a safer economy due to the significant prevalence of COVID-19; and

WHEREAS, administration of the COVID-19 vaccine is progressing rapidly, but only approximately 76.4% of the adult population in the County has been fully vaccinated and the daily number of vaccines administered is steadily decreasing; and

WHEREAS, in order to maintain progress in containing the spread of COVID-19, the public must continue to practice appropriate safety measures; and

WHEREAS, the public health and safety concerns for persons and property within the City as a consequence of the global spread of COVID-19 continue to exist; and

WHEREAS, the health, safety, and welfare of Pinole residents, businesses, visitors, and staff is of utmost importance to the City and additional future measures may be needed to protect the community; and

WHEREAS, the City may require additional assistance in the future, and a formal declaration of emergency allows the City to access resources in a timely manner in a timely fashion; and

WHEREAS, the City Council finds that conditions of extreme peril to the safety of persons and property within the territorial limits of the City related to COVID-19 pandemic continue in existence; and

WHEREAS, the City Council finds that extraordinary measures are required to protect the public health, safety, and of persons and property within the City that are or are likely to be beyond the control or capability of the services, personnel, equipment, and facilities of the City; and

WHEREAS, the City Council have continued existence of a local emergency periodically since it was first declared on March 18, 2020; and

WHEREAS, the City Council desires to confirm the continued existence of a local emergency within Pinole due to COVID-19.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Pinole hereby declares as follows:

1. The local emergency declared by Resolution No. 2020-13 due to the COVID-19 Pandemic continues to exist within the City of Pinole.
2. During the existence of the declared local emergency, the powers, functions, and duties of the City Manager, acting as Director of Emergency Services, and the emergency organization of this City shall be those prescribed by State law and by ordinances and resolutions of the City of Pinole.
3. The declaration of local emergency shall remain in effect until such time that the Council determines that the emergency conditions have been abated.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 15th day of June, 2021, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

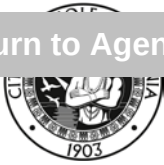
ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed, and adopted on the 15th day of June, 2021.

Heather Iopu, CMC
City Clerk

3772689.1



CITY COUNCIL REPORT

7D

DATE: JUNE 15, 2021

TO: MAYOR AND CITY COUNCIL

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING A PURCHASE AND SALE AGREEMENT BY AND BETWEEN THE CITY OF PINOLE AND E. J. Y. SMITH FOR THE SALE OF PROPERTY LOCATED AT 612 TENNENT AVE (APN: 401-142-011) AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE PURCHASE AND SALE AGREEMENT AND AN AFFORDABLE HOUSING REGULATORY AGREEMENT IN SUCH FORM AS APPROVED BY THE CITY ATTORNEY AND THE CITY MANAGER

RECOMMENDATION

Staff recommends that the City Council approve a Purchase and Sale Agreement (PSA, attached) by and between the City of Pinole and E. J. Y. Smith (the "Buyer"), for the sale of property located in the City of Pinole at 612 Tennent Avenue (APN: 401-142-011) (the "Property").

BACKGROUND

In 2007, the former Redevelopment Agency purchased the Property with low- and moderate-income housing funds. The former Redevelopment Agency purchase this property along with the property at 648 Tennent Ave, which is now the Youth Center.

In 2012, the California State Legislature passed AB 26 (as amended by AB 1484 and SB 107, the "Dissolution Law") dissolving redevelopment agencies statewide. In accordance with the Dissolution Law, the Successor Agency was required to prepare a list and plan to dispose of all properties owned by the Redevelopment Agency at the time it was dissolved. Additionally, all former Redevelopment Agencies were also required to submit a Housing Asset Inventory Report (HAI) to the Department of Finance (DOF) by the summer of 2012. The Agency had a couple of housing properties and numerous outstanding loans in which Housing funds were utilized and therefore completed and submitted the HAI report to the Department of Finance (DOF) on July 31, 2012. The DOF approved the report on February 15, 2013.

The City put out a request for proposals for the sale the Property and selected the proposal from the Buyer to purchase the Property for construction of four residential rental units.

REVIEW AND ANALYSIS

On February 19, 2021, the City entered negotiations with the Buyer for the sale of the Property. During the negotiations process, the City informed the buyer that one of the four proposed units was required to be affordable to very-low income households. The parties negotiated the Purchase and Sale Agreement substantially in the form attached to this staff report.

- **Purchase and Sale Agreement**

Below are the key negotiated deal points of the Purchase and Sale Agreement, which is now in a substantial form for City Council consideration and approval.

- Recital G: The Buyer desires to purchase the Property and proposes to renovate the existing structures located on the Property to provide four residential rental units.
- Section 2.2: Purchase Price – the purchase price is \$500,000.
- Section 3.3 Buyer's Deposit – requires Buyer to deposit \$10,000 into the escrow account. The Deposit is applicable to the Purchase Price at closing. The Deposit is non-refundable after the Due Diligence Contingency Period has expired.
- Section 4.2 Due Diligence Contingency Period – provides that the Buyer have sixty (60) days from the contract effective date to complete physical inspection of the property and due diligence related to the purchase.
- Section 4.3 Satisfaction of Due Diligence Contingency – provides that the Buyer have the ability to terminate the Purchase Agreement prior to the end of the sixty (60) day due diligence period for any reason with a full refund of their Deposit.
- Section 5.1 Closing – Buyer agrees to close escrow no later than ninety (90) days from the expiration of the Due Diligence Contingency Period (150 days from Effective date of Agreement) unless the parties agree to any extension.
- Section 5.3 City's Conditions to Closing – established obligations that Buyer must complete prior to closing escrow, including obtaining City approval of all entitlements (building permit for construction of the residential units including Americans with Disability Act improvements) needed to construct the project.
- Section 5.5(d) Closing Costs – Each party agrees to pay one-half of escrow fees and recording fees. The Buyer will pay title insurance, title report, and pro-rated property taxes costs. The City will pay all governmental conveyance fees and all transfer taxes and. The Buyer will pay all Broker Fees.

There are other sections within the Purchase and Sale Agreement that are not listed above, which reflect standard language on warranties and covenants, insurance, indemnification, breach, or default by the Buyer.

- **Affordable Housing Regulatory Agreement**

Buyer, as a condition of closing, has agreed to enter into an affordable covenant to maintain one housing as affordable for a period of fifty-five (55) years following the effective date of the Purchase and Sale Agreement.

- Buyer agree that the Facility shall be subject to the conditions and restrictions, and the rights of City under this Covenant, and buyer further agrees that it shall require the property manager to comply with the income and rent restrictions contained in this Covenant.
- From the effective date of the Purchase and Sale agreement, the unit must be occupied (or if vacant, available for occupancy) by eligible households whose income does not exceed very-low income.

Each year, the City will require that the property owner comply with a recertification of tenants income process to assure that the restricted unit is occupied by an eligible tenant whose income falls within the restriction requirements.

Staff recommends that City Council permit the City Manager to execute the Regulatory Agreement, as prepared by the City Attorney, with such changes as are approved by the City Attorney and the City Manager.

FISCAL IMPACT

Sale proceeds and expenditures associated with the sale of 612 Tennent Ave, will be deposited in the City's low- and moderate-income housing fund.

ATTACHMENTS:

Attachment A:	Resolution
Exhibit A:	Purchase and Sale Agreement

3782333.1

RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE
APPROVING A PURCHASE AND SALE AGREEMENT BY AND BETWEEN THE
CITY OF PINOLE AND E. J. Y. SMITH FOR THE SALE OF PROPERTY
LOCATED AT 612 TENNENT AVE (APN: 401-142-011) AND AUTHORIZING THE
CITY MANAGER TO EXECUTE THE PURCHASE AND SALE AGREEMENT AND
AN AFFORDABLE HOUSING REGULATORY AGREEMENT IN SUCH FORM AS
APPROVED BY THE CITY ATTORNEY AND THE CITY MANAGER**

WHEREAS, the City of Pinole (the “**City**”) is the owner of certain property located at 612 Tennent Ave. in the City, known as County Assessor’s Parcel Number 401-142-011-6 (the “**Property**”); and

WHEREAS, the Property was purchased by the former Redevelopment Agency of the City of Pinole (the “**Agency**”) with low- and moderate-income housing funds in accordance with Community Redevelopment Law (Health and Safety Code Sections 33000 et seq.); and

WHEREAS, on June 29, 2011 the legislature of the State of California (the “**State**”) adopted Assembly Bill x1 26 (“**AB 26**”) (together with AB 1484 and SB 107, the “**Dissolution Law**”), which dissolved redevelopment agencies in the State, including the Agency; and

WHEREAS, pursuant to the Dissolution Law, the City agreed to become the housing successor to the Agency; and

WHEREAS, the Property was transferred to the City pursuant to the housing asset transfer agreement approved February 15, 2013; and

WHEREAS, the City put out a request for proposals for the sale the Property and desires to convey the Property to E. J. Y. Smith, an individual (the “**Buyer**”) for construction of four (4) residential rental units (the “**Project**”); and

WHEREAS, according to the Section 17.32 of the Pinole Municipal Code the Buyer is required to rent one (1) residential unit to a very low -income household; and

WHEREAS, the City and the Buyer have negotiated a Purchase and Sale Agreement and Joint Escrow Instructions (the “**Purchase Agreement**”), substantially in the form attached as Exhibit A, setting forth the terms and conditions under which City will sell the Property to the Buyer; and

WHEREAS, prior to or concurrently with closing on the Property, the City and the Buyer will enter into an Affordable Housing and Rental Restriction Agreement (the “**Regulatory Agreement**”), which will restrict one residential unit in the Project to a very-low income household for a minimum of fifty-five years; and

WHEREAS, the City Council has duly considered all of the terms and conditions of the proposed Purchase Agreement and believes that the sale of the Property pursuant to the

Purchase Agreement is in the best interests of the City of Pinole and the health, safety, and welfare of its residents, and in accord with the public purposes and provisions of applicable state and local laws and requirements.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PINOLE
DOES RESOLVE AS FOLLOWS:**

SECTION 1. The City Council finds and determines that the recitals are true and correct and incorporated herein by this reference.

SECTION 2. The City Council hereby approves the Purchase and Sale Agreement, substantially in the form on file with the City Clerk and attached hereto as Exhibit A.

SECTION 3. The City Manager (or his designee) is hereby authorized to make revisions to the Purchase Agreement, in consultation with the City Attorney, that do not materially or substantially increase the City obligations thereunder, to execute the Purchase Agreement, to make all approvals and take all actions necessary or appropriate to carry out the Purchase Agreement, and to administer the City's obligations, responsibilities and duties to be performed under the Purchase Agreement, this Resolution and any related documents.

SECTION 4. The City Manager (or his designee) is hereby authorized to execute the Regulatory Agreement, in a form to be prepared by the City Attorney, with such changes as are authorized by the City Attorney and the City Manager.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 15th day of June, 2021, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed, and adopted on the 15th day of June, 2021.

Heather Iopu, CMC
City Clerk

PURCHASE AND SALE AGREEMENT AND JOINT ESCROW INSTRUCTIONS

THIS PURCHASE AND SALE AGREEMENT AND JOINT ESCROW INSTRUCTIONS (this “**Agreement**”) is entered into as of June __, 2021 (the “**Effective Date**”) by and between the City of Pinole, a California municipal corporation (“**City**”) and E. J. Y. Smith, an individual (the “**Buyer**”). City and Buyer are each referred to as a “**Party**” and collectively referred to herein as the “**Parties**.”

RECITALS

A. City is the owner of certain property located at 612 Tennent Ave. in the City, known as County Assessor’s Parcel Number 401-142-011-6 (the “**Property**”), as more particularly described in Exhibit A attached hereto and incorporated herein by this reference.

B. The Property was purchased by the former Redevelopment Agency of the City of Pinole (the “**Agency**”) with low- and moderate-income housing funds in accordance with Community Redevelopment Law (Health and Safety Code Sections 33000 et seq.).

C. On June 29, 2011 the legislature of the State of California (the “**State**”) adopted Assembly Bill x1 26 (“**AB 26**”) (together with AB 1484 and SB 107, the “**Dissolution Law**”), which dissolved redevelopment agencies in the State, including the Agency.

D. Pursuant to the Dissolution Law, the City agreed to become the housing successor to the Agency.

E. The Property was transferred to the City pursuant to the housing asset transfer agreement approved February 15, 2013.

F. City put out a request for proposals for the sale the Property and selected Buyer’s proposal to purchase the Property.

G. Buyer desires to purchase the Property and proposes to renovate the existing structure located on the Property to provide four residential rental units (the “**Project**”).

H. Pursuant to Pinole Municipal Code Section 17.32 (the “**Inclusionary Housing Ordinance**”) the Buyer will be required to rent one of the residential units in the Project at an affordable housing cost.

I. Prior to Closing (defined below) on the Property, the City and the Buyer will enter into an Affordable Housing and Rental Restriction Agreement (the “**Regulatory Agreement**”).

J. The purchase price for the Property is Five Hundred Thousand Dollars (\$500,000) (the “**Purchase Price**”).

K. City desires to sell the Property to Buyer, and Buyer desires to purchase the property from City in accordance with the terms of this Agreement, and the Pinole Municipal Code.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained in this Agreement, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged by the Parties, City and Buyer hereby agree as follows:

1. INCORPORATION OF RECITALS AND EXHIBITS. The Recitals set forth above and the Exhibits attached to this Agreement are each incorporated into the body of this Agreement as if set forth in full.

2. PURCHASE AND SALE.

2.1 Agreement to Buy and Sell. Subject to the terms and conditions set forth herein, City agrees to sell the Property to Buyer, and Buyer hereby agrees to acquire the Property from City.

2.2 Purchase Price. The purchase price to be paid by Buyer to City for the Property is Five Hundred Thousand Dollars (\$500,000) (the “**Purchase Price**”).

2.3 Payment of Purchase Price. The Purchase Price will be paid in immediately available funds to Seller from Buyer at Closing (defined in Section 5 below).

3. ESCROW.

3.1 Escrow Account. Seller has opened an escrow account (the “**Escrow**”) maintained by Old Republic Title Company as Escrow No. 0147024374-DJ, located at 1000 Burnett Ave., Suite 400, Concord, CA 94523, Attn: Donna Jones (the “**Escrow Holder**”). Escrow Holder shall perform all escrow and title services in connection with this Agreement.

3.2 Opening of Escrow. Within five (5) business days after the Effective Date, the Parties will deposit into Escrow the fully executed Agreement, or executed counterparts thereto. The date such fully executed Agreement is received by Escrow Holder will be deemed the “**Opening of Escrow.**”

3.3 Buyer's Deposit. Upon Opening of Escrow, the Buyer shall deposit Ten Thousand Dollars and No/100 (\$10,000.00) into Escrow (the “**Deposit**”). The Deposit is non-refundable after the Due Diligence Contingency Period has expired but applicable to the Purchase Price at Closing. In the event Buyer does not approve

Due Diligence on or before the expiration of the Due Diligence Contingency Period, Buyer's deposit shall be immediately returned to Buyer and this Agreement shall terminate.

4. DUE DILIGENCE AND PROPERTY DISCLOSURE REQUIREMENTS.

4.1 Condition of Title/Preliminary Title Report. Within three days of Opening of Escrow, Escrow Holder will deliver a Preliminary Title Report for the Property (the "**Preliminary Report**") to Buyer and City. Buyer will review the Preliminary Report and approve all of the following exceptions to title, (the "**Permitted Exceptions**"): (a) standard printed exceptions in the Preliminary Report; (b) general and special real property taxes and assessments constituting a lien not yet due and payable; (c) any exceptions approved in writing by Buyer.

4.2 Due Diligence Contingency Period. Buyer will have sixty (60) days from the Effective Date (the "**Due Diligence Contingency Period**") to complete physical inspections of the Property and due diligence related to the purchase of the Property, including review of the Regulatory Agreement. City shall provide to Buyer copies of all reasonably available and known documents relating to the ownership and operation of the Property, including but not limited to agreements, plans, permits and reports (environmental, structural, mechanical, engineering and land surveys) that City has in its possession not later than five (5) days following the Effective Date. All physical inspections must be coordinated with City's representative. Buyer hereby agrees to indemnify and hold City harmless for any damage to the Property caused (but not merely revealed) by Buyer's inspections.

4.3 Satisfaction of Due Diligence Contingency. Buyer shall have the right, in its sole discretion, to terminate this Agreement for any reason prior to the expiration of the Due Diligence Contingency Period and receive a refund of Buyer's Deposit. Buyer hereby agrees to provide written notice to City prior to the expiration of the Due Diligence Contingency Period if Buyer disapproves any due diligence items. Upon provision of such notice to City, this Agreement will terminate, and all amounts deposited by Buyer into escrow, together with interest thereon, if any, will be returned to Buyer, and neither Party will have any further rights or obligations hereunder except those which expressly survive the termination of this Agreement. If Buyer fails to notify City in writing of its approval of its due diligence on or before the expiration of the Due Diligence Contingency Period, it will be conclusively presumed that Buyer has approved due diligence.

4.4 Environmental and Natural Hazards Disclosure. California Health & Safety Code section 25359.7 requires owners of non-residential real property who know, or have reasonable cause to believe, that any release of hazardous substances are located on or beneath the real property to provide written notice of same to the buyer of real property. Other applicable laws require City to provide certain disclosures regarding natural hazards affecting the Property. City agrees to make all necessary disclosures required by law.

5. CLOSING AND PAYMENT OF PURCHASE PRICE.

5.1 Closing. The closing (the “**Closing**” or “**Close of Escrow**”) will occur no later than ninety (90) days from the expiration of the Due Diligence Contingency Period (“**Closing Date**”) or such other date that the Parties agree in writing.

5.2 Buyer's Conditions to Closing. Buyer's obligation to purchase the Property is subject to the satisfaction of all of the following conditions or Buyer's written waiver thereof (in Buyer's sole discretion) on or before the Closing Date:

(a) Buyer has approved the condition of the Property.

(b) City has performed all obligations to be performed by City pursuant to this Agreement.

(c) City's representations and warranties herein are true and correct in all material respects as of the Closing Date.

(d) The Title Company is irrevocably committed to issue an ALTA Title Policy to Buyer, effective as of the Closing Date, insuring title to Buyer in the full amount of the Purchase Price.

5.3 City's Conditions to Closing. The Close of Escrow and City's obligation to sell and convey the Property to Buyer are subject to the satisfaction of the following conditions or City's written waiver (in City's sole discretion) of such conditions on or before the Closing Date:

(a) Buyer has performed all obligations to be performed by Buyer pursuant to this Agreement before the Closing Date.

(b) Buyer's representations and warranties set forth herein are true and correct in all material respects as of the Closing Date.

(c) Buyer has received approval from the City of all entitlements and building permits, including but not limited to approval of all Americans with Disabilities Act improvements and tenant improvements, needed to construct the Project. If Buyer has not received the required entitlements by the Closing Date, and such delay is not caused by the City, this Agreement will terminate immediately.

5.4 Conveyance of Title. City will deliver marketable fee simple title to Buyer at the Closing, subject only to the Permitted Exceptions. The Property will be conveyed by City to Buyer in an “as is” condition, with no warranty, express or implied, by City as to the physical condition including, but not limited to, the soil, its geology, or the presence of known or unknown faults or hazardous materials or hazardous waste (as defined by state and federal law); provided, however, that the

foregoing shall not relieve City from disclosure of any such conditions of which City has actual knowledge.

5.5 Deposits into Escrow.

(a) Deliveries by City. City shall deposit into the Escrow for delivery to Buyer at Closing: (i) a grant deed; (ii) the executed Regulatory Agreement; (iii) an affidavit or qualifying statement which satisfies the requirements of paragraph 1445 of the Internal Revenue Code of 1986, as amended, any regulations thereunder (the "Non-Foreign Affidavit"); and (iv) a California Franchise Tax Board form 590 to satisfy the requirements of California Revenue and Taxation Code Section 18805(b) and 26131.

(b) Deliveries by Buyer. No less than one (1) business day prior to the Close of Escrow, Buyer shall deposit into escrow immediately available funds in the amount, which together with the Deposit plus interest thereon, if any, is equal to: (i) the Purchase Price as adjusted by any prorations between the Parties; (ii) Buyer's escrow fees, recording fees and Closing Costs (defined below); (iii) the cost of the Title Policy; and (iv) the executed Regulatory Agreement.

(c) Closing. Upon Closing, Escrow Holder shall: (i) record the grant deed; (ii) record the Regulatory Agreement; (iii) disburse to City the Purchase Price; (iv) deliver to Buyer the Non-Foreign Affidavit, the California Certificate and the original recorded grant deed; (v) pay any commissions and other expenses payable through escrow; and (vi) distribute to itself the payment of escrow fees and expenses required hereunder.

(d) Closing Costs. Each party will pay one-half of escrow fees and recording fees. Buyer will pay title insurance, title report costs and pro-rated property taxes and Seller will pay all governmental conveyance fees and all transfer taxes (collectively, the "**Closing Costs**"). Buyer will pay all Broker Fees, if any.

(e) Pro-Rations. At the Close of Escrow, the Escrow Holder shall make the following prorations: (i) property taxes will be prorated as of the close of escrow based upon the most recent tax bill available, including any property taxes which may be assessed after the close of escrow but which pertain to the period prior to the transfer of title to the Property to Buyer, regardless of when or to whom notice thereof is delivered; (ii) any bond or assessment that constitutes a lien on the Property at the close of escrow will be assumed by Buyer. City does not pay ad valorem property taxes.

6. REPRESENTATIONS, WARRANTIES AND COVENANTS.

6.1 City's Representations, Warranties and Covenants. In addition to the representations, warranties and covenants of City contained in other sections of this Agreement, City hereby represents, warrants and covenants to Buyer that the statements below in this Section 6.1 are each true and correct as of the Closing Date provided however, if to City's actual knowledge any such statement becomes

untrue prior to Closing, City will notify Buyer in writing and Buyer will have three (3) business days thereafter to determine if Buyer wishes to proceed with Closing.

(a) Authority. City is a municipal corporation, lawfully formed, in existence and in good standing under the laws of the State of California. City has the full right, capacity, power and authority to enter into and carry out the terms of this Agreement. This Agreement has been duly executed by City, and upon delivery to and execution by Buyer is a valid and binding agreement of City.

(b) Encumbrances. City has not alienated, encumbered, transferred, mortgaged, assigned, pledged, or otherwise conveyed its interest in the Property or any portion thereof, nor entered into any Agreement to do so, and there are no liens, encumbrances, mortgages, covenants, conditions, reservations, restrictions, easements or other matters affecting the Property, except as disclosed in the Preliminary Report. City will not, directly or indirectly, alienate, encumber, transfer, mortgage, assign, pledge, or otherwise convey its interest prior to the Close of Escrow, as long as this Agreement is in force.

(c) There are no agreements affecting the Property except those which have been disclosed by City. There are no agreements that will be binding on the Buyer or the Property after the Close of Escrow.

The truth and accuracy of each of the representations and warranties, and the performance of all covenants of City contained in this Agreement are conditions precedent to Buyer's obligation to proceed with the Closing hereunder. The foregoing representations and warranties shall survive Close of Escrow or the expiration or termination of this Agreement and shall not be deemed merged into the deed upon closing.

6.2 Buyer's Representations, Warranties and Covenants. In addition to the representations, warranties and covenants of Buyer contained in other sections of this Agreement, Buyer hereby represents, warrants and covenants to City that the statements below in this Section 6.2 are each true as of the Effective Date, and, if to Buyer's actual knowledge any such statement becomes untrue prior to Closing, Buyer shall so notify City in writing and City shall have at least three (3) business days thereafter to determine if City wishes to proceed with Closing.

(a) Buyer have the full right, capacity, power and authority to enter into and carry out the terms of this Agreement. This Agreement has been duly executed by Buyer, and upon delivery to and execution by City shall be a valid and binding agreement of Buyer.

(b) Buyer is not bankrupt or insolvent under any applicable federal or state standard, has not filed for protection or relief under any applicable bankruptcy or creditor protection statute, and has not been threatened by creditors with an involuntary application of any applicable bankruptcy or creditor protection statute.

The truth and accuracy of each of the representations and warranties, and the performance of all covenants of Buyer contained in this Agreement are conditions precedent to City's obligation to proceed with the Closing hereunder.

7. REMEDIES In the event of a breach or default under this Agreement by City, if such breach or default occurs prior to Close of Escrow, Buyer reserves the right to either (a) seek specific performance from City or (b) to do any of the following: (i) to waive the breach or default and proceed to close as provided herein; (ii) to extend the time for performance and the Closing Date until City is able to perform; or (iii) to terminate this Agreement upon written notice to City, whereupon City shall cause Escrow Holder to send Deposit to City and return to Buyer any other sums placed into the Escrow by Buyer, and except for the rights and obligations expressly provided to survive termination of this Agreement, neither Party shall have any further obligations or liabilities hereunder.

IN THE EVENT OF A BREACH OR DEFAULT HEREUNDER BY BUYER AND THE CLOSING DOES NOT OCCUR DUE TO SUCH DEFAULT, SELLER'S SOLE REMEDY SHALL BE TO RETAIN THE DEPOSITS AS LIQUIDATED DAMAGES. THE PARTIES AGREE THAT IN SUCH INSTANCE, THE DEPOSITS REPRESENT A REASONABLE APPROXIMATION OF SELLER'S DAMAGES AND ARE NOT INTENDED AS A FORFEITURE OR PENALTY BUT RATHER AN ENFORCEABLE LIQUIDATED DAMAGES PROVISION PURSUANT TO CALIFORNIA CIVIL CODE SECTION 1671, ET SEQ. IN NO EVENT SHALL EITHER PARTY BE ENTITLED TO LOST PROFITS OR CONSEQUENTIAL DAMAGES AS A RESULT OF THE OTHER PARTY'S BREACH OF THIS AGREEMENT.

Buyer's Initials

Seller's Initials

8. BROKERS.

(a) City represents that no real estate broker has been retained by City in the sale of the Property or negotiation of this Agreement. City is not responsible for any broker fees related to the sale of the Property. Buyer shall indemnify, hold harmless and defend City from any and all claims, actions and liability from any commission, finder's fee, or similar charges arising out of Buyer purchase of the Property.

(b) Buyer represents that it has hired Stephanie Christmas, who is a broker with Keller Williams Realty, Oakland to assist with the purchase of the Property and negotiation of this Agreement. City is not responsible for any broker fees related to the sale of the Property. Buyer is solely responsible for all broker's fees due to Keller Williams Realty related to Buyer's purchase of the Property. Buyer shall indemnify, hold harmless and defend City from any and all claims, actions and liability from any commission, finder's fee, or similar charges arising out of Buyer's purchase of the Property.

9. ASSIGNMENT. Absent an express signed written agreement between the Parties to the contrary, Buyer may not assign its rights or delegate its duties under this Agreement without the express written consent of the City, which consent may be withheld for any reason. No permitted assignment of any of the rights or obligations under this Agreement shall result in a novation or in any other way release the assignor from its obligations under this Agreement.

10. MISCELLANEOUS.

10.1 Attorneys' Fees. If any Party employs counsel to enforce or interpret this Agreement, including the commencement of any legal proceeding whatsoever (including insolvency, bankruptcy, arbitration, mediation, declaratory relief or other litigation), the prevailing party shall be entitled to recover its reasonable attorneys' fees and court costs (including the service of process, filing fees, court and court reporter costs, investigative fees, expert witness fees, and the costs of any bonds, whether taxable or not) and shall include the right to recover such fees and costs incurred in any appeal or efforts to collect or otherwise enforce any judgment in its favor in addition to any other remedy it may obtain or be awarded. Any judgment or final order issued in any legal proceeding shall include reimbursement for all such attorneys' fees and costs. In any legal proceeding, the "prevailing party" shall mean the party determined by the court to most nearly prevail and not necessarily the party in whose favor a judgment is rendered.

10.2 Interpretation. This Agreement has been negotiated at arm's length and each Party has had the opportunity to have this Agreement reviewed and revised by counsel. Accordingly, each Party hereby waives any benefit under any rule of law (including Section 1654 of the California Civil Code) or legal decision that would require interpretation of any ambiguities in this Agreement against the Party drafting it.

10.3 Survival. All indemnities, covenants, representations and warranties contained in this Agreement shall survive Close of Escrow.

10.4 Successors. Except as provided to the contrary in this Agreement, this Agreement shall be binding on and inure to the benefit of the Parties and their successors and assigns.

10.5 Governing Law. This Agreement shall be construed and interpreted in accordance with the laws of the State of California.

10.6 Integrated Agreement; Modifications. This Agreement contains all the agreements of the Parties concerning the subject hereof any cannot be amended or modified except by a written instrument executed and delivered by the parties. There are no representations, agreements, arrangements or understandings, either oral or written, between or among the parties hereto relating to the subject matter of this Agreement that are not fully expressed herein. In addition, there are no representations, agreements, arrangements or understandings, either oral or written,

between or among the Parties upon which any party is relying upon in entering this Agreement that are not fully expressed herein.

10.7 Severability. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part thereof shall be stricken from this Agreement, any such provision shall not be affected by the legality, enforceability, or validity of the remainder of this Agreement. If any provision or part thereof of this Agreement is stricken in accordance with the provisions of this Section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable and valid provision this is in keeping with the intent of the Parties as expressed herein.

10.8 Notices. Any delivery of this Agreement, notice, modification of this Agreement, collateral or additional agreement, demand, disclosure, request, consent, approval, waiver, declaration or other communication that either Party desires or is required to give to the other Party or any other person shall be in writing. Any such communication may be served personally, or by nationally recognized overnight delivery service (i.e., Federal Express) which provides a receipt of delivery, or sent by prepaid, first class mail, return receipt requested to the Party's address as set forth below:

To Buyer: E. J. Y. Smith

510-409-6200

To City: City of Pinole
2131 Pear Street
Pinole, CA 94564
(510) 724-9830
Attn: City Manager

To Escrow Holder: Old Republic Title
1000 Burnett Ave., Suite 400
Concord, CA 94520
(510)-687-7880
Attn: Donna Jones

Any such communication shall be deemed effective upon personal deliver or on the date of first refusal to accept delivery as reflected on the receipt of delivery or return receipt, as applicable. Any Party may change its address by notice to the other Party. Each Party shall make an ordinary, good faith effort to ensure that it will accept or receive notices that are given in accordance with this section and that any person to be given notice actually receives such notice.

10.9 Time. Time is of the essence to the performance of each and every obligation under this Agreement.

10.10 Days of Week. If any date for exercise of any right, giving of any notice, or performance of any provision of this Agreement falls on a Saturday, Sunday or holiday, the time for performance will be extended to 5:00 p.m. on the next business day.

10.11 Reasonable Consent and Approval. Except as otherwise provided in this Agreement, whenever a party is required or permitted to give its consent or approval under this Agreement, such consent or approval shall not be unreasonably withheld or delayed. If a party is required or permitted to give its consent or approval in its sole and absolute discretion or if such consent or approval may be unreasonably withheld, such consent or approval may be unreasonably withheld but shall not be unreasonably delayed.

10.12 Further Assurances. The Parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to carry out the intent and purposes of this Agreement.

10.13 Waivers. Any waiver by any party shall be in writing and shall not be construed as a continuing waiver. No waiver will be implied from any delay or failure to take action on account of any default by any party. Consent by any party to any act or omission by another party shall not be construed to be a consent to any other subsequent act or omission or to waive the requirement for consent to be obtained in any future or other instance.

10.14 Signatures/Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Any one of such completely executed counterparts shall be sufficient proof of this Agreement.

10.15 Date and Delivery of Agreement. Notwithstanding anything to the contrary contained in this Agreement, the Parties intend that this Agreement shall be deemed effective, and delivered for all purposes under this Agreement, and for the calculation of any statutory time periods based on the date an agreement between parties is effective, executed, or delivered, as of the Effective Date.

10.16 Representation on Authority of Parties. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each Party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such Party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.

SIGNATURES ON FOLLOWING PAGE

IN WITNESS WHEREOF, this Agreement is executed to be effective as of the date first set forth above.

CITY: City of Pinole

By: _____
City Manager

Attest:

City Clerk

Reviewed as to Form:

City Attorney

BUYER: E. J. Y. Smith

EXHIBIT A

3752132.2



CITY COUNCIL REPORT

7E

DATE: JUNE 15, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER

SUBJECT: ADOPT A RESOLUTION APPROVING A REVISED COMPENSATION AND BENEFITS PLAN FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

RECOMMENDATION

City staff recommends that the City Council adopt a resolution approving a revised Compensation and Benefits Plan for Management and Confidential Employees ("Plan").

BACKGROUND

The City Council adopted a City of Pinole Compensation and Benefits Plan for Management and Confidential Employees on November 17, 2020. Prior to that time, all staff in management and confidential job classifications had been employed under individual employment agreements (IEAs). It is the City's intention to transition, over time, all such staff appointed by the City Manager to the Plan.

While implementing the Plan since its adoption, City staff has determined that the Plan should be revised to clarify certain employment matters. The City Council adopted a revised version of the Plan on January 19, 2021, which specified the hourly pay rate for all classifications covered under the Plan and incorporated a higher rate of leave accrual for the Fire Battalion Chief classification based on its higher number of annual hours worked.

City staff has determined that some additional revisions to the Plan adopted in January 2021 would be beneficial.

REVIEW AND ANALYSIS

The City engaged a firm with expertise in the California Public Employees' Retirement Law (PERL) as modified by the Public Employees' Pension Reform Act (PEPRA), Best Best & Krieger, to review the Plan in relation to PERL and PEPRA. The firm is recommending some revisions to the Plan's language that will clarify the City's and Plan's intent regarding PERSable compensation for employees covered by the Plan.

The firm is also recommending that the Plan include a salary schedule that covers all of the City's management and confidential job classifications, and that transitions from a

single value payrate for the management classifications to a salary range to ensure that future increases in compensation are PERSable so long as they fall within the established pay range and are consistent with merit increase guidelines set forth in the Plan.

City staff is also proposing revisions to the Plan to set the salary ranges for some new employee classifications that will be covered under the Plan, specifically the Community Development Director and the Public Works Director.

FISCAL IMPACT

City staff does not expect there to be any fiscal impact due to the proposed revisions to the Plan.

ATTACHMENTS

- A. Resolution
Exhibit A - Compensation and Benefits Plan for Management and Confidential Employees – Revised June 15, 2021
- B. Compensation and Benefits Plan for Management and Confidential Employees – Revised June 15, 2021 (Redline)

RESOLUTION NO. 2021-____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING A REVISED COMPENSATION AND BENEFITS PLAN FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

WHEREAS, the City Council adopted a City of Pinole Compensation and Benefits Plan for Management and Confidential Employees ("Plan") on November 17, 2020; and

WHEREAS, the City Council adopted a revised Plan on January 19, 2021; and

WHEREAS, it is the City's intention to transition, over time, all staff in management and confidential job classifications appointed by the City Manager, whom had previously been employed under individual employment agreements (IEAs), to the Plan; and

WHEREAS, while implementing the Plan since its adoption in November 2020, City staff has determined that the Plan should be revised to clarify certain employment matters;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Pinole does hereby approve the revised City of Pinole Compensation and Benefits Plan for Management and Confidential Employees, attached hereto as Exhibit A and incorporated herein by this reference, effective June 15, 2021.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 15th day of June 2021 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

Heather Iopu, CMC
City Clerk

CITY OF PINOLE

COMPENSATION AND BENEFITS PLAN

FOR

MANAGEMENT AND CONFIDENTIAL

EMPLOYEES

Effective Date November 17, 2020

Revised January 19, 2021

Revised June 15, 2021

**CITY OF PINOLE
COMPENSATION AND BENEFITS PLAN
MANAGEMENT AND CONFIDENTIAL EMPLOYEES**

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**CITY OF PINOLE
MANAGEMENT AND CONFIDENTIAL EMPLOYEES
COMPENSATION AND BENEFITS PLAN**

ARTICLE ONE: INTRODUCTION

SECTION 1. ESTABLISHMENT AND PURPOSE

The City of Pinole (“City”) wishes to establish and maintain a plan of compensation and benefits for management and confidential personnel of the City. Accordingly, the City sets forth this “Management and Confidential Employees Compensation and Benefits Plan” (also known as the “Plan”).

The purpose of this Plan is to establish the compensation and benefits applicable to the City’s management and confidential employees beyond those already approved in the Personnel Rules or other legislative actions of the City Council. Should there be any conflicting provisions between this Plan and the Personnel Rules, the Plan shall supersede.

SECTION 2. ADMINISTRATION OF THE PLAN

The Plan shall be administered by the City Manager or his/her designee. The City Manager shall have the authority to establish and revise policies and procedures to ensure fair and equitable administration of the Plan.

SECTION 3. CLASSIFICATIONS

The following management and confidential classifications are covered by this Plan.

- Assistant City Manager
- Community Development Director
- Development Services Director / City Engineer
- Finance Director
- Fire Battalion Chief
- Fire Chief
- Human Resources Specialist
- Planning Manager
- Police Chief
- Police Lieutenant
- Public Works Director
- Public Works Manager
- Recreation Manager
- Wastewater Treatment Plant Manager

SECTION 4. AT-WILL STATUS

All employees covered by this Plan are employed on an “at will” basis. Accordingly, both the City and the employee have the right to terminate the employment relationship at any time, with or without advance notice, and with or without cause.

SECTION 5. TRANSITION TO THE PLAN

The terms and conditions regarding compensation and benefits for the employees in classifications covered under this Plan have been set forth in individual employment agreements (“IEA”). This Plan and the provisions herein shall replace any and all IEAs upon the expiration of the IEAs. Conversely, employees may elect to voluntarily transition to the Plan prior to the expiration of their IEA, and may do so in a written document signed by both the employee and the City Manager. The written document will state that the employee has voluntarily terminated their IEA and will be covered under the Plan going forward. When an employee transitions from an IEA to the Plan, the City Manager shall set the employee’s initial salary under the Plan based on the employee’s attainment of the knowledge and skills required by the classification and the employee’s performance to-date in carrying out the duties of the classification. If an employee’s salary under the IEA is less than the minimum annual salary in the Plan, upon transitioning, the employee’s salary shall be at least the minimum annual salary reflected in the Plan. The salaries of all employees in classifications covered under this Plan shall adhere to the ranges for the employee’s respective classification as set by the Plan regardless of whether or not the employee is covered by an IEA or the Plan.

SECTION 6. EFFECTIVE DATE

This Plan and any revisions will become effective on the Effective Date stated on the Plan’s cover, and will continue to be in effect unless otherwise modified by the City Council.

ARTICLE TWO: COMPENSATION

SECTION 7. MANAGEMENT SALARY RANGES

A. Initial Salary

For new employees, the City Manager, or their designee, shall set the salary for individual employees covered by this Plan at the time of their initial appointment, within the established salary range for their classification. New hires may be appointed anywhere within the salary range for their classification.

B. Base Compensation Structure

As provided in Exhibit A, this Plan sets forth the base salary ranges for all classifications covered by this Plan. There shall be no specified or pre-determined “steps” within the salary ranges for employees covered by this Plan. Rather, each classification under this Plan shall be assigned an open salary range containing a 21.6% spread between the minimum and maximum points of the range.

SECTION 8. COST OF LIVING AND PAY RANGE ADJUSTMENTS

At least annually, the City Council will consider a percentage cost of living adjustment to the salary ranges for all classifications covered by this Plan that considers inflationary increases in the cost of living. If the City Council approves a cost of living adjustment and an effective date, the minimum and maximum points of each classification’s range shall be increased by the percentage of the adjustment, and the salary of each individual employee covered by the Plan shall be increased by the percentage of the adjustment effective on the first day of the first pay period on or following the effective date set by the City Council.

Until such a time that all management and confidential classifications identified in Section 3 have fully transitioned to this Plan, the following establishes the intended groups and classes of employment pursuant to Government Code Section 20636(e), for the purposes of substantiating CalPERS compensation. The classifications below maintain eligibility to receive cost of living and pay range adjustments described in this Plan or the City’s labor agreement with the American Federation of State, County, and Municipal Employees (“AFSCME”) as described. Classifications are only eligible for one cost of living adjustment.

- AFSCME: Assistant City Manager, Development Services Director / City Engineer, Fire Battalion Chief, Fire Chief, Planning Manager, Police Lieutenant, Public Works Manager, and Recreation Manager.

Effective the first day of the first full pay period following July 1, 2018 the identified classifications shall receive a 3.0% wage increase.

Effective the first day of the first full pay period following July 1, 2019 the identified classifications shall receive a 3.0% wage increase.

Effective the first day of the first full pay period following July 1, 2020 the identified classifications shall receive a 3.0% wage increase.

- This Management Compensation Plan: Finance Director, Community Development Director, Public Works Director, Human Resources Specialist, Fire Battalion Chief, Police Chief, and Wastewater Treatment Plant Manager, in addition to all classifications that are fully transitioned to this plan and all employees hired into a management or confidential classification on or after November 17, 2020.

SECTION 9. MERIT INCREASES AND PERFORMANCE EVALUATIONS

A. Basis for Merit Increases

In addition to the cost of living adjustment discussed above, an employee covered by this Plan may receive a merit increase, once per year in relation to their anniversary and annual performance appraisal. Merit increases will be based upon the quality of the employee's performance in the preceding twelve (12) months. Merit increases shall result in an employee advancing within the established salary range for their classification by the amount of the merit increase.

B. Performance Evaluation Process

Performance evaluations for all employees covered under this Plan are the responsibility of the City Manager, who normally will delegate the responsibility of performance reviews to the covered employee's department head. The process for performance evaluations shall be conducted in accordance with Section 14 in the Personnel Rules, unless expressly provided otherwise below.

A performance evaluation shall be prepared at least annually on each employee's anniversary date.

The evaluation process shall begin with each employee preparing a self-evaluation of their own performance during the prior year. In addition, the employee shall draft proposed goals and objectives for the coming year.

The employee's supervisor shall then evaluate the employee's performance for the prior year. The evaluations of both the employee and supervisor shall focus on:

- (1) the employee's performance of their regular duties and responsibilities; and

- (2) the employee's attainment of specific goals and objectives established for the employee at the beginning of the review period (i.e. one year earlier).

Following completion of the written evaluations, the employee and their supervisor shall meet to discuss both the quality of the employee's performance of their regular duties and responsibilities and the employee's degree of success in accomplishing the specific goals and objectives set for them the previous year. They shall also review the employee's proposed goals and objectives for the coming year.

C. Merit Adjustment Guidelines

Employees may be granted a merit adjustment of up to five percent each year (5.0%) for exemplary performance.

D. Cap on Merit Increases

If an employee's salary is at the top of the salary range for their classification, the employee shall not be eligible for a merit increase.

If an employee's salary is below the top of the salary range for their classification, the employee may receive a merit increase in accordance with the provisions set forth above. If the amount of the merit increase awarded would cause the employee's salary to exceed the top of his/her salary range, then the employee shall receive as a merit increase only that portion of the merit increase that will bring his/her salary to the top of his/her range.

SECTION 10. EQUITY ADJUSTMENTS

The City Manager may authorize an increase to an individual employee's salary to address internal or external salary equity issues. Any equity adjustment shall consider relevant internal and external equity data in order to effectuate the intent of this section. Any adjusted salary must adhere to the minimum and maximum amounts of the employee's classification range.

SECTION 11. SEVERANCE PAY

Except as specifically noted otherwise, this section shall apply to all employees covered under this Plan.

In the event that the City terminates the employment of any employee covered by the Plan without cause after the first twelve (12) months of employment, the City shall pay the employee severance, in a sum equal to one (1) month base salary and the value of continuation of health insurance coverage for a period of one (1) month for every year of service, up to a maximum of six (6) months base salary and the value of continuation of health insurance coverage for a period of six (6) months (collectively "Severance"). Such severance is contingent upon the employee signing and delivering a general release of all claims against the City (including without limitation its former and current elected officials, employees, officers and agents). If the employee retires subsequent to separation and receives coverage under the City's retiree health plan within six months of

separation, the employee shall reimburse the City for the portion of the Severance associated with the value of continuation of health insurance coverage attributable to post-employment months after which the employee had coverage through the City's retiree health plan. If the employee is terminated for "cause," the City shall not owe any severance under this Plan. The determination of whether there is "cause" for termination shall include but not be limited to those items listed in the Personnel Rules. The term "cause" only relates to the potential to receive severance, and has no bearing on an employee's at-will status.

ARTICLE THREE: BENEFITS

SECTION 12. SICK LEAVE

A. Rate of Sick Leave Earned

Employees covered under this Plan shall accrue ninety-six (96) hours of sick leave per year, accrued incrementally each pay period. Any employee employed in the Fire Battalion Chief classification shall accrue sick leave at 1.4 times the amount above, as the Fire Battalion Chief's normal work schedule is 2,912 hours annually, 1.4 times the normal work schedule of all other employees covered by the Plan, which is 2,080 hours annually.

B. Sick Leave Incentive

An employee's sick leave use shall be reviewed by the City at the end of each calendar year. Employees who do not use any sick leave for six (6) consecutive months within the calendar year shall receive an additional four (4) hours of accrued vacation time (5.6 hours for the Fire Battalion Chief). Employees who do not use any sick leave for the entire calendar year (12 months) will receive an additional eight (8) hours of vacation time (11.2 hours for the Fire Battalion Chief).

C. Other Use of Sick Leave

All other conditions regulating sick leave accruals, usage, and family leave contained within the City's duly adopted Personnel Rules shall apply to all employees covered under this Plan.

SECTION 13. HOLIDAYS

A. Holiday Pay

The Fire Battalion Chief covered by this Plan has routine scheduled staffing without regard to holidays, and therefore works on holidays as a part of their normal schedule. When worked, the employee shall receive, in lieu of holiday time off, eleven and one-fifth (11.2) hours of Holiday Pay at their straight time basic hourly rate for each holiday set forth in Section 13.B below.

B. Holiday Leave

Employees shall receive the following legal paid holidays:

- | | |
|----------------------------|-------------------------------|
| • January 1 | New Year's Day |
| • Third Monday in January | Martin Luther King's Birthday |
| • Third Monday in February | Washington's Birthday |
| • Last Friday in March | Caesar Chavez Day |
| • Last Monday in May | Memorial Day |

- | | |
|-------------------------------|------------------------|
| • July 4 | Independence Day |
| • First Monday in September | Labor Day |
| • November 11 | Veteran's Day |
| • Fourth Thursday in November | Thanksgiving |
| • Fourth Friday in November | Day after Thanksgiving |
| • December 25 | Christmas |

In the event that any of the aforementioned days falls on a Saturday, the preceding Friday shall be considered a holiday for pay and leave purposes. In the event that any of the aforementioned days falls on a Sunday, the following Monday shall be considered a holiday for pay and leave purposes. Every day proclaimed by the President or the Governor as a public fast, Thanksgiving, day of mourning, or holiday shall be observed as a holiday for pay purposes.

The Fire Battalion Chief shall receive 11.2 hours of straight time pay for each holiday listed above in lieu of receiving paid time off.

In addition, employees covered under this Plan shall receive twelve (12) hours of floating holidays each fiscal year. These hours are not vested and must be taken by June 30th of each year or they will be lost. These hours may not be cashed out. The Fire Battalion Chief shall receive 16.8 hours of floating holiday paid time off.

SECTION 14. ADMINISTRATIVE LEAVE

A. Department Heads

The following classifications shall be entitled to receive administrative leave at an accrual rate of ninety-six (96) hours per year, accrued incrementally each pay period, and may cash out no more than sixty-four (64) hours each year. Any balance remaining at the end of each calendar year will automatically be paid out at the employees' hourly base pay in effect on that date.

- Assistant City Manager
- Community Development Director
- Development Services Director/City Engineer
- Finance Director
- Fire Chief
- Police Chief
- Public Works Director

B. All Other Classifications

Unless otherwise provided under this section, all other classifications covered by this Plan shall be entitled to receive administrative leave at an accrual rate of sixty (60) hours per year (84 hours for the Fire Battalion Chief), accrued incrementally each pay period, and may cash out no more than forty (40) hours each year (56 hours for the Fire Battalion

Chief). Any balance remaining at the end of each calendar year will automatically be paid out at the employees' hourly base pay in effect on that date.

SECTION 15. OTHER LEAVES

Employee covered by this Plan shall receive all other leaves (Bereavement, Family and Medical, Jury Duty, Military, etc.) as provided to other Miscellaneous City employees.

SECTION 16. VACATION

A. Rate of Vacation Earned

Employees shall accrue vacation at the following rates, up to the following maximums, for continuous years of service performed:

<u>Years of Service</u>	<u>Hours Accrued Per Year</u>	<u>Maximum Accrual (Hours)</u>
0 – 4	96	192
5 – 9	144	288
10 – 15	160	320
16+	192	384

The Fire Battalion Chief shall accrue vacation and have a maximum accrual cap at 1.4 times the amounts of employees in other classifications covered under the Plan.

The City Manager may grant a new employee a higher annual accrual rate based on years of public service with other agencies or other appropriate factors. If a new employee is granted a higher initial rate of annual accrual, the employee's rate will stay the same until the employee advances, based on the years of City service, to the higher accrual step.

Employees covered by the Plan may cash out up to 52 hours of vacation annually, provided that he/she has a minimum of 20 days (160 hours) accumulated. The Fire Battalion Chief may cash out 72.8 hours of vacation annually, provided that he/she has a minimum of 224 hours accumulated.

Employees that transition from IEAs to the Plan shall accrue vacation at the rate that the employee receives under their IEA at the time of transition. The employee's rate will stay the same until the employee advances, based on the years of City service, to the higher accrual step per the table above. Employees that transition from IEAs to the Plan shall not have any cap on maximum accrual.

SECTION 17. MEDICAL BENEFITS

A. Health Insurance

The City shall make the following contributions toward the employee's health premium:

- Effective January 1, 2020, the City's contribution toward the employee's health premium will equal the 2019 Kaiser rate at each level of coverage.

- Effective January 1, 2021, and every January 1 thereafter, the City's contribution toward the employee's health premium will equal the Kaiser rate for the prior calendar year at each level of coverage.

B. Retiree Medical Insurance

The City will contribute toward retiree health premiums, at the retiree's preferred family status, as follows:

- Employees hired before July 1, 2010 shall be:
 - eligible to continue in the CalPERS Health Plan and receive a City contribution toward their retiree health premium equal to that provided to current active employees, in accordance with Government Code Section 22892
 - offered the option to elect to participate in the vesting program as defined below (described by Government Code Section 22893) as soon after the program implementation as allowed per CalPERS regulations
- Employees hired on or after July 1, 2010 shall receive a City contribution toward their retiree health premium in an amount as described by Government Code Section 22893 (the PERS vesting schedule).

The percentage of employer contribution toward retiree health premiums is determined annually by CalPERS and shall be based on the member's completed years of credited service (excluding any purchased service credits) at retirement as shown in the table below. Employees must have a minimum of five (5) years of service with the City of Pinole and 10 years of total CalPERS service credit to be eligible for this benefit.

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

C. Medical In-Lieu

Eligible full-time employees with alternate medical insurance shall be allowed to receive payment in lieu of medical insurance as follows:

- One-party coverage: \$225
- Two-party coverage: \$450
- Family coverage: \$600

An employee must show proof of adequate medical insurance coverage under another health plan before the benefit may be received, and annually thereafter. Employees will be subject to provisions of the City's health plans in the event termination of in-lieu benefits and resumption of medical coverage is desired.

Employees electing the medical in-lieu option shall be entitled to an adjustment in the amount received for this option should their coverage status change. It is the duty of the employee to notify Human Resources of any such changes.

SECTION 18. DENTAL INSURANCE

A. Dental Insurance Provided

The City shall pay for the dental insurance premiums for employees covered by this Plan and their eligible dependents, if desired. Selection of the carrier shall be at the discretion of the City.

The City-provided dental insurance plan provides for a maximum annual dental payout of \$1,500 total for each employee and their eligible dependents.

B. Orthodontic Insurance Provided

The City shall pay for the orthodontic insurance premiums for employees covered by this Plan and their eligible dependents, if desired. Selection of the carrier shall be at the discretion of the City.

The City-provided orthodontic insurance plan provides for a lifetime maximum orthodontic payout of \$1,500 for each employee and for each employee's eligible dependents.

SECTION 19. VISION INSURANCE

A. Vision Insurance Provided

The City agrees to pay the premium for full family vision care coverage that provides for one examination, one set of lenses, and one frame per year. Selection of the carrier shall

be at the discretion of the City. The City provided plan shall provide for a \$20 co-payment for examination and a \$20 co-payment for materials.

SECTION 20. LIFE INSURANCE

A. Life Insurance Provided

The City agrees to provide term life insurance and accidental death and dismemberment insurance in the amount of \$40,000 each per year/per employee. Selection of the carrier shall be at the discretion of the City.

SECTION 21. DISABILITY INSURANCE

A. Disability Insurance Provided

The City agrees to provide the State Disability Insurance program to employees covered by this Plan.

B. Disability Insurance Premium Rates

- **Short Term Disability Rates**

The City shall provide, at its own expense, short-term disability insurance of two-thirds of salary (\$463 per week maximum benefit) with a 29-day waiting period.

- **Long Term Disability Rates**

The City shall provide, at its own expense, long term disability insurance of two-thirds of salary up to \$3,000 per month (\$2,001 maximum benefit) with a 90-day waiting period.

C. Disability Insurance Option for Upgrade

Employees have the option to upgrade the plan to provide two-thirds of salary up to \$5,000 per month at employee expense provided that all employees covered under this Plan opt for this upgraded coverage with said expense taken as a payroll deduction and provided the selected carrier agrees to this change.

SECTION 22. DOMESTIC PARTNER MEDICAL COVERAGE

A. Domestic Partnership and Coverage Defined

A Domestic Partnership is defined pursuant to the California Family Code. The City, in accordance with CalPERS regulations, will allow coverage for registered domestic partners of employees, as qualified dependents, under the medical, dental, and vision health care plans. Prior to any coverage being provided, the employee must provide proof of domestic partnership registration with the California Secretary of State.

SECTION 23. INCENTIVE BENEFITS

A. Educational Degree

During the term of this Plan, the City will pay those employees who have earned degrees from accredited college institutions, additional pay as follows:

- Associate of Art/Science Degree \$ 75.00 per month
- Bachelor of Art/Science Degree \$150.00 per month
- Master of Art/Science Degree \$225.00 per month

An employee is only eligible to receive Educational Degree Pay under this section for one degree. An employee is not eligible to receive this pay for multiple degrees and/or disciplines.

This Educational Degree Pay shall only be paid to employees holding a degree beyond that which is required for their classification, as outlined in the classification description, and if a higher degree is determined to be beneficial by the City Manager, which shall not unreasonably be withheld.

SECTION 24. RETIREMENT PLAN FOR EMPLOYEES

A. Retirement Plan Defined

The City shall contract with the California Public Employees Retirement System (CalPERS) for the purpose of allowing employees to earn retirement benefits.

B. CalPERS Contract Benefits – Classic Employees

For “Classic” Public Safety (3% @ 55 Plan) and Miscellaneous (2.5% @ 55 Plan) Members, the contract offers the following options:

- Military Buy Back - The choice to participate in the CalPERS Military Buy Back program is solely at the discretion and cost of the employee.
- Third Level 1959 Survivors Benefits
- Single Highest Year Compensation Formula
- Service Credit for Unused Sick Leave

C. CalPERS Employer Contribution Rate Sharing Formula for Classic Employees

The total amount owed by the City to CalPERS related to retirement benefits of City employees and annuitants is composed of the plan total normal cost and the plan total amortized cost, which together are the “Plan Total Cost”. City employees pay an “expected” employee contribution toward the plan total normal cost. Unless otherwise established between the City and employees, the City pays to CalPERS the plan total cost less the expected employee contribution, which is paid to CalPERS by the employee through payroll deduction.

Employees covered under the Plan will pay an amount above the expected employee contribution, calculated as described below.

Public Safety Employees

Employees covered by this Plan that participate in CalPERS as public safety plan Tier 1 (“Classic”) employees will contribute 9% of salary (expected employee contribution) and an additional 12.935% of salary (employee’s share of City rate). In the event the Plan Total Cost for the City’s Tier 1 public safety plan employees, when expressed as a percentage of payroll, increases in excess of 5.0% over the prior year’s contribution rate, the additional amount above the 5.0% increase shall be shared equally between the City and the employee. For example, if the employer contribution rate increases from one year to the next by 7%, then the City will pay 5% of that increase. For the remaining 2%, the City will pay 1% and the employee will pay 1%.

Miscellaneous Employees

Employees covered by this Plan that participate in CalPERS as Tier 1 (“Classic”) employees will contribute 8% of salary (expected employee contribution) and an additional 8.388% of salary (employee’s share of City rate). In the event the Plan Total Cost for the City’s Tier 1 employees, when expressed as a percentage of payroll, increases in excess of 4.0% over the prior year’s contribution rate, the additional amount above the 4.0% increase shall be shared equally between the City and the employee. For example, if the employer contribution rate increases from one year to the next by 6%, then the City will pay 4% of that increase. For the remaining 2%, the City will pay 1% and the employee will pay 1%.

D. CalPERS Contract Benefits – PEPRA Employees

Individuals first employed by the City on or after January 1, 2013 who are defined as “new members” by the Public Employees’ Pension Reform Act (PEPRA) of 2013, shall be enrolled in the CalPERS.

Employees classified as PEPRA Public Safety members will be enrolled in a 2.7% @ 57 plan. Employees designated as Local Miscellaneous PEPRA members will be enrolled in a 2% @ 62 plan. Employees covered by the Plan enrolled in CalPERS as PEPRA Public Safety or Local Miscellaneous members will be responsible to pay a contribution to CalPERS equal to 50% of the total normal cost for their defined Plan as determined by CalPERS.

SECTION 25. DEFERRED COMPENSATION – 457 PLAN

The City shall make a 457 plan available for employees covered by the Plan to contribute to through payroll deduction.

SECTION 26. CLOTHING AND EQUIPMENT ALLOWANCE

A. Uniform and Safety Equipment Allowance for Public Safety Employees

Effective July 1, 2015, the Fire safety classifications covered by this Plan will receive an annual uniform allowance of \$800 per year for items which are not solely for personal health and safety, to align with the International Association of Firefighters, Local 1230's clothing allowance. After voluntarily transitioning to this Plan or at the time that an employee's Individual Employment Agreement expires, Fire safety classifications will be entitled to a clothing allowance of \$1,000 per year.

Police safety employees covered by this Plan shall receive an annual uniform allowance of \$1,000 for the purchase and maintenance of uniforms and accessories.

The uniform allowance will be paid twice annually, one-half (1/2) in June and one-half (1/2) in December. Newly hired employees shall be eligible for a pro-rated start-up allowance.

Police employees covered by this Plan shall receive an annual safety equipment allowance of \$255 for the purchase of equipment such as a weapon, holster, duty belt, handcuffs, baton, flashlight, etc. The safety equipment allowance shall be paid in the same fashion as the uniform allowance described above.

B. Safety Shoe Allowance

The classifications listed under this section shall receive a safety shoe allowance in the amount of \$200 per year.

- Public Works Manager
- Wastewater Treatment Plant Manager

The allowance provided under this section will be paid twice annually, one-half (1/2) in June and one-half (1/2) in December.

SECTION 27. AUTO ALLOWANCE

A. Police and Fire

The City shall provide the following classifications with a city-owned automobile for use in discharging their duties, subject to all federal and state tax laws. The City shall also provide all expenses related to gasoline, maintenance and insurance of said vehicle. The classifications covered under this subsection shall have the unrestricted use of said vehicle within the State of California and shall not drive outside the state unless receiving prior approval from the City Manager.

- Police Chief
- Police Lieutenant
- Fire Chief

- Fire Battalion Chief

B. All Other Employees

The City shall provide employees with an automobile allowance in the form of a per mile reimbursement per IRS-approved mileage rates. These payments shall be made in conjunction with the City's normal payroll periods and subject to all federal and state withholding and tax laws.

C. Elimination of Auto Allowance

All employees hired on or after November 17, 2020 will not receive an automobile allowance.

SECTION 28. CELLPHONE ALLOWANCE

An employee covered under this Plan has the option to obtain a City-issued cellphone for business purposes. If the employee does not elect to receive a City-issued cellphone, the City shall provide the employee with a \$65 monthly stipend. This stipend shall be payable on one pay period each month and be subject to all federal and state withholding and tax laws.

The employee hereby acknowledges and agrees that receipt of this stipend means that any voicemail, text, or e-mail messages received on his or her device that are related to City business are the property of the City and are subject to disclosure in accordance with the Public Records Act and applicable case law. The employee further hereby confirms that he or she will provide authorization for the City to obtain such records from his or her service provider.

SECTION 29. FIRE BATTALION CHIEF BACKFILL FOR PARTNER AGENCY

The Fire Battalion Chief classification is distinct among the classifications covered by the Plan in that it performs shift work. The City of Pinole is a party, with the Rodeo-Hercules Fire District and the Contra Costa County Fire Protection District, to the Battalion 7 agreement, through which, among other things, each party provides a Fire Battalion Chief on a rotating shift basis to cover the needs of the entire Battalion 7. From time to time, the Pinole Fire Battalion Chief is required to cover a shift as Battalion Chief for Battalion 7 that is additional to the City's normal shifts. When the City's Fire Battalion Chief covers the Battalion Chief duties for another agency, the Fire Battalion Chief shall receive compensation at a rate of one and one-half times his or her basic hourly salary for the hours worked, not to exceed the amount reimbursed by the other agencies.

SECTION 30. LONGEVITY PAY

Effective July 19, 2017, and consistent with the Pinole Police Employees Association's Longevity Pay, the Police Lieutenant classification will be eligible for Longevity Pay amounting to 3% of the employee's base straight-time pay once they have reached 15 years of service.

EXHIBIT “A”

MANAGEMENT GROUP SALARY RANGES

Effective 07/06/2020

Revised 06/15/2021

MANAGEMENT* @ 07/06/2020	Minimum Annual Salary	Minimum Hourly Rate	Maximum Annual Salary	Maximum Hourly Rate
Assistant City Manager	\$192,893	\$92.7370	\$234,463	\$112.7225
Police Chief	\$192,893	\$92.7370	\$234,463	\$112.7225
Development Services Director/City Engineer	\$183,708	\$88.3212	\$223,298	\$107.3547
Community Development Director	\$167,007	\$80.2918	\$202,999	\$97.5957
Finance Director	\$167,007	\$80.2918	\$202,999	\$97.5957
Fire Chief	\$167,007	\$80.2918	\$202,999	\$97.5957
Public Works Director	\$167,007	\$80.2918	\$202,999	\$97.5957
Fire Battalion Chief	\$144,517	\$69.4793	\$175,661	\$84.4524
Planning Manager	\$144,517	\$69.4793	\$175,661	\$84.4524
Police Lieutenant	\$131,379	\$63.1630	\$159,692	\$76.7750
Wastewater Treatment Plant Manager	\$119,436	\$57.4212	\$145,174	\$69.7952
Public Works Manager	\$106,165	\$51.0409	\$129,044	\$62.0404
Recreation Manager	\$106,165	\$51.0409	\$129,044	\$62.0404
Human Resources Specialist	\$67,280	\$32.3462	\$81,779	\$39.3168

CITY OF PINOLE

COMPENSATION AND BENEFITS PLAN

FOR

MANAGEMENT AND CONFIDENTIAL

EMPLOYEES

Effective Date November 17, 2020

Revised January 19, 2021

[Revised June 15, 2021](#)

**CITY OF PINOLE
COMPENSATION AND BENEFITS PLAN
MANAGEMENT AND CONFIDENTIAL EMPLOYEES**

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**CITY OF PINOLE
MANAGEMENT AND CONFIDENTIAL EMPLOYEES
COMPENSATION AND BENEFITS PLAN**

ARTICLE ONE: INTRODUCTION

SECTION 1. ESTABLISHMENT AND PURPOSE

The City of Pinole (“City”) wishes to establish and maintain a plan of compensation and benefits for management and confidential personnel of the City. Accordingly, the City sets forth this “Management and Confidential Employees Compensation and Benefits Plan” (also known as the “Plan”).

The purpose of this Plan is to establish the compensation and benefits applicable to the City’s management and confidential employees beyond those already approved in the Personnel Rules or other legislative actions of the City Council. Should there be any conflicting provisions between this Plan and the Personnel Rules, the Plan shall supersede.

SECTION 2. ADMINISTRATION OF THE PLAN

The Plan shall be administered by the City Manager or his/her designee. The City Manager shall have the authority to establish and revise policies and procedures to ensure fair and equitable administration of the Plan.

SECTION 3. CLASSIFICATIONS

The following management and confidential classifications are covered by this Plan.

- Assistant City Manager
- Community Development Director
- Development Services Director / City Engineer
- Finance Director
- Fire Battalion Chief
- Fire Chief
- Human Resources Specialist
- Planning Manager
- Police Chief
- Police Lieutenant
- Public Works Director
- Public Works Manager
- Recreation Manager
- Wastewater Treatment Plant Manager

SECTION 4. AT-WILL STATUS

All employees covered by this Plan are employed on an “at will” basis. Accordingly, both the City and the employee have the right to terminate the employment relationship at any time, with or without advance notice, and with or without cause.

SECTION 5. TRANSITION TO THE PLAN

The terms and conditions regarding compensation and benefits for the employees in classifications covered under this Plan have been set forth in individual employment agreements (“IEA”). This Plan and the provisions herein shall replace any and all IEAs upon the expiration of the IEAs. Conversely, employees may elect to voluntarily transition to the Plan prior to the expiration of their IEA, and may do so in a written document signed by both the employee and the City Manager. The written document will state that the employee has voluntarily terminated their IEA and will be covered under the Plan going forward. When an employee transitions from an IEA to the Plan, the City Manager shall set the employee’s initial salary under the Plan based on the employee’s attainment of the knowledge and skills required by the classification and the employee’s performance to-date in carrying out the duties of the classification. If an employee’s salary under the IEA is less than the minimum annual salary in the Plan, upon transitioning, the employee’s salary shall be at least the minimum annual salary reflected in the Plan. The salaries of all employees in classifications covered under this Plan shall adhere to the ranges for the employee’s respective classification as set by the Plan regardless of whether or not the employee is covered by an IEA or the Plan.

SECTION 6. EFFECTIVE DATE

This Plan and any revisions will become effective on the Effective Date stated on the Plan’s cover, and will continue to be in effect unless otherwise modified by the City Council.

ARTICLE TWO: COMPENSATION

SECTION 7. MANAGEMENT SALARY RANGES

A. Initial Salary

For new employees, the City Manager, or their designee, shall set the salary for individual employees covered by this Plan at the time of their initial appointment, within the established salary range for their classification. New hires may be appointed anywhere within the salary range for their classification.

B. Base Compensation Structure

As provided in Exhibit A, this Plan sets forth the base salary ranges for all classifications covered by this Plan. There shall be no specified or pre-determined “steps” within the salary ranges for employees covered by this Plan. Rather, each classification under this Plan shall be assigned an open salary range containing a 21.6% spread between the minimum and maximum points of the range.

SECTION 8. COST OF LIVING AND PAY RANGE ADJUSTMENTS

At least annually, the City Council will consider a percentage cost of living adjustment to the salary ranges for all classifications covered by this Plan that considers inflationary increases in the cost of living. If the City Council approves a cost of living adjustment and an effective date, the minimum and maximum points of each classification’s range shall be increased by the percentage of the adjustment, and the salary of each individual employee covered by the Plan shall be increased by the percentage of the adjustment effective on the first day of the first pay period on or following the effective date set by the City Council.

Until such a time that all management and confidential classifications identified in Section 3 have fully transitioned to this Plan, the following establishes the intended groups and classes of employment pursuant to Government Code Section 20636(e), for the purposes of substantiating CalPERS compensation. The classifications below maintain eligibility to receive cost of living and pay range adjustments described in this Plan or the City’s labor agreement with the American Federation of State, County, and Municipal Employees (“AFSCME”) as described. Classifications are only eligible for one cost of living adjustment.

- AFSCME: Assistant City Manager, Development Services Director / City Engineer, Fire Battalion Chief, Fire Chief, Planning Manager, Police Lieutenant, Public Works Manager, and Recreation Manager.

Effective the first day of the first full pay period following July 1, 2018 the identified classifications shall receive a 3.0% wage increase.

Effective the first day of the first full pay period following July 1, 2019 the identified classifications shall receive a 3.0% wage increase.

Effective the first day of the first full pay period following July 1, 2020 the identified classifications shall receive a 3.0% wage increase.

- This Management Compensation Plan: Finance Director, Community Development Director, Public Works Director, Human Resources Specialist, Fire Battalion Chief, Police Chief, and Wastewater Treatment Plant Manager, in addition to all classifications that are fully transitioned to this plan and all employees hired into a management or confidential classification on or after November 17, 2020.

SECTION 9. MERIT INCREASES AND PERFORMANCE EVALUATIONS

A. Basis for Merit Increases

In addition to the cost of living adjustment discussed above, an employee covered by this Plan may receive a merit increase, once per year in relation to their anniversary and annual performance appraisal. Merit increases will be based upon the quality of the employee's performance in the preceding twelve (12) months. Merit increases shall result in an employee advancing within the established salary range for their classification by the amount of the merit increase.

B. Performance Evaluation Process

Performance evaluations for all employees covered under this Plan are the responsibility of the City Manager, who normally will delegate the responsibility of performance reviews to the covered employee's department head. The process for performance evaluations shall be conducted in accordance with Section 14 in the Personnel Rules, unless expressly provided otherwise below.

A performance evaluation shall be prepared at least annually on each employee's anniversary date.

The evaluation process shall begin with each employee preparing a self-evaluation of their own performance during the prior year. In addition, the employee shall draft proposed goals and objectives for the coming year.

The employee's supervisor shall then evaluate the employee's performance for the prior year. The evaluations of both the employee and supervisor shall focus on:

- (1) the employee's performance of their regular duties and responsibilities; and

- (2) the employee's attainment of specific goals and objectives established for the employee at the beginning of the review period (i.e. one year earlier).

Following completion of the written evaluations, the employee and their supervisor shall meet to discuss both the quality of the employee's performance of their regular duties and responsibilities and the employee's degree of success in accomplishing the specific goals and objectives set for them the previous year. They shall also review the employee's proposed goals and objectives for the coming year.

C. Merit Adjustment Guidelines

Employees may be granted a merit adjustment of up to five percent each year (5.0%) for exemplary performance.

D. Cap on Merit Increases

If an employee's salary is at the top of the salary range for their classification, the employee shall not be eligible for a merit increase.

If an employee's salary is below the top of the salary range for their classification, the employee may receive a merit increase in accordance with the provisions set forth above. If the amount of the merit increase awarded would cause the employee's salary to exceed the top of his/her salary range, then the employee shall receive as a merit increase only that portion of the merit increase that will bring his/her salary to the top of his/her range.

SECTION 10. EQUITY ADJUSTMENTS

The City Manager may authorize an increase to an individual employee's salary to address internal or external salary equity issues. Any equity adjustment shall consider relevant internal and external equity data in order to effectuate the intent of this section. Any adjusted salary must adhere to the minimum and maximum amounts of the employee's classification range.

SECTION 11. SEVERANCE PAY

Except as specifically noted otherwise, this section shall apply to all employees covered under this Plan.

In the event that the City terminates the employment of any employee covered by the Plan without cause after the first twelve (12) months of employment, the City shall pay the employee severance, in a sum equal to one (1) month base salary and the value of continuation of health insurance coverage for a period of one (1) month for every year of service, up to a maximum of six (6) months base salary and the value of continuation of health insurance coverage for a period of six (6) months (collectively "Severance"). Such severance is contingent upon the employee signing and delivering a general release of all claims against the City (including without limitation its former and current elected officials, employees, officers and agents). If the employee retires subsequent to separation and receives coverage under the City's retiree health plan within six months of

separation, the employee shall reimburse the City for the portion of the Severance associated with the value of continuation of health insurance coverage attributable to post-employment months after which the employee had coverage through the City's retiree health plan. If the employee is terminated for "cause," the City shall not owe any severance under this Plan. The determination of whether there is "cause" for termination shall include but not be limited to those items listed in the Personnel Rules. The term "cause" only relates to the potential to receive severance, and has no bearing on an employee's at-will status.

ARTICLE THREE: BENEFITS

SECTION 12. SICK LEAVE

A. Rate of Sick Leave Earned

Employees covered under this Plan shall accrue ninety-six (96) hours of sick leave per year, accrued incrementally each pay period. Any employee employed in the Fire Battalion Chief classification shall accrue sick leave at 1.4 times the amount above, as the Fire Battalion Chief's normal work schedule is 2,912 hours annually, 1.4 times the normal work schedule of all other employees covered by the Plan, which is 2,080 hours annually.

B. Sick Leave Incentive

An employee's sick leave use shall be reviewed by the City at the end of each calendar year. Employees who do not use any sick leave for six (6) consecutive months within the calendar year shall receive an additional four (4) hours of accrued vacation time (5.6 hours for the Fire Battalion Chief). Employees who do not use any sick leave for the entire calendar year (12 months) will receive an additional eight (8) hours of vacation time (11.2 hours for the Fire Battalion Chief).

C. Other Use of Sick Leave

All other conditions regulating sick leave accruals, usage, and family leave contained within the City's duly adopted Personnel Rules shall apply to all employees covered under this Plan.

SECTION 13. HOLIDAYS

A. Holiday Pay

The Fire Battalion Chief covered by this Plan has routine scheduled staffing without regard to holidays, and therefore works on holidays as a part of their normal schedule. When worked, the employee shall receive, in lieu of holiday time off, eleven and one-fifth (11.2) hours of Holiday Pay at their straight time basic hourly rate for each holiday set forth in Section 13.B below.

B. Holiday Leave

Employees shall receive the following legal paid holidays:

- | | |
|----------------------------|-------------------------------|
| • January 1 | New Year's Day |
| • Third Monday in January | Martin Luther King's Birthday |
| • Third Monday in February | Washington's Birthday |
| • Last Friday in March | Caesar Chavez Day |
| • Last Monday in May | Memorial Day |

- | | |
|-------------------------------|------------------------|
| • July 4 | Independence Day |
| • First Monday in September | Labor Day |
| • November 11 | Veteran's Day |
| • Fourth Thursday in November | Thanksgiving |
| • Fourth Friday in November | Day after Thanksgiving |
| • December 25 | Christmas |

In the event that any of the aforementioned days falls on a Saturday, the preceding Friday shall be considered a holiday for pay and leave purposes. In the event that any of the aforementioned days falls on a Sunday, the following Monday shall be considered a holiday for pay and leave purposes. Every day proclaimed by the President or the Governor as a public fast, Thanksgiving, day of mourning, or holiday shall be observed as a holiday for pay purposes.

The Fire Battalion Chief shall receive 11.2 hours of straight time pay for each holiday listed above in lieu of receiving paid time off.

In addition, employees covered under this Plan shall receive twelve (12) hours of floating holidays each fiscal year. These hours are not vested and must be taken by June 30th of each year or they will be lost. These hours may not be cashed out. The Fire Battalion Chief shall receive 16.8 hours of floating holiday paid time off.

SECTION 14. ADMINISTRATIVE LEAVE

A. Department Heads

The following classifications shall be entitled to receive administrative leave at an accrual rate of ninety-six (96) hours per year, accrued incrementally each pay period, and may cash out no more than sixty-four (64) hours each year. Any balance remaining at the end of each calendar year will automatically be paid out at the employees' hourly base pay in effect on that date.

- Assistant City Manager
- Community Development Director
- Development Services Director/City Engineer
- Finance Director
- Fire Chief
- Police Chief
- Public Works Director

B. All Other Classifications

Unless otherwise provided under this section, all other classifications covered by this Plan shall be entitled to receive administrative leave at an accrual rate of sixty (60) hours per year (84 hours for the Fire Battalion Chief), accrued incrementally each pay period, and may cash out no more than forty (40) hours each year (56 hours for the Fire Battalion

Chief). Any balance remaining at the end of each calendar year will automatically be paid out at the employees' hourly base pay in effect on that date.

SECTION 15. OTHER LEAVES

Employee covered by this Plan shall receive all other leaves (Bereavement, Family and Medical, Jury Duty, Military, etc.) as provided to other Miscellaneous City employees.

SECTION 16. VACATION

A. Rate of Vacation Earned

Employees shall accrue vacation at the following rates, up to the following maximums, for continuous years of service performed:

<u>Years of Service</u>	<u>Hours Accrued Per Year</u>	<u>Maximum Accrual (Hours)</u>
0 – 4	96	192
5 – 9	144	288
10 – 15	160	320
16+	192	384

The Fire Battalion Chief shall accrue vacation and have a maximum accrual cap at 1.4 times the amounts of employees in other classifications covered under the Plan.

The City Manager may grant a new employee a higher annual accrual rate based on years of public service with other agencies or other appropriate factors. If a new employee is granted a higher initial rate of annual accrual, the employee's rate will stay the same until the employee advances, based on the years of City service, to the higher accrual step.

Employees covered by the Plan may cash out up to 52 hours of vacation annually, provided that he/she has a minimum of 20 days (160 hours) accumulated. The Fire Battalion Chief may cash out 72.8 hours of vacation annually, provided that he/she has a minimum of 224 hours accumulated.

Employees that transition from IEAs to the Plan shall accrue vacation at the rate that the employee receives under their IEA at the time of transition. The employee's rate will stay the same until the employee advances, based on the years of City service, to the higher accrual step per the table above. Employees that transition from IEAs to the Plan shall not have any cap on maximum accrual.

SECTION 17. MEDICAL BENEFITS

A. Health Insurance

The City shall make the following contributions toward the employee's health premium:

- Effective January 1, 2020, the City's contribution toward the employee's health premium will equal the 2019 Kaiser rate at each level of coverage.

- Effective January 1, 2021, and every January 1 thereafter, the City's contribution toward the employee's health premium will equal the Kaiser rate for the prior calendar year at each level of coverage.

B. Retiree Medical Insurance

The City will contribute toward retiree health premiums, at the retiree's preferred family status, as follows:

- Employees hired before July 1, 2010 shall be:
 - eligible to continue in the CalPERS Health Plan and receive a City contribution toward their retiree health premium equal to that provided to current active employees, in accordance with Government Code Section 22892
 - offered the option to elect to participate in the vesting program as defined below (described by Government Code Section 22893) as soon after the program implementation as allowed per CalPERS regulations
- Employees hired on or after July 1, 2010 shall receive a City contribution toward their retiree health premium in an amount as described by Government Code Section 22893 (the PERS vesting schedule).

The percentage of employer contribution toward retiree health premiums is determined annually by CalPERS and shall be based on the member's completed years of credited service (excluding any purchased service credits) at retirement as shown in the table below. Employees must have a minimum of five (5) years of service with the City of Pinole and 10 years of total CalPERS service credit to be eligible for this benefit.

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

C. Medical In-Lieu

Eligible full-time employees with alternate medical insurance shall be allowed to receive payment in lieu of medical insurance as follows:

- One-party coverage: \$225
- Two-party coverage: \$450
- Family coverage: \$600

An employee must show proof of adequate medical insurance coverage under another health plan before the benefit may be received, and annually thereafter. Employees will be subject to provisions of the City's health plans in the event termination of in-lieu benefits and resumption of medical coverage is desired.

Employees electing the medical in-lieu option shall be entitled to an adjustment in the amount received for this option should their coverage status change. It is the duty of the employee to notify Human Resources of any such changes.

SECTION 18. DENTAL INSURANCE

A. Dental Insurance Provided

The City shall pay for the dental insurance premiums for employees covered by this Plan and their eligible dependents, if desired. Selection of the carrier shall be at the discretion of the City.

The City-provided dental insurance plan provides for a maximum annual dental payout of \$1,500 total for each employee and their eligible dependents.

B. Orthodontic Insurance Provided

The City shall pay for the orthodontic insurance premiums for employees covered by this Plan and their eligible dependents, if desired. Selection of the carrier shall be at the discretion of the City.

The City-provided orthodontic insurance plan provides for a lifetime maximum orthodontic payout of \$1,500 for each employee and for each employee's eligible dependents.

SECTION 19. VISION INSURANCE

A. Vision Insurance Provided

The City agrees to pay the premium for full family vision care coverage that provides for one examination, one set of lenses, and one frame per year. Selection of the carrier shall

be at the discretion of the City. The City provided plan shall provide for a \$20 co-payment for examination and a \$20 co-payment for materials.

SECTION 20. LIFE INSURANCE

A. Life Insurance Provided

The City agrees to provide term life insurance and accidental death and dismemberment insurance in the amount of \$40,000 each per year/per employee. Selection of the carrier shall be at the discretion of the City.

SECTION 21. DISABILITY INSURANCE

A. Disability Insurance Provided

The City agrees to provide the State Disability Insurance program to employees covered by this Plan.

B. Disability Insurance Premium Rates

- **Short Term Disability Rates**

The City shall provide, at its own expense, short-term disability insurance of two-thirds of salary (\$463 per week maximum benefit) with a 29-day waiting period.

- **Long Term Disability Rates**

The City shall provide, at its own expense, long term disability insurance of two-thirds of salary up to \$3,000 per month (\$2,001 maximum benefit) with a 90-day waiting period.

C. Disability Insurance Option for Upgrade

Employees have the option to upgrade the plan to provide two-thirds of salary up to \$5,000 per month at employee expense provided that all employees covered under this Plan opt for this upgraded coverage with said expense taken as a payroll deduction and provided the selected carrier agrees to this change.

SECTION 22. DOMESTIC PARTNER MEDICAL COVERAGE

A. Domestic Partnership and Coverage Defined

A Domestic Partnership is defined pursuant to the California Family Code. The City, in accordance with CalPERS regulations, will allow coverage for registered domestic partners of employees, as qualified dependents, under the medical, dental, and vision health care plans. Prior to any coverage being provided, the employee must provide proof of domestic partnership registration with the California Secretary of State.

SECTION 23. INCENTIVE BENEFITS

A. Educational Degree

During the term of this Plan, the City will pay those employees who have earned degrees from accredited college institutions, additional pay as follows:

- Associate of Art/Science Degree \$ 75.00 per month
- Bachelor of Art/Science Degree \$150.00 per month
- Master of Art/Science Degree \$225.00 per month

An employee is only eligible to receive Educational Degree Pay under this section for one degree. An employee is not eligible to receive this pay for multiple degrees and/or disciplines.

This Educational Degree Pay shall only be paid to employees holding a degree beyond that which is required for their classification, as outlined in the classification description, and if a higher degree is determined to be beneficial by the City Manager, which shall not unreasonably be withheld.

SECTION 24. RETIREMENT PLAN FOR EMPLOYEES

A. Retirement Plan Defined

The City shall contract with the California Public Employees Retirement System (CalPERS) for the purpose of allowing employees to earn retirement benefits.

B. CalPERS Contract Benefits – Classic Employees

For “Classic” Public Safety (3% @ 55 Plan) and Miscellaneous (2.5% @ 55 Plan) Members, the contract offers the following options:

- Military Buy Back - The choice to participate in the CalPERS Military Buy Back program is solely at the discretion and cost of the employee.
- Third Level 1959 Survivors Benefits
- Single Highest Year Compensation Formula
- Service Credit for Unused Sick Leave

C. CalPERS Employer Contribution Rate Sharing Formula for Classic Employees

The total amount owed by the City to CalPERS related to retirement benefits of City employees and annuitants is composed of the plan total normal cost and the plan total amortized cost, which together are the “Plan Total Cost”. City employees pay an “expected” employee contribution toward the plan total normal cost. Unless otherwise established between the City and employees, the City pays to CalPERS the plan total cost less the expected employee contribution, which is paid to CalPERS by the employee through payroll deduction.

Employees covered under the Plan will pay an amount above the expected employee contribution, calculated as described below.

Public Safety Employees

Employees covered by this Plan that participate in CalPERS as public safety plan Tier 1 (“Classic”) employees will contribute 9% of salary (expected employee contribution) and an additional 12.935% of salary (employee’s share of City rate). In the event the Plan Total Cost for the City’s Tier 1 public safety plan employees, when expressed as a percentage of payroll, increases in excess of 5.0% over the prior year’s contribution rate, the additional amount above the 5.0% increase shall be shared equally between the City and the employee. For example, if the employer contribution rate increases from one year to the next by 7%, then the City will pay 5% of that increase. For the remaining 2%, the City will pay 1% and the employee will pay 1%.

Miscellaneous Employees

Employees covered by this Plan that participate in CalPERS as Tier 1 (“Classic”) employees will contribute 8% of salary (expected employee contribution) and an additional 8.388% of salary (employee’s share of City rate). In the event the Plan Total Cost for the City’s Tier 1 employees, when expressed as a percentage of payroll, increases in excess of 4.0% over the prior year’s contribution rate, the additional amount above the 4.0% increase shall be shared equally between the City and the employee. For example, if the employer contribution rate increases from one year to the next by 6%, then the City will pay 4% of that increase. For the remaining 2%, the City will pay 1% and the employee will pay 1%.

D. CalPERS Contract Benefits – PEPRA Employees

Individuals first employed by the City on or after January 1, 2013 who are defined as “new members” by the Public Employees’ Pension Reform Act (PEPRA) of 2013, shall be enrolled in the CalPERS.

Employees classified as PEPRA Public Safety members will be enrolled in a 2.7% @ 57 plan. Employees designated as Local Miscellaneous PEPRA members will be enrolled in a 2% @ 62 plan. Employees covered by the Plan enrolled in CalPERS as PEPRA Public Safety or Local Miscellaneous members will be responsible to pay a contribution to CalPERS equal to 50% of the total normal cost for their defined Plan as determined by CalPERS.

SECTION 25. DEFERRED COMPENSATION – 457 PLAN

The City shall make a 457 plan available for employees covered by the Plan to contribute to through payroll deduction.

SECTION 26. CLOTHING AND EQUIPMENT ALLOWANCE

A. Uniform and Safety Equipment Allowance for Public Safety Employees

Effective July 1, 2015, the Fire safety classifications covered by this Plan will receive an annual uniform allowance of \$800 per year for items which are not solely for personal health and safety, to align with the International Association of Firefighters, Local 1230's clothing allowance. After voluntarily transitioning to this Plan or at the time that an employee's Individual Employment Agreement expires, Fire safety classifications will be entitled to a clothing allowance of \$1,000 per year.

Public Police safety employees covered by this Plan shall receive an annual uniform allowance of \$1,000 for the purchase and maintenance of uniforms and accessories.

The uniform allowance will be paid twice annually, one-half (1/2) in June and one-half (1/2) in December. Newly hired employees shall be eligible for a pro-rated start-up allowance.

Police employees covered by this Plan shall receive an annual safety equipment allowance of \$255 for the purchase of equipment such as a weapon, holster, duty belt, handcuffs, baton, flashlight, etc. The safety equipment allowance shall be paid in the same fashion as the uniform allowance described above.

B. Safety Shoe Allowance

The classifications listed under this section shall receive a safety shoe allowance in the amount of \$200 per year.

- Public Works Manager
- Wastewater Treatment Plant Manager

The allowance provided under this section will be paid twice annually, one-half (1/2) in June and one-half (1/2) in December.

SECTION 27. AUTO ALLOWANCE

A. Police and Fire

The City shall provide the following classifications with a city-owned automobile for use in discharging their duties, subject to all federal and state tax laws. The City shall also provide all expenses related to gasoline, maintenance and insurance of said vehicle. The classifications covered under this subsection shall have the unrestricted use of said vehicle within the State of California and shall not drive outside the state unless receiving prior approval from the City Manager.

- Police Chief
- Police Lieutenant
- Fire Chief

- Fire Battalion Chief

B. All Other Employees

The City shall provide employees with an automobile allowance in the form of a per mile reimbursement per IRS-approved mileage rates. These payments shall be made in conjunction with the City's normal payroll periods and subject to all federal and state withholding and tax laws.

C. Elimination of Auto Allowance

All employees hired on or after November 17, 2020 will not receive an automobile allowance.

SECTION 28. CELLPHONE ALLOWANCE

An employee covered under this Plan has the option to obtain a City-issued cellphone for business purposes. If the employee does not elect to receive a City-issued cellphone, the City shall provide the employee with a \$65 monthly stipend. This stipend shall be payable on one pay period each month and be subject to all federal and state withholding and tax laws.

The employee hereby acknowledges and agrees that receipt of this stipend means that any voicemail, text, or e-mail messages received on his or her device that are related to City business are the property of the City and are subject to disclosure in accordance with the Public Records Act and applicable case law. The employee further hereby confirms that he or she will provide authorization for the City to obtain such records from his or her service provider.

SECTION 29. FIRE BATTALION CHIEF BACKFILL FOR PARTNER AGENCY

The Fire Battalion Chief classification is distinct among the classifications covered by the Plan in that it performs shift work. The City of Pinole is a party, with the Rodeo-Hercules Fire District and the Contra Costa County Fire Protection District, to the Battalion 7 agreement, through which, among other things, each party provides a Fire Battalion Chief on a rotating shift basis to cover the needs of the entire Battalion 7. From time to time, the Pinole Fire Battalion Chief is required to cover a shift as Battalion Chief for Battalion 7 that is additional to the City's normal shifts. When the City's Fire Battalion Chief covers the Battalion Chief duties for another agency, the Fire Battalion Chief shall receive compensation at a rate of one and one-half times his or her basic hourly salary for the hours worked, not to exceed the amount reimbursed by the other agencies.

SECTION 30. LONGEVITY PAY

Effective July 19, 2017, and consistent with the Pinole Police Employees Association's Longevity Pay, the Police Lieutenant classification will be eligible for Longevity Pay amounting to 3% of the employee's base straight-time pay once they have reached 15 years of service.

EXHIBIT “A”**MANAGEMENT GROUP SALARY RANGES****EFFECTIVE Effective 07/06/2020****Revised 06/15/2021 JANUARY 19, 2021**

<u>Classification</u>	<u>Minimum Annual Salary</u>	<u>Minimum Hourly Rate</u>	<u>Maximum Annual Salary</u>	<u>Maximum Hourly Rate</u>
<u>Assistant City Manager</u>	<u>\$192,893.01</u>	<u>\$92.7370</u>	<u>\$234,463.00</u>	<u>\$112.7226</u>
<u>Police Chief</u>	<u>\$192,893.00</u>	<u>\$92.7370</u>	<u>\$234,463.00</u>	<u>\$112.7226</u>
<u>Development Services Director/City Engineer</u>	<u>\$183,708.00</u>	<u>\$88.3212</u>	<u>\$223,298.00</u>	<u>\$107.3548</u>
<u>Finance Director</u>	<u>\$167,007.00</u>	<u>\$80.2918</u>	<u>\$202,999.00</u>	<u>\$97.5957</u>
<u>Fire Chief</u>	<u>\$167,007.00</u>	<u>\$80.2918</u>	<u>\$202,999.00</u>	<u>\$97.5957</u>
<u>Fire Battalion Chief</u>	<u>\$144,517.00</u>	<u>\$69.6281</u>	<u>\$175,661.00</u>	<u>\$60.3231</u>
<u>Planning Manager</u>	<u>\$144,517.00</u>	<u>\$69.6281</u>	<u>\$175,661.00</u>	<u>\$60.3231</u>
<u>Police Lieutenant</u>	<u>\$131,379.00</u>	<u>\$63.1630</u>	<u>\$159,692.00</u>	<u>\$76.7750</u>
<u>Wastewater Treatment Plant Manager</u>	<u>\$119,436.00</u>	<u>\$57.4212</u>	<u>\$145,174.00</u>	<u>\$69.7952</u>
<u>Public Works Manager</u>	<u>\$106,165.00</u>	<u>\$51.0409</u>	<u>\$129,044.00</u>	<u>\$62.0404</u>
<u>Recreation Manager</u>	<u>\$106,165.00</u>	<u>\$51.0409</u>	<u>\$129,044.00</u>	<u>\$62.0404</u>
<u>Human Resources Specialist</u>	<u>\$67,280.00</u>	<u>\$32.3462</u>	<u>\$81,779.00</u>	<u>\$39.3168</u>
<u>MANAGEMENT* @ 07/06/2020</u>	<u>Minimum Annual Salary</u>	<u>Minimum Hourly Rate</u>	<u>Maximum Annual Salary</u>	<u>Maximum Hourly Rate</u>
<u>Assistant City Manager</u>	<u>\$192,893</u>	<u>\$92.7370</u>	<u>\$234,463</u>	<u>\$112.7225</u>
<u>Police Chief</u>	<u>\$192,893</u>	<u>\$92.7370</u>	<u>\$234,463</u>	<u>\$112.7225</u>
<u>Development Services Director/City Engineer</u>	<u>\$183,708</u>	<u>\$88.3212</u>	<u>\$223,298</u>	<u>\$107.3547</u>
<u>Community Development Director</u>	<u>\$167,007</u>	<u>\$80.2918</u>	<u>\$202,999</u>	<u>\$97.5957</u>
<u>Finance Director</u>	<u>\$167,007</u>	<u>\$80.2918</u>	<u>\$202,999</u>	<u>\$97.5957</u>
<u>Fire Chief</u>	<u>\$167,007</u>	<u>\$80.2918</u>	<u>\$202,999</u>	<u>\$97.5957</u>
<u>Public Works Director</u>	<u>\$167,007</u>	<u>\$80.2918</u>	<u>\$202,999</u>	<u>\$97.5957</u>
<u>Fire Battalion Chief</u>	<u>\$144,517</u>	<u>\$69.4793</u>	<u>\$175,661</u>	<u>\$84.4524</u>
<u>Planning Manager</u>	<u>\$144,517</u>	<u>\$69.4793</u>	<u>\$175,661</u>	<u>\$84.4524</u>
<u>Police Lieutenant</u>	<u>\$131,379</u>	<u>\$63.1630</u>	<u>\$159,692</u>	<u>\$76.7750</u>
<u>Wastewater Treatment Plant Manager</u>	<u>\$119,436</u>	<u>\$57.4212</u>	<u>\$145,174</u>	<u>\$69.7952</u>
<u>Public Works Manager</u>	<u>\$106,165</u>	<u>\$51.0409</u>	<u>\$129,044</u>	<u>\$62.0404</u>

Recreation Manager	\$106,165	\$51,0409	\$129,044	\$62,0404
Human Resources Specialist	\$67,280	\$32,3462	\$81,779	\$39,3168



CITY COUNCIL REPORT

10A

DATE: JUNE 15, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: TAMARA MILLER, DEVELOPMENT SERVICES DIRECTOR/CITY ENGINEER
MISHA KAUR, SR. PROJECT MANAGER

SUBJECT: APPROVE THE CITY OF PINOLE FISCAL YEAR (FY) 2021-22 THROUGH 2025-26 FIVE-YEAR CAPITAL IMPROVEMENT PLAN AND ADOPT THE FY 2021-22 CAPITAL BUDGET

RECOMMENDATION

Staff recommends that the City Council approve the Fiscal Year (FY) 2021-22 through 2025-26 Five-Year Capital Improvement Plan (CIP) and adopt the FY 2021-22 Capital Budget.

BACKGROUND

As provided by Section 2.04.150 of Title 2 of the Pinole Municipal Code, the City Manager in collaboration with the Finance Director, Development Services Director/ City Engineer, and Sr. Project Manager has compiled budget recommendations for City capital projects for the next five (5) fiscal years. The Capital Improvement Plan (CIP) is reviewed and updated annually for capital projects and programs that support City goals and objectives. The CIP reflects the priorities identified in the 2020-2025 Strategic Plan of developing a disciplined approach to funding infrastructure maintenance and improvements.

Capital improvement projects usually result in a permanent addition to the City's assets, including the design, construction, or purchase of land, buildings, or facilities, or major renovations of the same. The Proposed FY 2021-22 through 2025-26 Five-Year Capital Improvement Plan is comprised of projects that fall into the following broad categories:

- Facility Maintenance
- Parks
- Sewer Collection

- Sewer Treatment
- Stormwater
- Streets and Roadways

REVIEW & ANALYSIS

The Proposed Preliminary FY 2021-22 through FY 2025-26 Five-Year CIP was presented to the Finance Subcommittee and Planning Commission on May 12, 2021 and May 24, 2021, respectively. The Planning Commission found the projects added to the CIP for funding in FY 2021-22 were consistent with the General Plan.

City staff has subsequently added four projects to the CIP. Two of the three projects, although large enough to be housed in the CIP, are maintenance projects and do not need to go to the Planning Commission for a consistency finding. The development of a Local Road Safety Plan (LRSP) has been added as it is a tool for asset condition assessment which is a part of CIP process. The LRSP also is not required to go the Planning Commission for a consistency finding.

On June 2, 2021, the Finance Subcommittee reviewed the Proposed CIP again and also considered projects on the unfunded and unprogrammed list for funding. The Finance Subcommittee recommended funding the development of an Active Transportation Plan from the unfunded and unprogrammed project list. Consequently, this project was added to the Proposed CIP. The development of this plan does not need to be reviewed by the Planning Commission for a consistency finding.

The Proposed FY 2021-22 through FY 2025-26 Five-Year CIP contains 34 projects which includes 11 new projects. In addition, the Proposed CIP also contains a list of 27 unfunded and unprogrammed projects.

Status of projects in the adopted CIP

City staff is currently working to advance 25 projects in the current adopted CIP, some of which are multiyear efforts. On May 4, 2021, City Staff provided City Council a status update on the projects in the adopted CIP. In FY 2020/21, a Residential Slurry Seal Project was completed on January 5, 2021 valued at \$744,361.68.

Prior Year Projects removed

Project PA1901 – Fernandez Park Baseball Field Rehabilitation has been removed from the list pending the preparation of a Park Master Plan (Project PA1704) which will identify and quantify the service levels for our fields. The field has been programmed for enhanced maintenance practices, and its condition is improving as a result.

New Projects

The Proposed CIP has two new projects in the Sanitary Sewer category and nine projects in the Roads category:

- SS2101 – Secondary Clarifier - Center Column Rehabilitation
- SS2102 – Air Release Valve Replacement
- RO2501 – Residential Slurry Seal
- RO2401 – Cape Seal
- RO2301 – Residential Slurry Seal
- RO2101 – Arterial Rehabilitation
- RO2102 – Tennent Ave. Rehabilitation
- RO2103 – Pedestrian Bridge Repair
- RO2104 – Local Road Safety Plan
- RO2105 – Appian Way Complete Streets Project
- RO2106 – Active Transportation Plan

Detailed project description sheets for all projects are included in the Proposed CIP.

City Council Items of Interest

City Council has directed staff to assess the feasibility and funding of various projects as part of the CIP development process. These projects include:

- State of infrastructure
- Tree Maintenance Program
- Eucalyptus Tree Plan
- Recommendations of the Beautification Ad Hoc Committee
- Roadway Management Program and Funding
- Status of Fields and Recreation Facilities
- Measure AA 2016 State Funds for Climate Change
- Faria House Funding
- Emergency Power for Critical City Facilities
- Implementation of a Community Garden Program

Below is staff's assessment and recommendations of each of the projects listed above.

State of infrastructure

City staff has planned and initiated several master plans that will document the current condition of the City's infrastructure. We will continue systematically to ensure that we have completed condition assessments of all infrastructure. We already through a cooperative program with Metropolitan Transportation Commission assess the pavement condition every two to three years. The development of the Sanitary Sewer Collection System Master Plan is already underway and will include condition

assessments for the collection system. Council has authorized funding for a Park Master Plan which will include a condition assessment of all parks. Of the major funding categories in the CIP, we will need to plan and perform condition assessments of our Stormdrain system which will include the leaks on Doidge Avenue, and Facilities which may include the Faria House. Even our fleet needs a condition assessment which can guide decisions on moving to zero emission vehicles. These condition assessments will guide Council and staff in developing a disciplined approach to funding infrastructure maintenance and improvements.

Tree Maintenance Program

The development of a Tree Master Plan (Project UF023) is listed on the unfunded and unprogrammed project list. The Master Plan will inventory the existing trees including Eucalyptus trees and develop a maintenance program including find tree planting opportunities. This project was also recommended by the Beautification Ad Hoc Committee.

Eucalyptus Tree Plan

The open space located between the Old Town area between John Street and Pinole Valley Road is forested with Eucalyptus trees. Project UF009 – Eucalyptus Grove Restoration is listed on the unfunded and unprogrammed. The project will replace the Eucalyptus grove with native vegetation to enhance the area and reduce fire risk.

Recommendations of the Beautification Ad Hoc Committee

The final recommendations of the Committee include hosting clean up events and installation of high capacity, solar powered compacting trash bins at City parks, an education and awareness campaign to reduce litter, an art competition for youth to design litter reduction signage, and the development of a tree master plan.

The two capital projects recommended are on the unfunded and unprogrammed list: Tree Master Plan (Project UF023) and Installation of high capacity trash bins (Project UF024). The education and awareness program and art competition program for youth should be considered as part of the operating budget if desired by Council.

Roadway Management Program and Funding

This project is listed as Pavement Maintenance (UF016) on the unfunded and unprogrammed list.

Status of Fields and Recreation Facilities

The preparation of a Park Master Plan (CIP Project PA1704) will identify the needs of the park system. The Pinole Valley Park Soccer Field Rehabilitation project is listed in

the CIP as Project PA1901 and has been deferred pending the development of the Park Master Plan. Another project related to the improvement of recreation facilities is Project UF010 - Fernandez Park Baseball grandstand improvement.

Measure AA 2016 State Funds for Climate Change

Measure AA funds are intended for the restoration of the Bay by removing fill and restoring wetlands. Staff will continue to watch for grants coming from the administrator of the Measure AA funds. One project on our unfunded list has potential to fit into their funding criteria. Because the Railroad Avenue Bridge has been identified as a barrier to very high flows in the creek, it may be a candidate for this funding.

Faria House Funding

Currently, this project is listed as Faria House Renovations (UF001) on the unfunded and unprogrammed list. Staff has supported Council in discussions of funding the Faria House Renovations. We will continue to support Council in this deliberation.

Emergency Power for Critical City Facilities

This project is listed as UF003 on the unfunded and unprogrammed list.

Implementation of a Community Garden Program

This project was not addressed in the CIP, and Staff may be able to address this as an operational project or within the Park Master Plan.

FISCAL IMPACT

The Proposed FY 2021-22 through 2025-26 Five-Year Capital Improvement Plan includes \$14,281,332 in identified projects of which, \$2,096,240 are listed as unfunded. Staff is requesting Council to adopt budget appropriations for the first year of the CIP, which constitutes the FY2021-22 CIP Budget in the amount of \$6,295,885.

SOURCES BY FUND	FY 2021-22 REQUEST
100 – General Fund	\$75,000
106 - Measure S 2014	\$1,477,197
200 - Gas Tax	\$509,445
215 - Measure J	\$706,000
PGE - Rule 20A	\$511,532
276 - Growth Impact Fees	\$258,000
325 - City Street Improvements	\$953,887
327 - Park Grants	\$189,758
377 - Arterial Streets Rehabilitation	\$775,297
500 - Sewer Enterprise Fund	\$839,819
SOURCES TOTAL	\$6,295,885

There is sufficient Fund Balance in each of these sources to cover the requests. Years two through five of the Plan will be used to forecast funding needs. Staff will provide Council with updated CIP budgets for each future Plan year during the appropriate fiscal year.

Attachment B contains the status of capital projects listed in the Measure S 2014 Five-Year Funding Plan.

ATTACHMENT(S)

- A. FY 2021-22 through 2025-26 Five-Year Capital Improvement Plan
- B. Status of capital projects listed in Measure S 2014 Five-Year Funding Plan
- C. Resolution Approving the FY 2021-22 through 2025-26 Five-Year Capital Improvement Plan and adopting the FY 2020-21 Capital Budget

[Return to Agenda](#)

CITY OF PINOLE

CAPITAL IMPROVEMENT PLAN

FY 2021/22 - 2025/26

ATTACHMENT A



CAPITAL IMPROVEMENT PLAN

FY 2021/22 - 2025/26

CITY COUNCIL

Norma Martinez-Rubin, Mayor

Vincent Salimi, Mayor Pro Tem

Anthony L. Tave, Councilmember

Devin Murphy, Councilmember

Maureen Toms, Councilmember

CITY MANAGER

Andrew Murray

DEVELOPMENT SERVICES DIRECTOR

Tamara Miller



CAPITAL IMPROVEMENT PLAN: FY 2021/22 THROUGH FY 2025/26
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Introduction

The Capital Improvement Plan (CIP) is a multi-year planning tool used to identify and implement the City's capital needs over the upcoming five-year period. The CIP aligns the needs with appropriate funding, scheduling, and implementation. This document is a working blueprint for building and sustaining publicly funded physical infrastructure. Capital improvements refer to physical assets and include the design, purchase, construction, maintenance, or improvement of public resources (i.e. parks public infrastructure, equipment, public spaces). These improvements influence Pinole's built and natural environment and help guide the trajectory of future growth or change.

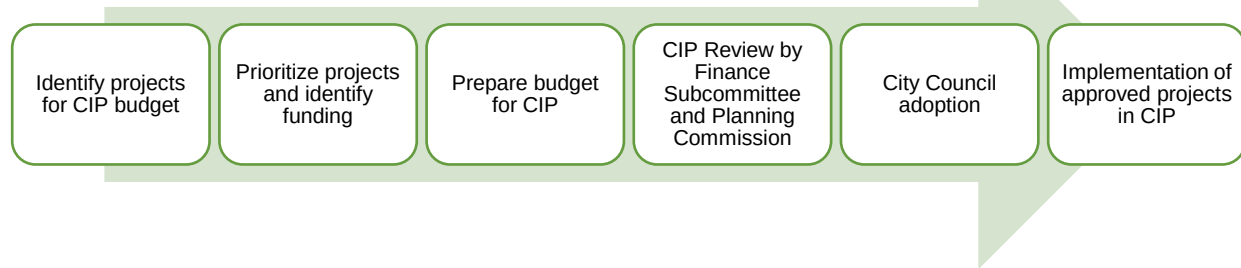
The projects in the CIP fall into the following broad categories: facility maintenance, parks, sewer collection and treatment, stormwater, streets and roads. These projects are developed in collaboration with department heads, and division managers under the direction of the City Manager to ensure all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

The CIP is reviewed and updated annually for capital projects and programs that support City goals and objectives including priorities identified in the 2020-2025 Strategic Plan of developing a disciplined approach to funding infrastructure maintenance and improvements. The City seeks to enhance its focus on the state of the infrastructure throughout the community by first inventorying all the assets, assessing their contributions to a safe and vibrant Pinole, assessing their current conditions, and creating a disciplined investment approach resulting in a strong and purpose driven Capital Investment Plan. This work effort has already commenced with the preparation of the sewer collection system asset inventory, capacity analysis, and condition analysis. We will follow with a Park Master Plan (FY 2021-22) and Storm Drain Master Plan (FY 2022-23).

The preparation and adoption of the CIP is an important part of Pinole's financial planning and budgeting process. Proposed projects are reviewed by the Planning Commission for consistency with the General Plan. The Finance Subcommittee also reviews and analyzes all aspects of the CIP and makes recommendations. Project priority and selection is based on specific criteria, such as:

- Consistency with community plans and policies;
- Regulatory compliance;
- Public and political support;
- Sustainability;
- Cost savings or revenue generation;
- Project demand, determined by inventory of existing land, equipment, and facility conditions;
- Economic, environmental, aesthetic or social impacts; and
- Public health, safety or other legal concerns.

The process for developing the CIP involves the following steps:



Next Steps in City Capital Planning

The City will complete condition assessment of all the City's capital assets and identify the funding levels required to maintain these assets. The City will continue to integrate capital planning information into the Long-Term Financial Plan, so City decision makers are aware of the City's capital needs when they consider allocation of the City's limited financial resources and consider possibly pursuing additional sources of City revenue.

Project Funding

A variety of funding sources support projects listed in the CIP. The first year's program in the CIP is adopted by the City Council as the Capital Budget, as a counterpart to the annual Operating Budget. The fiscal resources are appropriated only in the first year, the subsequent four years of the CIP are important for long term planning and subject to further review and modification.

The CIP is funded primarily with funds restricted for specific purposes. The next page describes various funding sources and their restrictions. Some projects are entirely or partially funded by grants and reimbursements from state and federal government and other agencies.

Funding Sources

Fund #	Fund Name (restriction)	Description
100	General Fund (unrestricted)	The General Fund is the main operating fund for the City. It accounts for sources and uses of resources that (primarily) are discretionary to the City Council in the provision of activities, programs and services deemed necessary and desirable by the community.
106	Measure S 2014 (unrestricted)	Accounts for 2014 voter-approved half-cent Local Use Tax which levies 0.5% each on all merchandise. Although these are unrestricted General Fund revenues, the 2014 Use Taxes have been allocated by the City Council to fund Infrastructure Projects as their highest funding priority.
200	Gas Tax - RMRA (roads and right-of-way)	Accounts for the Highway Users Tax (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City limits. Gas Tax funds are restricted for use in the construction, improvement and maintenance of public streets. The taxes are allocated to Pinole through the Road Maintenance and Rehabilitation Account (RMRA) established by the Road Repair and Accountability Act of 2017.
215	Measure J (roads only)	Accounts for special sales tax revenues collected by Contra Costa Transportation Authority (CCTA) and reapportioned to cities for local street projects. This fund also accounts for return to source funds and grant funds.
PGE	Rule 20A (undergrounding projects)	Through Rule 20A, the California Public Utilities Commission requires Pacific Gas and Electric (PG&E) to set aside funds annually to finance the undergrounding of overhead electrical facilities located on public streets within the City of Pinole.
276	Growth Impact Fees (nexus identified needs)	Accounts for development fees collected to mitigate the impact of new development. Provides funds for nexus identified needs only.
325	City Street Improvements (roads only)	Accounts for funds set aside by the City of Pinole to fund street improvement projects. The Measure S 2014 funding plan allocates \$250k annually to this fund.
327	Park Grants (parks only)	Accounts for grants and reimbursements from the state and federal government and other agencies related to parks.
377	Arterial Street Rehabilitation (roads only)	Accounts for funds set aside by the City of Pinole to fund arterial street rehabilitation projects. The Measure S 2014 funding plan allocates \$250k annually to this fund.
500	Sewer Enterprise (sewer only)	Accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Water Pollution Control Plant which services the Pinole and Hercules areas.

Grants

Certain projects are eligible to receive grant funds from state, federal, or other agencies. Road projects listed in the CIP receive grant funding from a variety of sources such as:

- California Department of Transportation (Caltrans)
 - Highway Bridge Program (HBP) – funds to improve bridge structural safety.
 - Project: RO1710
 - Highway Safety Improvement Program (HSIP) – funds projects that significantly reduce fatalities and injuries on all public roads.
 - Project: RO2104
- West Contra Costa Transportation Advisory Committee (WCCTAC)
 - Subregional Transportation Mitigation Program (STMP) – funds projects that provide congestion relief and mitigate traffic impacts on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit service.
 - Projects: RO2105, RO1902, and RO1710
- Metropolitan Transportation Commission (MTC)
 - One Bay Area Grant 2 (OBAG2) – policy framework for MTC’s distribution of federal State Transportation Program and Congestion Mitigation and Air Quality Improvement Program funds. The OBAG2 program provides funding for local street and road maintenance, streetscape enhancements, bicycle and pedestrian improvements, Safe Route to School projects, Priority Conservation Areas, and Transportation planning.
 - Projects: RO1801, and RO1714
 - Transportation Development Act (TDA) Article 3 – funds construction and/or engineering of bicycle or pedestrian capital or quick build projects, maintenance of Class I or Class IV separated bikeways, bicycle and/or pedestrian safety education projects, development of a comprehensive bicycle or pedestrian facilities plans, and restriping Class II bicycle lanes and buffered bicycle lanes.
 - Project: RO1714

The receipt of certain grants and reimbursements typically follow the award of contracts; therefore, other City funding is programmed for front-end financing of the total estimated project costs.

Overview of Recommended Capital Budget

The FY 2021/22 – 2024/25 CIP contains 34 projects which includes 11 new projects. The CIP also contains information for 27 unfunded and unprogrammed projects. A funded project is one that has identified specific funding, including on-going existing resources to fully implement the project. A partially funded project has funding to accomplish various phases of the project but lacks sufficient funding to complete the project. An unfunded project is one that has been identified in the CIP as a need but no funding secured to implement the project. Should funding become available through grant or other sources, the unfunded list can be reviewed to determine if it is suitable to seek such funding.

CIP projects fall into the following categories: Facilities, Parks, Sanitary Sewer, Stormwater, and Roads. The nomenclature for the project number is derived as follows:

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

Category	Abbreviation
Facilities	FA
Parks	PA
Sewer	SS
Stormwater	SW
Roads	RO
Unfunded	UF

In FY2021/22, there are 26 projects programmed for funding, including 8 new projects. Below is a summary of the various funding sources based on project category.

FY 2021/22		PROJECT CATEGORIES					FY 2021/22 TOTALS BY FUND
Funding Sources	Fund	Facilities	Parks	Sanitary Sewer	Storm-water	Roads	
		FA	PA	SS	SW	RO	
General Fund	100					\$75,000	\$75,000
Measure S 2014	106	\$838,655	\$160,242		\$302,000	\$176,300	\$1,477,197
Gas Tax	200					\$509,445	\$509,445
Measure J	215					\$706,000	\$706,000
PG&E – Rule 20A						\$511,532	\$511,532
Growth Impact Fees	276				\$58,000	\$200,000	\$258,000
City Street Improvements	325					\$953,837	\$953,837
Park Grants	327		\$189,758				\$189,758
Arterial Street Rehabilitation	377					\$775,297	\$775,297
Sewer Enterprise	500			\$799,000		\$40,819	\$839,819
FY 2021/22 TOTALS BY PROJECT CATEGORY		\$838,655	\$350,000	\$799,000	\$360,000	\$3,948,230	\$6,295,885

CIP FY 2021-22 THROUGH FY 2025-26 FUNDING SUMMARY

**CITY OF PINOLE
 FY2021-22 THROUGH FY2025-26
 FIVE-YEAR CAPITAL IMPROVEMENT PLAN
 FUNDING SUMMARY**

SOURCES BY FUND	PRIOR FUNDING	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	5-Year Total
100 - General Fund	-	\$75,000	-	-	-	-	\$75,000
106 - Measure S 2014	\$59,300	\$1,477,197	\$997,406	-	-	-	\$2,474,603
200 - Gas Tax	-	\$509,445	-	-	-	-	\$509,445
215 - Measure J	-	\$706,000	-	-	-	-	\$706,000
PGE - Rule 20A	\$2,361,678	\$511,532	-	-	-	-	\$511,532
276 - Growth Impact Fees	\$39,980	\$258,000	\$200,000	-	-	-	\$458,000
325 - City Street Improvements	\$581,649	\$953,837	\$261,586	\$1,139,618	\$560,000	\$890,000	\$3,805,041
327 - Park Grants	-	\$189,758	-	-	-	-	\$189,758
377 - Arterial Streets Rehabilitation	\$82,881	\$775,297	\$550,000	-	-	-	\$1,325,297
500 - Sewer Enterprise Fund	\$150,000	\$839,819	\$ 90,597.00	\$1,200,000	-	-	\$2,130,416
Sources Total	\$3,275,488	\$6,295,885	\$2,099,589	\$ 2,339,618	\$ 560,000	\$890,000	\$12,185,092
Unfunded Total				\$ 2,096,240			\$2,096,240
Total Sources Required		\$6,295,885	\$2,099,589	\$4,435,858	\$560,000	\$890,000	\$14,281,332

FACILITIES										
PRJ #	USES BY PROJECT	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
FA2001	Post Office Maintenance	\$0	\$80,000					106-343-47201	\$80,000	Measure S 2014
FA2002	Electric Vehicle Charging Stations	\$0	\$20,000					106-343-47201	\$20,000	Measure S 2014
FA1901	Senior Center Auxiliary Parking Lot formerly known as Fowler House lot reuse	\$15,000	\$176,655	\$432,406				106-343-47201	\$176,655	Measure S 2014
FA1902	Energy Upgrades	\$0	\$220,000					106-343-47201	\$220,000	Measure S 2014
FA1702	Citywide Roof repairs and replacement	\$0	\$272,000	\$140,000				106-343-47201	\$272,000	Measure S 2014
FA1703	Paint City Hall	\$0	\$70,000					106-343-47201	\$70,000	Measure S 2014
PARKS										
PRJ #	USES BY PROJECT	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
PA2001	Bocce Ball Court	\$0	\$250,000					106-343-47201	\$60,242	Measure S 2014
								327-345-47203	\$189,758	Park Grants
PA1901	Pinole Valley Park Soccer Field Rehabilitation	\$0		\$200,000				106-345-47203	\$0	Measure S 2014
PA1704	Prepare a Park Master Plan	\$0	\$100,000					106-345-47203	\$100,000	Measure S 2014
SANITARY SEWER										
PRJ #	USES BY PROJECT	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
SS2101	Secondary Clarifier - Center Column Rehabilitation	\$0	\$350,000					500-641-47201	\$350,000	Sewer Enterprise
SS2102	Air Release Valve Replacement	\$0	\$50,000					500-641-47201	\$50,000	Sewer Enterprise
SS2001	Sanitary Sewer Collection System Master Plan	\$150,000	\$299,000					500-642-47201	\$299,000	Sewer Enterprise
SS2002	Water Pollution Control Plant Lab Remodel	\$0	\$100,000					500-642-47201	\$100,000	Sewer Enterprise
SS1702	Sewer Pump Station Rehabilitation	\$0			\$1,200,000			500-641-47201	\$0	Sewer Enterprise
STORMWATER										
PRJ #	USES BY PROJECT	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2020-21 Funds	Funding Source
SW2001	Roble Road Drainage Improvements	\$0		\$200,000				276-344-47206	\$0	Growth Impact Fees
SW2002	Adobe Road Repair and Drainage Improvements	\$0		\$150,000				106-344-47206	\$0	Measure S 2014
SW1901	Hazel Street Gap Closure (Sunnyview)	\$39,980	\$360,000					106-344-47206	\$302,000	Measure S 2014
								276-344-47206	\$58,000	Growth Impact Fees
SW1703	Storm Drainage Master Plan	\$0		\$75,000				106-344-42101	\$0	Measure S 2014

		ROADS								
PRJ #	USES / PROJECT	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
RO2501	Residential Slurry Seal	\$0					\$890,000	325-342-47205	\$0	City Street Improvements
RO2401	Cape Seal	\$0				\$560,000		325-342-47205	\$0	City Street Improvements
RO2301	Residential Slurry Seal	\$0			\$890,000			325-342-47205	\$0	City Street Improvements
RO2101	Arterial Rehabilitation	\$10,000	\$48,480	\$550,000				377-342-47205	\$48,480	Arterial Rehabilitation
RO2102	Tennent Ave. Rehabilitation	\$10,000	\$424,887	\$257,918				325-342-47205	\$2,986	City Street Improvements
								500-641-47201	\$40,819	Sewer Enterprise
								200-342-47205	\$381,082	Gas Tax - RMRA
RO2103	Pedestrian Bridge Repair	\$44,300	\$55,700					106-344-47206	\$55,700	Measure S 2014
RO2104	Local Road Safety Plan	\$10,000	\$29,663					325-342-47205	\$29,663	Caltrans - HSIP
RO2105	Appian Way Complete Streets Project	\$0	\$100,000					325-342-47205	\$100,000	WCCTAC - STMP Fees
RO2106	Active Transportation Plan	\$0	\$75,000					100-341-47205	\$75,000	General Fund
RO1902	Pedestrian Improvements at Tennent Ave. near R X R	\$20,000	\$35,300		\$661,250			325-342-47205	\$35,300	WCCTAC - STMP Fees
RO1801	San Pablo Ave. Rehabilitation	\$72,881	\$1,312,817					377-342-47205	\$726,817	Arterial Rehabilitation
								215-342-47205	\$586,000	MTC/(OBAG 2)
RO1802	Hazel Street Gap Closure (Sunnyview)	\$0	\$200,000					276-344-47205	\$150,000	Developer
								276-344-47205	\$50,000	Growth Impact Fees
RO1708	Pinole Valley Road Improvements	\$0	\$100,000					200-342-47205	\$100,000	Gas Tax - RMRA
RO1709	Pinole Valley Road Underground District	\$2,361,678	\$539,895					200-342-47205	\$28,363	Gas Tax - RMRA
								Rule20A	\$511,532	Rule 20A Credits
RO1710	San Pablo Ave. Bridge over BNSF Railroad**	\$528,465	\$630,735	\$94,265	\$1,684,608			325-342-47205	\$75,000	WCCTAC - STMP Fees
								325-342-47205	-\$35,853	City Street Improvements
								325-342-47205	\$591,588	Caltrans - HBP
RO1714	Safety Improvements at Appian Way & Marlesa Rd. formerly known as HAWK at Appian Way and Marlesta	\$13,184	\$395,753					325-342-47205	\$25,753	City Street Improvements
								215-342-47205	\$120,000	MTC/OBAG2
								325-342-47205	\$129,400	MTC/TDA Article 3
								106-344-47206	\$120,600	Measure S 2014
	Uses by Project Total	\$3,275,488	\$6,295,885	\$2,099,589	\$4,435,858	\$560,000	\$890,000			

LEGEND:

- Items highlighted in blue are unfunded projects.
- Items highlighted in orange indicate a project or project funding is carried over from prior fiscal year.
- Items highlighted in purple are new projects, or new funding allocations in FY 2021-22.
- Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Roads.

**Caltrans funded total project cost is \$38 million and extends beyond the proposed Plan years.

CIP FY 2021-22 THROUGH FY 2025-26 PROJECT DESCRIPTION SHEETS

FACILITIES

FA2001 - Post Office Maintenance

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	
Revised Project Completion:	June 30, 2022
Project Origin:	Lease Agreement
Multi-year Project:	No



Description: The City of Pinole owns certain property located at 2101 Pear Street (APN: 401-163-003) and since 1960, the United States Post Office (USPO) has leased 2101 Pear Street from the City serving as a Post Office. On September 2, 2014, City Council adopted Resolution 2014-51 to execute a five year lease agreement (with Two 5-Year Options) with the USPO for the use of 2101 Pear Street. Under the terms and conditions of the lease, the City is responsible for maintaining the existing facility, including the heating and air conditioning system, electrical systems, light fixtures, and landscaping. The terms of the lease also stipulate that the City must paint all and exterior previously painted no later than six (6) months following the start of the lease, or at least once every five (5) years during the continuance of the lease unless required more often because of damage from casualties. This project involves satisfying the painting clause in the lease agreement.

Supplemental Information: The current lease period is from 09/01/2020 - 08/31/2025.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 80,000				
	Subtotal		\$ 80,000				
	Total Cost Estimate: \$ 80,000						

FACILITIES

FA2002 - Electric Vehicle Charging Stations

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: City Request
Multi-year Project: No



Description: Installation of electric vehicle (EV) charging stations at City facilities to support increased adoption and use of zero emission vehicles. An assessment of City facilities coupled with grant funding opportunities dictate the most suitable locations for installation of charging stations. In October 2020, the City reserved a charging rebate with Marin Clean Energy (MCE) for the installation of charging infrastructure and project technical assistance. The technical assistance provided by MCE covers: a site assessment which includes a review of ADA and options for charging station placement, a load study to understand the proposed site’s electrical capacity, and an EV charger planning report. City staff worked with the technical assistance provider to select a publicly accessible site where installation of charging infrastructure was feasible. A load study was conducted at the public parking lot serving the Public Safety Building located at 880 Tennent Ave. The results of the load study indicated that the site could support charging infrastructure. This project will install charging infrastructure at the Public Safety Building. City staff will release a Request for Proposals to select a qualified vendor to supply and install charging station infrastructure in the City of Pinole.

Supplemental Information: City staff continue to assess other public locations throughout Pinole for opportunities to incorporate EV charging infrastructure.

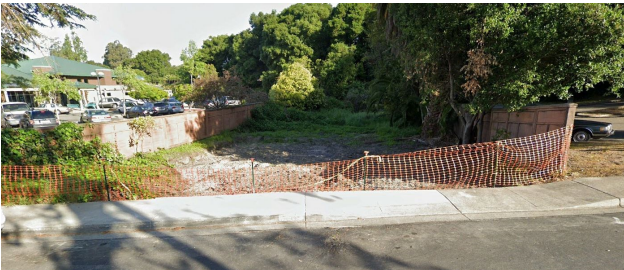
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 20,000				
	Subtotal		\$ 20,000				
	Total Cost Estimate: \$ 20,000						

FACILITIES

FA1901 - Senior Center Auxiliary Parking Lot

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2023
Project Origin: Fowler Lot Re-Use Committee
Multi-year Project: Yes



Description: On April 16, 1990 City Council adopted Resolution 2380 authorizing the purchase of 2548 Charles Street. At the time of purchase, City Council determined that construction of a Senior Center was necessary, and that this property was needed to provide sufficient parking for the Center. The parcel is surrounded by municipal parking lots which serve the Senior Center and Old Town Pinole. On February 2, 2021 City Council adopted Resolution 2021-07 and awarded a contract to a consultant for the preliminary engineering and design for the parking lot. The parking lot will be designed to be a multi-benefit project that includes pavement structural section, striping, lighting, bicycle parking, electric vehicle charging stations, stormwater capture and retention, and drought tolerant landscaping. The final design will offer the maximum number of parking spaces while allowing access for both vehicles and pedestrians and include aesthetic design components.

Supplemental Information: The Fowler House tenants remained in the property till 2010 and many discussions took place to determine the best use of the property. It was determined that the house had asbestos and lead paint. On July 17, 2018, City Council adopted Resolution 2018-67 to create the Fowler Lot Re-use Committee to evaluate the reuse and redevelopment of the property. The Committee evaluated uses for the lot and determined the best use of the property is a parking lot. On October 16, 2018, the City Council adopted Resolution No. 2018-93 to approve a contract with a construction company to abate and demolish the Fowler house. The property demolition was completed on March 11, 2019. On July 21, 2020, City Council adopted Resolution 2020-68 to accept the final recommendation of the Committee.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	106	\$ 15,000	\$ 176,655				
Construction	106			\$ 432,406			
	Subtotal	\$ 15,000	\$ 176,655	\$ 432,406			
	Total Cost Estimate: \$624,061						

FACILITIES

FA1902 - Energy Upgrades

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: End of life cycle
Multi-year Project: No



Description: The heating, ventilation, and cooling (HVAC) systems at City Hall and Senior Center have reached the end of their useful life and need to be replaced. A portion of the roof at the Senior Center will also need to be replaced.

Supplemental Information: In October 2020, City staff began working with Marin Clean Energy's (MCE's) Energy Efficiency program to explore opportunities for energy conservation and generation at City owned facilities by replacing the HVAC systems and upgrading streetlights. It was determined that the MCE program could not incentivize HVAC replacement project or the upgrade of the streetlights.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 220,000				
	Subtotal		\$ 220,000				
	Total Cost Estimate: \$ 220,000						

FACILITIES

FA1702 - Citywide Roof repairs and replacement

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion: June 30, 2023
Project Origin: End of life cycle
Multi-year Project: Yes



Description: In 2015, comprehensive visual roof inspections were completed by a contractor on various City owned facilities. The purpose of the inspection was to identify the extent, if any, of moisture intrusion into the existing roof assemblies, document observed roof system deficiencies, determine the overall condition of the existing roof systems and to estimate the service life of the in-place roof assemblies. The roof inspection identified several roofs which need to be repaired or replaced. The roofs at City hall and the Public Safety building need to be replaced.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 272,000	\$ 140,000			
	Subtotal		\$ 272,000	\$ 140,000			
	Total Cost Estimate: \$412,000						

FACILITIES

FA1703 - Paint City Hall

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



Description: The interior and exterior surfaces of City Hall require repainting as the paint system has reached the end of its useful life. Exterior painting is necessary to maintain external protection from the environment. Fading, chipping paint, along with water and mildew damage necessitates the painting project.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 70,000				
	Subtotal		\$ 70,000				
	Total Cost Estimate: \$ 70,000						

PARKS**PA2001 - Bocce Ball Court**

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



Description: Installation of a Bocce Ball court to provide recreational opportunities to the Pinole community. City staff has identified a list of potential sites for the court. The City intends to utilize the State of California Department of Parks and Recreation Per Capita Grant Program funds for this project.

Supplemental Information: There has been interest by the community and Council to provide the opportunity to play Bocce Ball year around. In 2004, the Pinole Rotary Club identified the construction of bocce ball courts in Pinole as its Centennial Project. At the time, several sites were considered and Fernandez Park was identified as a possible location. The current location of the horseshoe pits, adjacent to the public patio, was deemed the best option, and a schematic design was prepared. In 2009, the Community Services Commission recommended various park and recreational facility projects including bocce ball courts to be funded by East Bay Regional Park District Measure WW funds. On July 9, 2009, the City Council approved a list of projects for Measure WW funding which included bocce ball court installation. However, the available grant funding exceeded the cost estimate of the recommended projects. In 2020, the Fowler Lot Re-Use Committee evaluated possible uses for 2548 Charles Ave. and deemed the installation of a bocce ball at the site as an attractive recreational opportunity but concluded that it would come with increased parking demand in an area that is already affected by limited parking. The Committee encouraged staff to seek other suitable locations for a bocce ball court.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	327		\$ 189,758				
	106		\$ 60,242				
	Subtotal		\$ 250,000				
	Total Cost Estimate: \$ 250,000						

PARKS**PA1901 - Pinole Valley Park Soccer Field Rehabilitation**

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
Project Origin: Council Request
Multi-year Project: No



Description: There are two soccer fields at Pinole Valley Park which are utilized on an annual basis, the Wright Avenue Soccer Field at the southerly end, and Savage Avenue Soccer Field at the northern end. Both fields are heavily used by soccer leagues and the general public. The Savage Avenue Soccer Field requires substantial rehabilitation which includes: upgrading the irrigation system and ongoing turf maintenance. Turf maintenance includes mowing, fertilizing, aeration, overseeding, and topdressing.

Supplemental Information: This project has been delayed pending the development of a Park Master Plan (CIP Project# PA1704).

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106			\$ 200,000			
	Subtotal			\$ 200,000			
	Total Cost Estimate: \$ 200,000						

PARKS**PA1704 - Prepare a Park Master Plan**

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	July 1, 2022
Revised Project Completion:	June 30, 2023
Project Origin:	Staff Recommendation
Multi-year Project:	No



Description: Preparation of a park master plan will aid the City in developing a strategic approach to park maintenance and operation. The master plan will allow the City to quantify and qualify the existing park system, identify deficiencies, and develop a financial analysis of the cost to maintain and operate park assets.

Supplemental Information: This project was added to the CIP in 2017 as an unfunded project; Council approved funding in 2020.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	106		\$ 100,000				
	Subtotal		\$ 100,000				
	Total Cost Estimate: \$ 100,000						

SANITARY SEWER

SS2101 - Secondary Clarifier—Center Column Rehabilitation

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



Description: The Secondary Clarifier #5 has reached the end of its useful life. The project will involve removal and replacement of catwalk, drive mechanism, center column, and rake arm.

Supplemental Information: The City of Hercules will be reimburse the Sewer Enterprise fund for 50% of the total project cost.

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	500		\$ 350,000				
	Subtotal		\$ 350,000				
	Total Cost Estimate: \$ 350,000						

SANITARY SEWER

SS2102 - Air Release Valve Replacement

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: No



Description: There are four air relief valves at various locations on the WPCP Effluent Pipeline between the WPCP and the Rodeo treated water discharge point. This project includes removal and replacement of the pipe saddle, short pipe section, isolation valve, and air relief valve.

Supplemental Information: The four locations are: 1) across from the WPCP at 11 Tennent Ave., near the entrance of the SF Bay Trail, 2) On the SF Bay Trail near the corner of Santa Fe and Railroad Ave., 3) At the intersection of Mariposa St. and Railroad Ave. (Rodeo), 4) Outside the gate of Rodeo Sanitary District at 800 San Pablo Ave. (Rodeo). The City of Hercules will be reimburse the Sewer Enterprise fund for 50% of the total project cost.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	500		\$ 50,000				
	Subtotal		\$ 50,000				
	Total Cost Estimate: \$ 50,000						

SANITARY SEWER

SS2001 - Sanitary Sewer Collection System Master Plan

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: Staff Recommendation
Multi-year Project: Yes



Description: In September 2020, the City Council awarded a contract to Carollo Engineers, Inc. to develop a Sanitary Sewer Collection System Master Plan (Plan). The Plan will provide a condition assessment of the sewer collection assets to inform capital planning and effectively serve the wastewater needs of residents and businesses. This plan will also provide a capacity analysis to identify pipes that need to be upsized.

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

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	500	\$ 150,000	\$ 299,000				
	Subtotal	\$ 150,000	\$ 299,000				
	Total Cost Estimate: \$ 449,000						

SANITARY SEWER**SS2002 Water Pollution Control Plant Lab Remodel**

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	July 1, 2021
Revised Project Completion:	June 30, 2022
Project Origin:	Regulatory Requirement
Multi-year Project:	No



Description: The California Environmental Laboratory Accreditation Program (ELAP) is responsible for accrediting environmental testing labs including the Pinole - Hercules WPCP. The 2019 ELAP inspection results indicated the lab apparatus, countertops, and the fume hood are past their useful life and recommended replacement.

Supplemental Information: The City of Hercules will be reimburse the Sewer Enterprise fund for 50% of the total project cost.

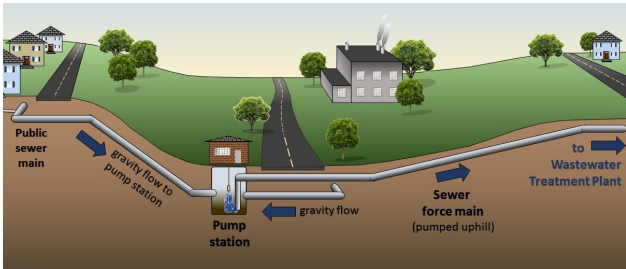
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	500		\$ 100,000				
	Subtotal		\$ 100,000				
	Total Cost Estimate: \$ 100,000						

SANITARY SEWER

SS1702 - Sewer Pump Station Rehabilitation

Initial Project Start: October 1, 2020
Initial Project Completion: August 31, 2022
Revised Project Start: July 1, 2023
Revised Project Completion: June 30, 2024
Project Origin: End of lifecycle
Multi-year Project: No



Description: The City owns and operates two lift stations to convey flow from low lying areas to high elevations where the flow continues by gravity to the wastewater treatment plant. Both pump stations have reached the end of their useful life and need to be rehabilitated.

Supplemental Information: The two pump stations are located on San Pablo Ave. and Hazel St

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	500				\$ 22,500		
Engineering	500				\$ 150,000		
Construction	500				\$ 884,000		
Contingency	500				\$ 143,500		
	Subtotal				\$ 1,200,000		
	Total Cost Estimate: \$1,200,000						

STORMWATER**SW2001 - Roble Road Storm Drainage Improvements**

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	July 1, 2022
Revised Project Completion:	June 30, 2023
Project Origin:	Staff Recommendation
Multi-year Project:	No



Description: The existing system appears to have capacity issues at Roble Ave. and Encina Ave. that warrant review and upgrade. This project will assess the collection system for capacity and hydraulic profile and upgrade the system as necessary.

Supplemental Information:**Budget:**

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	276			\$ 20,000			
Construction	276			\$ 160,000			
Contingency	276			\$ 20,000			
	Subtotal			\$ 200,000			
	Total Cost Estimate: \$ 200,000						

STORMWATER

SW2002 - Adobe Road Storm Drainage Improvements

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
Project Origin: Staff Recommendation
Multi-year Project: No



Description: Adobe Road experienced a failure due to drainage impacts. Installation of a culvert will be required to control the drainage in the area. The area will then be regraded and the road surface will be restored. This road serves only as a service access route.

Supplemental Information:

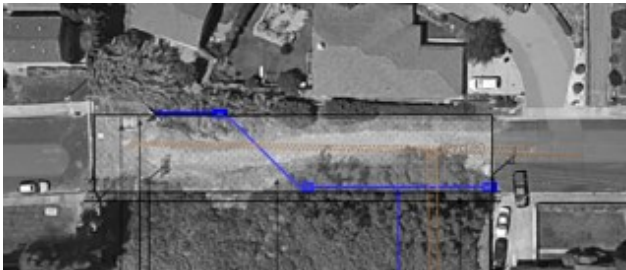
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	106			\$ 15,000			
Construction	106			\$ 120,000			
Contingency	106			\$ 15,000			
	Subtotal			\$ 150,000			
	Total Cost Estimate: \$ 150,000						

STORMWATER

SW1901 - Hazel Street Storm Drain Improvements

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: Development Driven
Multi-year Project: Yes



Description: The existing stormwater collection is an open trench system and needs to be converted to an underground conveyance system to facilitate construction of a through road. This project will include connecting the existing storm drain network within Hazel Street between 1087 Hazel St (eastern limits) and 1081 Hazel St. (western limits). In January 2020, the City contacted with Schaff and Wheeler to prepare the preliminary design which includes plan and profile of the pipe and technical specifications.

Supplemental Information: This conversion also aids in compliance with the MSP4 by reducing the potential of contaminants including litter from entering the stormwater system.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	276	\$ 39,980					
Construction	106		\$ 302,000				
	276		\$ 8,000				
Contingency	276		\$ 50,000				
	Subtotal	\$ 39,980	\$ 360,000				
	Total Cost Estimate: \$ 399,980						

STORMWATER

SW1703 - Storm Drainage Master Plan

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2023
Revised Project Start: July 1, 2022
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: No



Description: Preparation of a storm drain master plan will provide an analysis of the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance. The plan can serve to guide future budget allocations for improvements to the system.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	106			\$ 75,000			
	Subtotal			\$ 75,000			
	Total Cost Estimate: \$ 75,000						

ROADS

PAVEMENT MAINTENANCE AND REHABILITATION PROGRAM

Street Network: The City of Pinole is responsible for the repair and maintenance of approximately 52.22 centerline miles of city streets, divided into approximately 351 pavement management sections. The City’s street network replacement value is estimated at \$131.4 million.

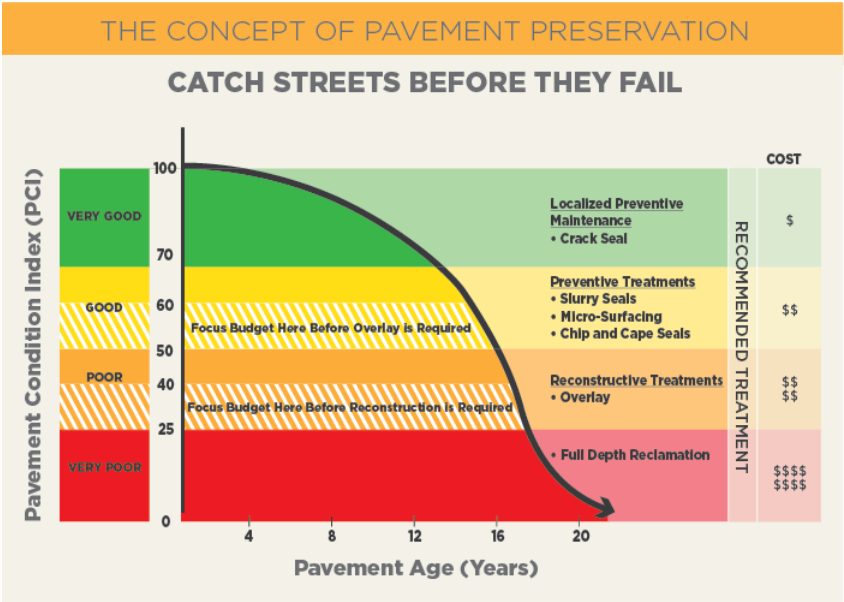
Organize & Analyze: The Pavement Management and Rehabilitation Program is a set of tools and policies designed to manage the maintenance and rehabilitation activities of the street network. The goal of the Program is to maintain the city’s pavement network in the best condition possible given the available funding. The City participates in the Metropolitan Transportation Commission (MTC) Pavement Technical Assistance Program (P-TAP) which provides grant funding to utilize a computerized Pavement Management Program called StreetSaver® to strategize the most cost effective method to extend pavement life and provides funding for a consultant to prepare a P-TAP Budget Options Report. StreetSaver® allows the City to:

- Inventory the street pavement
- Record pavement inspection data, maintenance, and rehabilitation activities
- Assess pavement conditions
- Prioritize street maintenance
- Estimate costs of treatments and rehabilitation
- Forecast budget needs
- View the impacts of funding on City-wide pavement conditions over time

Functional Class	Total Sections	Centerline miles	Lane miles
Arterial	25	7.26	24.97
Collector	23	7.30	18.75
Residential/Local	303	37.66	75.32
Total	351	52.22	119.04

The most recent P-TAP report was completed by a consultant (Quality Engineering Solutions, Inc.) in March 2019. To prepare the Budget Options Report, the consultant’s team visited Pinole to visually assess the conditions of the pavement sections and assigned an index score. The data collected in the field was imported into the StreetSaver® database which generates a scoring of the condition of each segment. This score is known as the Pavement Condition Index (PCI) and based on a scale of 0 to 100 (poor to excellent condition), depending on the severity of pavement distress.

Strategy: The City uses a “Fix-it-First” approach of performing preventative maintenance has been proven to extend the life of the pavement effectively and is less costly than reconstruction. The City’s pavement management program relies on gas tax revenue and \$500k of annual funding from Measure S 2014 to maintain the road network. To learn more pavement preservation and upcoming projects, visit www.ci.pinoles.ca.us/pavement



ROADS

RO2501 - Residential Slurry Seal

Initial Project Start: July 1, 2025
Initial Project Completion: June 30, 2026
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: No



Description: Based on the most current P-TAP report various segments will be recommended for slurry seal treatment. A slurry seal functions as a topcoat to existing asphalt pavement to preserve and protect the pavement. It is best suited for pavements with mild to moderate damage, such as narrow cracks, but not for severe damage such as potholes.

Supplemental Information:

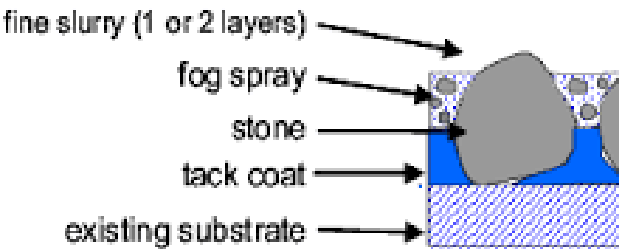
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325						\$ 10,000
Construction	325						\$ 800,000
Contingency	325						\$ 80,000
	Subtotal						\$ 890,000
	Total Cost Estimate: \$ 890,000						

ROADS

RO2401 - Cape Seal

Initial Project Start: July 1, 2024
Initial Project Completion: June 30, 2025
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: No



Description: Based on the most current P-TAP report, various pavement segments will benefit from a cape seal. A cape seal is applied when a slurry seal or micro-surfacing will not adequately address the pavement deterioration. Cape seals are a multi-layered treatment pavement preservation treatment which can extend the life of a pavement by 6-8 years.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325					\$ 10,000	
Construction	325					\$ 500,000	
Contingency	325					\$ 50,000	
	Subtotal					\$ 560,000	
	Total Cost Estimate: \$ 560,000						

ROADS

RO2301 - Residential Slurry Seal

Initial Project Start: July 1, 2023
Initial Project Completion: June 30, 2024
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: No



Description: Based on the most current P-TAP report various segments will be recommended for slurry seal treatment. A slurry seal functions as a topcoat to existing asphalt pavement to preserve and protect the pavement. It is best suited for pavements with mild to moderate damage, such as narrow cracks, but not for severe damage such as potholes.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325				\$ 10,000		
Construction	325				\$ 800,000		
Contingency	325				\$ 80,000		
	Subtotal				\$ 890,000		
	Total Cost Estimate: \$ 890,000						

ROADS

RO2101 - Arterial Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: Yes



Description: Based on the 2019 P-TAP report, various segments were recommended for treatment by StreetSaver®. The recommendations will be further validated through a comparative pavement analysis to explore additional treatment options which are not discussed in the P-TAP report. This will allow the City to optimize the available funding. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information:

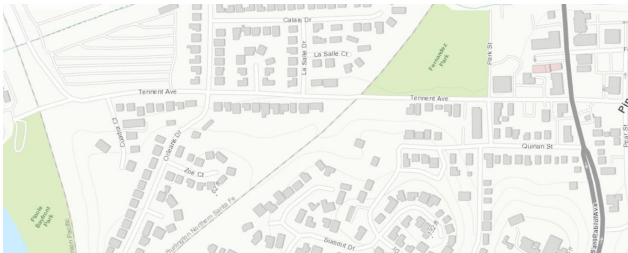
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	377	\$ 10,000	\$ 48,480				
Construction	377			\$ 500,000			
Contingency	377			\$ 50,000			
	Subtotal	\$ 10,000	\$ 48,480	\$ 550,000			
	Total Cost Estimate: \$ 608,480						

ROADS

RO2102 - Tennent Ave. Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: Yes



Description: The construction impacts from the WPCP upgrade project resulted in pavement deterioration. This project will rehabilitate Tennent Ave. from San Pablo Ave. to WPCP. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information: In preparation of this project, City retained a consultant to perform internal CCTV on this section of roadway. The inspection was completed in early 2021. Coordinating collection system improvements with street resurfacing projects ensures that sewer improvements are made prior to the resurfacing so that manholes and valve covers may be properly realigned, and repairs and replacements are made in a cost-effective manner. This also avoids cutting and patching recently paved streets.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325	\$ 10,000	\$ 2,986				
	500		\$ 24,819				
Construction	200		\$ 381,082				
	500			\$ 74,597			
	325			\$ 167,321			
Contingency	500		\$ 16,000	\$ 16,000			
	Subtotal	\$ 10,000	\$ 424,887	\$ 257,918			
	Total Cost Estimate: \$692,805						

ROADS

RO2103 - Pedestrian Bridge Repair

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



Description: This project will complete preventative maintenance and repairs recommended in the Pedestrian Bridge Inspection Reports prepared by a consultant.

Supplemental Information: On July 27, 2020, the City released a Request for Proposals to solicit the assistance of an engineering consulting firm to provide safety inspection services and repair/rehabilitation recommendations on the City's seven pedestrian bridges. On October 26, 2020 a consultant was awarded a contract to conduct field inspections, structural and civil engineering analysis and evaluation, develop conceptual repair details and strategies, perform cost estimation, and value engineering. The seven bridges are: Pinole Valley Park Bridge, Amber Swartz Park Bridge, Pinole Valley Shopping Center Bridge, Prune Street Bridge, Wastewater Treatment Plan Bridge, Bay Trail Bridge, and Senior Center Bridge.

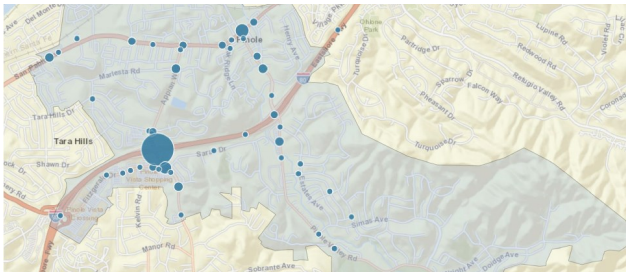
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Inspection	106	\$ 44,300					
Maintenance	106		\$ 55,700				
	Subtotal	\$ 44,300	\$ 55,700				
	Total Cost Estimate: \$ 100,000						

ROADS

RO2104 - Local Road Safety Plan

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



Description: Development of a Local Road Safety Plan (LRSP) which will include an existing conditions assessment, development of traffic measures in areas of engineering, education, encouragement, enforcement, emerging technologies along with associated evaluation. The LRSP will include a prioritized list of roadway infrastructure improvements.

Supplemental Information: In July 2020, staff submitted a grant application to Caltrans for funding to develop and implement an LRSP for the City of Pinole. LRSP’s allow local governments to identify, analyze, and prioritize roadway safety improvements on roads within their jurisdiction. In the future, an LRSP or its equivalent, will be required for agencies to apply for federal Highway Safety Improvement Plan funds. In October 2020, the City was selected for funding and implementation of an LRSP. In December 2020, the City released a Request for Proposals to seek professional services from licensed engineering firms to develop a LRSP. A contract was awarded to a consultant in April 2021.

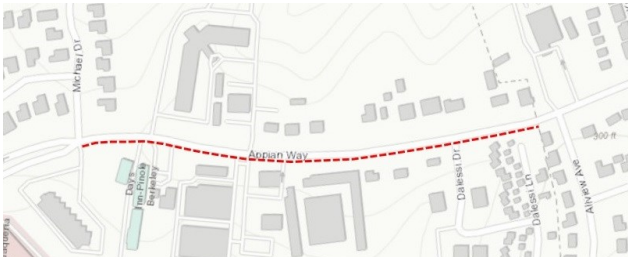
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	325	\$ 10,000	\$ 29,663				
	Subtotal	\$ 10,000	\$ 29,663				
	Total Cost Estimate: \$ 39,663						

ROADS

RO2105 - Appian Way Complete Streets Project

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: No



Description: Completion of preliminary engineering and design to provide continuous sidewalks and bike lanes along Appian Way beginning from unincorporated El Sobrante to about 1500 lineal feet north of the City limit within Pinole. The City will seek 2019 STMP funds from West Contra Costa Transportation Advisory Committee (WCCTAC) to develop the preliminary design for this project.

Supplemental Information: This project will connect with the Contra Costa County’s project to provide continuous sidewalks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante. This project will involve coordination with Contra Costa County. The construction phase of this project is unfunded and appears in the Unfunded and Unprogrammed list as UF013.

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325		\$ 100,000				
	Subtotal		\$ 100,000				
	Total Cost Estimate: \$ 100,000						

ROADS**RO2106 - Active Transportation Plan**

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: TAPS
Multi-year Project: No



Description: Development of an Active Transportation Plan will act as a guide for active mobility within and around Pinole. The Plan will identify an integrated network of walkways and bikeways that connect Pinole neighborhoods and communities to employment, education, commercial, recreational, and tourist destinations. The plan will prioritize a set of connected projects, that when fully implemented, will increase active transportation opportunities and make it safe and more convenient for people to walk, bike, and use non-auto forms of travel.

Supplemental Information:**Budget:**

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	100		\$ 75,000				
	Subtotal		\$ 75,000				
	Total Cost Estimate: \$ 75,000						

ROADS

RO1902 - Pedestrian Improvements at Tennent Ave. near RxR

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2024
Revised Project Start:
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: Yes



Description: In 2018, the East Bay Regional Park District completed a trail link to connect Pinole Shores Regional Shoreline to Bayfront Park trail. There remains one very small gap on Tennent Ave. from Bayfront Park to Railroad Ave. Improvements to Tennent Ave. at the Railroad Crossing will facilitate safe movement of bicycles and pedestrians. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information:

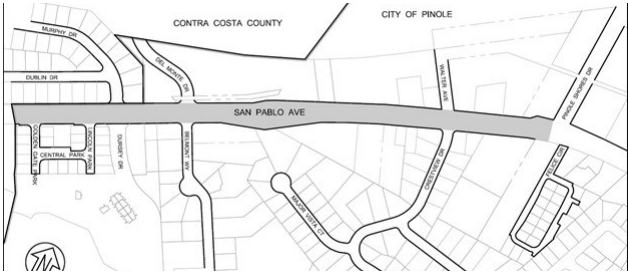
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	325	\$ 20,000	\$ 35,300				
Construction	325				\$ 44,700		
	UF				\$ 530,300		
Contingency	UF				\$ 86,250		
	Subtotal	\$ 20,000	\$ 35,300		\$ 661,250		
	Total Cost Estimate: \$ 716,550						

ROADS

RO1801 - San Pablo Avenue Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: Yes



Description: San Pablo Ave. is an arterial street that carries the major portion of trips entering and leaving the urban area and majority of through movements desiring to bypass the central City. To maintain the PCI of San Pablo Ave., the section from the westerly city limits to Pinole Shores Drive will need rehabilitation to reset the deterioration process and extend pavement life. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information:

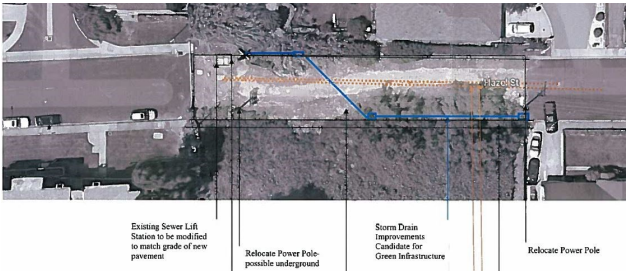
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	377	\$ 72,881					
Construction	OBAG2		\$ 586,000				
	377		\$ 621,792				
Contingency	377		\$ 105,025				
	Subtotal	\$ 72,881	\$ 1,312,817				
	Total Cost Estimate: \$1,385,698						

ROADS

RO1802 - Hazel Street Gap Closure (Sunnyview)

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Development Driven
Multi-year Project: No



Description: A developer has proposed to develop on a vacant lot identified as APN 402-013-060 at the end of Hazel Street. The project proposes the subdivision of the lot into four new parcels and development of single family residences on each new parcel, and execution of a development agreement to make public improvements, including the extension of Hazel Street for roadway connection to Sunnyview Drive - West end of Hazel St.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	276		\$ 50,000				
	Developer		\$ 150,000				
	Subtotal	\$ -	\$ 200,000				
	Total Cost Estimate: \$ 200,000						

ROADS**RO1708 - Pinole Valley Road Improvements**

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: June 1, 2021
Revised Project Completion: June 30, 2022
Project Origin: Council Request
Multi-year Project: No



Description: As part of the high school construction project WCCUSD provided road improvements along the school frontage. Improvements to Pinole Valley Road - from Shea to Granada - will extend the useful life of the pavement. The existing pavement score is high in this area, so a slurry seal would be the recommended treatment.

Supplemental Information:**Budget:**

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	200		\$ 5,000				
Construction	200		\$ 87,000				
Contingency	200		\$ 8,000				
	Subtotal		\$ 100,000				
	Total Cost Estimate: \$ 100,000						

ROADS

RO1709 - Pinole Valley Road Underground District

Initial Project Start: July 1, 2017
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: Council Request
Multi-year Project: Yes



Description: The underground district will allow the City of Pinole to use Rule 20A credits, funds paid by PG&E to the PUC, to underground overhead utility lines. As part of the underground project, the City will need to add a streetlight that must be funded outside the Rule20A program. Project RO1708 will follow this project.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	PGE	\$ 2,046,126	\$ 511,532				
	200		\$ 28,363				
	215	\$ 315,552					
	Subtotal	\$ 2,361,678	\$ 539,895				
	Total Cost Estimate: \$2,901,573						

ROADS

RO1710 - San Pablo Avenue Bridge over BNSF Railroad

Initial Project Start: July 1, 2017
Initial Project Completion: Beyond 5 year term
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: End of life cycle
Multi-year Project: Yes



Description: The San Pablo Avenue bridge over the Burlington Northern Santa Fe Railroad is an integral part of the area’s transportation network. The age and condition assessment of the bridge supports replacement. The City was approved for initial funding from the Caltrans Highway Bridge Program (HBP). In February 2020, the City awarded a contract to a Consultant for preliminary engineering (PE) to advance the project. The PE will be completed in two phases due to funding limitations. Completion of preliminary design is necessary to develop a final cost estimate for the project. Unfunded portions of this project appear in the Unfunded and Unprogrammed project list as Project UF027.

Supplemental Information: The total budget identified to complete the PE exceeds the amount of funding Caltrans committed to the project of the State’s share in the current HBP.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25 & FY2025-26	Beyond Proposed
PM	STMP	\$ 205,265	\$ 75,000	\$ 50,000	\$ 13,208		
Planning & Design	325	\$ 168,480	\$ (35,853)				
	STMP				\$ 191,710		
	HBP	\$ 154,720	\$ 591,588	\$ 44,265			
	UF				\$ 1,479,690		
Construction	STMP						\$ 1,078,025
	UF						\$34,102,975
	Subtotal	\$ 528,465	\$ 630,735	\$ 94,265	\$ 1,684,608		\$35,181,000
	Total Cost Estimate: \$38,119,073						

ROADS

RO1714 - Safety Improvements at Appian Way and Marlesta Rd. formerly known as HAWK at Appian Way and Marlesta Rd.

Initial Project Start: July 1, 2024
Initial Project Completion: June 30, 2025
Revised Project Start: July 1, 2020
Revised Project Completion: June 30, 2022
Project Origin: TAPS
Multi-year Project: Yes



Description: The key elements affecting the safety of pedestrians and cyclists at the Appian Way and Marlesta Way intersection is speed and reduced visibility of approaching traffic due to the topography of the project area. Safety improvements are required to improve crossing conditions for pedestrians and bicyclists. In February 2021, the City selected a Consultant to complete the preliminary engineering for this project.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	325	\$ 13,184	\$ 25,753				
Construction	OBAG2		\$ 120,000				
	TDA		\$ 129,400				
	106		\$ 83,600				
Contingency	106		\$ 37,000				
	Subtotal	\$ 13,184	\$ 395,753				
	Total Cost Estimate: \$ 408,937						

[Return to Agenda](#)

UNFUNDED AND UNPROGRAMMED PROJECTS

**FIVE-YEAR CAPITAL IMPROVEMENT PLAN: FY 2021-22 THROUGH FY 2025-26
UNFUNDED AND UNPROGRAMMED PROJECTS**

#	Unfunded/Unprogrammed Projects
UF001	Faria House Renovations
UF002	Railroad Avenue Bridge Removal/Replacement
UF003	Emergency Power for Critical Facilities
UF004	EV Charging Stations in City Lots
UF005	Parking lot resurfacing
UF006	LLAD Landscape Restoration/Improvement
UF007	Dog Park Restroom Replacement
UF008	Dog Park resurfacing and fencing improvements
UF009	Eucalyptus Grove Restoration
UF010	Fernandez Park Baseball grandstand improvement
UF011	Repave Trails
UF012	ADA Ramps
UF013	Appian Complete Streets
UF014	Bridge Maintenance
UF015	High Visibility HAWKS
UF016	Pavement Maintenance
UF017	I-80/Pinole Valley Rd. Interchange Improvements
UF018	Shale Hill Retaining wall and sidewalk gap
UF019	Sidewalks Gaps
UF020	Signal System Upgrades
UF021	San Pablo Sewer Lift Station Upgrade
UF022	Sewer Collection Systemwide Rehabilitation
UF023	Tree Master Plan
UF024	Installation of high capacity trash bins
UF025	Installation of Solar at City Facilities
UF026	All weather access roads
UF027	San Pablo Avenue Bridge over BNSF Railroad

UNFUNDED AND UNPROGRAMMED PROJECTS PROJECT DESCRIPTION SHEETS

UF001 - Faria House Renovations

Project Information

The City has discussed the use and economic viability of the Faria House. Significant renovations are required to utilize the property for any purpose. In 2019, the City awarded a contract to a consultant for \$91,397 to prepare design and specifications. The scope of work includes development of drawings and schematics of interior improvements, specifications for bidding, an evaluation of the structural engineering for the installation of an elevator for ADA access, and mechanical, electrical, plumbing design as part of the schematics. The consultant will provide the City with improvement costs.

Origin: Council Request

Budget Unit: Facilities/Economic Development

Cost Estimate: TBD by consultant

Potential Funding Sources:

UF002 - Railroad Avenue Bridge Removal and Replacement

Project Information

The Contra Costa County Flood Control and Water Conservation District has advised removal of the Railroad Avenue Bridge. The bridge is a flood barrier. The first step is to determine if the City of Pinole is the responsible agency for this project.

Origin: Staff Recommendation

Budget Unit: Roads/Sanitary Sewer/Stormwater

Cost Estimate:

Potential Funding Sources:

UF003 - Emergency Power for Critical Facilities

Project Information

During severe natural hazard events, it is highly likely that utility power will not be available for an extended period of time. It is necessary for critical facilities to have reliable sources of sustained electrical power to continue operations. The City will need to identify top critical facilities in need of protection, assess power loads in each facility that requires protection, determine the costs and technology options including solar battery storage, and identify funding sources to power critical facilities during an emergency. Public Safety Building, Fire Station 74, and WPCP have standby generators.

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources: -

UF004 - Charging Stations in City lots

Project Information

The City desires to promote and encourage the use of electric vehicles. With increased adoption of alternative fuel vehicles, the need for charging infrastructure is growing. The City wishes to install charging stations in city owned parking lots. The first step is to complete a load study at City owned parking lots to determine the electrical capacity at each site. There may be significant electrical upgrades necessary to install charging stations. Electrical capacity and siting determine ultimately determine the cost of each project. There are incentives available for the charging equipment.

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources: Bay Area Air Quality Management District, West Contra Costa Transportation Authority, Marin Clean Energy

UF005 - Parking lot resurfacing

Project Information

This project is to maintain and enhance existing City owned parking facilities and infrastructure, to increase parking supply, and to support ongoing multi-modal and streetscape improvements. Improvements include saw cutting and demolition, pavement removal, earthwork, pavement installation, curb and gutter, striping, and signage.

Origin: Staff Recommendation

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources: Economic stimulus funding

UF006 - LLAD Landscape Restoration and Improvement

Project Information

The Pinole Valley Road Landscape and Lighting Assessment District was formed in 2008. The City installed various improvements on Pinole Valley Road between Henry Avenue and Ramona Street. The district provides maintenance to traffic signals, streetlights, median landscaping, irrigation for landscaping, electricity to traffic signals and streetlights, and graffiti removal. This project will maintain and restore turf, shrubs, plants and trees within the District.

Origin: LLAD Report

Budget Unit: LLAD

Cost Estimate:

Potential Funding Sources: Fund 345 & 348

UF007 - Dog Park Restroom Replacement

Project Information

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

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources: -

UF008 - Dog Park resurfacing and fencing improvements

Project Information

Resurfacing and fencing improvements

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF009 - Eucalyptus Grove Restoration

Project Information

The open space located between the Old Town area between John St. and Pinole Valley Road is forested with Eucalyptus trees. In 2014, a Safety Inspection was conducted by a consultant. A total of 8 trees were recommended for removal, and root crown excavation was recommended for 3 trees. 2 trees were determined to be hollow and recommended for further investigation to evaluate the level of internal decay. In 2018, the City hired a company to remove 20 Eucalyptus trees in the area. There are still many trees left and many of the prior trees were felled with the trunks remaining on site. This project will remove the remaining trees, both standing and, on the ground, and regreen this area with native trees.

Origin: Council Request

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF010 - Fernandez Park grandstand improvement

Project Information

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

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF011 - Repave Trails

Project Information

The City's goal is to develop safe, connected, and comfortable bicycle and pedestrian facilities for people of all ages and abilities. Repaving trails will enhance trail access from the City's roadway network to encourage alternative modes of transportation.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF012 - ADA Ramps

Project Information

This project involves removing barriers to accessibility for persons using wheelchairs or other personal assistance devices and improving pedestrian accessibility and safety by reconstructing or upgrading curb ramps at various locations throughout the City.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF013 - Appian Complete Streets

Project Information

This project will provide continuous side-walks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante to about 1500 lineal feet north of the city limit within the City of Pinole. The City will seek 2019 STMP funds from West Contra Costa Transportation Authority for preliminary design.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$970,000

Potential Funding Sources: -

UF014 - Bridge Maintenance

Project Information

Maintenance of vehicular and pedestrian bridges as identified in the Caltrans Bridge Inspection Reports and Pedestrian Bridge Inspection Reports completed by Quincy Engineering, Inc.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF015 - Installation of High intensity Activated crossWALK (HAWK)

Project Information

A HAWK beacon is a traffic control device used to stop road traffic and facilitate pedestrians to cross more safely. HAWKS are candidate treatments for roads with three or more lanes and generally have an annual average daily traffic above 9,000. HAWKS are considered for all midblock and intersection crossings where roadway speed limits are equal or greater than 40 mph. The safety of various crossings can be improved in Pinole through the installation of a HAWK.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF016 - Pavement Maintenance

Project Information

The City uses a pavement management software known as StreetSaver to strategize the most cost effective method to extend the pavement life. Pavement Maintenance is necessary to maintain the City's pavement network. Deferred maintenance results in increased costs over time.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$42,000,000

Potential Funding Sources: Fund 200 and Fund 106

UF017 - I-80/ Pinole Valley Rd. Interchange Improvements

Project Information

This project will widen Pinole Valley Road ramp terminal intersections at I-80 to provide a dedicated right turn lane to the eastbound and westbound I-80 on ramps. This project will also provide crossing enhancements at the Pinole Valley Road and I-80 intersection.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$10,959,000

Potential Funding Sources:

UF018 - Shale Hill Retaining wall and sidewalk gap

Project Information

Shale Hill is located on San Pablo Ave. near Oak Ridge Road. The cut slope above the pavement is comprised of shale which is loose and sloughs onto the road. There is no sidewalk in this area because the toe of the embankment is uncontrolled and there is inadequate space to accommodate a sidewalk. Staff has not been successful in securing grant funds for this project.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF019 - Sidewalk gaps

Project Information

This project will address sidewalk gaps by installing public sidewalks where sidewalks are missing on one or both sides of the street. This work will be coordinated with other construction projects. Sidewalk gaps often exist in places with site constraints (i.e. right of way, grade/slopes, or utility conflicts) or are adjacent to properties that have been required to provide sidewalks in the past due to land uses or ownerships. Locations for repair will be selected based on site conditions, pedestrian safety, and adjacent property attributes.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF020 - Signal System Upgrades

Project Information

This project will upgrade various aspects of the City’s traffic signal system including: traffic signal controller equipment, vehicle detection, traffic signal arms and heads, battery backup systems, and communications systems to reduce congestion and improve safety for the Pinole community.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF021 - San Pablo Sewer Lift Station Upgrade

Project Information

This project involves upgrading the structural and electrical needs of the San Pablo Ave. lift station to address the safety and operational deficiencies.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate:

Potential Funding Sources:

UF022 - Sewer Collection Systemwide Rehabilitation

Project Information

In 2020, the City contracted with a consultant to prepare a sanitary sewer collection system master plan. The Master Plan will provide condition assessment of sewer collection assets that will inform capital planning.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate:

Potential Funding Sources:

UF023 - Tree Master Plan

Project Information

In 2019, the City Council established a Beautification Ad Hoc Committee to analyze options for, and to make recommendations to Council regarding clean-up and beautification projects in Pinole. Among other projects, the Committee recommended the development of a Tree Master Plan to inventory the existing trees, and to develop a plan for managing the tree inventory, including finding tree planting opportunities.

Origin: Beautification AdHoc Committee

Budget Unit:

Cost Estimate: \$375,000

Potential Funding Sources:

UF024 - Installation of high capacity trash bins

Project Information

In 2019, the City Council established a Beautification Ad Hoc Committee to analyze options for, and to make recommendations to Council regarding clean-up and beautification projects in Pinole. Among other projects, the Committee recommended the installation of high capacity, solar powered compacting trash bins at City parks.

Origin: Beautification AdHoc Committee

Budget Unit: Parks

Cost Estimate: \$400,000

Potential Funding Sources: Fund 213, Fund 214, and Economic Stimulus funds.

UF025 - Installation of Solar at City Facilities

Project Information

This project involves procurement and installation of solar panels at City owned facilities to offset the City's electricity consumption and reduce the greenhouse gas impacts.

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources:

UF026 - All access weather roads

Project Information

The General Plan, Chapter 8 discusses improvement of open space management to reduce wildfire risks. There is a desire to have improved, all-weather access roads through open space to improve access to and from Hercules and El Sobrante to shorten response times and improve mutual aid.

Origin: General Plan

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF027 - San Pablo Avenue Bridge over BNSF Railroad

Project Information

This project will replace the existing thirteen span reinforced concrete span structure over the Burlington Northern Santa Fe Railroad adjacent to San Pablo Avenue at the easterly limits of the City. On 02/18/20, Council awarded a contract to a Consultant to begin the preliminary engineering (PE) for this project (CIP Project RO1710). The PE will be completed in two phases due to funding limitations. The first phase was necessary to develop a final cost estimate to facilitate pursuing additional funding required to complete all phases including construction.

Origin: End of life cycle

Budget Unit: Roads

Cost Estimate: \$35,582,665

Potential Funding Sources: Caltrans
HBP, RAISE Discretionary Grants

Capital projects funded by Measure S 2014 Five-Year Funding Plan

In November 2014, Pinole voters approved Measure S 2014 which included a general sales tax measure of ½ cent. The City Council subsequently adopted a Measure S 2014 Five-Year Funding plan covering fiscal years 2019-20 through 2023-24, which includes both capital and operating contributions.

Below is a status of the capital projects listed in the Measure S 2014 Five-Year Funding Plan adopted on November 5, 2019.

Projects	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Status
FACILITIES						
Roof Repairs/Replace Roof Flashing – All City Facilities		\$272,000	\$140,000			CIP Project FA1702
Replace HVAC & Associated Roof at Senior Center	\$110,000					Projects merged as CIP Project FA1902
Replace HVAC at City Hall	\$120,000					
Paint City Hall Inside and Outside		\$70,000				CIP Project FA1703
Fowler House Lot Reuse	\$200,000					CIP Project FA1901
PARKS						
New Restrooms at Fernandez Park	\$333,603					CIP Project PA1708 - Completed

Pinole Valley Park Soccer Field Rehabilitation	\$200,000					CIP Project FA1901 - deferred pending the development of a Park Master Plan (CIP Project PA 1704)
Fernandez Park Baseball Field Rehabilitation	\$200,000					Removed from CIP, pending development of a Park Master Plan (CIP Project 1704)
PUBLIC WORKS						
Residential/Arterial Street Maintenance Program	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	This allocation is split equally into Fund 325 and 377 for pavement projects. The Pavement Maintenance and Rehabilitation program relies on this funding to maintain the roadway network.
Storm Drainage Master Plan - Phased	\$25,000	\$25,000	\$25,000			CIP Project SW1703
Storm Drain Annual Rehabilitation		\$150,000	\$150,000	\$150,000	\$150,000	These funds will be programmed once each phase of the Storm Drainage Master Plan (CIP Project SW1703) is completed.
Hazel Street Drainage Improvements	\$192,000					CIP Project SW1901
Pedestrian Bridge Inspection & Maintenance	\$100,000					CIP Project RO2103

The proposed CIP includes project description sheets for all CIP projects mentioned above.

RESOLUTION NO. 2021-XX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE FISCAL YEARS 2021-22 THROUGH 2025-26 FIVE-YEAR CAPITAL IMPROVEMENT PLAN AND ADOPTING THE FISCAL YEAR 2021-22 CAPITAL BUDGET**

WHEREAS, the Development Services Director/City Engineer has presented a Proposed Capital Improvement plan for the City of Pinole for Fiscal Years 2021-22 through 2025-26, and a proposed Capital Budget for Fiscal Year 2021-22; and

WHEREAS, the Planning Commission has reviewed the Proposed Preliminary Five-Year Capital Improvement Plan for consistency with the City General Plan; and

WHEREAS, the City Council has solicited public input on the proposed Fiscal Years 2021-22 through 2025-26 Capital Improvement Plan and Capital Budget, at a Public meeting.

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

Section 1. The Capital Improvement Plan for Fiscal Years 2021-22 through 2025-26 and Fiscal Year 2021-22 Capital Budget commencing July 1, 2021 and ending on June 30, 2022 are hereby approved and adopted.

Section 2. That appropriations are for the 2020-21 Fiscal Year are established by fund, as follows:

SOURCES BY FUND	CAPITAL APPROPRIATIONS
100 – General Fund	\$75,000
106 - Measure S 2014	\$1,477,197
200 - Gas Tax	\$509,445
215 - Measure J	\$706,000
PGE - Rule 20A	\$511,532
276 - Growth Impact Fees	\$258,000
325 - City Street Improvements	\$953,887
327 - Park Grants	\$189,758
377 - Arterial Streets Rehabilitation	\$775,297
500 - Sewer Enterprise Fund	\$839,819
TOTAL CAPITAL APPROPRIATIONS	\$6,295,885

Section 3. That the appropriations established for FY2021-22 by fund shall be allocated to individual projects as presented in the Capital Improvement Plan.

D AND ADOPTED at a regular meeting of the Pinole City Council held on the 15th day of June, 2021 by the following vote, to-wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 15th day of June, 2021.

Heather Iopu, CMC
City Clerk



CITY COUNCIL REPORT

10B

DATE: JUNE 15, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

**SUBJECT: FY 2020/21 ANNUAL REVIEW OF UTILITY USERS TAX, AND
ADOPTION OF A RESOLUTION MODIFYING HOUSEHOLD INCOME
ELIGIBILITY THRESHOLDS FOR UTILITY USERS TAX EXEMPTIONS
FOR FY 2021/22**

RECOMMENDATION

It is recommended that the City Council:

1. Conduct the FY 2020/21 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 2021/22.

BACKGROUND

In November 1998, voters approved the City of Pinole's Utility Users Tax (UUT) at a rate of 8% on electricity, gas, and telephone services. Voters approved ballot measures to extend UUT in 2004, 2012, and 2018. 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 the City's fourth largest General Fund revenue source. Revenue generated by the UUT amounts to approximately 12% of the City's General Fund and remains necessary to fund critical City services.

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

Pursuant to Section 3.26.170 of the Pinole Municipal Code, in June of every year, as part of the budget process, UUT is required to be reviewed through a report to the City Council.

The report shall contain a summary of amounts of UUT realized, which is provided in the subsequent section of this report.

REVIEW AND ANALYSIS

The Utility Users Tax (UUT) is analyzed each year as part of the budget process. Staff anticipates we will close FY 2020/21 with approximately \$1,868,458 in actual tax collected, which is approximately 3.2% above the amount collected for FY 2019/20. 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:

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	Estimated 2020/21
TOTAL UUT REALIZED	1,930,758	1,975,666	1,880,224	1,843,618	1,876,318	2,066,623	1,926,796	1,812,844	1,809,832	1,868,458
% CHANGE	-1.8%	2.3%	-4.8%	-1.9%	1.8%	10.1%	-6.8%	-5.9%	-0.2%	3.2%
COMMUNI- CATIONS	656,458	671,726	601,672	553,085	528,580	501,921	474,780	396,843	324,863	288,384
% TOTAL	34%	34%	32%	30%	28%	24%	25%	22%	18%	15%
ENERGY	1,274,300	1,303,940	1,278,552	1,290,533	1,347,738	1,564,702	1,452,015	1,416,001	1,484,969	1,580,074
% TOTAL	66%	66%	68%	70%	72%	76%	75%	78%	82%	85%

Looking ahead to FY 2021/22, the UUT budget proposed is at a conservative \$1,915,000 which is a 2.5% increase from the current year revised budget amount of \$1,868,458 and is based on trend analysis. 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.

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 landline services to telecommunication services facilitated through Voice-over Internet Protocol (VoIP), internet and broadband technologies.

AB 1717 was implemented effective January 1, 2016, which requires local jurisdictions to contract with the California State Board of Equalization (BOE) in order to receive revenue from local utility 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

Pursuant to Pinole Municipal Code Section 3.26.150(B), the City has established by resolution that utility customers that qualify for the California Alternative Rates for Energy (CARE) program, which is administered by Pacific Gas and Electric Company (PG&E), are exempt from the Utility Users Tax. PG&E confirms customers' eligibility based on IRS income returns and certifies continued eligibility every two years.

This is consistent with the process other California cities use as a basis for exemption from the UUT levy. In some cases, agencies rely on PG&E to administer the exemption in which case they automatically 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 current income thresholds in effect through May 31, 2022 and new rates effective June 1, 2021 are displayed below.

Household Size	New (CARE) State Thresholds	Previous (CARE) State Thresholds
1-2 Persons	\$34,840	\$34,480
3 Persons	\$43,920	\$43,440
4 Persons	\$53,000	\$52,400
5 Persons	\$62,080	\$61,360
6 Persons	\$71,160	\$70,320
7 Persons	\$80,240	\$79,280
8 Persons	\$89,320	\$88,240
9 Persons	\$98,400	\$97,200
10 Persons	\$107,480	\$106,160
Each additional person, add	\$9,080	\$8,960

FISCAL IMPACT

The FY 2021/22 budget forecast for Utility Users Tax is \$1,915,000, a 2.5% increase over the current FY 2020-21 revised budget amount of \$1,868,458 based on trend analysis. Growth is primarily realized in the UUT energy categories, while telecommunications continue to decline.

ATTACHMENTS

- A – Resolution setting levels for Utility Users Tax Exemptions
- B – PG&E CARE Program Guidelines

RESOLUTION 2020-**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA SETTING HOUSEHOLD
INCOME LEVELS FOR UTILITY USERS TAX EXEMPTIONS FOR FISCAL YEAR
(FY) 2021/22**

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 15, 2021, to discuss and receive public comment on the tax and whether or not changes to household income levels for utility users tax exemptions should be made; and

WHEREAS, the City Council desires to continue to allow exemptions for telephone users tax, electricity users tax and gas users tax based upon the Household Income Thresholds adopted by the State Public Utilities Commission's California Alternative Rate for Energy (CARE) Program for the 2021/22 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-four thousand eight hundred forty dollars (\$34,840) for household with one or two persons;
2. Forty-three thousand nine hundred twenty dollars (\$43,920) for households with three persons;
3. Fifty-three thousand dollars (\$53,000) for households of four persons;
4. Sixty-two thousand eighty dollars (\$62,080) for households of five persons;
5. Seventy-one thousand one hundred sixty dollars (\$71,160) for households of six persons;
6. Eighty thousand two hundred forty dollars (\$80,240) for households of seven persons;
7. Eighty-nine thousand three hundred twenty dollars (\$89,320) for households of eight persons;

8. Ninety-eight thousand four hundred dollars (\$98,400) for households of nine persons;
9. One hundred seven thousand four hundred eighty dollars (\$107,480) for households of ten persons;
10. For households with eleven or more members, increase income in No. 9 by nine thousand eighty dollars (\$9,080) for each additional member over ten.

AND BE IT FURTHER RESOLVED THAT the City Manager or his designee, and the City Attorney are hereby authorized and directed, to make all approvals and take all actions necessary or appropriate to carry out the intent of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Pinole this 15th day of June, 2021, 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 15th day of **June, 2021**.

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	\$34,840 or less
3	\$43,920 or less
4	\$53,000 or less
5	\$62,080 or less
6	\$71,160 or less
7	\$80,240 or less
8	\$89,320 or less
9	\$98,400 or less
10	\$107,480 or less
Each additional person, add	\$9,080

*Before taxes based on current income sources. Valid through May 31, 2022.

Household income includes all taxable and nontaxable revenues from all people living in the home. It includes, but is not limited to the following sources:

- Wages
- Salaries
- Interest and dividends
- Spousal and child support payments
- Public assistance payments
- Social Security and pensions
- Housing and military subsidies
- Rental income
- Self-employment income
- All employment-related, non-cash income

PLEASE NOTE: Your household income must meet the program income guidelines.

https://www.pge.com/en_US/residential/save-energy-money/help-paying-your-bill/longer-term-assistance/care/program-guidelines.page



CITY COUNCIL REPORT

10C

DATE: JUNE 15, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

SUBJECT: REVIEW AND APPROVE THE MASTER FEE SCHEDULE

RECOMMENDATION

Adopt a resolution approving the City of Pinole Master Fee Schedule (Attachment B) for service fees collected by departments.

BACKGROUND

The Master Fee Schedule summarizes all fees the various City departments charges for the provision of services. This schedule ensures transparency and consistency in fees charged to customers.

In November of 1992 the City Council hired a consulting firm to conduct the City's first comprehensive fee study. The purpose of the study was to calculate the total cost to the City for providing services in our community, and to determine the direct and indirect costs for which cost recovery was deemed appropriate. On July 6, 1993, the City Council adopted the City's initial Master Fee Schedule.

Since then, as an ongoing practice, the Master Fee Schedule is reviewed periodically, and certain fees may be adjusted upward or downward based on the cost to the City for delivering services for which fees are charged.

REVIEW AND ANALYSIS

The Government Finance Officers Association (GFOA) recommends state and local governments review and update charges and fees periodically based on factors such as the impact of inflation, other cost increases, adequacy of cost recovery, use of services, and the competitiveness of current rates.

The current Master Fee Schedule was enacted July 15, 2020 with fees effective July 1, 2020. Sections of the City's Master Fee Schedule have been updated over time based on recommendations of City staff in accordance with the Pinole Municipal Code.

The following section describes the most current updates to the major sections of the Master Fee Schedule:

- Business License Tax – Increased 5% effective 1-1-2019 based the Consumer Price Index (CPI) for the San Francisco-Oakland-Hayward region. In accordance with PMC Section 5.24.020, the business license tax shall be adjusted 5% for each cumulative 5% change in CPI;
- Fire Department Engineering/Plan Review services – Increased effective 7-1-2020 approximately 2% as determined by a fee study conducted by the consulting firm Michael Baker Inc.;
- Fire Department Code Enforcement Permit activities – Decreased effective 7-1-2020 approximately 9% as determined by a fee study conducted by the consulting firm Michael Baker Inc.;
- Development Services Building and Planning Services – Increased effective 4-4-2017;
- Wastewater Development Impact Fees – Increased effective 4-3-2018;
- Recreation Tiny Tots and Youth Center fees – Increased effective 9-3-2019; and
- Wastewater (Sewer) Utility fees – Increased effective 7-1-2018.

With the exception of the Fire department, the above adjustments were based on an internal review of associated costs for these services.

Staff is expecting that the Master Fee Schedule will need to be amended during FY 2021/22 to capture changes to fees that are currently under review. For example, the Recreation division of the Community Services department is currently undergoing a fee study of its services and programs. These updated fees will be incorporated into the Master Fee Schedule.

As mentioned above, the Master Fee Schedule is reviewed regularly to determine if adjustments to fees are necessary, which is commonly done in a piecemeal fashion. As part of the Strategic Plan 2020-2025 goal for a “Financially Stable Pinole”, the City is planning to engage a consulting firm to complete a comprehensive fee study, which will include a review of all City fees. This is to ensure that the City is recovering the full cost of delivering services, as well as that fees are reasonable. The study will include an update to the City’s cost allocation plan to ensure that administrative overhead costs are appropriately captured in the fee structure. An appropriation for this work has been included in the proposed FY 2021/22 Operating and Capital Budget.

FISCAL IMPACT

The proposed FY 2021/22 Operating and Capital Budget includes anticipated fee revenue based on the Master Fee Schedule effective July 21, 2020 as there were not

any adjustments made since then. This is largely because many of the fee updates have been previously approved and are currently in effect.

ATTACHMENTS

Attachment A – Resolution approving the Master Fee Schedule

Attachment B -- Master Fee Schedule

ATTACHMENT A

RESOLUTION NO. 2020-____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE CITY OF PINOLE MASTER FEE SCHEDULE

WHEREAS, the City Council of the City of Pinole provides for establishment of a Master Fee Schedule for fees to be charged by the various City departments for the provision of services; and

WHEREAS, the City Council of the City of Pinole desires to enact a Master Fee Schedule which updates the fees assessed by the City departments to reflect the actual cost associated with providing the service; and

WHEREAS, the City Council of the City of Pinole adopted its initial Master Fee Schedule on July 6, 1993; and

WHEREAS, subsections of the Master Fee Schedule have been updated at various times as necessary; and

WHEREAS, the current Master Fee Schedule was last revised July 21, 2020; and

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole does hereby adopt the Master Fee Schedule as noted in Attachment B to the staff report, to become effective immediately following the adoption of the Resolution in accordance with State law.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 15th day of June, 2021 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 15th day of June, 2021.

Heather Iopu, CMC
City Clerk



City of Pinole
Master Fee Schedule

GENERAL ADMINISTRATIVE FEES	
Photocopies-per page	\$0.20
Not Sufficient Funds Check Charge--each returned check	\$20.00
Oversize documents-per page	\$3.00
City Clerk certification of documents/transcripts-each	\$10.00
Voters Registration Transcripts-each document	\$5.00
Campaign Disclosure Reports, Statements of Economic Interest, and any other reports and statements subject to the provisions of GV81008--per page	\$0.10
Council & Board Meeting DVDs	\$30.00 \$10 additional charge for special requests
Garbage Service Exemption (Resolution No. 2005-39)	\$48.00
Administrative Fee for Waste Collection Lien (PMC 8.08.110(G)/Resolution No.	\$55.00
Appeal Fee for Business License Revocations, Massage Establishment /Operator Permits & Code Enforcement Actions (Resolution 2009-122/11-19-2009)	\$575.00
Agendas & Minutes	
Council Agendas Only--per year	\$50 + \$8 per year for mailing costs
Council Agenda Information Packet Subscription	\$250 per year plus postage costs
Council Agendas and Minutes	\$125 per year plus postage costs
Verbatim Transcripts of Meetings	Actual Cost--based on hourly rate for individual transcribing
Filing Fee-- Notice of Intent to Circulate Initiative Petition	\$200.00
Finance Documents	
Budget--Preliminary	\$25.00
Budget-Final	\$15.00
CAFR Report	\$15.00
List of Businesses in Pinole	\$35.00



City of Pinole Master Fee Schedule

BUSINESS LICENSES (Pinole Municipal Code Section 5.24.020 / effective Calendar Year 2019)	
Fixed Place of Business in Pinole (Includes Home Business and Pinole Contractors) Includes owner and one employee	\$145.00
Additional Employees (per employee--2-20)	\$22.00
All Other Employees (per employee--21 or more)	\$17.00
Rental Property	
Basic fee for each rental property (P.M.C. 8.30.055)	\$145.00
Two (2) to four (4) units (per unit)	\$17.00
Over five (5) units (per unit)	\$9.00
Hotels and Motels	
Basic Fee	\$145.00
Each Unit (per unit)	\$9.00
Bowling Alley	
Basic Fee (includes 2 lanes)	\$145.00
Each additional Lane	\$49.00
Outside Personal/Professional Service	\$145.00
Outside Contractor/Subcontractor	
Annual	\$223.00
Semi-annual	\$121.00
Quarterly	\$70.00
Delivery Vehicles--per year	\$145.00
Public Amusements	
Rides and Shows-per day	\$122.00
Carnival-per day	\$1,237.00
Circus-per day	\$1,237.00, plus \$247 per day, per show
Dance Hall--per year	\$740.00
Motion Picture Theatre--per year	\$296.00
Playhouse--per year	\$296.00
Pool Hall	\$145.00 plus \$72 per table over two
Advertising Vehicle per vehicle, per day	\$11.00 per vehicle per day (minimum tax \$79.00)
Billboard--per year	\$145.00
Auctioneer	\$122.00/day or \$1,014.00/year
Pawnbroker--per year	\$740.00
Astrology, etc.--per day	\$492.00
Peddlers, solicitors--per year	\$145.00
Itinerant vendor--per month	\$360.00



City of Pinole Master Fee Schedule

Photographers	
Door-to-door solicitation for taking photographs, for enlargements, frames, etc.-- per day	\$24.00
Door-to-door solicitation for taking photographs, for enlargements, frames, etc.--per quarter	\$72.00
Fire Sale--per day	\$247.00
Distribution of Advertising Matter	
Per Year (includes one employee)	\$145.00
Additional Employees (2-19, per employee)	\$22.00
Additional Employees (over 20, per employee)	\$17.00
Less than 40 weeks a year, \$17 per employee, per day	\$17.00 / day
Exemption Certificate	\$27.00
Transfer of Ownership Application Fee	\$6.00

FIRE DEPARTMENT ENGINEERING/PLAN REVIEW R-2019-114; approved 12-17-19; effective 7-1-2020

Review Number	PLAN REVIEW	Fee
Preliminary Plan Review - Consultations - Meetings		
1.1	In office design review/preliminary plan consultation meetings. Per half hour.	\$ 109.50
1.2	Out of office design and/or consultation meetings. (\$ 219.00 Per hour, two-hour minimum)	\$ 438.00
Subdivisions: Major and Minor		
2.1	Major Subdivision Plan Review (5 or More Lots/Parcels) Review of subdivision for access, hydrant placement. Fees include two (2) hours plan review and one (1) visual inspection.	\$ 657.00
2.1b	Each additional site inspection per hour.	\$ 219.00
2.1c	Resubmittals or revisions.	\$ 219.00
2.1d	Additional plan review time, per half hour.	\$ 109.50
2.2	Minor Subdivision Plan Review (1 to 4 Lots/Parcels) Review of subdivision for access, hydrant placement. Fees include half hour plan review and one (1) visual inspection.	\$ 329.00
2.2b	Each additional inspection.	\$ 219.00
2.2c	Resubmittals or revisions.	\$ 219.00
2.2d	Additional plan review time, per half hour.	\$ 109.50
2.3	Single Family Home Review (Access & water supply) Review of plans for access and water supply. Fees include half hour plan review and one (1) visual inspection. (*Does not include review of fire sprinkler systems- see Sec. 5.4)	\$ 329.00
2.3b	Each additional inspection.	\$ 219.00
2.3c	Resubmittals or revisions.	\$ 219.00
2.3d	Additional plan review time, per half hour.	\$ 109.50



City of Pinole Master Fee Schedule

Water Supply – Fire Service Mains – Fire Hydrants		
3.1	Fire Service (Emergency Repair) Review of underground piping, placement, and size. Fees include one (1) hour plan review and one (1) visual inspection.	\$ 438.00
3.1a	Each additional inspection.	\$ 219.00
3.1b	Additional plan review time, per half hour	\$ 109.50
3.2	Private Fire Service Mains Minimum plan review base fee of system. Fees include one (1) hour plan review and one (1) visual inspection.	\$ 438.00
3.2a	Each additional inspection, per hour.	\$ 219.00
3.2b	Resubmittals or revisions.	\$ 219.00
3.2c	Additional plan review time, per half hour Fire service main installation also requires hydro and flush. See 3.3 & 3.4	\$ 109.50
3.3	Flush (Private Fire Service System) Minimum inspection base fee. Fee includes one (1) hour onsite inspection time.	\$ 219.00
3.3a	Each additional inspection, per hour.	\$ 219.00
3.4	Hydrostatic Test (Private Fire Service System) Minimum inspection/test base fee. Fee includes one (1) hour onsite test time.	\$ 219.00
3.4a	Each additional inspection, per hour.	\$ 219.00
3.5	Water Flow Information (office only, no field test required) Fee for water flow information. (Fire District information must be current within 6 months)	\$ 109.50
3.6	Water Flow Information Field Test Minimum field test base fee. (Fee includes field testing for available fire flow for hydrant and fire sprinkler systems)	\$ 438.00
3.6a	Additional or multiple flow tests, per half hour.	\$ 109.50
3.7	Rural Water Supply Minimum plan review base fee of tank & underground piping. Fees include one (1) hour plan review and one (1) visual inspection.	\$ 438.00
3.7a	Each additional inspection, per hour.	\$ 219.00
3.7b	Resubmittals or revisions.	\$ 219.00
3.7c	Additional plan review time, per half hour.	\$ 109.50
3.7d	Rural water supply flush.	\$ 219.00
Building Construction – New Buildings and Tenant Improvement		
4.1	New Construction or Building Additions Plan Review Minimum plan review base fee. Fee includes two (2) hours plan review and one (1) field inspection.	\$ 657.00
4.1a	Plus, \$.08 per square foot in excess of 2000 sq. ft.	\$ 0.08 sq. ft.
4.1b	Additional inspections, per hour.	\$ 219.00
4.1c	Resubmittals or revisions.	\$ 219.00
4.1d	Additional plan review time, per half hour.	\$ 109.50
4.2	Tenant Improvement Plan Review (for building additions see 4.1) Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) field inspection.	\$ 438.00
4.2a	Plus \$.08 per square foot in excess of 2000 sq. ft.	\$ 0.08 sq. ft.
4.2b	Additional inspections, per hour.	\$ 219.00
4.2c	Resubmittals or revisions.	\$ 219.00
4.2d	Additional plan review time, per half hour.	\$ 109.50



City of Pinole Master Fee Schedule

Fire Protection Systems: Fire Sprinklers – Standpipes – Pumps		
5.1	Tenant Improvement Fire Sprinklers (without calculations) Minimum plan review base fee.	\$ 438.00
5.1a	Fee includes one (1) hour of plan review and one (1) field inspection.	
5.1b	Plus, \$.50 per head in excess of 10 heads.	\$0.50
5.1c	Each additional inspection (e.g., weld-o-let, hydro, visual), per hour.	\$ 219.00
5.1d	Resubmittals or revisions.	\$ 219.00
	Additional plan review time, per half hour.	\$ 109.50
5.2	Tenant Improvement Fire Sprinklers (with calculations) Minimum plan review base fee.	\$ 548.00
5.2a	Fee includes 1.5 hours of plan review and one (1) field inspection.	
5.2b	Plus, \$.50 per head in excess of 10 heads.	\$ 0.50
5.2c	Each additional inspection (e.g., weld-o-let, hydro, visual), per hour.	\$ 219.00
5.2d	Resubmittals or revisions.	\$ 219.00
	Additional plan review time, per half hour.	\$ 109.50
5.3	New Commercial Fire Sprinkler System (13 & 13R systems) Minimum plan review base fee per riser.	\$ 876.00
5.3a	Fee includes two (2) hours plan review and two (2) field inspections.	
5.3b	Plus, \$.50 per sprinkler head.	\$ 0.50
5.3c	Each additional inspection (e.g., weld-o-let, hydro, visual), per hour.	\$ 219.00
5.3d	Resubmittals or revisions.	\$ 219.00
	Additional plan review time, per half hour.	\$ 109.50
5.4	Residential Fire Sprinkler System (single family home) Minimum plan review base fee.	\$ 548.00
5.4a	Fee includes one (1) hour of plan review, one (1) overhead hydro, and one (1) final inspection.	
5.4b	Each additional inspection per hour.	\$ 219.00
5.4c	Resubmittals or revisions.	\$ 219.00
	Additional plan review time, per half hour.	\$ 109.50
5.5	Residential Fire Sprinkler System (multiple homes) Minimum plan review base fee per model. For model only - fee includes one (1) hour plan review, 1 overhead hydro, and 1 final inspection.	\$ 548.00
5.5a	Each additional lot (hydrostatic test and final inspection).	\$ 329.00
5.5b	Each Additional inspection (i.e. models, individual homes), per hour.	\$ 219.00
5.5c	Resubmittals or revisions.	\$ 219.00
5.5d	Additional plan review time, per half hour.	\$ 109.50
5.6	Standpipe System Minimum plan review base fee.	\$ 657.00
5.6a	Fee includes plan review and one (1) field inspection.	
5.6b	Each additional inspection (e.g., hydro, flush, flow test), per hour.	\$ 219.00
5.6c	Resubmittals or revisions.	\$ 219.00
	Additional plan review time, per half hour.	\$ 109.50
5.7	Spray Booth (includes booth and fire extinguishing system) Minimum plan review base fee.	\$ 657.00
5.7a	Fee includes two (2) hours plan review and one (1) field inspection.	
5.7b	Each additional inspection, per hour.	\$ 219.00
5.7c	Resubmittals or revisions.	\$ 219.00
	Additional plan review time, per half hour.	\$ 109.50



City of Pinole Master Fee Schedule

5.8	Pre-Action Fire Suppression System Minimum plan review base fee. Fee includes one (1) hours plan review and two (2) field inspections. *(Does not include fire alarm review- see Sec. 6.1)	\$ 657.00
5.8a	Each additional inspection, per hour.	\$ 219.00
5.8b	Resubmittals or revisions.	\$ 219.00
5.8c	Additional plan review time, per half hour.	\$ 109.50
5.9	Fixed Fire Suppression System – (wet/dry chem., water mist, etc...) Minimum plan review base fee.	\$ 438.00
5.9a	Each additional separate system at same location. Fee Includes plan review and one (1) field inspection.	\$ 219.00
5.9b	Each additional inspection, per hour.	\$ 219.00
5.9c	Resubmittals or revisions.	\$ 219.00
5.9d	Additional plan review time, per half hour.	\$ 109.50
5.10	Clean Agent Fire Suppression System Minimum plan review base fee. Fee includes one (1) hour plan review and up to 3 hours of inspection time. *(Does not include fire alarm review – see Sec. 6.1)	\$ 876.00
5.10a	Each additional inspection, per hour.	\$ 219.00
5.10b	Resubmittals or revisions.	\$ 219.00
5.10c	Additional plan review time, per half hour.	\$ 109.50
5.11	Fire Pump Installation Minimum plan review base fee. Fee includes two (2) hours plan review and up to five (5) hrs field inspection time. *(Does not include review of generator or separate fuel storage tank)	\$1,533.00
5.11a	Each additional inspection, per hour.	\$ 219.00
5.11b	Resubmittals or revisions.	\$ 219.00
5.11c	Additional plan review time, per half hour.	\$ 109.50
5.12	Commercial Cooking (Hood and Duct) Fire Suppression System Minimum plan review base fee.	\$ 438.00
5.12a	Each additional system review. Fee includes one (1) hour plan review and one (1) hour of inspection time.	\$ 219.00
5.12b	Each additional inspection, per hour.	\$ 219.00
5.12c	Resubmittals or revisions.	\$ 219.00
5.12d	Additional plan review time, per half hour.	\$ 109.50
5.13	Smoke & Heat Vents Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) hour of inspection time.	\$ 438.00
5.13a	Each additional inspection, per hour.	\$ 219.00
5.13b	Resubmittals or revisions.	\$ 219.00
5.13c	Additional plan review time, per half hour.	\$ 109.50
5.14	Smoke Management/Control System Minimum plan review base fee. Fee includes three (3) hours plan review and up to four (4) hours of field inspection time.	\$1,533.00
5.14a	Each additional inspection, per hour.	\$ 219.00
5.14b	Resubmittals or revisions.	\$ 219.00
5.14c	Additional plan review time, per half hour.	\$ 109.50
5.15	Explosion Control (includes vents, dust collection, etc.) Minimum plan review base fee. Fee includes two (2) hours plan review and up to two (2) hours field inspection time.	\$ 876.00
5.15a	Each additional inspection, per hour.	\$ 219.00
5.15b	Resubmittals or revisions.	\$ 219.00
5.15c	Additional plan review time, per half hour.	\$ 109.50



City of Pinole Master Fee Schedule

Fire Alarm Systems		
6.1	Fire Alarm System Minimum plan review base fee. Fee includes two (2) hours plan review and up to one (1) hour field inspection time.	\$ 548.00
6.1a	Plus \$ 11.00 per initiating & notification device.	\$11.00
6.1b	Each additional inspection, per hour.	\$ 219.00
6.1c	Resubmittals or revisions.	\$ 219.00
6.1d	Additional plan review time, per half hour.	\$ 109.50
6.1e	Pre-wire inspections, per hour.	\$ 219.00
6.2	Dedicated Function Fire Alarm System (e.g., sprinkler monitoring, elevator recall) Minimum plan review base fee.	\$ 438.00
	Fee includes one (1) hour plan review and one (1) hour of field inspection time.	
	Plus, \$11 per initiating and notification device in excess of 4 devices.	\$ 11.00
6.2a	Each additional inspection, per hour.	\$ 219.00
6.2b	Resubmittals or revisions.	\$ 219.00
6.2c	Additional plan review time, per half hour.	\$ 109.50
6.3	Fire Alarm Panel Replacement Only Minimum plan review base fee.	\$ 438.00
	Fee includes one (1) hour plan review and up to one (1) hour field inspection time.	
	Plus \$11.00 per initiating and notification device, if altered.	\$ 11.00
6.3a	Each additional inspection, per hour.	\$ 219.00
6.3b	Resubmittals or revisions.	\$ 219.00
6.3c	Additional plan review time, per half hour.	\$ 109.50
6.4	High-Rise Fire Alarm (new and/or system upgrade) Minimum plan review base fee. Fee includes four (4) hours plan review and up to four (4) hours field inspection time.	\$ 1,752.00
6.4a	Plus \$ 10.25 per initiating and notification device.	\$ 10.25
6.4b	Each additional inspection, per hour.	\$ 219.00
6.4c	Resubmittals or revisions.	\$ 219.00
6.4d	Additional plan review time, per half hour.	\$ 109.50
6.4e	Each pre-wire inspection, where required.	\$ 219.00
Flammable and Combustible Liquids Under/Aboveground Tanks-Piping-Dispensing		
7.1	Install Underground Tanks Minimum plan review base fee.	\$ 438.00
	Fee includes one (1) hour plan review and one (1) hour of site inspection time.	
7.1a	Resubmittals or revisions.	\$ 219.00
7.1b	Additional plan review time, per half hour.	\$ 109.50
7.2	Remove Underground/Aboveground Tank Minimum plan review base fee.	\$ 657.00
	Fee includes one (1) hour plan review and two (2) hours of inspection/site time.	
7.2a	Each additional inspection/stand-by time per hour.	\$ 219.00
7.3	Install Aboveground Tank Minimum plan review base fee.	\$ 438.00
7.3a	Each additional tank.	\$ 219.00
	Fee includes one (1) hour plan review and one (1) hour of inspection/site time.	
7.3b	Each additional inspection.	\$ 219.00
7.3c	Resubmittals or revisions.	\$ 219.00
7.3d	Additional plan review time, per half hour.	\$ 109.50
7.4	Abandon Underground/Above-ground Tank in Place Minimum plan review base fee.	\$ 657.00
	Fee includes one (1) hour plan review and two (2) hours of inspection/site time.	
7.4a	Each additional inspection/stand-by time, per hour.	\$ 219.00



City of Pinole Master Fee Schedule

7.5	Fuel Dispensing Modification (EVR, dispenser changeout, other component changeout and environmental upgrade (vapor recovery and processing systems, spill control, secondary containment, and environmental agency requirements. Minimum plan review base fee.	\$ 438.00
7.5a	Fee includes one (1) hour plan review and one (1) hour of inspection time.	\$ 219.00
7.5b	Each additional inspection, per hour.	\$ 219.00
7.5c	Resubmittals or revisions. Additional plan review time, per half hour.	\$ 110.00
7.6	Apply Interior Coating to Flammable Liquid Tanks Minimum plan review base fee.	\$ 657.00
7.6a	Fee includes one (1) hour plan review and two (2) hours of inspection/site time. Each additional inspection/stand-by time, per hour.	\$ 219.00
Compressed Gas Systems: LPG – CNG - Medical – Cryogenics		
8.1	LPG Tank Installation: Without Dispensing - Container Exchange Minimum plan review fee.	\$ 438.00
8.1a	Fee includes one (1) hour of plan review and one (1) site inspection time.	\$ 219.00
8.1b	Each additional inspection, per hour.	\$ 219.00
	Resubmittals or revisions. Additional plan review time, per half hour.	\$ 109.50
8.2	LPG– CNG – Hydrogen (Tank Install and/or Dispensing) Minimum plan review base fee.	\$ 767.00
8.2a	Fee includes 1.5 hours of plan review and two (2) hours site inspection time.	\$ 219.00
8.2b	Each additional inspection, per hour.	\$ 219.00
8.2c	Resubmittals or revisions. Additional plan review time, per half hour.	\$ 109.50
8.3	Medical or Compressed Gas Systems Minimum plan review base fee.	\$ 767.00
8.3a	Fee includes one (1) hour plan review and two (2) site inspections.	\$ 219.00
8.3b	Each additional inspection, per hour.	\$ 219.00
	Resubmittals or revisions. Additional plan review time, per half hour.	\$ 109.50
8.4	Cryogenics Fixed Installation Minimum plan review base fee.	\$ 767.00
8.4a	Fee includes one (1) hour of plan review and two (2) site inspections.	\$ 219.00
8.4b	Each additional inspection, per hour.	\$ 219.00
8.4c	Resubmittals or revisions. Additional plan review time, per half hour.	\$ 109.50
8.5	Compressed Gas Storage Minimum plan review base fee.	\$ 438.00
8.5a	Fee includes one (1) hour of plan review and one (1) field inspection.	\$ 219.00
8.5b	Each additional inspection, per hour.	\$ 219.00
8.5c	Resubmittals or revisions. Additional plan review time, per half hour.	\$ 109.50
Special Hazards - Hazardous Materials, Mechanical Systems, etc.		
9.1	Battery Systems Minimum plan review base fee.	\$ 438.00
9.1a	Fee includes one (1) hour of plan review and one (1) field inspection.	\$ 219.00
9.1b	Each additional inspection, per hour.	\$ 219.00
	Resubmittals or revisions. Additional plan review time, per half hour.	\$ 109.50



City of Pinole Master Fee Schedule

9.2	Dust Collection Systems Minimum plan review base fee. Fee includes one (1) hour plan review and two (2) site inspections Each additional inspection, per hour. Resubmittals or revisions.	\$ 548.00 \$ 219.00 \$ 219.00
9.3	Explosives Storage Minimum plan review base fee. Fee includes two (2) hours of plan review and two (2) site inspections.	\$ 876.00
9.3a	Each additional inspection, per hour.	\$ 219.00
9.3b	Resubmittals or revisions.	\$ 219.00
9.3c	Additional plan review time, per half hour.	\$ 109.50
9.4	Hazardous Materials Compliance Review Minimum review of MSDS, HMMP and/or HMIS submittals. Fees include one (1) hour of review time.	\$ 219.00
9.4a	Additional plan review time, per half hour.	\$ 109.50
9.5	Hazardous Materials – Storage – Dispensing – Open/Closed Systems Minimum plan review base fee. Fee includes two (2) hours of plan review and two (2) site inspections.	\$ 876.00
9.5a	Each additional system plan review, minimum two (2) hours.	\$ 438.00
9.5b	Each additional inspection, per hour.	\$ 219.00
9.5c	Resubmittals or revisions.	\$ 219.00
9.5d	Additional plan review time, per half hour.	\$ 109.50
9.6	Mechanical Refrigeration Systems Minimum plan review base fee. Fee includes one (1) hour of plan review and two (2) site inspections.	\$ 657.00
9.6a	Each additional inspection, per hour.	\$ 219.00
9.6b	Resubmittals or revisions.	\$ 219.00
9.6c	Additional plan review time, per half hour.	\$ 109.50
High-Pile Rack Storage Systems		
10.1	High-Pile or Rack Storage Minimum plan review base fee. Fee includes 1.5 hours of plan review and 1.5 hours of site inspection.	\$ 657.00
10.1a	Additional field inspection time, per hour.	\$ 219.00
10.1b	Resubmittals or revisions.	\$ 219.00
10.1c	Additional plan review time, per half hour.	\$ 109.50
11.1	Install a Temporary Access Road – Residential and Commercial Minimum plan review base fee for one and two homes.	\$ 219.00
11.1a	Minimum plan review for large developments and commercial projects.	\$ 438.00
11.1b	Fee includes one (1) hour of plan review and one (1) field inspection.	\$ 219.00
11.1c	Each additional inspection, per hour.	\$ 219.00
11.1d	Resubmittals or revisions.	\$ 219.00
	Additional plan review time, per half hour.	\$ 109.50
12.1	Install a Temporary Water Supply System Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) hour field inspection.	\$ 438.00
12.1a	Each additional inspection, per hour.	\$ 219.00
12.3b	Resubmittals or revisions.	\$ 219.00
12.3c	Additional plan review time, per half hour.	\$ 109.50
Miscellaneous Submittals - Alternative Means and Methods		



City of Pinole Master Fee Schedule

13.1	Miscellaneous Submittals or Plans Review Plans or submittals not described elsewhere	
	Minimum plan review base fees. Fee includes one (1) hour plan review and one (1) field inspection.	\$ 438.00
	13.1a Additional plan review time will be charged on hourly basis.	\$ 219.00
	13.1b Fee includes one (1) hour of plan review and one (1) field inspection.	\$ 219.00
	13.1c Each additional inspection, per hour.	\$ 219.00
13.1d	Resubmittals or revisions. Additional plan review time, per half hour.	\$ 109.50
13.2	Alternative Means and Methods Requests or Code Interpretation Review Minimum review base fee.	\$ 329.00
13.2a	Fee includes 1½ hours of review/consultation time. Additional plan review time, per half hour	\$ 109.50
13.3	Expedite Plan Review Requests & Reviews Expedited as a Result of Working without Approved Plans Working without approved plans - Minimum plan review fees (overtime) two (2) hours minimum- <u>plus applicable plan review fees.</u>	\$ 438.00
13.3a	Additional plan review time, per hour.	\$ 219.00
13.4	Expedited Plans – Minimum plan review fees (reviewed after normal business hours), two (2) hour minimum-plus applicable plan review fees.	\$ 438.00
13.4a	Additional Plan review time, per hour.	\$ 219.00
13.5	All revisions will be performed on an expedited/overtime basis at \$ 219.00 per hour with a two-hour minimum.	\$ 438.00
<u>Total fees will include all applicable plan review fees plus expedite/overtime fees.</u>		
Copies, Microfilm, Instructional		
14.1	Photocopies Minimum fee per page, letter or legal size.	\$ 0.25
14.2	Microfilm, Laser Fiche Retrieval Minimum fee per ¼ hour per review.	\$ 7.00
14.2a	Plus \$.25 per page.	\$ 0.25
14.3	Copies of Photos \$7.00 per ¼ hour.	\$ 7.00
14.3a	Plus, the actual cost of photos.	At Cost
14.4	Instructional Services Minimum instructional fee.	\$ 438.00
14.4a	Fees include two (2) hours of instruction service during normal working hours. Each additional hour.	\$ 219.00
Additional Charges and Inspection Time During and After Normal Business Hours and Penalties.		
15.1	Additional inspection time during normal business hours, per half hour.	\$ 109.50
15.2	Additional inspection time after normal business hours, per hour.	\$ 219.00
15.3	Overtime and weekend inspections, two-hour minimum.	\$ 438.00
15.4	Resubmittals or revisions.	\$ 219.00
15.5	Additional plan review time, per half hour.	\$ 109.50
16	Plan Archival Fee to archive plans electronically, per page.	\$ 2.00



City of Pinole Master Fee Schedule

- Minimum review and inspection fees are based on \$ 219.00 per hour during normal business hours, unless otherwise noted.
- All overtime fees are assessed at \$ 219.00 per hour for a two-hour minimum, unless otherwise noted.
- Overtime rates apply to weekends, holidays, and all times outside normal business hours.
- Expedited plan reviews are conducted after normal business hours.
- Total fees assessed will be the sum of all applicable plan review fees including expedite/overtime fees.
- Revisions to previously submitted plans, including plans requiring resubmittal and/or client-generated changes, will be assessed at \$219.00 for each hour of plan review. Reviews conducted and requiring more than one hour of plan review time during normal business hours will be assessed \$109.50 per half hour.

Authority

Health & Safety: §§ 13114, 13131.5, 13143.2 (b, c, d, e), 13145, 13147, 13143.9, 13146 (a) (1) (b), (d), e), 13862, 13869, 13869.7, 13875, 13916, 17921, 17951, 17962

Government Code: § 6103.7, 6253(b)

Fire District Ordinance: No. 2007-47

Title 19, CCR: § 1.12(a) & 3.28

California Fire Code: § 101.1, 101.2, 101.10, 103.3.3.2.3, 105.1, 105.4, 901.2.2

FIRE DEPARTMENT CODE ENFORCEMENT R-2019-114; approved 12-17-19; effective 7-1-2020

Permit Code	Permit/Activity	Fee
MISCELLANEOUS PERMITS		
MS - 1	Aerosol Products Permit to store, manufacture or handle an aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds net weight.	\$ 169.00
MS - 2	Asbestos Removal Permit to conduct asbestos removal operations.	\$ 169.00
MS - 3	Automobile Wrecking or Dismantling Yard Permit to operate an automobile wrecking or dismantling yard.	\$ 338.00
MS - 4	Battery Systems Permit to operate stationary lead-acid battery systems having a liquid capacity of more than 50 gallons.	\$ 169.00
MS - 5	Cellulosic Nitrate Permit to store, use, or handle cellulose nitrate film in a public assembly.	\$ 253.50
MS - 6	Change of Occupancy/Site Inspection/Miscellaneous Inspection. Site, miscellaneous, or requested inspection for the change of occupancy, including, but not limited to, inspections conducted when required by Building Official, Planning, or another Governmental agency, and where not elsewhere listed. <i>Provides 1.25 hour of inspection time.</i>	\$ 211.00
MS - 7	Christmas Tree Sales Permit to operate a Christmas Tree lot.	\$ 338.00
MS - 8 MS - 8a	Combustible Dust Production Permit to operate facility with operations producing combustible dust (e.g., grain elevator, flower starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar). Up to 2500 sq. ft. More than 2500 sq. ft.	\$169.00 \$338.00



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MS - 9	Combustible Fibers Permit to store or handle combustible fibers in excess of 100 cubic feet.	\$ 338.00
MS - 10	Compressed Gas Permit to store, use, or handle compressed gases at normal temperature and pressure in excess of the amounts listed in Table 105.6.8. of the CFC.	\$ 211.25
MS - 11	Covered and Open Mall Buildings Permit for the placement of retail fixtures and displays, concession equipment, displays of highly combustible goods, liquid or gas-fired equipment, and the use of open flame or flame producing equipment in the mall.	\$ 211.25
MS - 12	Cryogenic Fluids Permit to produce, store, transport on site, use, handle, or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.10 of the CFC.	\$ 211.25
MS - 13	Cutting or Welding Permit to conduct cutting or welding operations.	\$ 211.25
MS - 14	Dry Cleaning Permit to engage in dry cleaning operations or to change to a more hazardous cleaning solvent in existing dry-cleaning equipment.	\$ 211.25
MS - 15	Fire Hydrant. Private permit to remove from service or the operation of a private fire hydrant. A change to existing hydrant systems requires plan review and approval. (Refer to Engineering fee schedule for appropriate fees.)	\$ 196.00
MS - 15a	Fire Hydrants and Valves Permit to use or operate fire hydrants or valves intended for fire suppression. See Engineering Fee Schedule for temporary construction water supplies.	\$ 169.00
MS - 16	Floor Finishing Permit to use Class I or Class II liquids for the refinishing of floorings in excess of 350 square feet.	\$ 212.00
MS -17a	Fruit and crop Ripening Permit to operate a fruit or crop ripening facility or conduct a fruit-ripening process using ethylene gas.	\$ 169.00
MS - 17b	Fumigation and Insecticidal Fogging Permit to operate a business of fumigation or insecticidal fogging and to maintain a room, vault or chamber in which a toxic or flammable fumigant is used.	\$ 211.25
MS - 17c	Organic Coatings Permit to manufacture any organic coating in excess of 1 gallon in one day.	\$ 169.00
MS - 18 MS - 18a	High-piled Storage Permit to use a building or portion thereof for high-pile storage in excess of 500 square feet. Up to 5,000 square feet. More than 5,000 square feet.	\$ 338.00 \$ 521.00
MS - 19	Industrial Oven Permit to operate an industrial oven.	\$ 338.00
MS - 20	Lumber Yards and Woodworking Plants Permit for the storage or processing of lumber exceeding 100,000 board feet.	\$ 338.00
MS - 21	Magnesium Permit to melt, cast, heat, or grind more than 10 lbs.	\$ 253.00



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MS - 22	Miscellaneous Combustible Storage Permit to store in any building or upon any premises in excess of 2,500 cubic feet gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork, wood or plastic pallets, or similar combustible materials.	\$ 391.00
MS - 23	Emergency Responder Radio Coverage Permit to operate a facility with emergency responder radio coverage systems.	\$ 84.50
MS - 24	Pyroxylin Plastics Permit to store or handle more than 25 lbs. of cellulose nitrate (pyroxylin) plastics, or to assemble or manufacture articles involving pyroxylin plastics.	\$ 169.00
MS - 25	Refrigeration Equipment Permit to operate a mechanical refrigeration unit or system.	\$ 253.50
MS - 26	Rooftop Heliport Permit to operate a rooftop heliport.	\$ 169.00
MS - 27	Spraying or Dipping Permit to conduct spraying or dipping operations utilizing flammable or combustible liquids or the application of combustible powder.	\$ 211.25
MS - 28	Smoke-Control Systems Test To conduct smoke-control testing for atriums, malls or other enclosed occupancies, per hour.	\$ 169.00
MS - 28a	Each additional half hour	\$ 84.50
MS - 29	Tire Storage Permit to store tires in excess of 1,000 cubic feet inside buildings (per Chapter 25).	\$ 212.00
MS - 30	Storage of Scrap Tires and Tire Byproducts Permit to establish, conduct, or maintain storage of scrap tires and tire by-products in excess of 2,500 cubic feet of total volume. See FC – 58 for indoor tire storage.	\$ 338.00
MS - 31	Tire Rebuilding Plant Permit to operate and maintain a tire rebuilding plant.	\$ 295.75
MS - 32	Waste Handling Facility Permit to operate a wrecking yard, junkyard, or waste handling facility.	\$ 338.00
MS - 33	Wood Products Permit to store chips, hogged material, lumber, or plywood in excess of 200 cu. ft.	\$ 338.00
MS - 34	Third or Non-Compliant Inspections Inspection for third and/or non-compliant inspections, per inspection.	\$ 169.00
MS - 35	Oil Extraction Process Permit to extract oil from organic material by a process that uses a volatile solvent or liquid carbon dioxide.	\$ 169.00
MS - 36	Indoor Growing Operation Permit to conduct an indoor growing operation, except agricultural greenhouses in an agricultural zone.	\$ 169.00
MS - 37	Group B/M Occupancy Inspection of Group B/M Occupancy. Provides half hour of inspection time.	\$ 84.50
MS - 37a	Additional inspection time, per half hour.	\$ 84.50
MS - 38	Demolition Permit pursuant to Chapter 14, CFC	\$ 219.00



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X-1	Carbon Dioxide Systems Used in Beverage Dispensing Application Permit to operate a carbon dioxide system used for beverage dispensing having More than 100 pounds of carbon dioxide.	\$ 169.00
LIQUID PETROLEUM GAS (LPG)		
LG - 1	Liquid Petroleum Gas (LPG) Permit to exchange cylinders only – no refilling	\$ 169.00
LG - 2	Permit to dispense, store and use LPG	\$ 211.00
LG - 3	To operate a plant/facility, 5,000 sq. ft. or less	\$ 434.00
LG - 3a	Each additional 10,000 sq. ft. or fraction thereof.	\$ 211.25
LG - 4	Liquid- or Gas-Fueled Vehicles or Equipment in Assembly Buildings Permit to operate, display, or demonstrate liquid- or gas-fueled equipment in assembly buildings.	\$ 169.00
OUTSIDE EVENTS		
OE - 1	Carnival Permit to operate a carnival	\$ 91.00
OE - 1a	Plan Review and permit issuance	\$ 211.00
OE - 1b	Inspection time during normal work hours – per 1.25 hours	\$ 169.00
OE - 1c	Additional inspection time after normal business hours – per hour	\$ 338.00
OE - 1d	Overtime and weekend inspections: Two-hour minimum fee	\$ 84.50
	Additional inspection time during normal business hours, per half hour.	
OE - 2	Fair, Festival, Exhibition Permit to operate a Fair, Street Fair, Festival or Exhibition.	\$ 91.00
OE - 2a	Plan review and permit issuance	\$ 211.00
OE - 2b	Inspection time during normal work hours – per 1.25 hours	\$ 169.00
OE - 2c	Additional inspection time after normal business hours – per hour	\$ 338.00
OE - 2d	Overtime and weekend inspections: Two-hour minimum fee	\$ 84.50
	Additional inspection time during normal business hours, per half hour.	
TENTS, BOOTHS and CANOPIES		
TN - 1	Temporary Membrane Structures and Tents Permit to operate an air-supported or temporary membrane structure, including tents and canopies, having an area in excess of 200 sq. ft. (inspections during normal work hours only). Plan review and permit issuance –	\$ 87.00
TN - 2	201 sq/ft to 499 sq/ft	\$ 169.00
TN - 3	500 sq/ft. to 5,000 sq/ft	\$ 253.50
TN - 1a	More than 5,000 sq/ft	\$ 169.00
TN - 1b	Additional inspection time during normal business hours, per hour.	\$ 169.00
TN - 1c	Additional inspection time after normal business hours, per hour.	\$ 338.00
	Overtime and weekend inspections: Two-hour minimum fee.	
TN - 4	Extended Period of Use, Permit to extend the use of a tent, canopy, or air-supported structure for an additional 180 days. (1 Extension of use per structure)	\$ 169.00
EXPLOSIVES		
EX - 1	Explosives Permit to manufacture, store, handle, sell or the use of any quantity of explosives or explosive materials. See FC – 38 for permits regarding fireworks or pyrotechnic special effects.	\$ 338.00
EX - 1a	Up to 100 lbs.	\$ 507.00
	Over 100 lbs.	



City of Pinole Master Fee Schedule

EX - 2 EX - 2a EX - 2b	Gunpowder Sales Permit for the resale of gunpowder (does not include inspection fees required in FC-15b.3) Up to 100 lbs. More than 100 lbs. Inspection time, per half hour.	\$ 2.40 \$ 12.00 \$ 87.00
EX - 3	Model Rockets Motor Sales Permit for the retail sales of model rockets.	\$ 87.00
EX - 3a	Model Rockets Permit to sell model rocket motors or launch model rockets in excess of three launches per event. Permits are per site and are effective as long as site conditions remain unchanged.	\$ 169.00
FIREWORKS		
FW - 1 FW - 1a FW - 1b FW - 1c	Pyrotechnic Special Effects Material Permit to use or handle fireworks or pyrotechnics inside. Inspections during normal work hours – (2 hrs) Additional inspection time during normal business hours, per half hour Additional inspection time after normal business hours, per hour Overtime and weekend inspections: Two-hour minimum fee.	\$ 338.00 \$ 84.50 \$ 169.00 \$ 338.00
FW - 2 FW - 2a FW - 2b FW - 2c	Fireworks Aerial Display Permit to use or handle fireworks or pyrotechnics inside, including fireworks aerial displays. - Inspections during normal work hours – (2.5 hrs) Additional inspection time during normal business hours, per half hour Additional inspection time after normal business hours, per hour Overtime and weekend inspections: Two-hour minimum fee.	\$ 434.00 \$ 84.50 \$ 169.00 \$ 507.00
FLAMMABLE & COMBUSTIBLE LIQUIDS		
FL FL - 1 FL - 2 FL - 1a FL - 2a	Flammable/Combustible Liquids Permit to use or operate a pipeline for the transportation within facilities of flammable or combustible liquids. Permit to store, handle or the use of: Class I liquids in excess of 5 gallons – <u>Inside</u> Class I liquids in excess of 10 gallons – <u>Outside</u> Class II or Class III liquids in excess of 25 gallons - <u>Inside</u> Class II or Class III liquids in excess of 60 gallons – <u>Outside</u>	\$ 211.25 \$ 211.25 \$ 338.00 \$ 211.25 \$ 295.75
FL - 3a	Flammable/Combustible Liquids Permit to store, handle, or use Class IIIB liquids in tanks or portable tanks for fueling motor vehicles at motor fuel dispensing facilities or where connected to fuel-burning equipment.	\$ 211.00
FL - 3b	Flammable/Combustible Liquids – (removal) Permit to remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes.	\$ 211.25
FL - 4	Flammable/Combustible Liquids/Plants Permit to operate tank vehicles, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, or used.	\$ 295.75
FL - 5	Flammable/Combustible Liquids – Out of Service Tank Permit to place temporarily out of service (for more than 90 days) an underground, protected aboveground or aboveground flammable or combustible liquid tank.	\$ 507.00



City of Pinole Master Fee Schedule

FL - 6	Flammable/Combustible Liquids – Change of Contents Permit to change the type of contents stored in a flammable or combustible liquid tank to a material that poses a greater hazard than that for which the tank was designed and constructed.	\$ 211.25
FL - 7	Flammable/Combustible Liquids - Manufacture Permit to manufacture, process, blend, or refine flammable or combustible liquids.	\$ 295.75
HAZARDOUS MATERIALS		
HZ - 1a HZ - 1b HZ - 1c	Hazardous Materials Permit to store, transport on site, dispense, use, or handle hazardous materials in excess of the amounts listed in Table 105.6.20 CFC. 1-5 Products 6-10 Products 11 or more Products	\$ 169.00 \$ 507.00 \$ 845.00
HZ - 2 HZ - 2a	HPM Facilities Permit to store, handle or use hazardous production materials. 1-10 Products 11 or more products.	\$ 434.00 \$ 781.00
ENGINE or MOTOR VEHICLE REPAIR FACILITIES		
EN - 1	Aviation Facilities Permit to use Group-H or Group-S occupancies for aircraft servicing or the repair of aircraft, including aircraft fuel-servicing vehicles. <u>Does not include permits for hot works, flammable/combustible spraying operations, or hazardous materials.</u>	\$ 338.00
EN - 2 EN - 2a EN - 2b	Repair Garages Permit to operate an engine or motor vehicle repair garage, including automotive, marine and similar fueled apparatus. 1 - 4 repair bays 5 – 8 repair bays More than 8 repair bays	\$ 211.25 \$ 253.50 \$ 338.00
EN - 3	Motor Fuel-Dispensing Facilities. Permit to operate automotive, marine, and fleet motor fuel-dispensing facilities.	\$ 338.00
EN - 4	Tank Vehicle Dispensing Permit to dispense liquid fuels from tank vehicles into the fuel tanks of motor vehicles, marine craft, and other special equipment at approved locations. Also includes the limited or temporary fueling operations for special events (e.g., the fueling of watercraft from shore, piers, floats, or barges).	\$ 169.00
PUBLIC ASSEMBLY		
A - 1	Amusement Buildings Permit to operate a special amusement building.	\$ 169.00
PA - 1 PA - 1a PA - 1b PA - 1c	Public Assemblies Permit to operate place of assembly. Occupancy load 50-100 Occupancy load 101-200 Occupancy load 201-299 Occupancy load 300 +	\$ 211.25 \$ 338.00 \$ 338.00 \$ 507.00
PA - 2a	Open Flames and Candles Permit to use open flames or candles in connection with restaurants, public assemblies, or drinking establishments.	\$ 169.00
PA - 2b	Open Flames and Torches Permit to remove paint with a torch, or to use a torch or open flame device in a wildfire risk area.	\$ 169.00



City of Pinole Master Fee Schedule

LICENSED CARE FACILITY		
LC - 1 LC - 1a	24 HOUR CARE Inspection of a 24-hour licensed care facility, including: Social Rehabilitation Facility, Residential Care Facility, Assisted Living, Residential care Facility for the Elderly, Halfway Houses, Community Correction Centers, Re-entry Centers, Treatment Programs, Work Furlough, Alcoholism or Drug Abuse Recovery/Treatment Facility, Congregate Living, Health Facility, Group Homes, Immediate Care Facility, and Infant Care Facility Occupant load other than Infant Care (up to 6 non-ambulatory). Base Fee Plus \$ 4.75 per unit/occupant	\$ 169.00 \$ 4.75
LC - 2 LC - 2a	Inspection of a 24-hour Infant Care Facility for children 2 ½ years of age and younger. Base Fee Plus \$ 4.75 per unit/occupant	\$ 169.00 \$ 4.75
LC - 3 LC - 3.1a LC - 4 LC - 4.1a LC - 5 LC - 5.1a LC - 6	LESS THAN 24 HOUR CARE Inspection of a non-24-hour license care facility with occupant load greater than 6, including: Adult Day Care, Adult Day Support Center, Child Day Care, Infant Day Care, and Large Family day Care Home. Adult or Day Care Facility (non-ambulatory) Plus \$ 2.40 per unit/occupant Adult or Child Large Family Day Care Plus \$ 2.40 per unit/occupant Adult or Child Day Care Center Plus \$ 2.40 per unit/occupant Inspection of a Licensed Clinic	\$ 169.00 \$ 2.40 \$ 235.00 \$ 2.40 \$ 169.00 \$ 2.40 \$ 169.00
SCHOOLS		
SC - 1 SC - 1a SC - 1b SC - 1c	School (E occupancy) Permit to operate and maintain a school: Occupant load less than 50 Occupant load 50-149 Occupant load 150-499 Occupant load 500 or greater.	\$ 211.25 \$ 338.00 \$ 338.00 \$ 507.00
HIGH-RISE, MID-RISE - FIRE & LIFE SYSTEM SAFETY INSPECTION		
HR - 1	High Rise Inspection of a Hi-Rise building (State certification inspection) - Pre 1974	\$ 1,352.00
HR - 2 HR - 2a	High Rise Inspection of a Hi-Rise building (State certification inspection) - Post 1974 Plus, (\$.006 per sq ft)	\$ 338.00 \$.006 sq. ft.
HR - 3 HR - 3a	Mid-Rise Inspection and test of life safety systems (e.g., smoke management), including where such systems are installed in lieu of fire department access or when required for the mitigation of other life safety issues or requirements. Life safety system test Plus, (\$.006 per sq. ft.)	\$ 338.00 \$.006 sq. ft.



City of Pinole Master Fee Schedule

HOSPITALS – INSTITUTION/JAILS		
IN - 1	Inspection of Hospitals (medical, surgical & psychiatric) and Nursing Homes	\$ 338.00
IN - 1.1a	Plus \$ 4.75 per patient/bed	\$ 4.75
IN - 2	Inspection of Out-Patient Clinics with more than 5 patients.	\$ 169.00
IN - 2.1a	Plus \$ 4.75 per unit/occupant	\$ 4.75
	Inspection of Police Services Facilities (holding cells) & DOJ Review. (Includes the approval of Evacuation & Life Safety Procedures).	
IN - 3	Base Fee	\$ 169.00
IN - 4	Inspection of adult and/or juvenile detention facilities. Base fee	\$ 507.00
MULTI-RESIDENTIAL (Hotel, motel, apartments, condominiums)		
	Motel/Hotel	
MR - 1	Inspection of a hotel or motel.	
MR - 1.1a	Base fee	\$ 253.50
	Plus \$ 4.75 per unit	\$ 4.75
	Apartments/Condominiums	
	Inspection of apartments or condominiums, three stories or more.	
	-Three (3) Stories or more.	
MR - 2	Base Fee	\$ 169.00
MR - 2.1a	Plus \$ 4.75 Per Unit	\$ 4.75
	- Less Than three (3) Stories	
MR - 3	<u>3 – 12 Units, base fee</u>	\$ 66.00
MR - 4	<u>13 - 30 Units, base fee</u>	\$ 84.50
MR - 4.1a	Plus \$ 3.50 per unit	\$ 3.50
MR - 5	<u>31 or more units, base fee</u>	\$ 84.50
MR - 5.1a	Plus \$ 4.75 per unit	\$ 4.75
BURNING PERMIT		
BP- 1a	Agricultural Burn Permit - BAAQMD 5-401.11	
BP -1b	Range Management	\$ 84.50
BP -1c	Open Burning: Recreational-Bonfire Permit	\$ 169.00
	Religious Service Burn Permit	N/C
FALSE ALARMS		
FA - 1	Nuisance (Repeated) False Alarms Engine company response, after three (3) reported false alarms within a 180-day period. (Includes alarm sounding, water-flow alarms, and smoke or heat detectors).	\$ 322.00
HOURLY INSPECTION – OVERTIME - INSTRUCTIONAL RATES		
IT - 1	Additional inspection or instructional time during normal business hours , per half hour.	\$ 84.50
OT - 1	Additional inspection time or instructional time after normal business hours , per hour.	\$ 169.00
OT - 2	Overtime and weekend inspections: Two-hour minimum fee.	\$ 338.00
COPIES / INSTRUCTION		
CO - 1	Photocopies Letter or legal size, per page.	\$ 0.25
CO - 2	Microfilm Retrieval Minimum fee (provides .25 hour.)	\$ 7.00
CO - 2a	Additional time, per .25 hour.	\$ 7.00
CO - 2b	Plus \$.25 per page	\$ 0.25
CO - 3	Copies of Photos: fee per .25 hour	\$ 7.00
CO - 3a	Plus, Actual Cost of Photos.	



City of Pinole Master Fee Schedule

CO - 4	Instructional Services (2 Hour Min. @ \$ 338.00-during normal working hours)	\$ 338.00
CO - 4.1a	Each additional hour, after two hours	\$ 169.00

- **Inspection fees are based on \$169.00 per hour during normal business hours.**
- **Normal business hours are between 0800hrs and 1700hrs, Monday-Friday.**
- **Inspection and/or permit fees will be assessed at the time of the primary inspection.**
- **All inspection/permit fees include one primary and one reinspection, unless otherwise noted.**
- **Occupancies requiring three or more inspections for compliance will be assessed an additional \$195.00 fee for each inspection.**

Authority

Health & Safety Code: §§ 12101, 12640, 13109, 13113, 13116, 13131.5, 13143.2 (b), (c), (d), (e), 13143.9, 13145, 13146(a)(1)(b), (c), (e), 13146.1, 13146.2 (a), (b), 13146.3, 13916, 13235, 13862, 13869, 13869.7, 13875, 13874, 17921, 17951, 17962

Government Code: §§ 6103.7, 6253(b)

California Fire Code: §§ 101.1, 101.2, 101.10, 103.3.3.2.3, 105.1, 105.4, 901.2.2

Title 19, CCR: §§ 1.12, 3.28, 982, 1565.1, 1033, 1034, and 1035.

Fire District Ordinance: No. 2007-47



City of Pinole Master Fee Schedule

DEVELOPMENT SERVICES DEPARTMENT (Resolution No. 2017-12, approved 4-04-2017) BUILDING SERVICES

Hourly Rate*

Building- For Building services / applications that require additional staff time and resources, or are complex in nature, the City may charge fees on a deposit basis. The deposit amount shall be determined by either using the fully allocated staff hourly rate or a consultant hourly rate plus 15% as determined by the Planning Manager.

\$109.25 per hour*

Permits & Plan Check

Building Permit	Construction Valuation x 0.0238 or \$125 for projects not requiring plan check and with a valuation under \$5,000**
Building Plan Check	65% of Building Permit Fee
Electrical Plan Check	25% of Building Permit Plan Check Fee
Plumbing Plan Check	25% of Building Permit Plan Check Fee
Mechanical Plan Check	25% of Building Permit Plan Check Fee
Title 24	10% of BP Fee
Rental Inspection	\$250 per Single Family unit, duplex or triplex unit and \$132 per Multi-Family unit including hotels/motel units and <u>if applicable</u> 20% of initial fee at 2 nd re-inspection, 40% of initial fee at 3 rd re-inspection, and 50% of initial fee at 4 th re-inspection.
Strong Motion (Seismic)	Residential (+3 units) = .00021 x valuation SF Residential (1-2units) = .0001 x valuation Non-residential \$0 to \$2,381 = .50 cents Non-residential over \$2,381 = job value * .00028 Residential \$0 to \$5,000 = .50 cents Residential over \$5,000 = job value * .0001 or as set by the State
Business License Inspection – Building	\$50 Residential Home Occupation \$125 Non-Residential
Inspection outside of normal business hours by City Building Inspector	\$109.25/hour (3 hour minimum) or consultant hourly rate
Re-inspection Fee after Second inspection	\$54.63 minimum or actual cost at \$109.25 per hour
For use of outside consultant for plan checking or inspections or both	Actual costs plus 15%
Permit Automation / Technology	\$8/ Building Permit for valuation under \$10,000 and 0.2% of total Building Valuation for valuations of \$10,000 or greater**
General Plan Update	0.5% of Total Building Valuation**
Solar Building Permit--Solar Panels and Solar Pool Heaters	\$250 for private solar projects generating 7kV or less. \$350 for private solar projects generating more than 7kV and less than 10kV. \$500 for private solar projects generating 10kV or greater



City of Pinole Master Fee Schedule

Copying & Imaging

Photocopies	\$1 per page
Microfilm retrieval	\$2 per page
Imaging Fee	\$3 per page

Development Impact Fees (Resolution No. 2018-29/4-3-2018)

Facility Category	Single Family	Multi-Family	Office	Commercial	Industrial	Institutional
Fee per Dwelling Unit			Fee per 1,000 Building Square Feet			
Police	\$1,148.95	\$870.42	\$435.21	\$139.27	\$348.17	\$34.82
Fire Protection	\$1,468.25	\$1,112.31	\$556.16	\$177.97	\$444.92	\$44.49
Public Facilities & Equipment	\$1,981.29	\$1,500.98	\$750.49	\$240.16	\$600.39	\$60.04
Wastewater	\$4,943.00	\$3,707.00	\$2,296.00	\$2,296.00	\$1,879.00	\$1,252.00
Transportation	\$414.83	\$294.53	\$555.87	\$1,389.68	\$365.05	\$1,053.67
Drainage	\$1,104.82	\$66.29	\$162.32	\$162.32	\$321.27	\$380.45
Growth Impact Total	\$11,061.14	\$7,551.53	\$4,756.05	\$4,405.40	\$3,958.80	\$2,825.47
Parks and Recreation	\$8,013.78	\$6,071.05	N/A	N/A	N/A	N/A
Subtotal	\$19,074.92	\$13,622.58	\$4,756.05	\$4,405.40	\$3,958.80	\$2,825.47
Administration 3%	\$572.25	\$408.68	\$142.68	\$132.16	\$118.76	\$84.76
Total	\$19,647.17	\$14,031.26	\$4,898.73	\$4,537.56	\$4,077.56	\$2,910.23

* Note: Hourly fee is the burdened building inspector labor rate plus 35% for budgeted operational expenses (e.g. administrative support, utilities, training, equipment etc.) plus on call building consulting services.

**Note: Building Valuation shall be based on the higher of 1) the applicant's estimated valuation or 2) the most current Building Valuation as printed and published by the International Code Council and adjusted using the most current City Cost Index as printed and published by R.S Means Building Construction Cost Data, or as shown on the "Building Valuation Supplement" for items not covered in the International Code Council Building Valuation Data.



City of Pinole Master Fee Schedule

PLANNING & ENGINEERING SERVICES			
Hourly Rate*	Planning Fee	Engineering Fee	Total Fees
Planning - For Planning services / applications that require additional staff time and resources, or are complex in nature, the City may charge fees on a deposit basis. The deposit amount shall be determined by either using the fully allocated hourly rate or a consultant cost plus 15% as determined by the Planning Manager.	\$121.27 per hour (if required by the Planning Manager)		
Engineering – For Engineering services / applications that that require additional staff time and resources, or are complex in nature, the City may charge fees on a deposit basis. The deposit amount shall be determined by either using the fully allocated hourly rate or a consultant cost plus 15% as determined by the City Engineer.		\$175.60 per hour (if required by the City Engineer)	
Design Review	Planning Fee	Engineering Fee	Total Fees
Administrative Design Review: SF/MF/Commercial projects less than 500 sq. ft., or new SF that conforms to City's Residential Guidelines.	\$549	N/A	\$549
Comprehensive Design Review – Small Project: Projects 500 sq. ft. or greater but <5,000 sq. ft.	\$2,679	N/A	\$2,679
Comprehensive Design Review – Large Project: ≥5,000 sq. ft.	\$5,114	N/A	\$5,114
Sign Permit: New Sign/Approved Program, replace old sign as previously approved, etc.	\$244	N/A	\$244
Creative Sign Program: Encourage signs of unique design	\$500	N/A	\$500
Sign Program: 5 or more signs or greater than 200 sq. ft. of total aggregate sign area or building with 3 or more tenants.	\$1,218	N/A	\$1,218
Use Permits			
Similar Use Determination	\$244	N/A	\$244
Administrative Use Permits (AUP): Second Units, Similar Use determination, Reasonable Accommodation	\$731	N/A	\$731
Temporary Use Permits (TUP) – Short Duration: Events of 5 days or less	\$244	N/A	\$244 and \$0 for non-profit entities at discretion of City Manager
Temporary Use Permits (TUP) – Long Duration: Events lasting more than 5 days	\$488	N/A	\$488 and \$0 for non-profit entities at discretion of City Manager



City of Pinole Master Fee Schedule

Use Permits			
New Use Permits Commercial (CUP)	\$2,679	N/A	\$2,679
Home Occupation Permit	\$121.27	N/A	\$121.27
Condo Conversion Permit	\$2,500 Deposit** Planning Fee	\$2,500 Deposit** Planning Fee	\$5,000 Deposit** Total Fee
Tree Removal Permit	\$201	N/A	\$201
Amendments	½ Original fee	N/A	½ Original fee
Combined with other permits	½ Original fee	N/A	½ Original fee
Variances			
Minor Deviation	\$488	N/A	\$488
Single Family Variance	\$1,218	N/A	\$1,218
All other Variance requests	\$2,679	N/A	\$2,679
Policy/Plan Amendments	Planning Fee	Engineering Fee	Total Fees
Pre-zoning/Annexation	\$10,000 Deposit**	\$2,500 Deposit**	\$12,500**
Rezoning/Zoning Code Amendment (Includes Map and Text)	\$6,025	\$10,000**	\$16,025**
Minor Plan Development Amendment	\$216	\$10,000**	\$10,216**
General Plan Amendment	\$5,000 + \$100/acre Deposit**+ \$1,000 General Plan maintenance fee	N/A	\$5,000 + \$100/acre Deposit** + \$1,000 General Plan maintenance fee
Specific Plan Amendment	\$5,000 Deposit** + \$1,000 Specific Plan maintenance fee	N/A	\$5,000 Deposit** + \$1,000 Specific Plan maintenance fee
Minor Subdivision (4 lots or less)	\$1,500 Deposit**	\$1,500 Deposit**	\$3,000 Deposit**
Major Subdivision* (5 or more lots)	\$3,000 Deposit**	\$2,500 Deposit**	\$5,500 Deposit**
Lot Line Adjustments/Mergers	\$500 Deposit**	\$500 Deposit**	\$1,000 Deposit**
Final Map Fee	\$3,000 Deposit**	\$2,000 Deposit **	\$5,000 Deposit**
Environmental Review	Planning Fee	Engineering Fee	Total Fees
Categorical Exemption	\$244	N/A	\$244
Initial Study	\$2,500 or consultant cost +15%	N/A	\$2,500 or consultant cost +15%
Negative Declaration	\$2,500 Deposit**	N/A	\$2,500 Deposit**
Mitigated Negative Declaration	\$10,000 Deposit**	N/A	\$10,000 Deposit**
Environmental Impact Report	Consultant cost + 15%	N/A	Consultant cost + 15%



City of Pinole Master Fee Schedule

Dept. of Fish & Game Filing Fee (ND/Mitigated ND) (Proposed fee reflects 2012 State Filing Fee + 15% City Administrative fee)	\$2,606.19 or as set by the State	N/A	\$2,606.19 or as set by the State
Dept. of Fish & Game Filing Fee (EIR) (Proposed fee reflects 2012 State Filing Fee + 15% City Administrative fee)	\$3,597.49 or as set by the State	N/A	\$3,597.49 or as set by the State
Dept. of Fish & Game Certified Regulatory Program (Proposed fee reflects 2012 State Filing Fee + 15% City Administrative fee)	\$1260.98 or as set by the State	N/A	\$1260.98 or as set by the State
Plan Check, Reviews, Inspections			
	Planning Fee	Engineering Fee	Total Fees
Plan Check	\$121.27/hour*	\$175.60/hour*	
Document Fees			
California Environmental Quality Act Documents	\$1 per page + postage or \$10 per disk +postage for electronic copies		\$1 per page + postage or \$10 per disk +postage for electronic copies
General Plan, Three Corridors Specific Plan, Design Guidelines, Municipal Code Excerpts	\$1 per page + postage or \$10 per disk +postage for electronic copies		\$1.00 per page + postage or \$10 per disk +postage for electronic
Planning Agenda Information Packet per year	\$150 per year + postage		\$150 per year + postage
Verbatim Planning Minutes	Actual Cost –based on hourly rate for individual transcribing or \$20 for DVD + postage		Actual Cost – based on hourly rate for individual transcribing or \$20 for DVD + postage
Photocopies		\$1 per page	
Imaging Fee		\$3 per page	
Agreements			
Development Agreement	\$2,500 Deposit **	\$2,500 Deposit**	\$5,000 Deposit**
Affordable Housing Agreement	\$5,000 Deposit**	N/A	\$5,000 Deposit**
Review of CC&R's	\$250 Deposit**	N/A	\$250 Deposit**
Other Development Services			
Extensions	½ Original Fee	N/A	½ Original Fee
Appeals of Department, Administrative and Planning Commission Actions	\$500*** + \$2,500 Deposit **	N/A	\$500*** + \$2,500 Deposit **
Zoning Administrator Hearing (Each required hearing)	\$328	N/A	\$328
Planning Commission/City Council Hearing (Each required hearing)	\$449	N/A	\$449
Records Research	\$50 per half hour after first hour	\$68 per half hour after first hour	
Address Assignment (Three (3) hour minimum)	\$368		\$368



City of Pinole Master Fee Schedule

Maintenance time (damage replacement: i.e. signs, barricades & other public improvements)		Material and Equipment Cost+ \$60 per hour	Material and Equipment Cost+ \$60 per hour
Project Notification Sign \$150 per sign (as needed)	\$150 per sign (as needed)		\$150 per sign (as needed)
* Note: Hourly fee is the burdened labor rate plus 35% for budgeted operational expenses (e.g. administrative support, utilities, training, equipment etc.).			
**Note: Fees listed as "Deposits" represent the minimum amount due at application submittal. Deposited funds are charged against time and materials. When consultants are required, the fee amount is the consultant cost plus 15%. Deposit amounts for planning services are determined by the Planning Manager to ensure 100% cost recovery. Engineering service deposit amounts are determined by the City Engineer to ensure 100% cost recovery.			
***Note: Planning Commission Appeal requests initiated by City Council members shall be accompanied by a \$250 rather than \$500 appellant fee. The \$250 may be refundable if the appeal initiated by a Council member is upheld by the majority of the City Council members that hear the appeal request.			

REDEVELOPMENT (SUCCESSOR AGENCY)

Loan Extension Application Fee (Commercial/Residential) (Resolution No. 50-2009/August 4, 2009)	\$325.00
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City of Pinole Master Fee Schedule

POLICE DEPARTMENT (Resolution No. 2011-89/ 12-6-2011)	
Vehicle Release (flat fee for all releases)	\$120.00
Victim (stolen car, etc.) Reduction	No Charge
Fingerprinting fee	Live Scan, clearance + DOJ fee
Live Scan-Residents (Service Fee)	\$40.00
Live Scan- Non-Residents (Service Fee)	\$50.00
Live Scan FBI Clearance	\$19.00 (Set by FBI)
Live Scan DOJ Clearance	\$32.00(Set by DOJ)
Clearance Letter: Local Criminal History Check	
Resident (30 min. \$25)	\$25.00
Report Copies—(No charge for domestic violence victims 530.5 PC(Identity Theft) and Face Page of Traffic Collision)	\$1 per each five pages
Citation sign-offs (Residents) per citation	Free
(Non-Residents) per citation	\$10.00
VIN Verification (per verification)	\$30.00
Weapons Seizure, Storage & Return (each)	\$125.00
Non-civil Subpoenas	Actual Cost*
Sealing of Records	Action Cost*
Audio/Video Tape Copies	Actual Cost* + cassette cost
Photographic prints	Actual Cost* + film and development
Restitution & Cost Recovery	Actual Cost*
Statistical Report (datatrieve)	Actual Cost*
Military Records Checks	\$15.00
Inspection of Records	No Fee (per GC 6253(a))
Booking Fingerprinting	\$44.00
Criminalistics Analysis and Investigative Services	Actual Cost*
Statutory Fees (Authorized by State Law)	
Booking Fees Reimbursement (passed through to County)	Actual Costs
Civil Subpoena	\$6 per 1/4 hour per person plus reproduction
Civil Subpoena appearance	Actual Costs (\$150 deposit) (Per GC 68096.1)
Repossession Reimbursement	\$15.00 (Per GC 41612)



City of Pinole Master Fee Schedule

Police Permits		
Firearms Dealer's Licensing (initial fee)		\$325.00
Firearms Dealer's Licensing (annual fee)		\$200.00
Penalty for Late Application of Firearms Dealer's License		50% of License fee + License fee
Carry Concealed Weapon Permit		
Renewal & Amendments		Actual Cost*
Initial Application		\$200.00
Psychological Testing Initial Application		\$150.00
Rotation Tow Franchise Fee		\$300.00
New driver (annual)		\$25.00
Renewal driver (annual)		\$10.00
Miscellaneous Permits		
Taxi Permit Processing Fee (each) PMC 5.16.030		\$104.00
Parade Permit		\$30.00
Special Event Permit		\$30.00
Alcohol Beverage Fee (per event)		\$75.00
Solicitor License PMC 5.16.130		\$104.00
Massage Operator Permit-Resident		\$675.00
Massage Operator Permit-Non-Resident		\$680.00
PARKING VIOLATION FINES (Resolution No. 2009-54/June 2, 2009)		
Stop/Stand/Park within any Parkway	\$40.00	PMC 10.40.020
Parking in violation of curb markings	\$40.00	PMC 10.40.030B
Unlawful Parking—Div. Island	\$40.00	PMC 10.40.040A
Parking in Red Zone	\$40.00	PMC10.40.040B
Red Zone	\$40.00	PMC 10.40.040C
No Parking Zone	\$40.00	PMC 10.40.040D
Parking-Traffic Hazard	\$60.00	PMC 10.40.040F
Temporary No Parking	\$40.00	PMC 10.40.040G
Red Zone	\$40.00	PMC 10.40.040H
Storage of Vehicles Prohibited	\$60.00	PMC 10.40.050
Parking for Demonstration	\$40.00	PMC 10.40.060
Repairing/Greasing Vehicles on the Street	\$60.00	PMC 10.40.070
Washing/Polishing Vehicles	\$40.00	PMC 10.40.080



City of Pinole Master Fee Schedule

Parking Adjacent to Schools	\$40.00	PMC 10.40.090
Parking Prohibited on Narrow Streets	\$40.00	PMC 10.40.100
Parking on Grades	\$60.00	PMC 10.40.110
Unlawful Parking on Grade	\$60.00	PMC 10.40.110
Vending on Streets-Permit Required	\$60.00	PMC 10.40.120
Emergency Parking-Signs	\$40.00	PMC 10.40.130
Twenty-Four (24) Minute Parking	\$40.00	PMC 10.40.140
Forty (40) Minute Parking	\$40.00	PMC 10.40.150
One Hour Parking	\$40.00	PMC 10.40.160
Two Hour Parking	\$40.00	PMC 10.40.170
Parallel Parking—One-way Street	\$40.00	PMC 10.40.180
18 Inches from Curb	\$40.00	PMC 10.40.180A
Posted No Parking Zone	\$40.00	PMC 10.40.180B
Diagonal Parking	\$40.00	PMC 10.40.190
Parking Outside of Line	\$70.00	PMC10.40.190A
Parking Space Markings	\$40.00	PMC 10.40.200
Parking Space Markings	\$40.00	PMC 10.40.200B
No Stopping Zones	\$40.00	PMC 10.40.210B
Commercial Vehicle—Parking Restrictions	\$120.00	PMC 10.40.220
Off Truck Route	\$120.00	PMC 10.40.220B
Commercial Vehicle—Curb Parking	\$120.00	PMC 10.40.230
Private Parking Facilities	\$40.00	PMC 10.40.240
Vehicle Longer 20'—Parking Restrictions	\$40.00	PMC 10.40.250
Preferred—Local Authority Designation	\$40.00	PMC 10.40.260
Disabled Parking	\$300.00	PMC 10.40.270
Unlawful Parking—Off Roadway	\$40.00	PMC 10.40.280
Unlawful Parking—Off Road	\$40.00	PMC 10.40.280A
Unlawful Parking—Private Property	\$40.00	PMC 10.40.280B
Curb Markings	\$40.00	PMC 10.44.020
Red Zone	\$40.00	PMC 10.44.020A
Yellow Zone	\$40.00	PMC 10.44.020B
White Zone	\$40.00	PMC 10.44.020C
Blue Zone	\$300.00	PMC 10.44.020D
Green Zone	\$40.00	PMC 10.44.020E
Adherence to Curb Markings	\$40.00	PMC 10.44.020F
Loading and Unloading	\$22.00	PMC 10.44.030
Parking in Passenger Loading Zone	\$40.00	PMC 10.44.040
Parked in Bus Zone	\$250.00	PMC 10.44.050E
Parked Off Truck Route	\$120.00	PMC 10.48.040B



City of Pinole Master Fee Schedule

RECREATION DEPARTMENT		
12-6-2011, R-2011-88/Amended 4-3-2012, R-2012-29/ 2-5-2013, R-2013-04/ 3-18-2014, R-2014-12/ 9-3-2019, R-2019-77		
Tiny Tots		
M/W/F a.m.	Resident Monthly	\$252.00
	Non-resident Monthly	\$293.00
M/W/F p.m.	Resident Monthly	\$209.00
	Non-resident Monthly	\$244.00
T/Th	Resident Monthly	\$141.00
	Non-resident Monthly	\$162.00
Summer M/W/F	Resident (per 4 week session)	\$277.00
	Non-Resident (per 4 week session)	\$322.00
Summer T/Th	Resident (per 4 week session)	\$230.00
	Non-Resident (per 4 week session)	\$268.00
Late Pick Up	Within 15 minutes After Grace Period	\$19.00
	Every 10 Minutes Thereafter	\$19.00
Late Payment	After the 7 th of the Month	\$12.00
	After the 15 th of the Month	\$36.00
Administrative	Membership Fee	\$45.00/per session
Athletic Fields (Amended 9-3-2019, R-2019-77)		
Youth and Adult Leagues	Resident/Pinole Organizations-Hourly	\$14.00
	Non-Resident/Non-Pinole Org.- Hourly	\$21.00
Restroom Key Deposit-refundable		\$50.00
Lighting Fee at Fernandez Park		\$11.00
Tennis Courts		
Weekdays	Resident	\$5.00/hr/court
	Non-Resident	\$7.00/hr/court
Weekends and Holidays	Resident	\$7.00/hr/court
	Non-Resident	\$10.00/hr/court
Commercial Use—Instructor Fee		\$10.00/hr/court
Park Rentals		
Fernandez Park BBQ Area- per day	Resident	\$110.00
	Non-Resident	\$138.00
Gazebo-per day	Resident	\$250.00
	Non-resident	\$313.00
Inflatable Jumper Fee	Resident	\$50.00
	Non-resident	\$75.00
Pinole Valley Park BBQ Area-per day-per area	Resident	\$55.00
	Non-resident	\$83.00
Restroom Key Deposit- refundable		\$50.00



City of Pinole Master Fee Schedule

Youth Center (Amended 4-12-2012, R-2012-29 & 2-5-13/R-2013-04, R-2014-12, 3-18-2014 (9-3-2019, R2019-77))		
Enrichment Sessions at Schools	Resident	Varies based on enrichment sessions and provider
	Non-Resident	Add 10% to resident
Enrichment Sessions at PYC	Resident	Varies based on enrichment sessions and provider
	Non-Resident	Add 10% to resident
Summer Camp-Weekly	Resident	\$200.00
	Non-Resident	\$233.00
Camp Extended Hours (camp Participants Only)	Resident	\$ 38.00
	Non-Resident	\$ 43.00
Leader In Training Program-	Resident	\$100.00
	Non-Resident	\$120.00
Contract Camps		20% to 40% markup
School Break Camps	Resident	\$200.00
	Non-Resident	\$233.00
Drop-In Activities		Varies based on
Late Payment		\$14.00/week & increases \$10.00 each subsequent
Late Pick Up		\$1.00/minute after 5-minute grace period
Days Off Care	Hours 8:30am – 6:00pm	
	Members/Resident	\$48 day
	Non-Members/Resident	\$64 day
	Member/Non-Resident	\$53 day
	Non-Member/Non-Resident	\$80 day
Extended Care (7:00-8:30 am)		\$30 day
Senior Center (Amended 12-19-2017, R-2017-73 (11-13-2018, 2018-105))		
Drop-In Classes	Member	\$1.00 to \$7.00 per class
	Non-Member	\$2.00 to \$7.00 per class
Lunch		\$.50-\$7.00
Special Activities		\$3.00 to \$9.00
Special Luncheons		\$9.00
Salon Services		\$10.00 to \$50.00
	Shampoo/Set/Blow Dry	\$20.00
	Hair Cut and Blow Dry	\$20.00
	Hair Cut	\$10.00
	Shampoo and Set	\$10.00
	Color	\$30.00
	Perm	\$50.00
	Highlights	\$40.00 & up
Fundraiser Events		\$5.00 to \$55.00
	Monthly Social Dance	\$12.00
	Alcoholic Drinks	\$3.00
	Monthly Pancake Breakfast Adult Price	\$8.00
	Monthly Pancake Breakfast Child Price	\$4.00
Annual Membership		\$30.00
Travel		Varies based on trip cost



City of Pinole Master Fee Schedule

Classes		
Adult and Youth Classes	Resident	40% of Instructor Fee plus \$6.00 Processing fee
	Non-Resident	Add 10% to Resident fee
Community Events		
Booth Fees	For Profit Pinole Business	\$75.00
	For Profit-Non-Pinole Business	\$100.00
	Non-Profit	\$30.00
Senior Center Craft Faire		\$20.00-\$50.00



City of Pinole Master Fee Schedule

Facility Rental		
Non-Profit Rates Apply to 501(c)3 Nonprofits, Faith Organizations and Schools only		
Alcohol Permit		\$50.00
Certificate of Insurance Purchase		\$160.00
<i>Certificate required but may be provided by renter's insurance company at no cost</i>		
Certificate of Insurance Purchase (for Quinceaneras only/per Diversified Risk Mgmt)		\$525.00
Alcohol Use Insurance		\$35.00
<i>Must be purchased in conjunction with Certificate of Insurance or provided by renter's insurance at no cost</i>		
City Holiday Rental Fee		10% Rental Fee
Senior Center Main Hall		
100-250 Capacity	Booking	\$50.00
	Deposit without alcohol permit	\$500.00
	Deposit with Alcohol Permit	\$750.00
	Table and Chair Setup	\$50.00
	Decoration/Clean Up Time (up to 2 hrs)	\$45.00
	Resident (5 hours)	\$625.00
	Non-resident (5 hours)	\$775.00
	Resident for each add'l hour	\$90.00
	Non-resident for each add'l hour	\$120.00
	Change of Date Fee	\$200.00
	Change of Date Fee (Less than 75 Days)	\$300.00
Senior Center Main Hall		
Non-Profit Rates (Weekends)	Booking	\$50.00
	Deposit	\$250.00
	Table and Chair Setup	\$50.00
	Decoration/Clean Up Time (up to 2 hrs)	\$45.00
	Pinole Organization (5 hours)	\$400.00
	Non-Pinole Organization (5 hours)	\$500.00
	Pinole Org. each add'l hour	\$50.00
	Non-Pinole Org. each add'l hour	\$70.00
Senior Center	Computer, Arts/Crafts, & Board Room – M-F 8:30am– 4:30pm	
	Non-Profit Organizations	\$35/rental Includes 2 hours \$15/hr after
	Private or Commercial Organizations	\$50/rental Includes 2 hours \$25/hr after
Senior Center	Computer, Arts/Crafts, & Board Room – M-F 4:30pm– 7:30pm	
	Non-Profit Organizations	\$55/rental Includes 2 hours \$20/hr after
	Private or Commercial Organizations	\$75/rental Includes 2 hours \$35/hr after
Deposit	Non-Profit Only (Weekday only)	\$40.00
Youth Center Main Area	Booking	\$50.00



City of Pinole Master Fee Schedule

120 Person Capacity	Deposit without alcohol permit	\$250.00
	Deposit with alcohol permit	\$500.00
	Resident (4 Hours)	\$250.00
	Non-Resident (4 Hours)	\$325.00
	Resident for Each Add'l hour	\$65.00
	Non-Resident for Each Add'l Hour	\$85.00
	Decoration Time (up to 2 hours)	\$45.00/hr
	Change of Date/Late Fee	\$75.00
Youth Center Workshop Room	Booking	\$50.00
40 Person Capacity	Deposit without alcohol permit	\$250.00
	Deposit with alcohol permit	\$500.00
	Resident (2 hours)	\$70.00
	Non-resident (2 hours)	\$100.00
	Resident for each add'l hour	\$35.00
	Non-resident for each add'l hour	\$50.00
	Decoration Time (up to 2 hours)	\$25.00/hr
	Change of Date/Late Fee	\$50.00
Babysitting Service for Youth	1-10 children	
	Per Child-Min of 6 and Max of 20	\$5.00
Youth Center Main Area	Booking	\$50.00
Non-Profit Rates (Weekends)	Deposit	\$250.00
	Pinole Organization (4 hours)	\$180.00
	Non-Pinole Organization (4 hours)	\$260.00
	Pinole Organization each add'l hour	\$40.00
	Non-Pinole Organization each add'l hour	\$60.00
	Decoration Time (up to 2 hours)	\$40.00/hr
Alex Clark Room	Security Deposit	\$150.00
50 Capacity	Pinole Organization	\$10.00/2 hr. mtg
Nonprofit meetings only	Non-Pinole Organization	\$25.00/2 hr. mtg
	Key Replacement Fee	\$50.00



City of Pinole Master Fee Schedule

Pinole Sports and Fitness Center Facility Rental		
Main Gym	Booking	\$50.00
600 person room capacity	Deposit	\$250.00
	Resident (2 Hours)	\$120.00
	Non-Resident (2 Hours)	\$160.00
	Resident for each additional hour	\$60.00
	Non-Resident for each additional hour	\$80.00
Dance or Weight Room	Resident (2 hours)	\$70.00
35 person room capacity	Non-Resident (2 hours)	\$100.00
	Resident for each additional hour	\$35.00
	Non-Resident for each additional hour	\$50.00
Entire Facility	Resident (2 hours)	\$230.00
	Non-Resident (2 hours)	\$290.00
	Resident for each additional hour	\$115.00
	Non-Resident for each additional hour	\$145.00
Main Gym-Non-Profit Rate	Pinole Organization-Hourly	\$45.00
	Non-Pinole Organization-Hourly	\$50.00
	Deposit	\$250.00
Memorial Hall/Pinole Community Playhouse--User Groups		
Pinole Community Players	Annual Fee	\$5,000.00
PUBLIC, EDUCATIONAL, AND GOVERNMENTAL (PEG) ACCESS PROGRAMMING FEE		
Resolution No. 2006-41		\$0.88 per subscriber per



City of Pinole Master Fee Schedule

WASTEWATER (SEWER) UTILITY FEES Pinole Municipal Code Section 13.05.420 Resolution No. 2018-66 / 7-17-2018

Residential Users – Per Dwelling Unit

	July 1, 2018	July 1, 2019	July1, 2020	July 1, 2021	July 1, 2022
Single-Family	\$65.40	\$67.37	\$69.34	\$71.44	\$73.62
Multiple-Family [1]	\$55.59	\$57.26	\$58.94	\$60.72	\$62.58

Non-Residential Users, Minimum charge – based on water service size as provided by East Bay Municipal Utility District

5/8"	\$15.00	\$15.45	\$15.92	\$16.40	\$16.90
3/4"	\$22.50	\$23.18	\$23.85	\$24.60	\$25.35
1.0"	\$37.50	\$38.63	\$39.75	\$41.00	\$42.25
1.5"	\$75.00	\$77.25	\$79.50	\$82.00	\$84.50
2.0"	\$120.00	\$123.60	\$127.20	\$131.20	\$135.20
3.0"	\$240.00	\$247.20	\$254.40	\$262.40	\$270.40
4.0"	\$375.00	\$386.25	\$397.50	\$410.00	\$422.50
6.0"	\$750.00	\$772.50	\$795.00	\$820.00	\$845.00
8.0"	\$1,200.00	\$1,236.00	\$1,272.00	\$1,312.00	\$1,352.00
10.0"	\$1,875.00	\$1,931.25	\$1,987.50	\$2,050.00	\$2,112.50

Non-Residential Volumetric Rates are per 100 cubic feet (CCF) of water consumed, as provided by East Bay Municipal Utility District

All Non-Residential	\$6.30	\$6.49	\$6.68	\$6.88	\$7.09
Sewer Lateral Video Inspection			\$85.00		

[1] Includes Accessory Dwelling Units



CITY COUNCIL REPORT

10D

DATE: JUNE 15, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

SUBJECT: ADOPT A RESOLUTION ESTABLISHING THE FISCAL YEAR
(FY) 2021/22 APPROPRIATIONS LIMIT

RECOMMENDATION

Adopt a resolution establishing the Fiscal Year (FY) 2021/22 Appropriations Limit.

BACKGROUND

On November 6, 1979, California voters passed Proposition 4 (the "Gann Limit" Spending Initiative) which added Article XIII B to the California Constitution. The purpose of this law is to limit expenditure appropriations from tax sources that state and local government are permitted to make in any given year.

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

California Government Code Section 7910 requires each local government to establish its appropriations limit by resolution for each fiscal year. Adoption of the attached resolution will approve the FY 2021/22 Appropriations Limit at \$147,165,198.

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 2021/22, the respective State and County offices have provided the City with the following optional factors to be used in the Appropriations Limit computation:

Personal Income Cost of Living

- California Per Capita Personal Income 5.73% increase
- Nonresidential New Construction, Pinole 2.12% increase

Population Change

- Population Change City of Pinole 0.11% decrease
- Population Change Contra Costa County 0.35% 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 FY 2021/22 calculation is:

Per capita personal income converted to ratio: $\frac{5.73 + 100}{100} = 1.0573$

Population change converted to a ratio: $\frac{0.35 + 100}{100} = 1.0035$

Calculation of factor: $1.0573 \times 1.0035 = 1.0610$

FY 2020/21 limit: \$138,704,168

FY 2021/22 factor: $\times \underline{1.0610}$

FY 2021/22 Appropriations Limit \$147,165,198

The Appropriations Limit applies only to tax revenues such as property tax, sales, and franchise tax, and does not apply to revenues such as fees that recover operating costs. For FY 2021/22, the City's annual Appropriations Limit is calculated at \$147,165,198 as shown above. By law, tax allocations are not allowed to exceed this authorized spending limit. The City of Pinole and the

Successor Agency to the Pinole Redevelopment Agency tax revenues subject to the Appropriations Limit will be approximately \$26,187,009, which is significantly lower than the limit at 18% of the \$147,165,198.

FISCAL IMPACT

There is no fiscal impact created by the City Council's adoption of this resolution to authorize the City's Appropriations Limit for FY 2021/22.

ATTACHMENTS

- A – Resolution Adopting FY 2021/22 Appropriations Limit
- B – State of California Department of Finance Price Factor and Population Information
- C – HdL Coren & Cone Nonresidential New Construction, Pinole

RESOLUTION NO. 2020-____

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 2021/22

WHEREAS, Article XIII B of the Constitution of the State of California requires an Appropriations Limit for governmental agencies to be established annually; and

WHEREAS, the appropriation subject to limitation for each fiscal year shall be based on the 1978-79 appropriation adjusted for changes in the per capita cost of living and population; and

WHEREAS, the implementation of Article XIII B requires the taxing agency to determine the Appropriations Limit according to the State of California; and

WHEREAS, the City of Pinole calculated its Fiscal Year 2021/22 Appropriations Limit based on the percent of change in the population of the Contra Costa County, January 1, 2020 to January 1, 2021, and the change in the State of California's per capital personal income.

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

1. That the growth factor has been calculated as follows:
 $1.0035 \times 1.0573 = 1.0610$
2. That said growth factor, 1.0610 shall be used to adjust the FY 2021/22 Appropriations Limit.
3. That the Appropriations Limit for 2021/22 fiscal year is hereby established as \$147,165,198.

FURTHER, BE IT RESOLVED that The City of Pinole tax allocations for FY 2021/22 will be approximately \$26,187,009, which is below the authorized spending limit of \$147,165,198.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 15th day of June 2021 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 **15th** day of **June, 2021**.

[Return to Agenda](#)

Heather Iopu, CMC
City Clerk



May 2021

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance (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, 2021, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2021-22. 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 2021-22 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.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, 2021.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

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

KEELY MARTIN BOSLER

Director

By:

/s/ Erika Li

Erika Li

Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2021-22 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2021-22	5.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2021-22 appropriation limit.

2021-22:

Per Capita Cost of Living Change = 5.73 percent
Population Change = -0.46 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.73 + 100}{100} = 1.0573$

Population converted to a ratio: $\frac{-0.46 + 100}{100} = 0.9954$

Calculation of factor for FY 2021-22: $1.0573 \times 0.9954 = 1.0524$

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	Percent Change 2020-2021	--- Population Minus Exclusions ---		Total Population
		1-1-20	1-1-21	1-1-2021
Contra Costa				
Antioch	0.55	112,236	112,848	112,848
Brentwood	1.28	65,263	66,097	66,097
Clayton	-0.19	11,290	11,268	11,268
Concord	-0.14	129,453	129,273	129,273
Danville	0.15	43,840	43,906	43,906
El Cerrito	0.04	24,835	24,846	24,846
Hercules	1.45	25,494	25,864	25,864
Lafayette	0.15	25,321	25,358	25,358
Martinez	-0.32	36,946	36,827	36,827
Moraga	0.38	16,756	16,820	16,820
Oakley	1.48	42,268	42,895	42,895
Orinda	0.50	18,984	19,078	19,078
Pinole	-0.11	19,390	19,369	19,369
Pittsburg	0.00	74,501	74,498	74,498
Pleasant Hill	0.02	34,127	34,133	34,133
Richmond	-0.14	110,288	110,130	110,130
San Pablo	-0.12	31,078	31,041	31,041
San Ramon	0.58	83,376	83,863	83,863
Walnut Creek	1.03	70,592	71,317	71,317
Unincorporated	0.35	173,731	174,339	174,423
County Total	0.35	1,149,769	1,153,770	1,153,854

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

NONRESIDENTIAL NEW CONSTRUCTION

2019/20 TO 2020/21 TAX YEARS - IN PARCEL NUMBER ORDER

Parcel	Use Category	Owner	Prior Year Improvements	Current Year Improvements	Percent Change
360-010-030-3	Commercial	Bp West Coast Products	289,573	332,705	+ 14.9%
401-112-029-4	Commercial	Zhao Xian Cheng Tre	443,584	522,455	+ 17.8%
401-211-035-1	Commercial	Thomas Gateway Llc	2,280,000	4,660,000	+ 104.4%
401-220-034-3	Institutional	Roman Catholic Wel Cor Oakland	2,213,209	2,268,868	+ 2.5%
402-281-001-6	Commercial	Kirby Petroleum Inc	470,386	480,756	+ 2.2%
5 Parcels Listed			5,696,752	8,264,784	+ 45.1%

This calculation reflects the 2020/21 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 2020/21 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 XIII B of the State Constitution as Amended by Proposition 111 in June, 1990.

Total Change in Non-Residential Valuation Due to New Development	2,568,032
Less Automatic 2.000% Assessors's Inflation Adjustment	-113,935
<u>Actual Change in Non-Residential Valuation</u>	<u>2,454,097</u>
Change in Total Assessed Value	115,954,132
= Alternate 2021/22 Appropriations Limit Factor	2.12%



CITY COUNCIL REPORT

10E

DATE: JUNE 15, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

SUBJECT: APPROVAL OF FINANCIAL AND INVESTMENT POLICIES FOR FISCAL YEAR (FY) 2021/22

RECOMMENDATION

City staff recommends that the City Council adopt a resolution approving the Financial and Investment Policies adopted by the Council in October 2020 as the policies for fiscal year (FY) 2021/22.

BACKGROUND

It is a best practice in public finance and a recommendation of the National Advisory Council on State and Local Budgeting (NACSLB) and the Government Finance Officers Association (GFOA) that cities regularly review and update as appropriate their financial policies. It is a recommendation of State law (Govt Code 53646) that California cities have Investment Policies that are approved by their city council.

It is the City of Pinole's practice to submit its Financial and Investment Policies to the City Council for adoption on an annual basis. The City's policies were most recently updated and approved by the City Council in October 2020. City staff has reviewed the policies and confirmed that they continue to meet best practices and legal requirements, and therefore is not recommending any changes to the policies at this time. Staff recommended to the Finance Subcommittee at its meeting of May 12, 2021 that the policies approved in October 2020 continue to serve as the City's policies for FY 2021/22. The Finance Subcommittee agreed with the recommendation.

REVIEW AND ANALYSIS

The Financial and Investment Policies adopted in October 2020 continue to meet best practices and legal requirements. Staff recommends, and the Finance Subcommittee approved, that the policies approved in October 2020 continue to serve as the City's policies for FY 2021/22.

FISCAL IMPACT

Approving the Financial and Investment Policies adopted in October 2020 as the City's

policies for FY 2021/22 will have no fiscal impact.

ATTACHMENTS

- A – Resolution
Exhibit 1 - City of Pinole Financial and Investment Policies Updated October 2020

RESOLUTION NO 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING
FINANCIAL AND INVESTMENT POLICIES FOR FISCAL YEAR (FY) 2021/22**

WHEREAS, it is a best practice in public finance and a recommendation of the National Advisory Council on State and Local Budgeting (NACSLB) and the Government Finance Officers Association (GFOA) that cities regularly review and update as appropriate their financial policies; and

WHEREAS, State law recommends that California cities have investment policies that are adopted by their city council; and

WHEREAS, it is the City of Pinole's practice to submit its Financial and Investment Policies to the City Council for adoption on an annual basis; and

WHEREAS, the City of Pinole has financial policies, including investment policies, that were most recently updated and approved by the City Council in October 2020; and

WHEREAS, City staff has reviewed the policies and confirmed that they continue to meet best practices and legal requirements, and therefore is not recommending any changes to the policies at this time; and

WHEREAS, staff recommended to the Finance Subcommittee at its meeting of May 12, 2021 that the policies approved in October 2020 continue to serve as the City's policies for FY 2021/22; and

WHEREAS, the Finance Subcommittee agreed with the recommendation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole hereby approves the City of Pinole Financial and Investment Policies Updated October 2020, attached hereto as Exhibit 1, as the policies for FY 2021/22.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 15th day of June 2021 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 15th day of June 2021.

Heather Iopu, CMC
City Clerk



City of Pinole

Financial and Investment Policies

Updated October 2020

Financial Policies

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Structurally Balanced Budget

Policy

The City will aspire to create a proposed General Fund operating budget that is structurally balanced. If the proposed operating budget is structurally imbalanced, the City will develop a plan to create a proposed General Fund operating budget for the subsequent fiscal year that is structurally balanced.

Purpose

To ensure the sustainability of service and expenditure levels by requiring that ongoing General Fund operating expenditures be funded by ongoing revenues.

Definitions and Details

1. This policy applies to General Fund operating budgets.
2. Structural balance is defined as recurring (ongoing) revenues equaling or exceeding ongoing expenditures.
3. Under this policy, City staff will analyze whether the proposed General Fund operating budget is structurally balanced.
4. If City staff determines that the proposed budget is imbalanced, City staff will develop a plan to create a proposed General Fund operating budget for the following fiscal year that is structurally balanced, including possible revenue enhancements or expenditure decreases.
5. Internal service funds are intended to operate on a break-even basis.
6. To implement this policy, staff will identify General Fund operating revenue that is recurring and non-recurring. Recurring revenues are those that the City can reasonably expect to continue to receive on an annual basis over the next 5 to 10 years. Recurring revenues include, but may not be limited to, property taxes, sales and use taxes, utility user taxes, franchise taxes, business license taxes, transient occupancy taxes, other taxes, fines and forfeitures, interest on investments, use of money and property, motor vehicle in-lieu, city interfund transfers, licenses and permits, resources from other governmental agencies, charges to other City funds, and other reimbursements and charges for services. Non-recurring revenues are monies that the City cannot reasonably expect to continue to receive over the next 10 to 15 years. Non-recurring revenues include, but may not be limited to, fund balance, grant funds, financing proceeds, and sale of property and equipment. Revenue from recurring sources that is significantly above normal levels will be considered non-recurring revenues.
7. Staff will also identify General Fund operating expenditures that are recurring and non-recurring. A recurring expenditure is an ongoing cost that relates to an ongoing City service or activity. Examples of recurring expenditures are salaries, benefits, utilities, debt service, maintenance, normal capital outlays, and other mandated costs. Non-recurring expenditures are costs that are incurred for one-time activities, or services that are scheduled to "sunset". Typical non-recurring expenditures

include those for grant-funded activities, special initiatives, and one-time capital expenditures.

8. A structurally balanced General Fund operating budget is a best practice. It is, however, appropriate and consistent with best practice to adopt a structurally imbalanced budget for a given fiscal year under certain circumstances. For example, it is appropriate and consistent with best practice to use designated reserves as a non-recurring revenue to cover recurring expenditures during times of fiscal duress. If a budget is proposed with this characteristic, the Structurally Balanced Budget Policy provides appropriate direction, which is that staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year.

Reserve Policy

Policy

The City will establish and maintain reserves to meet certain anticipated future obligations as well as to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

Purpose

To ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

Definitions and Details

1. The City shall establish a separate account in the financial system to reserve funds intended to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase. This account and the funds contained therein shall be referred to as the General Reserve. It shall be budgeted to contain an amount equivalent to 50% of the City's annual General Fund ongoing operating expenditures. Resources in the General Reserve account will be considered assigned for the purpose of financial reporting per the standards of Generally Accepted Accounting Principles (GAAP).
2. The City shall establish other separate accounts in the financial system to reserve funds for other appropriate purposes, such as for replacement of vehicles and major equipment; maintenance and replacement of capital assets; and long-term liabilities.
3. Funds held in the General Reserve can only be appropriated by a majority vote of the Council to address exceptional circumstances specifically related to a significant revenue shortfall, unanticipated expenditure, or other budget stabilization issue.
4. If the General Reserve funds are appropriated and expended, the City Council will endeavor to replenish them to the full amount noted above as part of the adoption of the subsequent budget, if not sooner.
5. This Policy shall be reviewed by the City Council periodically to ensure its consistency with current law and the City's current needs.

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

Policy

The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any individual revenue type, land use, or major taxpayer. One-time resources (also referred to as “non-recurring”) should be used for one-time (non-recurring) expenditures, including but not limited to establishing and rebuilding reserves, early retirement of debt, capital expenditures, and reducing unfunded pension liabilities (PERS and OPEB).

Purpose

To ensure that the City appropriately uses one-time resources, including not using one-time resources on ongoing expenditures, which can contribute to a structurally imbalanced budget.

Definitions and Details

1. Non-recurring revenues are monies that the City cannot reasonably expect to continue to receive over the next 10 to 15 years. Non-recurring revenues include, but may not be limited to, fund balance, grant funds, financing proceeds, and sale of property and equipment. Revenue from recurring sources that is significantly above normal levels will be considered non-recurring revenues.

Revenue Policy – User Fees and Charges

Policy

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

Purpose

To determine the full costs of providing specific services so that the City Council can make informed decisions as to the appropriate levels of fees for services that may be imposed to avoid providing unwanted subsidies. The City Council may decide against full cost recovery in cases where greater community benefit is demonstrated.

Definitions and Details

1. Every service supported by user fees or charges will be analyzed bi-annually, or as required by statute or directed by City Council to determine the net cost of providing the service.
2. Net cost will be determined by identifying all revenues generated or attributed to the service and subtracting all cost elements (direct and indirect expenses, capital outlays and other one-time expenses). The resulting figure will be the level of subsidy, which the City Council will use as a basis for determining user fee increases or decreases.
3. If it is determined that there is a net cost to providing the service, the City Council will raise user fees to achieve full cost recovery, unless it is decided that the subsidy should be maintained.
4. Additional information may be necessary to aid in the decision as to whether or not a service should be subsidized (community benefit, cost-effectiveness, etc.)

Expenditure and Budget Policy

Policy

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

Purpose

To provide guidance to staff in developing spending plans that address the City's priorities and policy objectives while ensuring benefit to the City.

Definitions and Details

1. Department expenditures are limited to:
 - a. Budgeted expenditures approved by the City Council as appropriated by major category:
 - i. Salary and Benefits;
 - ii. Services and Supplies: Travel and Training, Office Expenses, Repairs and Maintenance, Materials, Professional Services, etc.; and Capital Outlay.
2. The operating budget will be prepared to fund current year expenditures with current year revenue. However, surplus fund balances may be used to increase reserves, fund Capital Improvement Projects, reduce unfunded pension liability (PERS and OPEB), or carried forward to fund future years' operating budgets when necessary to stabilize services and fund capital outlay.
3. Budget transfers require the approval of the City Manager or designee except those affecting personnel and capital outlay which must be approved by the City Council.
4. Budget transfers required to hire additional permanent personnel require the City Council's approval.
5. The City will periodically update replacement and maintenance financing plans, and incorporate them into the Budget.
6. The City will monitor and review methods of operation to ensure that services continue to be delivered in the most cost-effective manner possible. This review process encompasses a wide range of productivity issues, including:
 - a. Analyzing systems and procedures to ensure efficient delivery of services.
 - b. Evaluating the ability of new technologies and related capital investments to improve productivity.
 - c. Developing the skills and abilities of all City employees.
 - d. Developing and implementing appropriate methods of recognizing and rewarding exceptional employee performance.
 - e. Evaluating the ability of the private sector to perform the same level of service at a lower cost.

Debt Policy

Policy

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

Purpose

To maintain fiscal viability by not encumbering the General Fund with excessive debt payments or using debt to support operating expenses.

Definitions and Details

1. For purposes of computing the percentage of debt payments the proposed budget expenditures will be used.
2. The ratio of debt payments to operating expenditures will be presented in the annual budget.
3. The City will investigate the use of special assessment, revenue or other self-supporting bonds to limit the General Fund obligation for debt service payments.
4. The City will not use long-term debt for current operations.
5. The City will not use short-term borrowing to support routine operations, provided however, that it may be used to meet temporary cash flow needs.
6. The City will maintain strong communications with bond rating agencies about the City's financial condition and will follow a policy of full disclosure on financial reports and bond prospectus.
7. The City will strive to maintain or improve the City's bond rating.
8. The City will utilize inter-fund loans when possible to reduce the cost of financing capital improvements.
9. The City is required to enter into an agreement for inter-fund loans beyond the current fiscal year.

Receivables Policy

Policy

The City will ensure the timely invoicing, monitoring, and collection of outstanding obligations owed to the City.

Purpose

To maintain appropriate oversight of all receivables and maintain sound fiscal management and accounting practices related to all receivables.

Definitions and Details

1. For the purpose of this policy, receivables are defined to include outstanding obligations owed to the City for services or goods supplied.
2. All receivables shall be recorded in accordance with Generally Accepted Accounting Principles (GAAP).
3. Accounts receivable will be administered by the Finance Department.
4. Accounts receivable shall be established for services or goods provided in advance of a payment and should include terms for collection. Invoices should be prepared in a timely manner but not less than on a monthly basis. Invoices should include a description of the goods or services provided, payment terms and remittance address.
5. All accounts receivable should be recorded in a manner that allows for aging analysis. Reconciliation of accounts receivable may be performed on a monthly, quarterly or annual basis depending on the type of receivable.
6. Collection options should be evaluated and pursued to maximize collections. The use of collection agencies and programs such as the State Interagency Intercept Collection Program or the County Tax lien process may be used based on the type of receivable.
7. An allowance for doubtful accounts should be recorded after a bad debt expense is estimated. Write-off of bad debt should be performed on an annual basis to ensure that accounts receivable and allowance balances are not overstated.
8. The City will establish written procedures to document the accounts receivable process and bad debt write-off process for adequate internal controls and proper management oversight. These procedures should be reviewed annually as part of the year end audit process.

Grants Management Policy and Procedures

Policy

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

Purpose

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.

Definitions and Details

1. Staff Responsibilities

- a. City Department seeking and managing grant funding is responsible for:
 - i. Preparation of grant application materials;
 - ii. Providing sufficient data to allow City Management to evaluate the costs and benefits of the proposed grant;
 - iii. Obtaining appropriate approvals for submission of grant, if necessary;
 - iv. Obtaining City Council approval for acceptance of grant;
 - v. Understanding the operational and budgetary impact the grant has on the City;
 - vi. Accumulating the appropriate accounting detail and supporting documentation;
 - vii. Preparation of reports required by the grantor;
 - viii. Providing the Finance Department with the following:
 1. Grant Award Letter;
 2. Grant Contract;
 3. City Council minutes of action or Council Resolution approving the grant;
 4. An administrative manual (this includes program guidelines and accounting procedures). This will allow Finance to maintain grant files which are accurate and complete.

- ix. Providing Finance copies of all grant amendments, program reporting, reimbursement requests and other communications to all agents involved in the grant administration process for review prior to submission.
- a. The Finance Department (Finance Director) is responsible for:
 - i. Reviewing all financial reports to the grantor prior to submission to ensure its accuracy;
 - ii. Assisting departments with any problems or questions regarding the grant submission process;
 - iii. Scheduling audit of grant programs when requested by Grantee Agency. City staff will aid in the auditing process providing available source documents as requested by the auditing agency;
 - iv. Coordinating the accounting for all receipts and disbursements related to the grant. Finance Department will determine setup and maintain the most appropriate method (s) of accounting for the grant in the financial system.

2. Pre-Application

Prior to submitting an application for any grant award, the applicant department shall thoroughly review the grant requirements outlined in the solicitation to ensure that the department is aware of and has the capacity to meet all administrative, fiscal, programmatic, reporting and monitoring requirements.

3. Post-Award

a. Set-Up

All new grants should be reviewed by the Finance Director to ensure that all grant details are accurate and grant budget is established in the financial system in accordance with any special conditions required by the funder.

- i. Acceptance of all grants must be approved by action of the City Council. Said approval shall include authorization to appropriate funding to revenue and expenditure accounts.
- ii. For grants that were not included in the annual adopted budget, the applicant department will submit a request to appropriate revenue and expenditures to the City Council for review and approval. Once the grant budget has been approved by the City Council, department staff should submit a request to the Finance Department to establish the approved budget in the financial system.
- iii. The term of grant-funded positions must be clearly identified and disclosed to the City Council prior to approval. If the expiration of a grant requires the application of General Fund revenue for continued funding, this stipulation must also be disclosed.

- iv. One-time or fluctuating grant sources should not be used for ongoing programs.
- v. The awarded department assumes the lead role in grant management in collaboration with the Finance Department.

b. Cash Handling

Grant funds are received from various funding agencies via checks and electronic wire/ACH transfers only and should be sent to the Finance Department. Hard copy checks are deposited weekly and promptly recorded in the City's financial system.

4. Grant Monitoring and Quarterly Reporting

a. Grant Award Monitoring

Award monitoring shall be the responsibility of the applicant department to ensure that grant funds are expended for eligible activities in accordance with the guidelines established by the funder, including, but not limited to:

The applicant department shall obtain all documentation necessary to fully and accurately support all grant expenditures, including expenditures incurred by sub- recipients. Examples of supporting documentation may include, but not be limited to:

- i. Employee timesheets
- ii. Personnel Activity Reports
- iii. Personnel Action Forms
- iv. Payroll reports
- v. Invoices and proof of payment
- vi. Purchase receipts
- vii. Workshop/Training itineraries
- viii. Travel documents

b. Quarterly Reporting

Finance Department staff should review grant expenditures and cash position as needed to ensure proper oversight and fiscal administration of the grant. Claims for reimbursement based grants should be sent to the funder timely to ensure prompt reimbursement. If grant reimbursements are not received within the timeframe prescribed by the funder - generally 60 to 90 days - the appropriate applicant department staff should follow up to check on the status of the reimbursement request.

Grants are required to be reconciled at least quarterly as part of the Finance

Department's grant reconciliation process. Grant reconciliation should include review of all of the following:

- i. Grant expenditure to revenue balance
- ii. Grant budget to actual balance
- iii. Status of reimbursement requests submitted to the funder for purpose of reversing revenue accruals
- iv. Grant advances and whether or not funds should be recognized
- v. Grant end dates, closeouts
- vi. Review grant information against the general ledger to ensure accuracy of information listed

5. Record Retention

The City is committed to ensuring that all necessary grant records and documents are adequately retained as required by federal, state, and private funding agencies. The below Record Retention Schedule is approved as the retention schedule for grant records and documents maintained by the applicant department. The schedule is applicable to all physical and electronic grant records maintained by the department as part of the administration and management of federal, state, and private grant funds.

Record Retention Schedule: Grant Records	
Record Type*	Retention Period
Original grant proposal Grant-specific policies and procedures Grant award letter Grant agreement and subsequent modifications, if applicable Grant budget and subsequent modifications, if applicable All pertinent funder correspondence, including emails, phone log notes, letters, site visit/monitoring/corrective action/audit reports, etc... All pertinent sub-recipient/sub-grantee correspondence including emails, phone	At least 5 years following official notification by the awarding agency that the grant has been fiscally and programmatically closed OR at least 5 years following the closure of its audit report covering the entire award period, whichever is later.

log notes, letters, site visit/monitoring/corrective action/audit reports, etc... Fiscal and program/performance reports submitted to the funder including explanation of data collection/reporting methodology, if not evident Wire transfers and/or copies of reimbursement checks received Documentation of required matching funds All documentation relating to grantee compliance with the grant agreement All evidence of returned grant funds All supporting documentation necessary to fully and adequately justify grant expenditures including timesheets, payroll reports, Personnel Activity Reports, receipts, invoices, etc... Other documents deemed necessary and important by grant program/fiscal staff and/or documents required to be maintained by the funder	
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* All grant documents and records should be organized and maintained in designated grant files or other systematic organizational structure.

Capital Assets Policy and Procedures

Policy

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

Purpose

To define costs eligible and establish thresholds for capitalization in conformity with Governmental Accounting Standards Board Statement No. 34 Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments and Statement No. 51 Accounting and Financial Reporting for Intangible Capital Assets.

Definitions and Details

1. Definition of a Capital Asset

A capital asset is any tangible or intangible asset purchased for use in the day-to-day operations of the City with a useful life greater than one year and has an acquisition cost of \$5,000 or more. Donations with an estimated appraised value of \$5,000 or more and have a useful life greater than one year is also considered a capital asset. Capital assets include items such as land, sewer lines, buildings, vehicles, equipment, and furniture.

2. Major Asset Classes

- a. (100) Land – includes land under infrastructure and preparation costs. Costs can include acquisition prices and cost of initially preparing land for its intended use (basic site improvements, removal, excavation, relocation, reconstruction). Usually has an indefinite useful life and is not depreciated.
- b. (200) Improvements other than buildings - permanent improvements (non-moveable), other than buildings that add value to land, but do not have an indefinite useful life. Examples include fences, retaining walls, parking lots, and landscaping.
- c. (300) Buildings - permanent structures. Costs can include purchase of new building or cost of an improvement to an existing building. An entire building can be classified as one asset or be reported as separate capital assets if discrete portions of the building have significantly different useful lives (e.g. roof separate from building).
- d. (400) Infrastructure - capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage

- systems, water and sewer systems, and lighting systems.
- e. (600) Furnishings and Equipment - moveable assets that includes all costs to place equipment into service (freight, installation, warranties, and sales tax). Each piece of equipment must meet the minimum capitalization threshold and is not recorded in bulk. Examples include vehicles, furnishings, machinery, servers, and appliances.
 - f. (700) Other Capital Assets – capital assets that do not fit into any of the major asset classes. This can include:
 - i. Intangibles – assets that are not physical in nature. Generally, this includes software and easements (can also include water rights, trademarks).
 - ii. Easements - intangibles with an indefinite useful life and are not depreciated.
 - iii. Software - both internally generated and off-the-shelf.
 - g. (900) Construction in Progress - construction projects in progress at the conclusion of the fiscal year. These costs are not depreciable until the project is completed and booked into the correct category of improvements, buildings, or infrastructure.

3. Capital Asset Useful Life

The capital asset useful life is the determining factor for the number of accounting periods over which the asset is to be depreciated. The City can determine the useful life of an asset by using historical information or by seeking guidance from other external resources to determine the proper useful life of the asset. Depreciation is recorded on a straight-line basis over the estimated useful life of the asset as follows:

Class	Useful Life
Buildings	50 years
Equipment	5-10 years
Vehicles	5-10 years
Streets and roads	50 years
Bridges	75 years
Street drainage	100 years
Parks	70 years
Wastewater infrastructure	50 years

4. Capital Asset Review

The City relies on a decentralized method to verify the accuracy of capital assets. Departments are responsible for evaluating the condition and functionality of existing capital assets assigned to their department to determine if the asset is still providing the most appropriate method to deliver services. Capital assets should be assessed on an annual basis.

5. Disposal of Capital Assets/Surplus Property

When an asset will no longer be used in operations, voluntarily or involuntarily, the asset shall be removed from the City's financial records and removed from service. Disposal of equipment, material, or inventory will be in accordance with the City's surplus property guidelines.

"Surplus Property" is used generically to describe any City property that is no longer needed or useable by the holding department. The City Council shall declare item(s) surplus prior to disposal.

6. Methods of Disposition

- a. The department head or designee in consultation with the Finance Director shall determine or approve one of the following methods of disposition that is most appropriate and in the best interests of the City.
- b. All surplus property is for sale "as is" and "where is", with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability or the property offered for sale. Appropriate methods of sale are as follows:
 - i. Public Auction - Surplus property may be sold at public auction. City staff may conduct public Auctions, or the City may contract with a professional auctioneer including professional auction services.
 - ii. Bids - Bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.
 - iii. Selling for Scrap - Surplus property may be sold as scrap if the department head or designee in consultation with the Finance Director deems that the value of the raw material exceeds the value of the property as a whole.
 - iv. Negotiated Sale - Surplus property may be sold outright if the department head or designee in consultation with the Finance Director determines that only one known buyer is available or interested in acquiring the property.
 - v. No Value Item – Where the department head or designee in consultation with the Finance Director determines that specific supplies or equipment are surplus and of minimal value to the City due to spoilage, obsolescence or other cause, or where the Purchasing Officer determines that the cost of disposal of such supplies or equipment would exceed the recovery value, the department head or designee in consultation with the Finance Director shall dispose of the same in such a manner as he or she deems appropriate and in the best interest of the City.
- c. Surplus property that remains unsold will be donated to a non-profit organization or transferred to an appropriate recycle center.
- d. Proceeds from the sale or trade-in of surplus property shall be submitted to Finance for returning to the appropriate fund.

Unclaimed Funds/Outstanding Checks Policy and Procedures

Policy

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

Purpose

The purpose of this policy is to establish guidelines for the proper disposition of unclaimed funds and outstanding checks in accordance with government statutes.

Definitions and Details

1. Definitions

- a. Unclaimed Funds - Consists of funds which are not the property of the City but remain in the City Treasury for three (3) or more years without a claim being filed by the legal owner(s). Unclaimed funds do not include individual items of less than \$15.00, any amounts in which the depositor's name is unknown, or restitution to victims.
- b. Warrant – Instrument issued to pay for goods and/or services rendered, issue refunds, etc. (i.e. a check).
- c. Stale Dated – A check that is older than six (6) months.
- d. Escheat – refers to state escheat laws that require agencies to transfer unclaimed property or funds to the state after three years and reasonable efforts locate the property owner.

2. Guidelines

The City of Pinole has established the policy to hold unclaimed payroll and accounts payable checks rather than escheating the unclaimed funds to the State of California.

This unclaimed funds policy applies to all outstanding payroll and accounts payable checks abandoned three years after the issue date.

3. Procedures: Items over \$15.00

- a. Quarterly during the bank reconciliation process, the outstanding warrant register will be reviewed for items six (6) months and older. For the warrants six months and older, a letter and unclaimed property claim form will be mailed to the address on record for the issued warrant. See Exhibit 1 and 2 for examples.
- b. Every June 30th and December 31st, (final evaluation dates) all remaining

outstanding warrants will be evaluated. Any warrants issued more than 12 months prior to evaluation date will receive a second letter and affidavit form. If no response is received within 30 days for the warrants 12 months or greater, the warrant will be identified as stale dated. Stale dated warrants shall be cancelled and voided in the system. A journal entry shall be prepared to record the total amount of stale dated checks in a hold account called "Aged Unclaimed Warrants".

- c. A list of stale date warrants containing the warrant number, issue date, amount, and payee shall be maintained by the Finance Department. If a cancelled warrant is presented, or the payee files a claim after cancellation, the warrant shall be reissued by debiting the "Aged Unclaimed Warrants" account, and the original warrant shall be removed from the stale dated list.
- d. Also on June 30th and December 31st, the stale dated list shall be evaluated to determine which warrants are more than 3 years old from the date of issue. Warrants that are more than 3 years old will be handled as follows:
 - i. A notice must be published once a week for two consecutive weeks in a newspaper of general circulation in the City of Pinole stating the payee, the amount, the fund in which the money is held, and that it is proposed that the money will become the property of the City of Pinole on a specific date (not less than 45 nor more than 60 days after the first publication). See Exhibit 3 for example.
 - ii. Upon or prior to publication, a party of interest may file a claim (Exhibit 2) for the funds with the Finance Director. The claim must contain the claimant's name, address, amount, tax identification number, and grounds for claim prior to the date the funds become property of the City of Pinole. The Finance Director can require additional information to help substantiate the claim.
 - iii. On the day identified in the notice, the total dollar amount (on which no claims were filed) becomes the property of the City. A journal entry will be prepared to recognize the revenue. The money will be moved from "Aged Unclaimed Warrants" to the fund the warrant was originally issued from.

4. Procedures: Items under \$15.00 or items where the depositor is unknown

- a. Quarterly during the bank reconciliation process, the outstanding warrant register will be reviewed for items six (6) months and older. For the warrants six months and older, a letter and unclaimed property claim form will be mailed to the address on record for the issued warrant. See Exhibit 1 and 2 for examples.
- b. Every June 30th and December 31st, (final evaluation dates) all remaining outstanding warrants will be evaluated. Any warrants issued more than 12 months prior to evaluation date will receive a second letter and affidavit form. If no response is received within 30 days for the warrants 12 months or greater, it becomes the property of the City of Pinole. Stale dated warrants shall be cancelled and voided in the system. A journal entry will be used to record the

- total amount of these warrants as revenue.
- c. Any individual check of less than fifteen (\$15) dollars, or any amount if the depositor's name is unknown, which remain unclaimed for a period of one (1) year may be transferred from the funds which the money was originally drawn from by the City Council to the General Fund without the necessity of publication of notice in a newspaper. (Gov. Code Section 50055)

City of Pinole INVESTMENT POLICY

I. Introduction

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.

II. Governing Authority

The investment program of the City of Pinole ("the City") shall be operated in conformance with federal, state, and other legal requirements. All funds will be invested in accordance with the City's Investment Policy, and California Government Code Sections 5360I, 5360I.1, 5360I.5, 5360I.6, 53635, 53646, 53635.5, and 16481.2.

III. Scope

It is intended that this policy cover all funds (except retirement funds) and investment activities under the direction of the City. The investment of bond proceeds will be in accordance with the provisions of relevant bond documents.

IV. Objectives

The primary objectives, in priority order, of the investment activities of the City shall be:

1. Safety
Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.
2. Liquidity
The investment portfolio of the City will remain sufficiently liquid to enable the City to meet its cash flow requirements.

3. Return

The investment portfolio of the City shall be designed with the objective of attaining a market rate of return on its investments consistent with the constraints imposed by its safety objective and cash flow considerations.

V. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

The “prudent person” standard states that,

“Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

3. Delegation of Authority

The management responsibility for the investment program is hereby delegated to the City Treasurer or designee who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the limits of this policy. The City Council may delegate its investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

VI. Permitted Investment Instruments

1. U.S. Treasury and other government notes, bonds, bills, or obligations that carry the full faith and credit guarantee of the United States for the payment of principal and interest. Maturities shall not exceed five years in length. No more than fifty (50) percent of the City's investment portfolio may be invested in instruments defined under this section.
2. Federal Agency or U.S. government sponsored enterprises (GSE) bonds and note obligations, participations or other instruments. This includes but is not limited to obligations issued by Banks for Cooperatives, Federal Land Banks, Federal Intermediate Credit Banks, Federal Farm Credit Banks, Federal Home Loan Banks, the Federal Home Loan Bank Board, the Federal Home Loan Mortgage Corporation or in obligations, participations, or other instruments of, or issued by, or fully guaranteed as to principal and interest by, the Federal National Mortgage Association; or in guaranteed portions of Small Business Administration notes. Maturities shall not exceed five years in length, unless the funds to be invested are moneys generated from the proceeds of the sale of real estate assets restricted to a reserve account, and the investment security is "AA" rated by at least two of three nationally recognized rating agencies (Standard & Poor's, Moody's or Fitch) in which case maturities shall not exceed ten years in length. No more than 40 (forty) percent of the City's investment portfolio may be invested in instruments defined under this section.
3. Certificates of Deposit (CDs) which are Federal Deposit Insurance Company (FDIC) insured or fully collateralized time CD's in financial institutions in California. No more than 10 percent of the City's portfolio shall be invested in FDIC insured or fully collateralized time certificates of deposit. Maturities shall not exceed five years in length.
4. Negotiable FDIC insured Certificates of Deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank. Purchase of negotiable CD's may not exceed 30 percent of the City's investment portfolio. Maturities shall not exceed five years in length, and must have an IDC number greater than 165 (excellent rated).

5. Bankers' Acceptances issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System, the short-term paper of which is rated in the highest category by Moody's Investors Services or by Standard & Poor's Corporation. Purchases of Bankers' Acceptances may not exceed 180 days maturity or 40 percent of the City's investment portfolio. No more than 10 percent of the City's investment portfolio may be invested in the Banker's Acceptances of any one commercial bank.
6. Medium-term corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the U.S. or any state and operating within the U.S. Medium-term corporate notes shall be rated in a Double-AA rating category "AA" or its equivalent or better by a nationally recognized rating service. Additionally, corporate notes shall be widely diversified across all market sectors. Purchase of medium-term corporate notes may not exceed fifteen (15) percent of the City's investment portfolio. No more than five (5) percent of the City's investment portfolio may be invested in a medium-term note of any one corporation. Maturities shall not exceed five years in length.
7. Commercial paper rated in the highest tier of "prime quality" as provided by Moody's Investors Service, Inc., or Standard & Poor's Corporation, provided that the issuing corporation is organized and operating within the United States, has total assets in excess of \$500 million and has an "A" or higher rating for its long-term debt, if any, as provided by Moody's or Standard & Poor's. Purchases of eligible commercial paper may not exceed 180 day's maturity nor represent more than 10 percent of the outstanding paper of an issuing corporation. Purchases of commercial paper may not exceed 15 percent of the City's investment portfolio. An additional 15 percent or a total of 30 percent of the City's investment portfolio may be invested only if the dollar weighted average of the entire amount does not exceed 31 days.
8. Repurchase Agreements used solely as short-term investments not to exceed 30 days. The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities, as described in VI.1 and 2, will be acceptable collateral. All securities underlying Repurchase Agreements must be delivered to the City's custodian bank versus payment or be handled under a tri-party repurchase agreement. The total of all collateral for each Repurchase Agreement must equal or exceed, on the basis of market value plus accrued interest, 103 percent of the total dollar value of the money invested by the City for the term of the investment unless the term of the investment is overnight, in which case the total of all collateral for the Repurchase Agreement must equal or exceed, on the basis of market value plus accrued interest, 100 percent of the total dollar value of the

investment. For any Repurchase Agreement with a term of more than one day, the value of the underlying securities must be reviewed on a regular basis. Market value must be calculated each time there is a substitution of collateral. The City or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to Repurchase Agreement.

The City may enter into Repurchase Agreements with (1) primary dealers in U.S. Government securities who are eligible to transact business with, and who report to, the Federal Reserve Bank of New York, and (2) California and non-California banking institutions having assets in excess of \$1 billion and in the highest short-term rating category as provided by Moody's Investors Service, Inc. or Standard & Poor's Corporation. The City will have specific written agreements with each firm with which it enters into Repurchase Agreements. No more than 10 percent of the City's investment portfolio may be invested in Repurchase Agreements.

9. State of California's Local Agency Investment Fund (LAIF). Up to 100 percent of the City's portfolio may be invested in LAIF or up to the maximum permitted by California State Law. The LAIF portfolio should be reviewed periodically.
10. Securities and Exchange Commission (SEC) registered Money Market Mutual Funds as authorized by Government Code Sections 53601 and/or 53635. To be eligible for investment pursuant to this subdivision these companies shall either:
 - a. Attain the highest ranking letter or numerical rating provided by not less than two of the three largest nationally recognized rating services;
 - b. Have an investment advisor registered with the Securities and Exchange Commission with not less than five years experience investing in securities and obligations authorized by Government Code Section 53601;
 - c. Assets under management in excess of \$500,000,000;
 - d. The purchase price of the share of beneficial interest shall not include any commission charged by these companies; and,
 - e. Purchases shall not exceed 15 percent of the investment portfolio of the City.

Under no circumstances shall any funds of the City be invested in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages. Nor

shall any of the City's funds be invested in any security that could result in zero interest accrual if held to maturity.

VII. Reporting Requirements

Quarterly investment reports shall be submitted by the City's Treasurer or designee to the City Council. The reports shall include, at a minimum, the following information for each individual investment:

- Type investment instrument;
- Institution/Issuer;
- Maturity date;
- Cost of security (par value) and dollar amount in all securities;
- Description of the funds and investments;
- Maturity distribution and of the portfolio;
- Current market value of all securities;
- Rate of return for the portfolio;
- A statement of compliance of the portfolio with the City's Investment Policy, and its ability to meet expenditure requirements for the next six months.

Pursuant to Government Code Section 53646 (e), the Treasurer may supply to the governing body, chief executive office and the external auditor a copy of the most recent statement received by the City on those investments in the State Local Agency Investment Fund in lieu of the above required statement.

VIII. Safekeeping and Custody

The assets of the City shall be secured through the third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions. Collateralized securities such as repurchase agreements shall be purchased using the delivery vs. payment (DVP) procedure.



City of Pinole PENSION INVESTMENT POLICY

I. Introduction

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

II. Statement of Purpose

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

The primary objectives of this policy are to:

- Facilitate the process of ongoing communication between the Plan Sponsor and its plan fiduciaries;
- Confirm the Plan’s investment goals and objectives and management policies applicable to the investment portfolio;
- Provide a framework to construct a well-diversified asset mix that can potentially be expected to meet the account’s short and long-term needs that is consistent with the account’s investment objectives, liquidity considerations and risk tolerance;
- Identify any unique considerations that may restrict or limit the investment discretion of its designated investment managers;
- Help maintain a long-term perspective when market volatility is caused by short-term market movements.

III. Roles and Responsibilities

Governing Authority

The pension investment program of the City of Pinole (“the City”) shall be operated in conformance with federal, state, and other legal requirements. All funds will be invested in accordance with the City’s Pension Investment Policy, and applicable California Government Code Sections.

Delegation of Authority

The management responsibility for the pension investment program is hereby delegated to the City Manager and/or Assistant City Manager or designee as Plan Administrator who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the limits of this policy. The City Council may delegate its investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

Duties and Responsibilities (Refer to Appendix for who serves in these roles)

Plan Administrator

The Plan Administrator for the City of Pinole is responsible for:

- Confirming the accuracy of this Investment Guidelines Document, in writing.
- Advising Trustee and Investment Manager of any change in the plan/account's financial situation, funding status, or cash flows, which could possibly necessitate a change to the account's overall risk tolerance, time horizon or liquidity requirements; and thus would dictate a change to the overall investment objective and goals for the account.
- Monitoring and supervising all service vendors and investment options, including investment managers.
- Avoiding prohibited transactions and conflicts of interest.

Trustee

The plan Trustee is responsible for:

- Valuing the holdings.
- Collecting all income and dividends owed to the Plan.
- Settling all transactions (buy-sell orders).

Investment Manager

The Investment Manager is responsible for:

- Assisting the Plan Administrator with the development and maintenance of this Investment Policy document.
- Meeting with the Plan Administrator to review portfolio structure, holdings, and performance.
- Designing, recommending and implementing an appropriate asset allocation consistent with the investment objectives, time horizon, risk profile, guidelines and constraints outlined in this Policy.
- Researching and monitoring investment advisers and investment vehicles.

- Purchasing, selling, and reinvesting in securities held in the account.
- Monitoring the performance of all selected assets.
- Voting proxies, if applicable.
- Recommending changes to any of the above.
- Periodically reviewing the suitability of the investments, and being available at such other times within reason at your request.
- Preparing and presenting appropriate reports.
- Informing the Plan Administrator if changes occur in personnel that are responsible for portfolio management or research.

Standards of Care

Prudence

The standard of prudence to be used by investment officers shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

The “prudent person” standard states that,

“Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

IV. Asset Allocation

The goal of the Plan’s investment program is to provide a reasonable level of growth, which will result in sufficient assets to pay a portion of the present and future obligations of the Plan. The following objectives are intended to assist in

achieving this goal:

- The Plan should seek to earn a return in excess of its policy benchmark over the life of the Plan.
- The Plan's assets will be managed on a total return basis which takes into consideration both investment income and capital appreciation. While the Plan Sponsor recognizes the importance of preservation of capital, it also adheres to the principle that varying degrees of investment risk are generally rewarded with compensating returns. To achieve these objectives, the Plan Sponsor allocates its assets (asset allocation) with a strategic perspective of the capital markets.

<i>Investment Time Horizon:</i>	Intermediate-term
<i>Anticipated Cash Flows:</i>	Assets in the Plan will seek to mitigate the impact of future rate increases from CalPERS. Typically, increases in rates come with a one-year advance warning; however the Plan Administrator may request disbursement of assets at any time.
<i>Investment Objective:</i>	The primary objective is to generate a reasonable level of growth over time. The assets in this Plan will eventually be used to fund Pension Plan obligations for assets managed in the CalPERS Trust.
<i>Risk Tolerance:</i>	<i>Custom</i> – The account's risk tolerance has been rated moderate, which demonstrates that the account can accept price fluctuations to pursue its investment objectives.

Strategic Asset Allocation

As of the date of this Pension Investment Policy adoption, the asset allocation ranges for the City of Pinole Employee Benefit Pension Plan is as follows:

<i>Strategic Asset Allocation Ranges</i>		
Cash	Fixed Income	Equity
0-20%	45%-75%	25%-45%
Policy: 4%	Policy: 60%	Policy: 36%

Market conditions may cause the account's asset allocation to vary from the stated range from time to time. The Investment Manager will rebalance the portfolio no less than quarterly and/or when the actual weighting differs substantially from the strategic range, if appropriate and consistent with the Plan's objectives.

V. Investment Guidelines

Security Guidelines

Equities

With the exception of limitations and constraints described above, the Investment Manager may allocate assets of the equity portion of the account among various market capitalizations (large, mid, small) and investment styles (value, growth). Further, the Investment Manager may allocate assets among domestic, international developed and emerging market equity securities.

Total Equities	25%-45%
<i>Equity Style</i>	<i>Range</i>
Domestic Large Cap Equity	12%-35%
Domestic Mid Cap Equity	0%-10%
Domestic Small Cap Equity	0%-15%
International Equity (incl. Emerging Markets)	0%-15%
Real Estate Investment Trust (REIT)	0%-8%

Fixed Income

In the fixed income portion of the account, the Investment Manager may allocate assets among various sectors and industries, as well as varying maturities and credit quality that are consistent with the overall goals and objectives of the portfolio.

Total Fixed Income	45%-75%
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*High Yield securities may be purchased, but they will be held using a diversified exchange traded fund, or mutual fund vehicle.

If individual fixed income securities are purchased for the Plan, the following guidelines will be adhered to in the management of the fixed income segment:

Eligible Investments

- Debt obligations of the U.S. Government, its agencies, and Government Sponsored Enterprises
- Mortgage-Backed Securities (MBS)
- Asset Backed Securities (ABS)
- Collateralized Mortgage Obligations (CMO)
- Commercial Mortgage-Backed Securities (CMBS)
- Corporate debt securities issued by U.S. or foreign entities including, but not limited to, limited partnerships, equipment trust certificates and enhanced equipment trust certificates
- Eligible instruments issued pursuant to SEC Rule 144(a)
- Municipal Bonds

With the exception of Debt obligations of the U.S. Government, its agencies, Government Sponsored Enterprises and US TIPS, the total investment in any fixed income security issuer shall not exceed 3% of total plan assets. These restrictions do not apply to fixed income funds or exchange-traded funds (ETFs).

Quality

The portfolio will maintain a minimum weighted average quality of A- at all times. Individual securities shall have a minimum quality rating of Baa3 by Moody's or BBB- by Standard & Poor's (S&P).

Duration

The Investment Manager will maintain the portfolio duration within +/- 25% of the benchmark duration at all times.

Diversification

- No more than 5% of the portfolio assets may be invested in any individual issuer, with the exception of securities issued or guaranteed by the U.S. Government, its agencies, and Government Sponsored Enterprises.
- No more than 10% of the portfolio may be invested in securities issued under Rule 144A.

Performance Benchmarks

The performance of the total Plan shall be measured over a three and five-year periods. These periods are considered sufficient to accommodate the market cycles experienced with investments. The performance shall be compared to the return of the total portfolio blended benchmark shown below.

Total Portfolio Blended Benchmark

19.00%	S&P 500 Index
3.50%	Russell Mid Cap Index
5.50%	Russell 2000 Index
2.50%	MSCI Emerging Market Index
4.50%	MSCI EAFE Index
1.00%	Wilshire REIT Index
45.50%	Bloomberg Barclays Capital Aggregate Bond Index
13.00%	ML 1-3 Year US Corp/Gov't Index
1.50%	US High Yield Master II
4.00%	Citi 1Mth T-Bill

Asset Class/Style Benchmarks

Over a market cycle, the long-term objective for each investment strategy is to add value to a market benchmark. The following are the benchmarks used to monitor each investment strategy:

Large Cap Equity	S&P 500 Index
Growth	S&P 500 Growth Index
Value	S&P 500 Value Index
Mid Cap Equity	Russell Mid Cap Index
Growth	Russell Mid Cap Growth Index
Value	Russell Mid Cap Value Index
Small Cap Equity	Russell 2000 Index
Growth	Russell 2000 Growth Index
Value	Russell 2000 Value Index
REITs	Wilshire REIT Index
International Equity	MSCI EAFE Index
Investment Grade Bonds	Bloomberg Barclays Capital Aggregate Bond Index
High Yield	US High Yield Master II

Security Selection

The Investment Manager may utilize a full range of investment vehicles when constructing the investment portfolio, including but not limited to individual securities, mutual funds, and exchange-traded funds. In addition, to the extent permissible, the Investment Manager is authorized to invest in shares of mutual funds in which the Investment Manager serves as advisor or sub-adviser.

Investment Limitations

The following investment transactions are prohibited:

- Direct investments in precious metals (precious metals mutual funds and exchange-traded funds are permissible).
- Venture Capital
- Short sales*
- Purchases of Letter Stock, Private Placements, or direct payments
- Leveraged Transactions*
- Commodities Transactions Puts, calls, straddles, or other option strategies*
- Purchases of real estate, with the exception of REITs
- Derivatives, with exception of ETFs*

**Permissible in diversified mutual funds and exchange-traded funds*

VI. Reporting Requirements

Quarterly reports shall be submitted by the Investment Manager to the Plan Administrator of the City of Pinole. These reports will be submitted by the City's Treasurer or designee to the City Council.

APPENDIX

Plan Sponsor Account Information as of the date this pension investment policy is adopted:

Plan Sponsor:	City of Pinole
Plan Administrator:	City Manager and/or Assistant City Manager or designee
Governance:	Pinole City Council
Plan Name ("Plan")	City of Pinole Employee Benefits Pension Plan
Trustee:	US Bank
Type of Account	Pension Plan
ERISA Status:	Not subject to ERISA
Investment Manager:	US Bank, as discretionary trustee, has delegated investment management responsibilities to HighMark Capital Management, Inc. ("Investment Manager"), an SEC-registered investment adviser
Investment Authority:	Except as otherwise noted, the Trustee, US Bank, has delegated investment authority to HighMark Capital Management, an SEC-registered investment adviser. Investment Manager has full investment discretion over the managed assets in the account. Investment Manager is authorized to purchase, sell, exchange, invest, reinvest and manage the designated assets held in the account, all in accordance with account's investment objectives, without prior approval or subsequent approval of any other party(ies).



CITY COUNCIL REPORT

10F

DATE: JUNE 15, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER
MARKISHA GUILLORY, FINANCE DIRECTOR

SUBJECT: FINAL PROPOSED FISCAL YEAR (FY) 2021/22 OPERATING AND CAPITAL BUDGET

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving the Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget.

BACKGROUND

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

The process of developing the annual operating and capital budget is quite different this year than it has been in the past. The City first took the preceding step of preparing a Long-Term Financial Plan (LTFP) for Fiscal Year (FY) 2021/22 – FY 2025/26, which is the City's first LTFP. The objective of the LTFP is to forecast the City's budget condition over the next five years as well as identify the major financial challenges and opportunities that the City might face over that period. As an ongoing practice, the LTFP will serve as a reference to staff and the City Council for development of the operating and capital budget and other financial and operational decisions.

In addition, staff developed the Fiscal Year (FY) 2021/22 Five-Year Capital Improvement Plan (CIP), which contains the capital budget for FY 2021/22 and a conceptual capital budget for FY 2022/23 – FY 2025/26, concurrently with the FY 2021/22 budget. This is earlier than the CIP has been developed in the past, and required careful coordination during budget development process.

Finally, the City has undergone a reorganization that will take effect at the beginning of FY 2021/22. The reorganization involves a few key changes to the City's organization structure, including the following:

- Separating the former Development Services Department into a Public Works Department and Community Development Department;
- Creating a Community Services Department to house recreation and other miscellaneous community-oriented functions;
- Assigning responsibility for economic development, affordable housing, and the Redevelopment Successor Agency to the Community Development Department; and
- Creating communication and engagement and intergovernmental affairs functions in the City Manager department.

The Final Proposed FY 2021/22 Operating and Capital Budget contains staff's recommendations on revenues and expenditures having gone through an iterative process of preparing the final budget for adoption.

REVIEW AND ANALYSIS

Budget Development Process

The City goes through an annual process of developing a budget for the upcoming fiscal year. The City's budget development process is considered an "incremental" budget process, meaning that the budget for the upcoming year is developed based on the current year's budget. City staff takes the following steps to create the Proposed budget:

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

At its meeting on May 12, 2021, the Finance Subcommittee reviewed the Preliminary Proposed budget. At that time, the General Fund budget reflected a deficit of \$1.3 million primarily due to the addition of the new positions. During that meeting, the Subcommittee also reviewed staff recommendations and provided direction on the Council items of interest that were to be addressed through the budget process. Those items are included in this report for the Council's consideration.

Staff continued to develop the budget and prepared the next version, the Revised Proposed budget. At its meeting on June 3, 2021, the Finance Subcommittee reviewed the Revised Proposed budget, which reflected a deficit of \$1.1 million. The deficit decreased from \$1.3 million due to a one-time cost being moved to a different funding source. During that meeting, the Subcommittee directed staff to include several initiatives for the Council to consider adding to the budget. Those initiatives are also included in this report for the Council's consideration.

Following the June 3, 2021 Subcommittee meeting, staff prepared the Final Proposed budget, which will be presented to the City Council for adoption at its meeting on June 15, 2021.

Budget Overview

The Final Proposed budget for FY 2021/22 is primarily a status quo budget, meaning that it does not include any radical changes to City programs or services. It does, however, include some additional positions to address critical staffing shortfalls consistent with the recommendations of the organizational assessment and fire service delivery study that the City recently completed.

The significant components of the Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget, compared to the current year budget, are the following:

- Reorganization resulting in a new department structure;
- Addition of two department director positions, as, due to the reorganization, the Development Services Director position will be split into two positions (Community Development Director and Public Works Director) and the Assistant City Manager position will be split into two positions (Community Services Director and Human Resources Director);
- Addition of an Administrative Fire Captain position and of a Fire Prevention Captain position;
- Addition of a Deputy City Clerk position;
- Addition of a Public Works Management Analyst position;
- Addition of a Public Works Maintenance Supervisor position to improve turf management at City parks and a Public Works Maintenance Worker position; and
- Addition of a Maintenance Mechanic position at the wastewater treatment plant.

- Includes a 3% cost of living adjustment (COLA) for all employees covered by labor memorandums of understanding (MOU) that will expire on June 30, 2021 and for which a successor MOU has not yet been executed between the City and the relevant union. (It should be noted that the cost of a COLA will increase the budget should the labor agreements result in a higher COLA.); and
- Uses City funds to pay for the two police officer positions that had until recently been mostly paid for by West Contra Costa Unified School District (WCCUSD) to serve as School Resource Officers (SROs).

General Fund

General Fund total revenue is estimated to be approximately \$17.3 million and General Fund total expenditures are estimated to be \$18.4 million. The budget is not structurally balanced and proposes to use approximately \$1.1 million of the General Fund unassigned fund balance, primarily to fund several new positions. Staff supports adding the new positions to the budget as they are critical to City operations and service delivery. It is important to note that the General Fund will maintain a significant unassigned fund balance at approximately \$5.2 million. Additionally, this fund balance is in addition to the City's General Reserve.

General Fund Budget Summary

Estimated Fund Balance, July 1	6,382,272
Total Revenue Budget	17,290,542
Total Expenditure Budget	18,426,711
Net Operating Result	(1,136,169)
Estimated Fund Balance, June 30	5,246,103

It is a public finance best practice, and a goal of the City's Financial Policy on a Structurally Balanced Budget, to create a proposed General Fund operating budget that is structurally balanced, meaning that ongoing revenues equal or exceed ongoing expenditures. The Financial Policy on a Structurally Balanced Budget does note that "it is, however, appropriate and consistent with best practice to adopt a structurally imbalanced budget for a given fiscal year under certain circumstances. For example, it is appropriate and consistent with best practice to use designated reserves as a non-recurring revenue to cover recurring expenditures during times of fiscal duress." The Structurally Balanced Budget Policy directs that staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year, which staff plans to do. Also, it is important to note that the City expects to realize a significant increase in property tax revenue in two years due to the retirement of debt of the former Pinole Redevelopment Agency.

Budget Assumptions

The following assumptions were used as the bases for projecting revenues and expenditures for the FY 2021/22 budget.

Property Tax

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

The General Fund receives on average 19% of the total ad valorem property taxes levied (excluding voter approved tax overrides pledged for the retirement of bonded debt) on property located within the City's boundary (exclusive of the Redevelopment Project Areas).

The City uses property tax estimates provided by consulting firm HdL as the basis for the budget. For FY 2021/22, property tax is estimated to be \$4.2 million, a 2% increase over the FY 2020/21 revised budget.

Sales Tax

Sales tax is the General Fund's single largest revenue source. The City's 9.75% Sales tax is levied on all merchandise and includes the 1% Bradley Burns Sales Tax, 0.5% Measure S 2006 Sales and Use Tax, and 0.5% Measure S 2014 Sales and Use Tax. The City uses sales tax estimates provided by consulting firm HdL as the basis for the budget. For FY 2021/22, General Fund sales tax is projected to be \$4.2 million, a 6% increase over the FY 2020/21 revised budget.

Measure S 2006 and Measure S 2014

As mentioned above, sales tax includes Measure S 2006 and Measure S 2014. The City also uses revenue estimates provide by the consulting firm HdL as the basis for the Measure S budget. While these funds were approved by voters as a general tax, they are accounted for in funds separate from the General Fund. The City periodically prepares a five-year expenditure plan for the Measure S funds, which is used as one of the bases for budgeting expenditures. For FY 2021/22, total sales tax (General Fund and Measure S 2006 and 2014) is projected to be \$8.5 million, a 5% increase over the FY 2020/21 revised budget.

Utility Users' Tax

Utility users' tax (UUT) is levied in accordance with Chapter 3.26 of the Municipal Code, amended in 2018 which levies an 8% tax on the value public utilities services consumed within the City limits for electricity, natural gas, and telecommunications. Low-income households are eligible for exemption from payment. The Electorate ratified renewal of the taxing authority in November 2018. The City estimates UUT based on historical trends and industry resources. For FY 2021/22, UUT is projected to be \$1.9 million, a 1% increase over the FY 2020/21 revised budget.

Franchise Tax

Franchise tax is levied at an average of 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. For FY 2021/22, franchise tax is projected to be \$779,000, a 4% increase over the FY 2020/21 revised budget.

Business License Tax

Business license tax is assessed on all businesses doing business within City limits in accordance with Municipal Code Title 5. The City charges business license tax in accordance with the provisions of Government Code 37101. Pinole's tax is computed based on a flat tax of \$145 per year combined with a variable tax component based on number of employees engaged in each business. Estimates are based on trend analysis. For FY 2021/22, business license is projected to be \$382,000, a 2% increase over the FY 2020/21 revised budget.

Transient Occupancy Tax

Transient occupancy tax (TOT) is a 10% tax levied by the City for the privilege of occupying quarters on a transient basis (Chapter 3.24 of Municipal Code). This tax is imposed upon persons staying 30 days or less in a motel or lodging facility. The tax rate is set at the discretion of the City Council, subject to ratification by the City's electorate. For FY 2021/22, business license is projected to be \$418,000, a 2% increase over the FY 2020/21 revised budget.

Motor Vehicle In-lieu

Motor vehicle in-lieu (VLF) is the City's share of motor vehicle license fees levied, collected and apportioned by the State. VLF, also called the "motor vehicle in-lieu tax" is a tax on the ownership of registered motor vehicles which takes the place of taxation of this personal property. The VLF is paid annually at the time vehicle licenses are renewed based on current value adjusted for depreciation. The budget projection is

based on projections provided by the City's property tax consultant HdL. For FY 2021/22, VLF is projected to be \$2.1 million, a 4% increase over the FY 2020/21 revised budget.

Public Safety Charges

Public safety charges are received for dispatch services provided to the cities of Hercules and San Pablo under an Intergovernmental Service Sharing agreement. A portion of the costs of this activity are reimbursed by the City of Hercules and City of San Pablo. Under the current agreement, the City's recovers approximately 67% of the activity's budget. The budget projection is based on the formula provided in the agreement. For FY 2021/22, public safety charges are projected to be \$1.3 million, a 3% increase over the FY 2020/21 revised budget.

Other Revenues

These include all other revenue sources, such as fees, permits, interest income, grants, reimbursements, and other miscellaneous revenue. These revenues are projected primarily using historical trend analysis.

Personnel Costs

Salaries and benefits make up the largest expenditures in the budget. Salaries are projected to increase by the standard 3% per year unless a different cost-of living-adjustment (COLA) is agreed upon through labor agreements. It should be noted that the projected personnel costs include the several of the additional positions (some are funded by Non-General Funds).

For pension costs, the City's annual required contribution is projected based on the most recent actuarial valuations report as of July 2019 provided by the California Public Employees' Retirement System (CalPERS). The forecast reflects the net cost of the required employer contribution minus employee contributions.

Other benefits include medical, dental, vision, life insurance, and long-term disability benefits. They are projected primarily using historical trend analysis.

Other Operating Costs

This category includes professional and administrative services (including County animal services and library services, legal services, temporary services, network and software maintenance, and equipment and building maintenance. These costs are projected primarily using historical trend analysis.

Non-General Funds

The Final Proposed budget includes all City funds for which revenues and expenditures have been projected. All funds' budgets are included in the detailed financial schedules within the budget document. Several Non-General funds are proposed to use portions of their respective fund balances. This is a common practice, especially for capital funds since projects typically span multiple fiscal years. Detailed information on capital projects can be found in the FY 2021/22 Five-Year Capital Improvement Plan (CIP), which was completed alongside the FY 2021/22 Operating and Capital budget.

City Council Items of Interest

Over the past two years, the City Council has directed City staff to assess a number of potential changes to City programs and services through the Council Requests for Future Agenda Items mechanism. During a City Council workshop on January 30, 2021, the City Council directed City staff to provide an analysis of the following issues as part of the FY 2021/22 budget development process:

- Increased staff and maintenance in the sewer enterprise;
- Addition of police officers;
- School Resource Officer (SRO) program discussion;
- Employer funding programs regarding unfunded pension liability;
- Presentation regarding City's pension liability situation;
- Fire services study;
- Continued discussion and concerns with lack of hospital or clinic services in West Contra Costa County;
- Project labor agreement policy;
- Open City of Pinole bank;
- Pinole Shores II as potential solar site;
- Charter city;
- Making use of treated wastewater;
- Utility undergrounding opportunities/plan; and
- Fiber connectivity status/opportunities.

The City Council also subsequently directed staff to assess the recommendations of the Beautification Ad Hoc Committee as part of the FY 2021/22 budget development process.

Below is staff's assessment of each issue and staff's recommendation for next steps on each. At its meeting on May 12, 2021, the Finance Subcommittee reviewed and accepted staff's recommendations on all the items. They will be presented to the City Council for consideration at its meeting on June 15, 2021.

Increased Staff and Maintenance in the Sewer Enterprise

City staff believes that the Preliminary Proposed FY 2021/22 budget, which includes an additional Maintenance Mechanic position for the wastewater treatment plant, contains adequate staffing and other resources for the maintenance of the sewer collection system and wastewater treatment plant. The wastewater treatment plant was recently updated and expanded, and therefore is not in need of any capital improvements. With the addition of the Maintenance Mechanic position, the number of wastewater treatment plant staff included in the Preliminary Proposed FY 2021/22 budget is sufficient for the plant's operation. The City executed a contract for \$449,000 in September 2020 with Carollo Engineers to prepare a Sanitary Sewer Collection System Master Plan. The master plan will provide a roadmap for future capital projects and maintenance of the sewer collection system. The staff and other resources included in the Preliminary Proposed FY 2021/22 budget for capital improvements and maintenance of the sewer collection system is sufficient for the time being. City staff recommends that the City Council take no action on this matter other than approve the proposed additional Maintenance Mechanic position. The City will likely need to increase investment in sewer collection infrastructure and maintenance in the future based on the forthcoming Sanitary Sewer Collection System Master Plan.

Addition of Police Officers

Like all City departments, the Police Department is leanly staffed. The department has nonetheless been a pioneer in a number of areas, including community engagement, officer wellness, and the use of information technology. The department did not request any additional officers as part of the FY 2021/22 budget development process. City staff believes that the current number of officers is sufficient for the time being, and recommends that the City Council take no action on this matter.

School Resource Officer (SRO) Program Discussion

In FY 2018/19, the West Contra Costa Unified School District (WCCUSD) provided the City with \$300,000 to pay for two City police officers to serve as SROs in WCCUSD schools. In FY 2019/20, WCCUSD reduced the funding to \$150,000, to pay for one SRO. WCCUSD eliminated its funding altogether in FY 2020/21. The City has opted to use City resources to retain the Police Officer positions that had previously been funded by WCCUSD for SRO assignments. Although the Police Officers in those two positions will not undertake an SRO assignment specifically, the department expects to continue to receive a number of calls for service from WCCUSD schools and to continue to perform community engagement with the schools, such that the department's workload related to schools is not expected to diminish despite WCCUSD's withdrawal of funding. City staff recommends that the City Council take no action on this matter.

Employer Funding Programs Regarding Unfunded Pension Liability

As noted in past City budgets, the Comprehensive Annual Financial Report, and the forthcoming LTFP, the City has a substantial unfunded liability related to its employee pension benefit. As of June 30, 2019, the most recent date for which data is available, the City had a total unfunded pension liability with CalPERS of approximately \$36.5 million. The City created a special trust fund in FY 2017/18, referred to as a "Section 115 trust," funded with General Fund resources, to partially offset this significant unfunded pension liability. As of December 31, 2020, the market value of the assets in the trust fund was \$19.2 million. The unfunded liability in CalPERS will fluctuate over time, as will the value of the assets in the Section 115 trust. Given the substantial amount of funding that the City has deposited into the trust fund, the fact that City funds other than the General Fund will appropriately contribute toward the pay down of the unfunded liability in the future, and the City's financial flexibility due to limited long-term financial obligations, City staff does not believe that the City's unfunded pension liability is one of the most pressing financial challenges that the City faces. City staff therefore recommends that the City Council take no action on this matter.

Presentation Regarding City's Pension Liability Situation

As noted above, City staff does not believe that the City's unfunded pension liability is one of the most pressing financial challenges that the City faces. Nonetheless, it is an important issue to monitor. The City Council recently directed City staff to arrange a presentation by CalPERS to the City Council regarding the system's investment strategy, anticipated future City required contributions, and voluntary additional City contribution options. City staff recommends that the City Council take no action on this matter other than receive the upcoming presentation from CalPERS.

Fire Services Study

The City hired Emergency Services Consulting International (ESCI) to perform a fire service delivery study in 2019. ESCI presented its final report to the City Council on March 2, 2021. City staff subsequently presented its assessment of the fire study and staff's recommendations regarding steps to fortify the City's fire service to the City Council on April 6, 2021. City staff recommended, and the City Council approved, the inclusion of an Administrative Fire Captain position in the proposed FY 2021/22 budget, effective in the first quarter of the fiscal year; the inclusion of a sworn Fire Prevention Captain in the proposed FY 2021/22 budget, effective in the third quarter, and conclusion of the professional services contract the City currently has for fire prevention services; and that staff return to City Council in the third quarter of FY 2021/22 with findings of an analysis regarding the benefits and costs of returning to 15 frontline staff and an update on discussions between the City and Confire on opportunities to further collaborate on fire service delivery. City staff recommends that the City Council take no action on this matter at this time other than to look forward to the analysis and update that staff will provide in the third quarter.

Continued Discussion and Concerns with Lack of Hospital or Clinic Services in West Contra Costa County

Doctors Medical Center (DMC) in San Pablo began operations in 1954 as Brookside Hospital serving the residents of the newly constituted West Contra Costa Healthcare District. DMC operated as an independent acute care facility until its closure in 2015. Due to its closure, West County has just one hospital, Kaiser Richmond. DMC provided some services, including care for high-risk heart attacks, that Kaiser Richmond does not provide. This has created concern about the lack of emergency medical care resources in the area. Healthcare is generally a responsibility of counties, not cities, although some cities do provide some services ancillary to healthcare, such as providing rides to seniors for medical appointments. City staff recommends that the City Council take no action on this matter other than to engage as Council Members in dialog and advocate with other decision makers and stakeholders for the creation of additional emergency medical service capacity in West County.

Project Labor Agreement Policy

State law requires that any contractor that the City hires to construct a public works project must pay its employees the “prevailing wage.” The prevailing wage is determined by the Director of the California Department of Industrial Relations based on the type of work and location of the project. The prevailing wage rates are usually based on rates specified in collective bargaining agreements. In addition to this State requirement, the City can opt to require that contractors hired to construct City public works projects have unionized workforces through a project labor agreement. The City does not currently have a policy regarding the use of project labor agreements on City public works projects. City staff recommends that the City Council task the Public Works Department with initiating a project in FY 2021/22 to analyze the costs and benefits of enacting a City project labor agreement policy and providing a recommendation on such to the City Council.

Open City of Pinole Bank

A public bank is a financial institution owned by a municipality or state. Assembly Bill (AB) 857, which was signed into law in 2019, gave local governments in California the legal ability to start public banks. Under AB 857, voter approval is required before a city can apply to the Department of Business Oversight to start a public bank. Cities would need to study whether a public bank would be feasible in their community, develop a business plan, and have collateral and insurance to protect investments. The City is in the process of selecting a vendor to create a Comprehensive Economic Development Strategy for the City. City staff believes that if a public bank presents a realistic and significant opportunity for economic development or new City revenue, the Comprehensive Economic Development Strategy will include a recommendation that the City pursue a public bank. City staff recommends that the City Council take no action on this matter. If the Comprehensive Economic Development Strategy

includes a recommendation that the City pursue a public bank, the City Council can consider next steps at that time.

Pinole Shores II as Potential Solar Site

Pinole Shores II is a vacant property formerly owned by the Pinole Redevelopment Agency and now owned by the Redevelopment Successor Agency. The City Council directed staff to enter negotiations for the sale of the property to a firm called OneCorp Global, which is represented by General Realty CE, LLC. The City currently has an exclusive negotiating agreement (ENA) in place with the prospective buyer, has reached agreement with the buyer on a potential purchase and sale agreement (PSA), and is working to settle one remaining entitlement matter before proceeding with sale. City staff negotiated the ENA and potential PSA with the prospective buyer prior to City Council having expressed an interest in solar panels at the site. City staff recommends that the City Council convene in closed session to discuss and provide direction to staff, if appropriate, on negotiating with the prospective buyer of Pinole Shores II regarding incorporating solar panels into the buyer's planned project.

Future Agenda Item on Charter City

In 2019, the City Council directed City staff to analyze the steps necessary to place a measure on the ballot that would increase the real property transfer tax (RPTT). Under the California Revenue and Taxation Code, general law cities, like Pinole, may impose a RPTT of no more than \$0.55 per \$1,000 of value on the property transferred. Charter cities may impose RPTTs at a rate higher than \$0.55 per \$1,000 of value. In February 2020, the Council directed staff to retain a polling consultant to gather information on public opinion regarding a charter city ballot measure limited to an increase in the RPTT and directed staff to retain a communications consultant. Due to the onset of COVID-19, in April 2020, the Council directed staff to suspend all of its activities in pursuit of a November 2020 charter city and RPTT ballot measure. City staff does not believe that there is a compelling reason to change from a general law city to a charter city in and of itself, absent the desire to implement a new program or policy that is only possible under the charter city form of government. As such, City staff recommends that the City Council take no action on this matter until such time as the City Council decides that it would like to implement a new program or policy that requires transition to a charter city form of government.

Making Use of Treated Wastewater

City staff conducted a cursory analysis of the legal, operational, and financial feasibility of piping treated wastewater from the City's wastewater treatment plant to an industrial gray water user. The analysis concluded that it would not be financially beneficial to the City because the cost of constructing a pipe to transport the gray water would be high enough that the City would not recoup that cost, nor earn net revenue, for the sale of the gray water. City staff recommends that the City Council take no action on this matter. If the City Council would like to pursue this matter, staff recommends that

the City Council task the Public Works Department with initiating this project in FY 2021/22 and appropriate \$20,000 so that the department can hire a professional services firm to conduct a preliminary feasibility analysis.

Utility Undergrounding Opportunities/Plan

City staff has not yet completed its analysis of this issue. Staff will present its analysis of this issue to the City Council later in the FY 2021/22.

Fiber Connectivity Status/Opportunities

The City is in the process of selecting a vendor to create a Comprehensive Economic Development Strategy for the City. City staff believes that if an expanded fiber network presents a realistic and significant opportunity for economic development or new City revenue, the Comprehensive Economic Development Strategy will include a recommendation that the City pursue expanded fiber infrastructure. City staff recommends that the City Council take no action on this matter. If the Comprehensive Economic Development Strategy includes a recommendation that the City pursue expanded fiber infrastructure, the City Council can consider next steps at that time.

Recommendations of the Beautification Ad Hoc Committee

This matter was reviewed later in the budget process and resulted in the Finance Subcommittee's recommendation to fund the non-capital components with General Fund unassigned fund balance. This item is included for consideration in the section below.

Other Initiatives Beyond the Strategic Plan

At its meeting on June 3, 2021, the Finance Subcommittee recommended that the following items be presented for the City Council to consider adding them to the FY 2021/22 budget at its meeting on June 15, 2021:

- Active Transportation Plan (\$75,000);
- Improvements to the planting/landscaping at City Hall (\$20,000);
- Fall 2021 car show (\$15,000);
- City events other than the car show (\$100,000);
- Non-capital recommendations of the Beautification Ad Hoc Subcommittee (education and awareness campaign, art program, and community clean up events) (\$60,000); and
- Delay rehabilitation work on the south soccer field at Pinole Valley Park pending determination through the Park Master Plan that the field will continue to be used as a sports field.

FISCAL IMPACT

The Final Proposed Budget is not structurally balanced due to the use of approximately \$1.1 million of General Fund fund balance, primarily to fund critical new positions. The funding will come from the General Fund unassigned fund balance, leaving a balance of approximately \$5.2 million. If the City Council approves the additional initiatives, an additional \$270,000 will be added to the budget, thereby, increasing the use of unassigned fund balance to \$1.3 million.

ATTACHMENTS

- A. Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget
- B. Resolution Adopting the Final Proposed FY 2021/22 Budget

[Return to Agenda](#)



City of Pinole, California

Fiscal Year (FY) 2021/22 Operating and Capital Budget



Final Proposed - June 10, 2021

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CITY OF PINOLE

Office of the City Manager

June 15, 2021

City Council and Pinole Community Members -

City staff is pleased to present the Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget.

Introduction

The City operates on an annual budget cycle, which runs from July 1st through June 30th. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources. City staff is responsible for preparing a proposed budget for City Council's consideration.

This proposed budget, like that for the current fiscal year, FY 2020/21, was created under extraordinary circumstances. The nation is still working to emerge from COVID-19 and to address societal issues that gave rise to protests last year. The election of a new President in November 2020 has resulted in substantial new federal programs and funding to address the impact of COVID-19 and to foster a full economic recovery from the pandemic.

City staff needed to devote a significant amount of attention during the current fiscal year to reengineering procedures and working in new ways in order to continue to provide core services in a manner that protected residents, businesses, and City employees from COVID-19. City staff also needed to devote a significant amount of attention during the current fiscal year to critical internal projects to address the transition of key staff, administrative policies and procedures, and new regulatory requirements.

Strategic Plan 2020 – 2025

Coincidentally, just prior to the onset of COVID-19, in February 2020 the City Council adopted the City of Pinole Strategic Plan 2020 – 2025. The Strategic Plan expressed the City's vision, mission, and goals, as follows:

Vision

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

Mission

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

Goals

- Safe and Resilient
- Financially Stable
- Vibrant and Beautiful
- High Performance

The Strategic Plan also identified 22 individual strategies (special projects) for staff to complete over a five-year timeframe to position the City to achieve the vision, mission, and goals.

The adoption of the Strategic Plan was momentous. It reaffirmed the City's commitment to and focus on creating a safe and vibrant community and providing efficient and effective City services. It will take some time for staff to complete all 22 strategies and for the resulting changes in the community and City services to be fully realized. Despite needing to devote a significant amount of time to COVID-19 during the current fiscal year, City staff has nonetheless been able to make progress on a number of the strategies. Staff completed and began work on the following strategies:

Completed

- Develop a Long-Term Financial Plan (LTFP)
- Conduct a citywide Organizational Assessment

Began

- Conduct a citywide asset condition assessment
- Update the City's Emergency Operations Plan (EOP)
- Review, prioritize, and implement as appropriate the 2019 fire service study recommendations
- Conduct a comprehensive fee study
- Update the General Plan and Three Corridors Specific Plan
- Develop a comprehensive economic development strategy
- Develop an employee attraction, retention, and development plan
- Develop a strategic communication plan and public engagement plan
- Develop a comprehensive Information Technology Plan

Staff has been implementing the strategies as they are completed, which has resulted in more efficient and effective City services and a safer and more vibrant community.

Despite needing to devote a significant amount of time to COVID-19 and advancing the Strategic Plan strategies, City staff has also been able to implement a limited number of new

programs and services during the current fiscal year, such as a COVID-safe cooling center at the Senior Center, food distribution, holiday lights for downtown, expanded park restroom hours, and small business grants.

Fiscal Year (FY) 2021/22 Operating and Capital Budget

The Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget reflects the following main characteristics.

- It is primarily a status quo budget, meaning that it does not include any radical changes to City programs or services.
- As a status quo budget, it continues to fund the broad set of programs and services that the City has traditionally provided, which are broader than those provided by many other cities of Pinole's size.
- It is informed by the Long-Term Financial Plan for Fiscal Year (FY) 2021/22 - FY 2025/26 (LTFP), which was adopted in June 2021, and identified all of the major fiscal challenges and opportunities the City is expected to face over the next five years.
- It carries out the Strategic Plan, both by including funding to undertake not-yet-completed strategies and by including funding to implement the findings and recommendations of already completed strategies.
- It includes funding for a number of initiatives of particular interest to the City Council, beyond the Strategic Plan strategies, such as:
 - A study of potential productive uses of the Wastewater Treatment Plant effluent;
 - Active Transportation Plan;
 - Improvements to the planting/landscaping at City Hall;
 - Fall 2021 car show;
 - City events other than the car show;
 - Non-capital recommendations of the Beautification Ad Hoc Subcommittee (education and awareness campaign, art program, and community clean up events); and
 - Delay rehabilitation work on the south soccer field at Pinole Valley Park pending determination through the Park Master Plan that the field will continue to be used as a sports field.
- It anticipates a solid economic recovery from COVID-19.

Although the Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget is primarily a status quo budget, and is similar in most respects to the current year's budget, it does include the following noteworthy differences, which flow from the main influences described above:

- Introduction of a new organizational structure that the City is implementing, based on the recommendations of the recently completed Organizational Assessment. The new organizational structure creates separate Community Development and Public Works Departments, as well as a new Community Services Department, which consolidates recreation and various other community-oriented services. It also creates some new departmental divisions and subdivisions to provide a clear home for some important

functions, such as economic development and communication and engagement, that did not have a clear home in the former organizational structure.

- Two new department head positions based on the recommendations of the Organizational Assessment; two new positions in the Fire Department based on the fire service study; four new positions in Public Works to implement capital projects and maintain the City's facilities and infrastructure; and one new position in the City Clerk department.

As noted previously in various forums, the City has deferred some investment in core capital assets, business systems, and human capital over the years. Since having made reductions in staffing during the Great Recession, the City has been leanly staffed compared to many other cities and for the breadth of services it provides. Staff believes that reinvesting in these areas, including new positions, is critical to achieving the City's vision, mission, and goals.

The funding of the new positions, special projects, and normal cost escalation does result in a proposed budget that uses \$1.1 million of unassigned General Fund fund balance. It is a public finance best practice, and a goal of the City's Financial Policy on a Structurally Balanced Budget, to create a proposed General Fund operating budget that is structurally balanced, meaning that ongoing revenues equal or exceed ongoing expenditures. The Financial Policy on a Structurally Balanced Budget does note that "it is, however, appropriate and consistent with best practice to adopt a structurally imbalanced budget for a given fiscal year under certain circumstances."

The Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget is not structurally balanced. Staff strongly believes that the proposed budget is nonetheless prudent and responsible because the additional expenditures that it contains beyond the current year budget are critical to achieving the City's vision, mission, and goals; the City has substantial unassigned General Fund fund balance; and the LTFP forecasts that City revenues will notably increase in the near future due to the retirement of some significant debt. Per the Structurally Balanced Budget Policy, if the final proposed budget is structurally imbalanced, staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year. Staff intends to do so. Note that the Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget does not include any use of the City's \$8.6 million General Reserve.

The City does expect to receive approximately \$4.6 million in new federal stimulus funding from the American Rescue Plan Act (ARPA) in the next few months, and tentatively expects to receive additional new federal funding from a forthcoming federal infrastructure bill. The Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget does not include any of this expected new federal revenue. Staff intends to seek Council's direction on the appropriation of the ARPA funding in early summer 2021. Staff believed that the expected new federal funding was too substantial an amount and contained too many specific requirements to seamlessly integrate its appropriation into the regular annual budget process.

Note that prior to COVID-19, City staff had been planning to make some formatting and content changes to the budget document to make it easier for a lay reader to digest and to provide more detailed information on the City's many services and activities. Due to COVID-19, the FY

2020/21 budget did not contain many of those changes. The Final Proposed FY 2021/22 Operating and Capital Budget does contain some changes to organization, formatting, and content that staff hopes makes the document more user friendly.

FY 2021/22 – A Year of Reopening and Engagement

City staff expects City services and programs to be fully reopened by late summer or fall 2021. The City looks forward to debuting the new organizational structure and engaging with residents and businesses to complete and implement the Strategic Plan strategies, including creation of a comprehensive economic development strategy and of a communication and engagement plan, both of which will result in more efficient and effective City services and a safer and more vibrant community. Our community, like all others across the nation, has weathered a storm. I, and the rest of the City staff, are grateful to serve this great community and look forward to seeing everyone again in person.

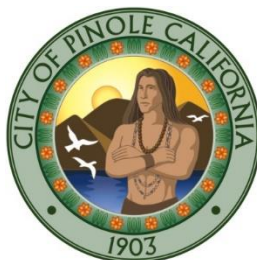
I would like to thank all of the members of the community that participated in this year's budget development process, as well as the City's Finance Department for preparing the budget. I strongly believe that the Final Proposed FY 2021/22 Operating and Capital Budget includes a wise allocation of the City's limited financial resources that will result in visible improvements to City services and the community.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Murray". The signature is fluid and cursive, with a large loop at the end.

Andrew Murray
City Manager

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CITY OF PINOLE

FISCAL YEAR (FY) 2021/22 OPERATING AND CAPITAL BUDGET

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Background

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ELECTED OFFICIALS

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

DEPARTMENT HEADS

City Manager	Andrew Murray
Assistant City Manager	Hector De La Rosa
City Attorney (Contract)	Eric Casher
City Clerk	Heather Iopu
Development Services Director	Tamara Miller
Finance Director	Markisha Guillory
Fire Chief	Chris Wynkoop
Police Chief	Neil Gang

VISION

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

MISSION

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

GOALS

1. **Safe and Resilient Pinole:** Develop and communicate resilience through quality public safety service delivery, property maintenance policies and practices, and disciplined investment in community assets.
2. **Financially Stable Pinole:** Ensure the financial health and long-term sustainability of the City.
3. **Vibrant and Beautiful Pinole:** Facilitate a thriving community through development policies and proactive relationship building.
4. **High Performance Pinole:** Build an organization culture that is efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

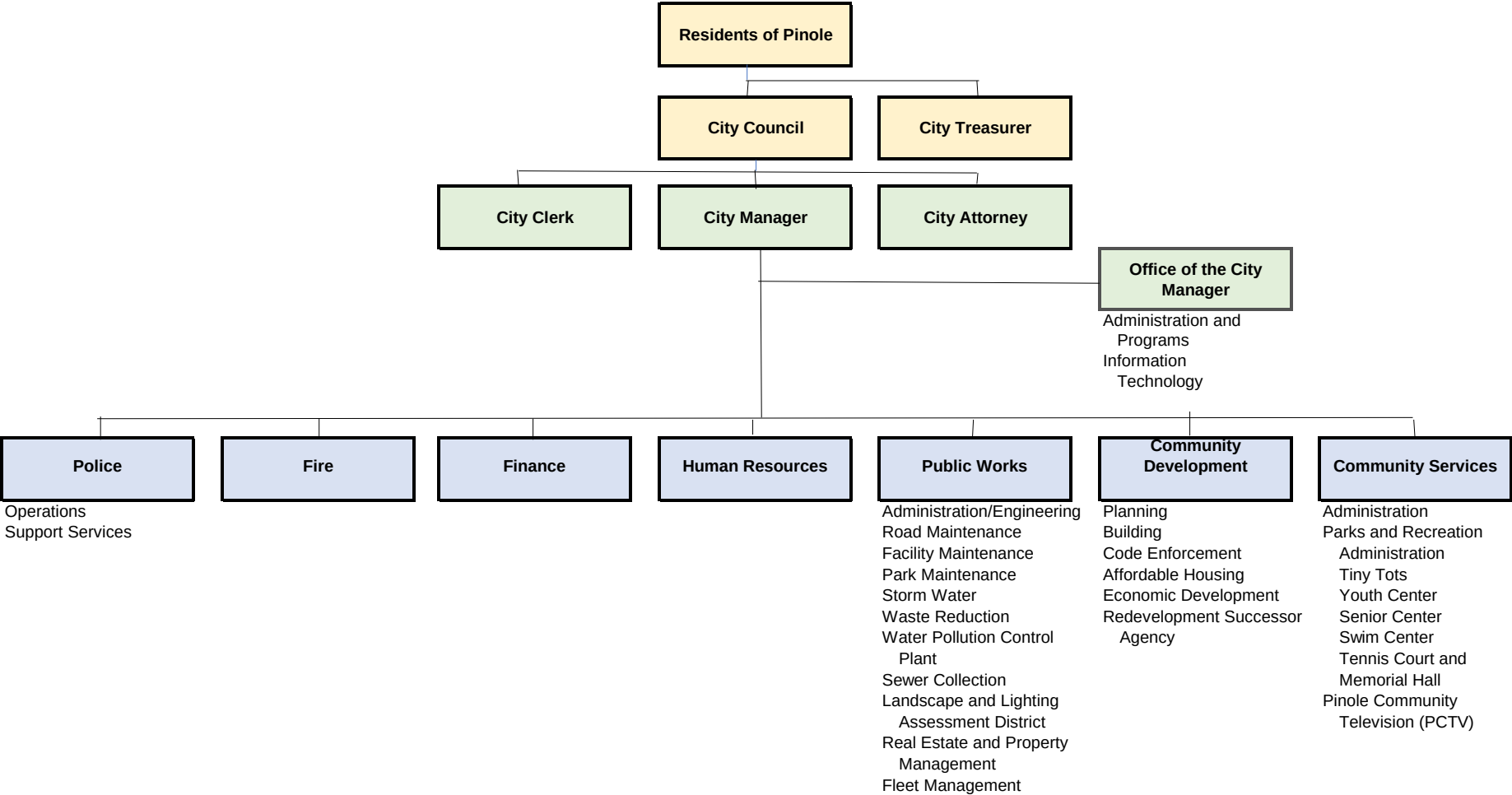
PROFILE OF THE CITY

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

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

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





*The City has implemented a new organizational structure effective July 1, 2021.

Budget Overview

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BUDGET DEVELOPMENT PROCESS

The City goes through an annual process of developing a budget for the upcoming fiscal year. The City's budget development process is considered an "incremental" budget process, meaning that the budget for the upcoming year is developed based on the current year's budget. City staff takes the following steps to create the Final Proposed budget:

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

This year, the City developed its first Long-Term Financial Plan for FY 2021/22 - FY 2025/26; this marked the beginning of the FY 2021/22 budget development process.

City staff presented the Preliminary Proposed version of the LTFP to the Finance Subcommittee on April 28, 2021. The Finance Subcommittee received public comment, discussed the document, and provided direction to staff on changes to incorporate into the next draft of the document. Staff made the requested changes as directed and presented the Revised Proposed LTFP to the Finance Subcommittee on May 12, 2021. Staff incorporated direction provided by the Finance Subcommittee at that meeting and presented the resulting Final Proposed LTFP to the City Council on May 18, 2021. Staff created the Revised Final Proposed version of the LTFP, which incorporated the City

Council's feedback and direction from its May 18, 2021 meeting. The City Council adopted the Revised Final Proposed LTFP at its June 1, 2021 meeting.

Below is an illustration of the budget development process and schedule for the FY 2021/22 budget.

FY 2021/22 Budget Development Calendar

BUDGET AWARD

For the seventh 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 FY 2005/06 through FY 2010/11 Operating Budgets, and Outstanding Financial Reporting for its FY 1995/96 through FY 2000/01 Operating Budgets.

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

MONITORING THE BUDGET

Once adopted, the budget becomes the main internal control document used to monitor and manage the City's financial position. The City's budget level of control is executed at the fund level set by the City's governing body. Requests for budget amendments are presented to the City Council and are enacted by resolution. Managers can transfer funds within their respective departments with the approval of the City Manager. Financial reports that highlight revenue and expenditure variances, some of which may require adjustments to the budget, are presented to City Council for consideration and adoption on a quarterly basis.

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

Accounting and Budget Basis

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

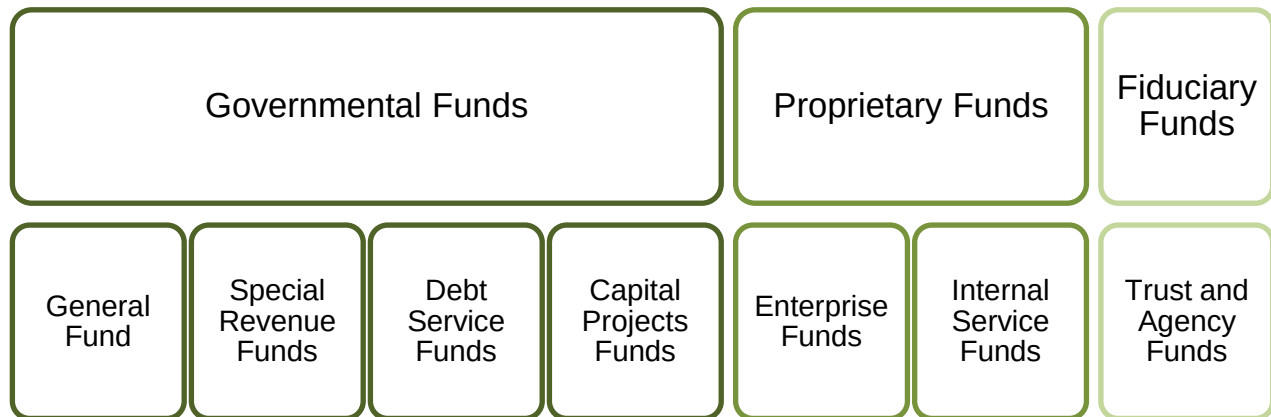
Proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recognized when earned and expenses when the liability is incurred regardless of timing of related cash flows.

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

Fund Structure

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

City of Pinole



GOVERNMENTAL FUNDS

General Fund - 100

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

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

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

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).

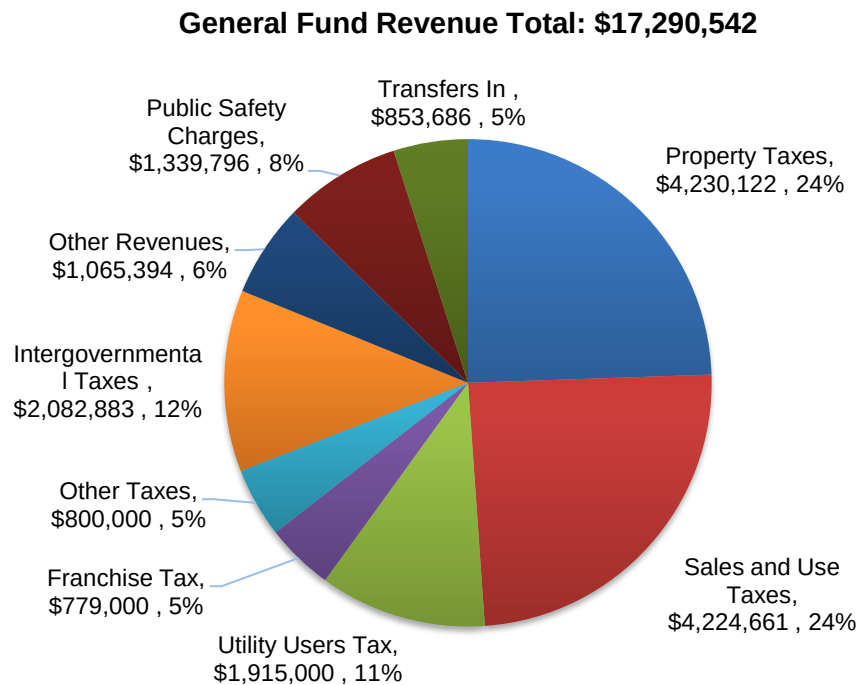
The City receives revenue from numerous sources that are used for various expenditures for City purposes.

GENERAL FUND REVENUE SOURCES

The General Fund is the City's main operating fund and supports the City's general purpose activities. The General Fund accounts for all general revenues of the City not specifically collected for other City funds and related expenditures. Revenues are deposited into different funds, to be used for specific purposes. The major revenue sources for the General Fund are property taxes, sales taxes, utility users' tax, franchise fees, and business licenses.

Estimates of the General Fund revenues are prepared by the Finance department using economic information obtained from several resources, including the State of California, Contra Costa County, and third-party consultants. Estimates of revenues generated by City departments are prepared by the respective department with assistance from the Finance department.

For Fiscal Year (FY) 2021/22, total General Fund revenue is projected to be \$17.3 million (\$21.6 million including Measure S 2006 and 2014), including transfers in. The breakdown of General Fund revenue is provided in the chart below followed by a description of each major category.

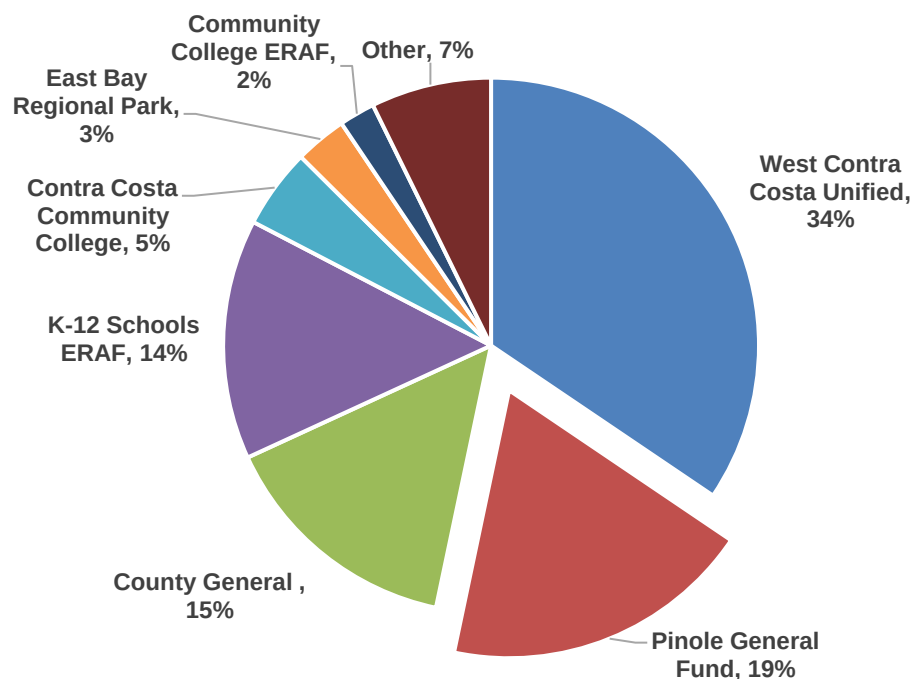


Property Tax

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

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

Property Tax Dollar Breakdown



The City uses property tax estimates provided by consulting firm HdL as the basis for the budget. For FY 2021/22, property tax is estimated to be \$4.2 million, a 2% increase over the FY 2020/21 revised budget.

Property tax includes the real property transfer tax. Real 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.

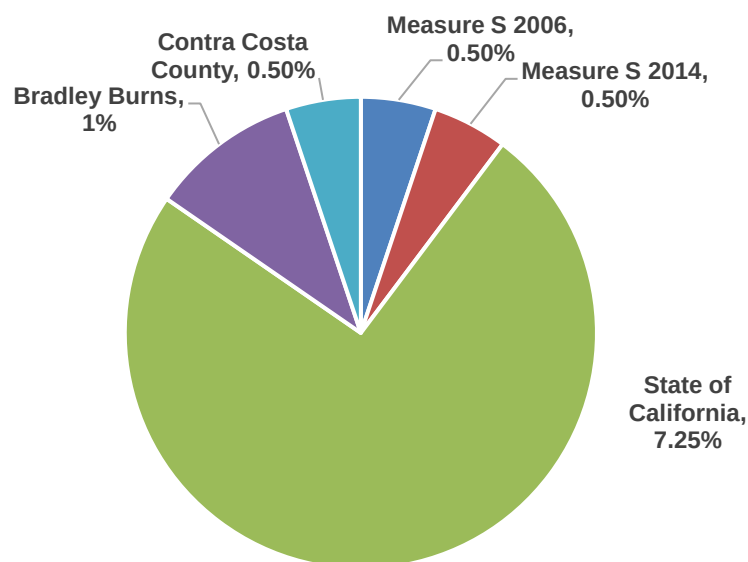
Sales Tax

Sales tax is the General Fund's single largest revenue source. The City's 9.75% Sales tax is levied on all merchandise and includes the 1% Bradley Burns Sales Tax, 0.5% Measure S 2006 Sales and Use Tax, and 0.5% Measure S 2014 Sales and Use Tax. The City uses sales tax estimates provided by consulting firm HdL as the basis for the budget. For FY 2021/22, General Fund sales tax is projected to be \$4.2 million, a 6% increase over the FY 2020/21 revised budget.

Measure S 2006 and Measure S 2014

As mentioned above, sales tax includes Measure S 2006 and Measure S 2014. The City also uses revenue estimates provide by the consulting firm HdL as the basis for the Measure S budget. While these funds were approved by voters as a general tax, they are accounted for in funds separate from the General Fund. The City periodically prepares a five-year expenditure plan for the Measure S funds, which is used as one of the bases for budgeting expenditures. For FY 2021/22, total sales tax (General Fund and Measure S 2006 and 2014) is projected to be \$8.5 million, a 5% increase over the FY 2020/21 revised budget. The distribution of the sales tax dollar is shown in the graph below.

Sales Tax Dollar Breakdown



Utility Users' Tax

Utility users' tax (UUT) is levied in accordance with Chapter 3.26 of the Municipal Code, amended in 2018 which levies an 8% tax on the value public utilities services consumed within the City limits for electricity, natural gas, and telecommunications. Low-income households are eligible for exemption from payment. The Electorate ratified renewal of the taxing authority in November 2018. The City estimates UUT based on historical trends and industry resources. For FY 2021/22, UUT is projected to be \$1.9 million, a 1% increase over the FY 2020/21 revised budget.

Franchise Tax

Franchise tax is levied at an average of 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. For FY 2021/22, franchise tax is projected to be \$779,000, a 4% increase over the FY 2020/21 revised budget.

Business License Tax

Business license tax is assessed on all businesses doing business within City limits in accordance with Municipal Code Title 5. The City charges business license tax in accordance with the provisions of Government Code 37101. Pinole's tax is computed based on a flat tax of \$145 per year combined with a variable tax component based on number of employees engaged in each business. Estimates are based on trend analysis. For FY 2021/22, business license is projected to be \$382,000, a 2% increase over the FY 2020/21 revised budget.

Transient Occupancy Tax (Motel or Bed Tax)

Transient occupancy tax (TOT) is a 10% tax levied by the City for the privilege of occupying quarters on a transient basis (Chapter 3.24 of Municipal Code). This tax is imposed upon persons staying 30 days or less in a motel or lodging facility. The tax rate is set at the discretion of the City Council, subject to ratification by the City's electorate. For FY 2021/22, business license is projected to be \$418,000, a 2% increase over the FY 2020/21 revised budget.

Motor Vehicle In-lieu

Motor vehicle in-lieu (VLF) is the City's share of motor vehicle license fees levied, collected and apportioned by the State. VLF, also called the "motor vehicle in-lieu tax" is a tax on the ownership of registered motor vehicles which takes the place of taxation of

this personal property. The VLF is paid annually at the time vehicle licenses are renewed based on current value adjusted for depreciation. The budget projection is based on projections provided by the City's property tax consultant HdL. For FY 2021/22, VLF is projected to be \$2.1 million, a 4% increase over the FY 2020/21 revised budget.

Public Safety Charges

Public safety charges are received for dispatch services provided to the cities of Hercules and San Pablo under an Intergovernmental Service Sharing agreement. A portion of the costs of this activity are reimbursed by the City of Hercules and City of San Pablo. Under the current agreement, the City's recovers approximately 67% of the activity's budget. The budget projection is based on the formula provided in the agreement. For FY 2021/22, public safety charges are projected to be \$1.3 million, a 3% increase over the FY 2020/21 revised budget.

GENERAL FUND EXPENDITURES

Estimates of the General Fund expenditures, such as salaries, benefits, and indirect costs, are prepared by the Finance department using a variety of resources, such as labor agreements, trend analysis, and indirect cost allocations.

Salaries and Wages

Salaries comprise approximately 47% of total General Fund expenditures and is the largest expense in the budget. Salaries are forecasted to increase by the standard 3% per year unless a different cost-of living-adjustment (COLA) is agreed upon through labor agreements.

Employee Benefits

Retirement benefits comprise approximately 13% of total General Fund expenditures. The City's annual required contribution is forecasted based on the most recent actuarial valuations report as of July 2019 provided by the California Public Employees' Retirement System (CalPERS). The forecast reflects the net cost of the required employer contribution minus employee contributions.

Other benefits comprise approximately 15% of total General Fund expenditures. This category includes all other benefits other than retirement, such as medical, dental, vision, life insurance, and long-term disability benefits.

Professional and Administrative Services

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

Other Operating

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

Capital Outlay

This category includes capital improvement projects mainly for facility and park maintenance. Capital improvement projects are funded by other funds outside of the General Fund. Each year, capital needs are assessed and prioritized through the capital improvement planning process.

Debt Service

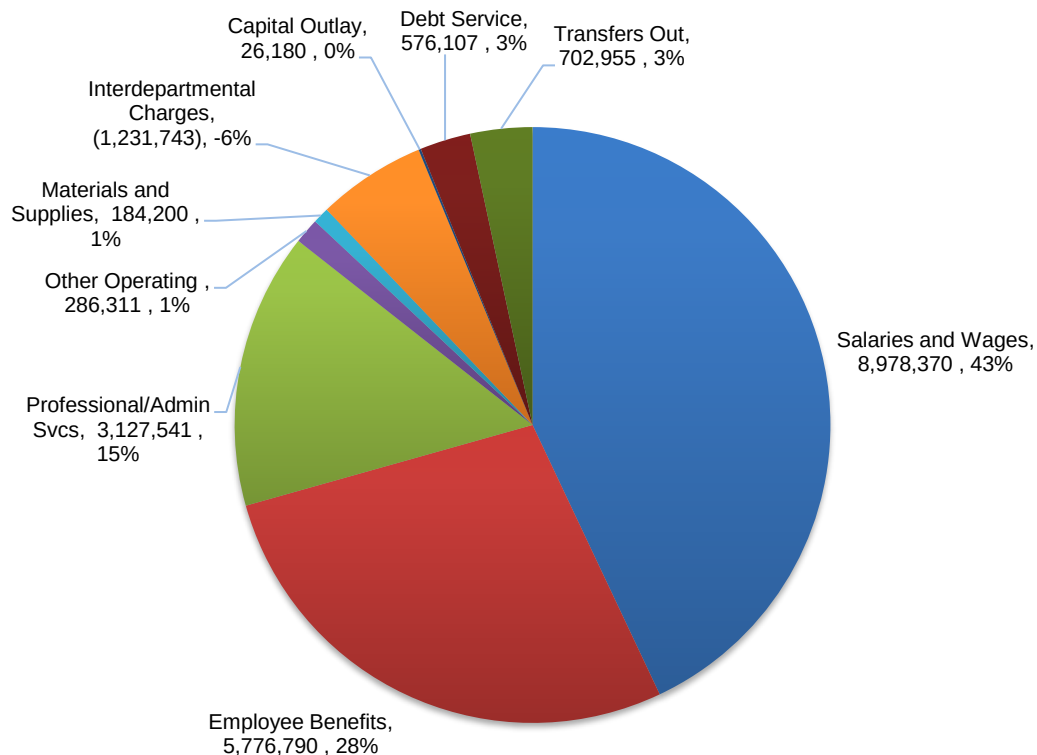
This category includes the payment of debt for the 2006 pension obligation bonds (POBs) that were issued to finance the City's unfunded accrued actuarial liability with CalPERS. The future years are forecasted based on the long-term debt obligation schedule.

Transfers Out

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

For FY 2021/22, total General Fund expenditures is projected to be \$18.4 million, including transfers out. The breakdown of General Fund expenditures is provided in the chart below.

General Fund Expenditure Total: \$18,426,711



MAJOR NON-GENERAL FUNDS

Below find descriptions of the major Non-General Funds that account for significant financing sources that are used to fund various City operations and capital projects.

Special Revenue Funds

Gas Tax Fund - 200

Gas tax revenue is generated from the Highway Users Tax (HUTA) which imposes excise taxes on gasoline and diesel fuel sales. Gas tax is one of the main sources of revenue for capital improvement projects, primarily streets projects. The revenue is projected to be \$919,903, a 5% increase over the FY 2020/21 revised budget.

Recreation Fund - 209

Recreation revenue is generated mostly from user fees. This fund also receives a General Fund contribution to offset budget deficits. For all Recreation programs, the fiscal policy direction of the City Council is that the goal of Recreation programs is to be fully funded through their own user fees and community donations generated through on-going fundraising efforts. This continues to be difficult to achieve each year. For FY 2021/22, revenue is projected to be \$1.2 million, a 59% increase over the FY 2020/21 revised budget. Expenditures are projected to be \$1.5 million, a 93% over the FY 2020/21 revised budget. This significant increase is due to the Recreation baseline budget being substantially reduced in FY 2020/21 as a result of shelter-in-place orders. It is expected that Recreation programs to be allowed to re-open at full capacity during FY 2021/22.

The Recreation Fund is expected to have a negative fund balance of \$359,771 by the end of FY 2021/22. This is primarily due to additional personnel costs being shifted to Recreation as a result of the reorganization. The fund will be assessed at mid-year to determine if additional General Fund support will be needed to balance the fund.

Building and Planning Fund - 212

Building and planning fees are generated primarily from permits and review fees. 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. FY 2021/22, revenues are projected to be \$1.6 million, a 96% increase over the FY 2020/21 revised budget. This significant increase is attributable to anticipated growth in review fees for several large development projects for which deposits have been received. Expenditures are projected to be \$1.7 million. It is anticipated that approximately \$122,055 of fund balance will be used, leaving a balance of \$5,281.

Measure J Fund

The Measure J Fund accounts for special 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 in order to receive these funds. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula that considers both population and road mileage. FY 2021/22, revenues are projected to be \$398,147, the same as FY 2020/21. Expenditures are projected to be \$937,189, a 20% increase over the FY 2020/21 revised budget. It is anticipated that approximately \$539,042 of the estimated \$2.1 million fund balance will be used to road and facility projects. Spending of these funds is dependent on the timing of capital projects.

Capital Project Funds

The main capital projects funds, the City Streets Improvements Fund and the Arterial Streets Rehabilitation Fund, account for funds set aside for capital projects related to street improvements. Each fiscal year, the two funds receive a transfer of \$250,000 each from Measure S 2014 Fund. Both funds have accumulated substantial fund balances due to the accumulation of unspent funds from prior fiscal years. For FY 2021/22, expenditures in the City Streets Improvements Fund and the Arterial Streets Rehabilitation Fund are projected to be \$1.1 million and 775,297, respectively.

Enterprise Funds

Sewer Enterprise Fund -500

The Sewer Enterprise Fund accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Wastewater Treatment Plant, which serves the Pinole and Hercules areas. Revenues are received through property tax assessments in December, April, and June. For FY 2021/22, revenue is projected to be \$7.9 million, a 1% increase over the FY 2020/21 revised budget. Expenditures are projected to be \$9.2 million, a 10% decrease from the FY 2021/22 revised budget. It is anticipated that approximately \$1.4 million of its estimated fund balance of \$17.4 million will be used to complete several key projects.

Pinole Community Television (PCTV) Fund - 505

The Pinole Community Television (PCTV) Fund accounts for revenue received from cable franchise fees, video production and broadcast charges, and Public, Educational, and Governmental (PEG) access fees. PEG access fees are designated for equipment purchases. Transfers from the General Fund also help support the operating costs. It is the direction of the City Council that the 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. The PCTV

division has been divided into three subdivisions to better track revenue and expenditures associated with the different serve offerings; they include internal City services, community broadcasting, and external contract services. For FY 2021/22, revenue is projected to be \$535,052, a 65% increase over the FY 2020/21 revised budget. Expenditures are projected to be \$561,709, a 26% increase over the FY 2020/21 revised budget. This significant increases in revenue and expenditures are due to the PCTV baseline budget being reduced in FY 2020/21 as a result of shelter-in-place orders.

Information Systems -525

The Information Systems Fund is an internal service fund used to account for activities that provide technology goods or services to other City funds and departments on a cost-reimbursement basis. The City is currently working with its Information Technology (IT) consultant to develop its IT plan, which will be used to plan and budget for future technology needs. For FY 2021/22, revenue and expenditures are balanced with each projected to be \$1 million, a 26% increase over the FY 2020/21 revised budget. The increase is due to increased demand from City departments for various technologies systems.

Budget Summaries

The budget summaries section contains a collection of budget tables that show the City's the total estimated sources and uses for FY 2021/22. It also provides the City's five-year financial forecast which was recently updated with the development of the City's FY 2021/22 – FY 2025/26 Long-Term Financial Plan. Lastly, the budget summaries include a listing of budgeted positions and associated labor allocations for positions funded by multiple funding sources.

Below find the following budget summaries:

- General Fund Revenue and Expenditures by Category and Department
- All Funds Revenue and Expenditures by Category
- All Funds Revenue and Expenditures by Fund
- Revenue, Expenditures, and Fund Balance by Fund
- Five-Year Financial Forecast
- Budgeted Positions (FTE)
- Labor Allocations (this table includes only those positions that are allocated to multiple funding sources)

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GENERAL FUND	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Revised Budget	FY 2021/22 Proposed Budget
Revenue					
311 - Property Taxes	4,615,198	3,837,167	4,514,755	4,146,109	4,230,122
312 - Sales and Use Taxes	3,875,926	3,994,720	3,788,080	3,991,200	4,224,661
313 - Utility Users Tax	1,926,796	1,812,844	1,809,832	1,896,000	1,915,000
314 - Franchise Taxes	747,625	735,311	750,002	750,000	779,000
315 - Other Taxes	880,271	884,757	826,504	785,000	800,000
321 - Intergovernmental Taxes	1,732,370	1,836,501	1,952,717	2,006,163	2,082,883
322 - Federal Grants	-	-	-	259,800	-
323 - State Grants	32,401	109,993	40,193	45,000	40,000
324 - Other Grants	47,026	57,026	47,026	287,857	47,026
332 - Permits	98,312	57,354	65,987	66,700	68,700
341 - Review Fees	41,002	44,484	13,730	27,000	28,000
342 - Other Fees	73,632	69,934	41,929	39,500	40,694
343 - Abatement Fees	720	15,893	46,060	13,800	7,000
351 - Fines and Forfeiture	41,279	51,741	16,874	36,050	22,050
361 - Public Safety Charges	971,249	967,318	1,260,013	1,306,115	1,339,796
370 - Interest and Investment Income	34,244	209,773	176,093	100,000	100,000
381 - Rental Income	97,027	89,500	89,661	89,896	89,896
383 - Reimbursements	63,306	92,767	23,257	78,928	15,928
384 - Other Revenue	148,153	7,077	47,205	8,100	5,100
392 - Proceeds from Sale of Property	10,017,210	1,290	13,855	1,000	601,000
393 - Loan/Bond Proceeds	-	-	500,000	55,197	-
399 - Transfers In	-	6,290,688	-	-	-
399 - Transfers In from Section 115 Trust	-	-	-	882,013	853,686
Revenue Total	25,443,745	21,166,140	16,023,772	16,871,428	17,290,542
Expenditures by Category					
40 - Salaries and Wages	6,439,703	7,142,009	7,189,333	8,408,048	8,978,370
41 - Employee Benefits	3,620,377	4,378,361	4,643,547	5,181,603	5,776,790
42 - Professional/Administrative Services	2,242,573	2,492,124	2,654,043	3,401,363	3,127,541
43 - Other Operating Expenses	226,262	219,803	276,628	246,481	286,311
44 - Materials and Supplies	142,395	135,439	152,349	182,200	184,200
46 - Interfund/Interdepartmental Charges	(1,213,950)	(1,214,619)	(924,002)	(1,317,402)	(1,231,743)
47 - Asset Acquisition, Improvement, Disposal	116,997	58,318	95,392	999,580	26,180
48 - Debt Service	572,923	573,413	536,120	556,107	576,107
49 - Transfers Out	34,095	21,225,833	562,558	729,762	702,955
Expenditures Total	12,181,375	35,010,680	15,185,969	18,387,742	18,426,711
Expenditures by Department					
10 - City Council	143,788	141,626	163,703	173,382	176,609
11 - City Manager	118,949	163,510	206,565	539,543	562,708
12 - City Clerk	189,036	235,966	183,241	250,145	450,393
13 - City Treasurer	10,560	10,866	8,592	9,479	8,693
14 - City Attorney	269,917	308,240	462,151	384,136	310,200
15 - Finance Department	425,502	482,018	477,675	537,712	554,891
16 - Human Resources	325,655	392,207	430,578	308,934	473,626
17 - Non-Departmental	1,905,675	23,293,788	2,803,216	2,986,938	2,988,174
22 - Police Department	5,559,056	6,245,043	6,093,295	7,438,344	7,532,437
23 - Fire Department	2,441,039	2,716,433	3,195,023	4,605,122	3,925,759
34 - Public Works	783,666	940,988	988,239	926,807	1,153,337
46 - Community Development	8,206	79,996	173,692	227,201	289,885
55 - Recreation	328	-	-	-	-
Expenditures Total	12,181,374	35,010,680	15,185,969	18,387,742	18,426,711

ALL FUNDS	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Revised Budget	FY 2021/22 Proposed Budget
Revenue by Category					
311 - Property Taxes	4,834,447	4,087,167	5,200,158	4,396,109	4,480,122
312 - Sales and Use Taxes	8,162,816	8,281,048	7,689,917	8,083,200	8,508,661
313 - Utility Users Tax	1,926,796	1,812,844	1,809,832	1,896,000	1,915,000
314 - Franchise Taxes	784,536	768,013	778,835	776,486	831,972
315 - Other Taxes	880,430	884,778	826,506	785,000	800,000
321 - Intergovernmental Taxes	2,707,166	3,081,522	3,226,870	3,362,399	3,538,562
322 - Federal Grants	-	-	-	259,800	-
323 - State Grants	198,914	330,084	317,822	421,787	461,787
324 - Other Grants	741,985	764,609	752,777	678,004	437,173
332 - Permits	860,771	443,373	376,690	408,700	555,700
341 - Review Fees	303,893	271,213	367,649	282,000	878,000
342 - Other Fees	173,335	165,061	114,527	97,690	102,569
343 - Abatement Fees	7,220	15,893	46,060	13,800	7,000
344 - Impact Fees	117,573	85,271	33,716	-	229,834
351 - Fines and Forfeiture	75,638	89,911	68,533	81,050	67,050
361 - Public Safety Charges	971,249	967,318	1,260,013	1,306,115	1,339,796
362 - Public Works Charges	-	-	-	42,780	-
363 - Sewer Enterprise Charges	6,494,206	7,210,207	7,093,734	7,728,471	7,797,500
364 - Recreation Charges	633,300	628,825	379,124	77,092	377,778
365 - Cable TV Charges	220,758	188,351	191,537	134,010	316,956
370 - Interest and Investment Income	150,469	1,664,359	2,148,154	339,750	339,750
381 - Rental Income	303,617	274,153	185,594	141,962	210,962
382 - Concession Revenue	5,403	16,413	-	-	-
383 - Reimbursements	364,604	465,314	408,597	449,310	396,154
384 - Other Revenue	198,563	40,957	67,681	36,250	78,650
385 - Indirect Cost Allocations	472,846	609,715	795,641	802,890	1,011,527
392 - Proceeds from Sale of Property	10,017,210	3,140	13,855	1,000	601,000
393 - Loan/Bond Proceeds	33,536	1,672,740	559,344	1,860,197	1,683,692
399 - Transfers In	(12,095)	28,023,522	819,655	2,305,776	2,272,141
Revenue Total	41,629,185	62,845,799	35,532,822	36,767,627	39,239,335
Expenditures by Category					
40 - Salaries and Wages	9,769,189	10,548,411	11,085,396	12,084,956	13,353,895
41 - Employee Benefits	6,905,495	5,966,632	6,655,752	7,333,146	8,208,307
42 - Professional/Administrative Services	3,998,304	5,149,385	5,366,110	6,548,651	7,355,929
43 - Other Operating Expenses	1,235,304	1,736,504	1,735,842	1,559,643	1,732,947
44 - Materials and Supplies	1,001,238	1,035,675	958,065	1,422,150	1,331,900
46 - Interfund/Interdepartmental Charges	717,436	(7,013)	572,926	511,292	600,943
47 - Asset Acquisition, Improvement, Disposal	2,117,942	1,458,479	1,731,832	9,757,054	8,805,941
48 - Debt Service	803,203	1,317,098	1,569,641	3,914,076	2,185,613
49 - Transfers Out	(12,095)	28,023,522	1,255,058	1,322,762	1,418,455
Expenditures Total	26,536,015	55,228,692	30,930,622	44,453,730	44,993,931

ALL FUNDS	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Revised Budget	FY 2021/22 Proposed Budget
Revenue by Fund					
100 - General Fund	25,443,745	21,166,140	16,023,772	16,871,428	17,290,542
105 - Measure S -2006	2,228,225	2,170,860	1,986,510	2,067,746	2,163,746
106 - Measure S - 2014	2,136,753	2,175,803	2,028,558	2,077,000	2,173,000
150 - General Reserve	(14,183)	4,752,474	319,153	-	-
160 - Equipment Reserve	-	-	85,000	85,000	85,000
200 - Gas Tax Fund	481,513	760,554	808,022	874,101	919,303
201 - Restricted Real Estate Maintenance Fund	9,409	72,658	4,262	39,991	39,991
203 - Public Safety Augmentation Fund	165,985	205,691	192,423	172,766	172,766
204 - Police Grants	328,000	328,120	309,697	26,807	-
205 - Traffic Safety Fund	32,780	36,722	50,461	46,500	46,500
206 - Supplemental Law Enforcement Svc Fund	100,622	150,515	160,903	158,327	158,327
207 - NPDES Storm Water Fund	296,445	251,032	258,913	324,655	324,128
209 - Recreation Fund	788,106	1,077,430	1,002,938	752,038	1,193,253
212 - Building & Planning	1,138,827	714,339	747,616	820,700	1,605,700
213 - Refuse Management Fund	70,584	73,244	119,125	66,060	66,060
214 - Solid Waste Fund	251,333	324,392	403,377	368,000	368,000
215 - Measure C and J Fund	371,963	388,936	429,109	398,147	398,147
225 - Asset Seizure-Adjudicated Fund	2,077	4,328	7,139	-	-
276 - Growth Impact Fund	91,348	82,480	35,557	-	229,834
285 - Housing Land Held for Resale	111,086	1,797,306	107,933	1,855,000	1,733,692
310 - Lighting & Landscape Districts	34,798	41,854	39,746	42,780	62,268
317 - Pinole Valley Caretaker Fund	15,000	15,000	15,000	15,000	15,000
325 - City Street Improvements	1,000	225,792	250,553	250,000	250,000
327 - Parks Grants (Measure WW)	146	266	533	-	-
377 - Arterial Streets Rehabilitation Fund	-	235,631	250,000	250,000	250,000
500 - Sewer Enterprise Fund	6,568,375	7,320,836	7,371,541	7,828,471	7,897,500
505 - Cable Access TV	248,903	357,375	371,175	324,220	535,052
525 - Information Systems	472,846	609,715	795,641	802,890	1,011,527
700 - Pension Fund	-	17,212,179	1,010,988	-	-
750 - Recognized Obligation Retirement Fund	253,500	294,128	347,176	250,000	250,000
Revenue Total	41,629,185	62,845,799	35,532,822	36,767,627	39,239,335
Expenditures by Fund					
100 - General Fund	12,067,261	35,012,415	15,185,969	18,387,742	18,426,711
105 - Measure S - 2006 Fund	2,075,079	2,172,563	2,499,585	2,171,524	2,528,352
106 - Measure S - 2014 Fund	474,415	1,243,898	2,139,735	3,648,681	3,552,871
160 - Equipment Reserve Fund	-	116,239	-	279,000	279,000
200 - Gas Tax Fund	4,625	403,967	577,100	1,608,056	895,365
201 - Restricted Real Estate Maintenance Fund	28,681	19,413	24,418	37,175	26,000
203 - Public Safety Augmentation Fund	149,159	131,658	179,741	189,512	204,574
204 - Police Grants Fund	324,671	255,638	304,023	152,305	-
205 - Traffic Safety Fund	9,579	7,674	6,399	19,719	20,261
206 - Supplemental Law Enforcement Svc Fund	92,612	101,008	60,170	97,897	104,188
207 - NPDES Storm Water Fund	273,919	304,913	289,103	377,717	420,685
209 - Recreation Fund	969,602	1,077,973	1,008,380	799,283	1,542,048
212 - Building & Planning Fund	1,030,885	989,063	1,076,066	1,311,338	1,727,753
213 - Refuse Management Fund	99,211	410,778	93,143	126,417	140,858
214 - Solid Waste Fund	-	3,003	-	237,800	336,445
215 - Measure C and J Fund	134,006	149,871	101,471	780,598	937,189
225 - Asset Seizure-Adjudicated Fund	18,216	32,639	23,079	-	86,562
276 - Growth Impact Fund	-	-	-	8,000	258,000
285 - Housing Land Held for Resale Fund	563,889	6,460,799	69,688	174,903	228,798
310 - Lighting & Landscape District Fund	30,622	35,444	38,172	42,780	62,125
317 - Pinole Valley Caretaker Fund	15,546	14,589	15,360	14,867	14,755
324 - Public Facilities Fund	22,738	39,230	50	70,000	70,000
325 - City Street Improvements Fund	1,781	57,421	45,622	1,335,698	1,133,105
327 - Park Grants (Measure WW) Fund	-	-	-	189,758	189,758
377 - Arterial Streets Rehabilitation Fund	-	1,302	125,202	643,281	775,297
500 - Sewer Enterprise Fund	7,082,492	4,930,110	5,515,558	10,251,183	9,265,093
505 - Cable Access TV Fund	338,612	357,375	374,875	445,606	561,711
525 - Information Systems Fund	479,441	609,715	795,641	802,890	1,011,527
700 - Pension Fund	-	52,921	81,434	-	-
750 - Recognized Obligation Retirement Fund	248,970	237,071	300,640	250,000	194,899
Expenditures Total	26,536,015	55,228,692	30,930,622	44,453,730	44,993,931

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 100 - General Fund									
Revenue									
311 - Property Taxes	4,615,198	3,837,167	4,514,755	4,146,109	4,146,109	2,720,329	4,146,109	4,230,122	2%
<i>Basic 1% Property Tax</i>	<i>2,300,253</i>	<i>2,461,344</i>	<i>2,595,604</i>	<i>2,856,109</i>	<i>2,856,109</i>	<i>1,563,476</i>	<i>2,856,109</i>	<i>3,072,882</i>	8%
<i>RPTTF and Passthrough Payments</i>	<i>2,314,944</i>	<i>1,375,823</i>	<i>1,919,151</i>	<i>1,290,000</i>	<i>1,290,000</i>	<i>1,156,853</i>	<i>1,290,000</i>	<i>1,157,240</i>	-10%
312 - Sales and Use Taxes	3,875,926	3,994,720	3,788,080	3,345,879	3,991,200	2,720,755	3,991,200	4,224,661	6%
313 - Utility Users Tax	1,926,796	1,812,844	1,809,832	1,896,000	1,896,000	1,375,581	1,896,000	1,915,000	1%
314 - Franchise Taxes	747,625	735,311	750,002	750,000	750,000	606,495	750,000	779,000	4%
315 - Other Taxes	880,271	884,902	826,504	785,000	785,000	645,641	785,000	800,000	2%
<i>Other Tax/Transient Occupancy Tax</i>	<i>513,368</i>	<i>485,499</i>	<i>444,453</i>	<i>410,000</i>	<i>410,000</i>	<i>305,785</i>	<i>410,000</i>	<i>418,000</i>	2%
<i>Other Tax/Business License</i>	<i>366,903</i>	<i>399,403</i>	<i>382,051</i>	<i>375,000</i>	<i>375,000</i>	<i>339,855</i>	<i>375,000</i>	<i>382,000</i>	2%
321 - Intergovernmental Taxes	1,732,370	1,836,501	1,952,717	2,006,163	2,006,163	1,009,595	2,006,163	2,082,883	4%
322 - Federal Grants	-	-	-	-	322,800	-	322,800	-	-100%
323 - State Grants	32,401	109,993	40,193	45,000	45,000	8,731	45,000	40,000	-11%
324 - Other Grants	47,026	57,026	47,026	47,026	287,857	240,831	287,857	47,026	-84%
332 - Permits	98,312	57,354	65,987	66,700	66,700	60,642	66,700	68,700	3%
341 - Review Fees	41,002	44,484	13,730	27,000	27,000	26,385	27,000	28,000	4%
342 - Other Fees	73,632	69,934	41,929	39,500	39,500	20,007	39,500	40,694	3%
343 - Abatement Fees	720	15,893	46,060	13,800	13,800	3,172	13,800	7,000	-49%
351 - Fines and Forfeiture	41,279	51,741	16,874	36,050	36,050	8,366	20,000	22,050	-39%
361 - Public Safety Charges	60,812	42,563	4,051	33,548	33,548	27,227	33,548	33,548	0%
<i>361 - Public Safety Charges/Dispatch</i>	<i>910,437</i>	<i>924,755</i>	<i>1,255,962</i>	<i>1,272,567</i>	<i>1,272,567</i>	<i>979,686</i>	<i>1,272,567</i>	<i>1,306,248</i>	3%
370 - Interest and Investment Income	34,244	209,773	176,093	100,000	100,000	15,379	100,000	100,000	0%
381 - Rental Income	97,027	89,500	89,661	89,896	89,896	64,889	89,896	89,896	0%
383 - Reimbursements	63,306	92,767	23,257	15,000	15,928	71,985	78,928	15,928	0%
384 - Other Revenue	148,062	7,077	47,205	8,100	8,100	2,901	8,100	5,100	-37%
392 - Proceeds from Sale of Property	10,017,210	1,290	13,855	1,000	56,197	83,209	56,197	601,000	969%
393 - Loan/Bond Proceeds	-	1,500,000	500,000	-	-	55,197	55,197	-	0%
Revenue Total	25,443,655	16,375,596	16,023,772	14,724,338	15,989,415	10,747,004	16,091,562	16,436,856	3%
399 - Transfers In	-	6,290,688	-	-	-	-	-	-	-
399 - Transfers In from Section 115 Pension Fund	-	-	-	882,013	882,013	476,366	882,013	853,686	-3%
Sources Total	25,443,655	22,666,285	16,023,772	15,606,351	16,871,428	11,223,370	16,973,575	17,290,542	2%
Expenditures									
Division: 110 - City Council Total:	143,788	141,626	163,703	145,482	173,382	143,813	173,382	176,609	2%
Division: 111 - City Manager Total:	118,949	163,510	206,565	437,043	539,543	468,364	588,592	562,708	4%
Division: 112 - City Clerk Total:	189,036	235,966	183,241	250,145	250,145	174,298	250,145	450,391	80%
Division: 113 - City Treasurer Total:	10,560	10,866	8,592	6,779	9,479	5,679	9,479	8,692	-8%
Division: 114 - City Attorney Total:	269,917	308,240	462,151	149,136	384,136	226,796	302,393	310,200	-19%
<i>114 - City Attorney Services</i>	<i>480,746</i>	<i>509,176</i>	<i>721,388</i>	<i>464,010</i>	<i>699,010</i>	<i>375,835</i>	<i>501,113</i>	<i>564,000</i>	-19%
<i>114 - City Attorney Indirect Cost Allocations</i>	<i>(210,829)</i>	<i>(200,935)</i>	<i>(259,237)</i>	<i>(314,874)</i>	<i>(314,874)</i>	<i>(149,039)</i>	<i>(198,720)</i>	<i>(253,800)</i>	-19%
Division: 115 - Finance Department Total:	425,502	482,018	477,675	510,212	537,712	419,755	537,712	554,890	3%
Division: 116 - Human Resources Total:	325,655	392,207	430,578	276,434	308,934	178,584	308,934	473,624	53%
Division: 117 - General Government Total:	1,298,657	1,544,324	1,704,538	1,701,069	1,701,069	1,051,394	1,701,069	1,709,113	0%
Administrative Total	2,782,063	3,278,757	3,637,043	3,476,300	3,904,400	2,668,683	3,871,706	4,246,227	9%
Division: 221 - Police Operations Total:	3,061,895	3,624,605	3,306,132	4,219,201	4,286,801	2,722,665	3,630,220	4,260,699	-1%
Division: 222 - Police Support Services Total:	855,587	902,310	908,771	1,109,191	1,109,191	631,400	841,867	1,194,650	8%
Division: 223 - Dispatch WBCC Total:	1,641,573	1,718,128	1,878,391	1,920,952	2,042,352	1,458,734	1,944,979	2,077,089	2%
Division: 231 - Fire Total:	2,441,039	2,716,433	3,195,023	4,471,322	4,605,122	3,371,461	4,495,281	3,925,759	-15%
Public Safety Total	8,000,094	8,961,475	9,288,317	11,720,666	12,043,466	8,184,259	10,912,347	11,458,197	-5%
Division: 341 - Administration/Engineering Total:	143,054	183,755	273,487	161,065	161,065	103,357	161,065	201,404	25%
Division: 342 - Road Maintenance Total:	35,943	50,173	28,451	64,283	64,283	17,503	64,283	55,288	-14%
Division: 343 - Facility Maintenance Total:	419,159	480,771	457,490	416,636	416,636	339,643	489,124	473,760	14%
Division: 345 - Park Maintenance Total:	185,510	226,290	228,811	284,823	284,823	167,350	284,823	422,887	48%
Public Works Total	783,666	940,988	988,239	926,807	926,807	627,854	999,295	1,153,339	24%
Division: 461 - Planning Total:	8,206	9,072	4,683	10,021	10,021	6,662	10,021	87,938	778%
Division: 465 - Code Enforcement Total:	-	70,924	169,010	217,180	217,180	114,769	161,907	201,949	-7%
Community Development Total	8,206	79,996	173,693	227,201	227,201	121,430	171,928	289,887	28%
Division: 554 - Youth Center Total:	132	-	-	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	196	-	-	-	-	-	-	-	0%
Recreation Total	328	-	-	-	-	-	-	-	0%
481 - Debt Service	572,923	523,631	536,120	555,000	556,107	556,107	556,107	576,107	4%
Sub-Total	12,147,280	13,784,846	14,623,412	16,905,973	17,657,980	12,158,334	16,511,383	17,723,756	0%
499 - Transfers Out	34,095	21,225,833	562,558	702,955	729,762	144,058	729,762	702,955	-4%
Expenditure Total:	12,181,375	35,010,680	15,185,971	17,608,928	18,387,742	12,302,392	17,241,145	18,426,711	0%
Fund: 100 - General Fund Net Results	13,262,279	(12,344,395)	837,802	(2,002,578)	(1,516,315)	(1,079,022)	(267,570)	(1,136,170)	
Fund Balance, July 1	6,319,750	19,582,029	5,812,041	6,649,843	6,649,843		6,649,843	6,382,272	
Fund Balance, June 30	19,582,029	7,237,635	6,649,843	4,647,265	5,133,528		6,382,272	5,246,102	

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 105 - Measure S -2006									
Revenue									
312 - Sales and Use Taxes	2,165,664	2,146,708	1,951,039	1,825,669	2,046,000	1,448,031	2,046,000	2,142,000	5%
370 - Interest and Investment Income	12,796	24,151	35,471	20,000	20,000	4,636	9,000	20,000	0%
383 - Reimbursements	49,765	-	-	-	1,746	4,000	4,000	1,746	0%
Revenue Total:	2,228,225	2,170,860	1,986,510	1,845,669	2,067,746	1,456,667	2,059,000	2,163,746	5%
399 - Transfers In from Section 115 Pension Fund	-	-	-	294,558	-	182,670	-	-	0%
Sources Total	2,228,225	2,170,860	1,986,510	2,140,227	2,067,746	1,639,337	2,059,000	2,163,746	5%
Expenditures									
Division: 115 - Finance Department Total:	1,392	616	2,246	2,433	2,433	300	2,433	2,450	1%
Division: 221 - Police Operations Total:	1,216,568	1,428,127	1,476,686	1,402,432	1,408,432	1,043,568	1,363,753	1,514,158	8%
Division: 222 - Police Support Services Total:	-	-	-	-	-	-	-	330,510	0%
Division: 223 - Dispatch WBCC Total:	143,088	-	1,955	-	-	-	-	-	0%
Division: 231 - Fire Total:	714,030	743,819	1,018,699	760,659	760,659	277,335	489,754	681,234	-10%
Expenditure Total:	2,075,079	2,172,561	2,499,586	2,165,524	2,171,524	1,321,203	1,855,940	2,528,352	16%
Fund: 105 - Measure S -2006 Net Results	153,146	(1,702)	(513,076)	(25,297)	(103,778)	318,134	203,060	(364,606)	
Fund Balance, July 1	2,667,103	2,820,249	2,298,951	1,785,875	1,785,875		1,785,875	1,988,935	
Fund Balance, June 30	2,820,249	2,818,547	1,785,875	1,760,578	1,682,097		1,988,935	1,624,329	
Fund: 106 - MEASURE S-2014									
Revenue									
312 - Sales and Use Taxes	2,121,226	2,139,620	1,950,798	1,825,669	2,046,000	1,453,491	2,046,000	2,142,000	5%
370 - Interest and Investment Income	15,527	35,583	77,760	30,000	30,000	13,775	30,000	30,000	0%
383 - Reimbursements	-	600	-	-	1,000	1,000	1,000	1,000	0%
Revenue Total:	2,136,753	2,175,803	2,028,558	1,855,669	2,077,000	1,468,266	2,077,000	2,173,000	5%
399 - Transfers In from Section 115 Pension Fund	-	-	-	96,887	-	532	532	-	0%
Sources Total	2,136,753	2,175,803	2,028,558	1,952,556	2,077,000	1,468,798	2,077,532	2,173,000	5%
Expenditures									
Division: 110 - City Council Total:	-	12,800	46,600	-	5,900	5,900	5,900	5,900	0%
Division: 114 - City Attorney Total:	77,078	25,282	27,318	-	-	-	-	-	0%
Division: 115 - Finance Department Total:	4,192	1,450	2,246	2,433	2,433	300	2,433	2,450	1%
Division: 117 - General Government Total:	763,888	544,918	692,500	693,000	693,000	591,250	693,000	715,500	3%
Division: 118 - Information Systems Total:	81,334	54,964	21,748	42,600	36,700	-	-	42,600	16%
Administrative Total	926,492	639,414	790,412	738,033	738,033	597,450	701,333	766,450	4%
Division: 221 - Police Operations Total:	38,254	15,695	363,908	110,000	110,000	54,616	72,821	110,000	0%
Division: 222 - Police Support Services Total:	-	-	67,734	83,641	83,641	72,132	95,831	111,513	33%
Division: 223 - Dispatch WBCC Total:	-	-	25,000	-	-	-	-	-	0%
Division: 231 - Fire Total:	199,863	298,801	301,089	444,489	444,489	227,892	314,833	445,249	0%
Public Safety Total	238,117	314,497	757,731	638,130	638,130	354,640	483,485	666,762	4%
Division: 341 - Administration/Engineering Total:	47,073	15,147	-	64,255	64,255	44,015	64,255	65,458	2%
Division: 342 - Road Maintenance Total:	-	-	29,210	140,000	206,000	46,590	55,907	322,708	57%
Division: 343 - Facility Maintenance Total:	59,727	227,101	131,848	344,064	906,064	120,263	159,310	960,301	6%
Division: 344 - NPDES Storm Drain Total:	-	7,061	13,759	175,000	367,000	2,472	10,000	217,000	-41%
Division: 345 - Park Maintenance Total:	4,223	74,897	358,722	85,000	690,242	27,156	36,208	490,242	-29%
Public Works Total	111,023	324,207	533,539	808,319	2,233,561	240,497	325,680	2,055,709	-8%
Division: 461 - Planning Total:	-	-	14,030	-	-	-	-	-	0%
Division: 465 - Code Enforcement Total:	-	-	29,430	-	-	-	-	-	0%
Community Development Total	-	-	43,460	-	-	-	-	-	0%
Division: 551 - Recreation Administration Total:	8,130	-	-	-	-	-	-	-	0%
Division: 552 - Senior Center Total:	-	-	-	23,000	30,000	-	-	51,000	70%
Division: 553 - Tiny Tots Total:	-	-	14,593	550	757	-	-	2,950	290%
Division: 554 - Youth Center Total:	-	-	-	-	8,200	-	-	10,000	22%
Recreation Total	8,130	-	14,593	23,550	38,957	-	-	63,950	64%
Expenditure Total:	1,283,762	1,278,117	2,139,735	2,208,032	3,648,681	1,192,587	1,510,498	3,552,871	-3%
Fund: 106 - MEASURE S-2014 Net Results	852,991	897,686	(111,177)	(255,476)	(1,571,681)	276,211	567,034	(1,379,871)	
Fund Balance, July 1	2,148,863	3,001,854	3,872,007	3,760,830	3,760,830		3,760,830	4,327,864	
Fund Balance, June 30	3,001,854	3,899,540	3,760,830	3,505,354	2,189,149		4,327,864	2,947,993	
Fund: 150 - General Reserve									
Revenue									
370 - Interest and Investment Income	14,183	151,668	319,153	-	-	29,170	333,515	-	
399 - Transfers In	200,000	4,600,906	-	-	-	-	948,601	-	
Revenue Total:	214,183	4,752,474	319,153	-	-	29,170	1,282,116	-	
Expenditures									
Expenditure Total:	-	-	-	-	-	-	-	-	
Fund: 150 - General Reserve Net Results	214,183	4,752,474	319,153	-	-	29,170	1,282,116	-	
Fund Balance, July 1	2,171,306	2,385,489	7,137,963	7,457,116	7,457,116		7,457,116	8,739,232	
Fund Balance, June 30	2,385,489	7,137,963	7,457,116	7,457,116	7,457,116		8,739,232	8,739,232	
Fund: 160 - EQUIPMENT RESERVE									
Revenue									
384 - Other Revenue	-	-	-	-	-	43,459	43,459	-	
399 - Transfers In	-	-	85,000	85,000	85,000	85,000	85,000	85,000	0%
Revenue Total:	-	-	85,000	85,000	85,000	128,459	128,459	85,000	0%
Expenditures									
Division: 221 - Police Operations Total:	-	33,936	-	-	-	-	-	194,000	
Division: 342 - Road Maintenance Total:	-	-	-	-	194,000	-	-	194,000	
Division: 345 - Park Maintenance Total:	-	82,303	-	80,000	80,000	-	-	80,000	0%
Division: 461 - Planning Total:	-	-	-	5,000	5,000	-	-	5,000	0%
Expenditure Total:	-	116,239	-	85,000	279,000	-	-	279,000	0%
Fund: 160 - EQUIPMENT RESERVE Net Results	-	(116,239)	85,000	-	(194,000)	128,459	128,459	(194,000)	
Fund Balance, July 1	146,188	146,188	29,949	114,949	114,949		114,949	243,408	
Fund Balance, June 30	146,188	29,949	114,949	114,949	(79,051)		243,408	49,408	

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 200 - Gas Tax Fund									
Revenue									
321 - Intergovernmental Taxes	519,757	754,674	789,998	861,465	861,465	538,023	861,465	906,667	5%
370 - Interest and Investment Income	1,973	5,879	18,024	5,000	5,000	1,888	3,600	5,000	0%
383 - Reimbursements					7,636	7,636	7,636	7,636	0%
Revenue Total:	521,730	760,554	808,022	866,465	874,101	547,547	872,701	919,303	5%
Expenditures									
Division: 341 - Administration/Engineering Total:					1,449	2,023	2,023		-100%
Division: 342 - Road Maintenance Total:					1,606,607	1,096,928	1,606,607	895,365	-44%
Expenditure Total:	-	403,967	577,100	514,175	1,606,607	1,096,928	1,606,607	895,365	-44%
Fund: 200 - Gas Tax Fund Net Results	521,730	356,586	230,922	352,290	(732,506)	(549,381)	(733,906)	23,938	
Fund Balance, July 1	276,470	798,200	696,522	927,444	927,444		927,444	193,538	
Fund Balance, June 30	798,200	1,154,787	927,444	1,279,734	194,938		193,538	217,476	
Fund: 201 - Restricted Real Estate Maintenance Fund									
Revenue									
342 - Other Fees	3,625	1,825	475	3,175	3,175	475	475	3,175	0%
381 - Rental Income	5,784	70,833	3,787	36,816	36,816	34,150	36,816	36,816	0%
Revenue Total:	9,409	72,658	4,262	39,991	39,991	34,625	37,291	39,991	0%
Expenditures									
Division: 343 - Facility Maintenance Total:	28,681	19,413	24,476	37,175	37,175	12,902	37,175	26,000	-30%
Expenditure Total:	28,681	19,413	24,476	37,175	37,175	12,902	37,175	26,000	-30%
Fund: 201 - Restricted RE Maintenance Fund Net Result	(19,272)	53,245	(20,213)	2,816	2,816	21,724	116	13,991	
Fund Balance, July 1	152,858	133,586	186,832	166,618	166,618		166,618	166,734	
Fund Balance, June 30	133,586	186,832	166,618	169,434	169,434		166,734	180,725	
Fund: 203 - Public Safety Augmentation Fund									
Revenue									
321 - Intergovernmental Taxes	164,543	202,489	185,306	170,266	170,266	126,708	170,266	170,266	0%
370 - Interest and Investment Income	1,442	3,201	7,117	2,500	2,500	1,281	2,500	2,500	0%
Revenue Total:	165,985	205,691	192,423	172,766	172,766	127,989	172,766	172,766	0%
Expenditures									
Division: 221 - Police Operations Total:	149,159	131,658	179,741	189,512	189,512	113,792	189,512	204,574	8%
Expenditure Total:	149,159	131,658	179,741	189,512	189,512	113,792	189,512	204,574	8%
Fund: 203 - Public Safety Augmentation Fund Net Resu	16,826	74,032	12,682	(16,746)	(16,746)	14,197	(16,746)	(31,808)	
Fund Balance, July 1	262,300	279,126	353,158	365,840	365,840		365,840	349,094	
Fund Balance, June 30	279,126	353,158	365,840	349,094	349,094		349,094	317,286	
Fund: 204 - Police Grants									
Revenue									
323 - State Grants			9,197						0%
324 - Other Grants	328,000	328,000	300,500	150,000					0%
384 - Other Revenue		120							0%
Revenue Total:	328,000	328,120	309,697	150,000	-	-	-	-	0%
399 - Transfers In					26,807	2,621			-100%
Sources Total	328,000	328,120	309,697	150,000	26,807	2,621	-	-	-100%
Expenditures									
Division: 227 - Police Grants Total:	324,671	255,638	304,023	152,305	152,305	102,033			-100%
Expenditure Total:	324,671	255,638	304,023	152,305	152,305	102,033	-	-	-100%
Fund: 204 - Police Grants Net Results	3,329	72,482	5,674	(2,305)	(125,498)	(99,412)	-	-	
Fund Balance, July 1	44,013	47,342	119,824	125,498	125,498		-	-	
Fund Balance, June 30	47,342	119,824	125,498	123,193	0		-	-	
Fund: 205 - Traffic Safety Fund									
Revenue									
351 - Fines and Forfeiture	32,107	35,181	46,640	45,000	45,000	17,593	45,000	45,000	0%
370 - Interest and Investment Income	673	1,541	3,821	1,500	1,500	757	1,500	1,500	0%
Revenue Total:	32,780	36,722	50,461	46,500	46,500	18,350	46,500	46,500	0%
Expenditures									
Division: 227 - Police Grants Total:	9,579	7,674	6,399	19,719	19,719	565	19,719	20,261	3%
Expenditure Total:	9,579	7,674	6,399	19,719	19,719	565	19,719	20,261	3%
Fund: 205 - Traffic Safety Fund Net Results	23,201	29,048	44,062	26,781	26,781	17,786	26,781	26,239	
Fund Balance, July 1	110,991	134,192	163,240	207,302	207,302		207,302	234,083	
Fund Balance, June 30	134,192	163,240	207,302	234,083	234,083		234,083	260,322	
Fund: 206 - Supplemental Law Enforcement Svc Fund									
Revenue									
323 - State Grants	100,000	148,747	155,948	100,000	156,727	156,727	156,727	156,727	0%
370 - Interest and Investment Income	622	1,769	4,955	1,600	1,600	1,092	1,600	1,600	0%
Revenue Total:	100,622	150,515	160,903	101,600	158,327	157,818	158,327	158,327	0%
Expenditures									
Division: 227 - Police Grants Total:	92,612	101,008	60,196	97,897	97,897	70,862	97,897	104,188	6%
Expenditure Total:	92,612	101,008	60,196	97,897	97,897	70,862	97,897	104,188	6%
Fund: 206 - Supplemental Law Enforcement Svc Fund	8,009	49,507	100,707	3,703	60,430	86,956	60,430	54,139	
Fund Balance, July 1	111,087	119,096	168,604	269,310	269,310		269,310	329,740	
Fund Balance, June 30	119,096	168,604	269,310	273,013	329,740		329,740	383,879	

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 207 - NPDES Storm Water Fund									
Revenue									
321 - Intergovernmental Taxes	295,916	251,004	259,103	273,132	324,505	9,365	273,132	323,978	0%
370 - Interest and Investment Income	151	29	(190)	150	150	48	150	150	0%
384 - Other Revenue	378	-	-	-	-	-	-	-	0%
Revenue Total:	296,445	251,032	258,913	273,282	324,655	9,412	273,282	324,128	0%
Expenditures									
Division: 117 - General Government Total:						2,222	2,222		0%
Division: 342 - Road Maintenance Total:								28,874	0%
Division: 344 - NPDES Storm Drain Total:	273,919	304,913	289,103	377,717	377,717	203,438	274,676	391,844	4%
Expenditure Total:	273,919	304,913	289,103	377,717	377,717	205,660	274,676	420,718	11%
Fund: 207 - NPDES Storm Water Fund Net Results	22,526	(53,881)	(30,190)	(104,435)	(53,062)	(196,248)	(1,394)	(96,590)	
Fund Balance, July 1	77,976	100,502	46,622	16,432	16,432		16,432	15,038	
Fund Balance, June 30	100,502	46,622	16,432	(88,003)	(36,630)		15,038	(81,552)	
Fund: 209 - Recreation Fund									
Revenue									
Division: 551 - Recreation Administration Total:	25,530	17,950	490,358	18,550	10,915	4,138	5,500	17,550	61%
Division: 552 - Senior Center Total:	372,734	384,153	270,294	339,200	31,664	18,305	24,401	224,220	608%
Division: 553 - Tiny Tots Total:	195,505	200,673	110,474	164,722	27,425	18,457	24,609	140,125	411%
Division: 554 - Youth Center Total:	54,157	36,277	26,713	34,065	5,700	1,336	1,781	34,340	502%
Division: 555 - Day Camp Total:	37,419	25,551	14,406	17,820	-	-	-	20,790	0%
Division: 556 - Performing Arts Total:	49,794	46,784	2,630	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	47,556	57,208	76,407	52,300	24,503	14,002	18,669	139,953	471%
Division: 558 - Memorial Hall Total:	5,000	1,250	10,982	7,832	-	2,500	3,333	7,594	0%
Division: 559 - Tennis Total:	410	370	674	500	-	32	42	350	0%
Revenue Total:	788,106	770,216	1,002,938	634,989	100,207	58,769	78,335	584,922	484%
399 - Transfers In	33,888	307,214	-	651,831	651,831	157,642	651,831	608,331	-7%
399 - Transfers In from Section 115 Pension Fund	-	-	-	11,704	-	-	-	-	0%
Sources Total	821,994	1,077,430	1,002,938	1,298,524	752,038	216,411	730,166	1,193,253	59%
Expenditures									
Division: 551 - Recreation Administration Total:	151,958	179,931	195,133	275,691	272,696	184,996	272,696	534,654	96%
Division: 552 - Senior Center Total:	428,472	467,615	438,540	497,560	182,601	136,263	182,601	448,819	146%
Division: 553 - Tiny Tots Total:	110,816	131,602	133,396	141,281	87,545	74,346	87,545	149,744	71%
Division: 554 - Youth Center Total:	146,125	149,165	140,656	215,255	93,545	81,778	93,545	216,749	132%
Division: 555 - Day Camp Total:	4,438	3,195	2,087	57,407	49,970	14,702	49,970	64,317	29%
Division: 556 - Performing Arts Total:	39,624	46,868	221	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	81,201	92,194	81,400	99,950	96,477	57,596	96,477	111,167	15%
Division: 558 - Memorial Hall Total:	3,869	5,092	10,587	7,380	11,741	10,877	11,741	10,900	-7%
Division: 559 - Tennis Total:	3,100	2,310	6,359	4,000	4,708	3,928	4,708	5,700	21%
Expenditure Total:	969,602	1,077,973	1,008,380	1,298,524	799,283	564,486	799,283	1,542,050	93%
Fund: 209 - Recreation Fund Net Results	(147,608)	(543)	(5,442)	-	(47,246)	(348,075)	(69,117)	(348,797)	
Fund Balance, July 1	192,778	45,170	63,585	58,143	58,143		58,143	(10,974)	
Fund Balance, June 30	45,170	44,627	58,143	58,143	10,898		(10,974)	(359,771)	
Fund: 212 - Building & Planning									
Revenue									
315 - Other Taxes	159	21	2	-	-	-	-	-	0%
323 - State Grants	-	-	-	160,000	160,000	-	160,000	205,000	28%
332 - Permits	762,459	386,019	310,704	342,000	342,000	210,200	342,000	487,000	42%
341 - Review Fees	262,891	226,729	353,919	255,000	255,000	169,556	255,000	850,000	233%
342 - Other Fees	81,516	85,479	63,816	50,700	50,700	30,581	50,700	50,700	0%
343 - Abatement Fees	6,500	-	-	-	-	-	-	-	0%
344 - Impact Fees	-	3,524	-	-	-	1,443	1,443	-	0%
370 - Interest and Investment Income	5,445	8,569	12,265	7,000	7,000	(422)	-	7,000	0%
383 - Reimbursements	-	-	7,360	-	-	-	-	-	0%
384 - Other Revenue	19,857	3,998	(449)	6,000	6,000	-	-	6,000	0%
Revenue Total:	1,138,827	714,339	747,616	820,700	820,700	411,359	809,143	1,605,700	96%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	1,138,827	714,339	747,616	820,700	820,700	411,359	809,143	1,605,700	96%
Expenditures									
Division: 461 - Planning Total:	276,037	423,288	431,016	499,903	499,903	270,393	344,039	838,219	68%
Division: 462 - Building Inspection Total:	754,848	565,775	645,050	811,435	811,435	375,296	496,156	889,537	10%
Division: 465 - Code Enforcement Total:	-	31	-	-	-	-	-	-	0%
Expenditure Total:	1,030,885	989,094	1,076,066	1,311,338	1,311,338	645,688	840,196	1,727,755	32%
Fund: 212 - Building & Planning Net Results	107,942	(274,755)	(328,450)	(490,638)	(490,638)	(234,329)	(31,053)	(122,055)	
Fund Balance, July 1	653,652	761,594	486,839	158,389	158,389		158,389	127,337	
Fund Balance, June 30	761,594	486,839	158,389	(332,248)	(332,248)		127,337	5,281	

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 213 - Refuse Management Fund									
Revenue									
323 - State Grants	66,513	66,161	111,950	60,060	60,060	46,116	60,060	60,060	0%
370 - Interest and Investment Income	4,071	6,383	7,176	6,000	6,000	1,014	6,000	6,000	0%
392 - Proceeds from Sale of Property	-	700	-	-	-	-	-	-	0%
Revenue Total:	70,584	73,244	119,125	66,060	66,060	47,130	66,060	66,060	0%
Expenditures									
Division: 344 - NPDES Storm Drain Total:	-	307,432	-	-	-	-	-	-	-
Division: 346 - Waste Reduction Total:	99,211	103,347	93,143	126,417	126,417	77,737	126,417	140,858	11%
Expenditure Total:	99,211	410,778	93,143	126,417	126,417	77,737	126,417	140,858	11%
Fund: 213 - Refuse Management Fund Net Results	(28,628)	(337,535)	25,983	(60,357)	(60,357)	(30,608)	(60,357)	(74,798)	
Fund Balance, July 1	713,366	684,738	309,195	335,178	335,178		335,178	274,821	
Fund Balance, June 30	684,738	347,204	335,178	274,821	274,821		274,821	200,023	
Fund: 214 - Solid Waste Fund									
Revenue									
370 - Interest and Investment Income	3,876	10,164	27,628	8,000	8,000	5,861	8,000	8,000	0%
383 - Reimbursements	247,457	314,229	375,749	360,000	360,000	281,999	360,000	360,000	0%
Revenue Total:	251,333	324,392	403,377	368,000	368,000	287,860	368,000	368,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	-	3,003	-	20,000	237,800	-	-	336,445	41%
Division: 343 - Facility Maintenance Total:	-	-	-	-	-	-	-	-	0%
Expenditure Total:	-	3,003	-	20,000	-	-	-	336,445	0%
Fund: 214 - Solid Waste Fund Net Results	251,333	321,390	403,377	348,000	368,000	287,860	368,000	31,555	
Fund Balance, July 1	582,031	833,364	1,154,754	1,558,131	1,558,131		1,558,131	1,926,131	
Fund Balance, June 30	833,364	1,154,754	1,558,131	1,906,131	1,926,131		1,926,131	1,957,686	
Fund: 215 - Measure C and J Fund									
Revenue									
324 - Other Grants	366,959	379,583	405,252	380,000	390,147	390,147	390,147	390,147	0%
370 - Interest and Investment Income	5,004	9,353	23,857	8,000	8,000	6,354	8,000	8,000	0%
Revenue Total:	371,963	388,936	429,109	388,000	398,147	396,501	398,147	398,147	0%
Expenditures									
Division: 117 - General Government Total:	-	47,049	-	48,930	48,930	48,930	48,930	48,930	0%
Division: 341 - Administration/Engineering Total:	127,060	77,280	82,819	113,668	113,668	82,035	113,668	120,487	6%
Division: 342 - Road Maintenance Total:	-	-	18,651	30,000	616,000	-	-	765,772	24%
Division: 343 - Facility Maintenance Total:	6,947	25,542	-	2,000	2,000	-	2,000	2,000	0%
Expenditure Total:	134,006	149,871	101,471	194,598	780,598	130,965	164,598	937,189	20%
Fund: 215 - Measure C and J Fund Net Results	237,957	239,065	327,638	193,402	(382,451)	265,537	233,549	(539,042)	
Fund Balance, July 1	1,016,913	1,254,870	1,493,935	1,821,573	1,821,573		1,821,573	2,055,122	
Fund Balance, June 30	1,254,870	1,493,935	1,821,573	2,014,975	1,439,122		2,055,122	1,516,080	
Fund: 225 - Asset Seizure-Adjudicated Fund									
Revenue									
351 - Fines and Forfeiture	1,251	2,989	5,000	-	-	-	-	-	0%
370 - Interest and Investment Income	826	1,339	2,139	-	-	238	500	-	0%
Revenue Total:	2,077	4,328	7,139	-	-	238	500	-	0%
Expenditures									
Division: 221 - Police Operations Total:	18,216	32,639	23,079	-	-	-	-	86,562	0%
Expenditure Total:	18,216	32,639	23,079	-	-	-	-	86,562	0%
Fund: 225 - Asset Seizure-Adjudicated Fund Net Results:	(16,139)	(28,311)	(15,940)	-	-	238	500	(86,562)	
Fund Balance, July 1			102,502	86,562	86,562		86,562	87,062	
Fund Balance, June 30			86,562	86,562	86,562		87,062	500	
Fund: 276 - Growth Impact Fund									
Revenue									
344 - Impact Fees	-	81,747	33,716	-	-	32,090	32,090	229,834	0%
370 - Interest and Investment Income	-	733	1,842	-	-	481	525	-	0%
Revenue Total:	-	82,480	35,557	-	-	32,572	32,615	229,834	0%
Expenditures									
Division: 344 - NPDES Storm Drain Total:	-	-	-	8,000	8,000	-	-	258,000	3125%
Expenditure Total:	-	-	-	8,000	8,000	-	-	258,000	3125%
Fund: 276 - Growth Impact Fund Net Results	-	82,480	35,557	(8,000)	(8,000)	32,572	32,615	(28,166)	
Fund Balance, July 1			73,367	108,924	108,924		108,924	141,539	
Fund Balance, June 30			108,924	100,924	100,924		141,539	113,373	
Fund: 285 - Housing Land Held for Resale									
Revenue									
342 - Other Fees	4,700	-	-	-	-	-	-	-	0%
370 - Interest and Investment Income	13,610	128,942	62,291	50,000	50,000	7,517	12,000	50,000	0%
381 - Rental Income	72,253	-	-	-	-	-	-	-	0%
384 - Other Revenue	5,500	5,795	750	-	-	-	-	-	0%
392 - Proceeds from Sale of Property	-	1,150	-	-	-	-	-	-	0%
393 - Loan/Bond Proceeds	15,024	156,645	44,892	55,000	1,805,000	52,694	1,805,000	1,683,692	-7%
Revenue Total:	111,086	292,531	107,933	105,000	1,855,000	60,211	1,817,000	1,733,692	-7%
Expenditures									
Division: 461 - Planning Total:	-	-	-	-	-	-	-	77,740	0%
Division: 464 - Housing Administration Total:	563,889	170,110	69,688	174,903	174,903	25,571	35,000	151,058	-14%
Expenditure Total:	563,889	170,110	69,688	174,903	174,903	25,571	35,000	228,798	31%
Fund: 285 - Housing Land Held for Resale Net Results	(452,803)	122,421	38,245	(69,903)	1,680,097	34,640	1,782,000	1,504,894	
Fund Balance, July 1	1,220,745	767,942	890,363	928,608	928,608		928,608	2,710,608	
Fund Balance, June 30	767,942	890,363	928,608	858,705	2,608,705		2,710,608	4,215,502	

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 310 - Lighting & Landscape Districts									
Revenue									
321 - Intergovernmental Taxes	34,798	36,854	39,746	42,780	42,780	23,389	42,780	54,768	28%
383 - Reimbursements						14,491	14,491	7,500	0%
399 - Transfers In	5,000	5,000	-	-	-	-	-	-	0%
Revenue Total:	39,798	41,854	39,746	42,780	42,780	37,880	57,271	62,268	46%
Expenditures									
Division: 347 - Landscape & Lighting PVR North Total:	17,784	17,776	18,297	21,380	21,380	11,910	15,880	32,315	51%
Division: 348 - Landscape & Lighting PVR South Total:	12,838	17,668	19,875	21,400	21,400	29,068	38,757	29,810	39%
Expenditure Total:	30,622	35,444	38,172	42,780	42,780	40,978	54,637	62,125	45%
Fund: 310 - Lighting & Landscape Districts Net Results	9,176	6,410	1,575	-	-	(3,098)	2,634	143	
Fund Balance, July 1	10,302	19,478	30,613	32,188	32,188		32,188	34,821	
Fund Balance, June 30	19,478	25,887	32,188	32,188	32,188		34,821	34,964	
Fund: 317 - Pinole Valley Caretaker Fund									
Revenue									
381 - Rental Income	15,000	15,000	15,000	15,000	15,000	11,250	15,000	15,000	0%
Revenue Total:	15,000	15,000	15,000	15,000	15,000	11,250	15,000	15,000	0%
Expenditures									
Division: 345 - Park Maintenance Total:	15,546	14,589	15,360	14,867	14,867	10,772	14,867	14,755	-1%
Expenditure Total:	15,546	14,589	15,360	14,867	14,867	10,772	14,867	14,755	-1%
Fund: 317 - Pinole Valley Caretaker Fund Net Results	(546)	411	(360)	133	133	478	133	245	
Fund Balance, July 1	185	(361)	51	(309)	(309)		(309)	(176)	
Fund Balance, June 30	(361)	51	(309)	(176)	(176)		(176)	69	
Fund: 324 - Public Facilities Fund									
Expenditures									
Division: 343 - Facility Maintenance Total:	22,738	39,230	50	60,000	60,000			60,000	0%
Division: 345 - Park Maintenance Total:	-	-	-	10,000	10,000			10,000	0%
Expenditure Total:	22,738	39,230	50	70,000	70,000	-	-	70,000	0%
Fund: 324 - Public Facilities Fund Net Results	(22,738)	(39,230)	(50)	(70,000)	(70,000)	-	-	(70,000)	
Fund Balance, July 1	607,023	584,285	545,055	545,005	545,005		545,005	545,005	
Fund Balance, June 30	584,285	545,055	545,005	475,005	475,005		545,005	475,005	
Fund: 325 - City Street Improvements									
Revenue									
323 - State Grants	-	5,183	535	-	-	36,348	36,348	-	0%
351 - Fines and Forfeiture	1,000	-	18	-	-	-	-	-	0%
383 - Reimbursements	-	20,609	-	-	-	1,417	1,417	-	0%
399 - Transfers In	225,000	200,000	250,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	226,000	225,792	250,553	250,000	250,000	287,764	287,765	250,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	1,781	57,421	45,622	1,779,103	1,335,698	207,310	276,413	1,133,105	-15%
Expenditure Total:	1,781	57,421	45,622	1,779,103	1,335,698	207,310	276,413	1,133,105	-15%
Fund: 325 - City Street Improvements Net Results	224,219	168,371	204,930	(1,529,103)	(1,085,698)	80,455	11,352	(883,105)	
Fund Balance, July 1	745,266	969,485	1,089,984	1,294,914	1,294,914		1,294,914	1,306,266	
Fund Balance, June 30	969,485	1,137,856	1,294,914	(234,189)	209,216		1,306,266	423,161	
Fund: 327 - Parks Grants (Measure WW)									
Revenue									
370 - Interest and Investment Income	146	266	533	-	-	84	84	-	
Revenue Total:	146	266	533	-	-	84	84	-	
Expenditures									
Division: 345 - Park Maintenance Total:	-	-	-	189,758	189,758	-	-	189,758	0%
Expenditure Total:	-	-	-	189,758	189,758	-	-	189,758	0%
Fund: 327 - Parks Grants (Measure WW) Fund Net Resu	146	266	533	(189,758)	(189,758)	84	84	(189,758)	
Fund Balance, July 1	24,493	24,638	24,904	25,437	25,437		25,437	25,522	
Fund Balance, June 30	24,638	24,904	25,437	(164,321)	(164,321)		25,522	(164,236)	
Fund: 377 - Arterial Streets Rehabilitation Fund									
Revenue									
383 - Reimbursements	-	35,631	-	-	-	-	-	-	0%
399 - Transfers In	250,000	200,000	250,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	250,000	235,631	250,000	250,000	250,000	250,000	250,000	250,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	-	1,302	125,202	796,000	643,281	219,732	292,977	775,297	21%
Expenditure Total:	-	1,302	125,202	796,000	643,281	219,732	292,977	775,297	21%
Fund: 377 - Arterial Streets Rehabilitation Fund Net Res	250,000	234,329	124,798	(546,000)	(393,281)	30,268	(42,977)	(525,297)	
Fund Balance, July 1	165,454	415,454	649,783	774,581	774,581		774,581	731,604	
Fund Balance, June 30	415,454	649,783	774,581	228,581	381,300		731,604	206,307	

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 500 - Sewer Enterprise Fund									
Revenue									
344 - Impact Fees	26,894	-	-	-	-	-	-	-	0%
363 - Sewer Enterprise Charges	6,494,206	7,210,207	7,093,734	7,535,971	7,728,471	4,411,589	7,728,471	7,797,500	1%
370 - Interest and Investment Income	47,274	109,003	277,807	113,000	100,000	44,584	100,000	100,000	0%
383 - Reimbursements	-	1,479	-	-	-	22,717	-	-	0%
384 - Other Revenue	-	148	-	-	-	-	-	-	0%
Revenue Total:	6,568,375	7,320,836	7,371,541	7,648,971	7,828,471	4,478,889	7,828,471	7,897,500	1%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	6,568,375	7,320,836	7,371,541	7,648,971	7,828,471	4,478,889	7,828,471	7,897,500	1%
Expense									
Division: 641 - Sewer Treatment Plant/Shared Total:	5,940,532	3,822,279	3,996,185	4,756,727	5,243,926	2,764,346	5,243,926	5,463,995	4%
Division: 642 - Sewer Collections Total:	908,691	892,637	906,883	2,531,388	3,399,288	656,766	3,399,288	2,191,594	-36%
Division: 644 - WPCP Equipment/Debt Service Total:	233,270	215,195	612,491	518,866	1,607,970	1,608,049	1,608,049	1,609,506	0%
Expense Total:	7,082,492	4,930,110	5,515,558	7,806,981	10,251,183	5,029,161	10,251,263	9,265,095	-10%
Fund: 500 - Sewer Enterprise Fund Net Results	(514,118)	2,390,726	1,855,983	(158,010)	(2,422,713)	(550,272)	(2,422,792)	(1,367,595)	
Fund Balance, July 1	10,868,491	10,354,373	17,928,844	19,784,827	19,784,827		19,784,827	17,362,035	
Fund Balance, June 30	10,354,373	12,745,099	19,784,827	19,626,817	17,362,114		17,362,035	15,994,440	
Fund: 505 - Cable Access TV									
Revenue									
314 - Franchise Taxes	36,910	32,702	28,833	35,000	26,486	19,506	26,486	52,972	100%
365 - Cable TV Charges	220,758	188,351	191,537	313,695	134,010	137,947	171,125	316,956	137%
383 - Reimbursements	-	-	-	-	-	341	341	-	0%
384 - Other Revenue	3,330	4,020	3,000	3,600	3,600	-	-	5,000	39%
399 - Transfers In	84,095	132,303	147,804	160,124	160,124	14,729	182,679	160,124	0%
Revenue Total:	345,093	357,375	371,175	512,419	324,220	172,523	380,631	535,052	65%
399 - Transfers In from Section 115 Pension Fund	-	-	-	26,890	-	-	-	-	0%
Sources Total	345,093	357,375	371,175	539,309	324,220	172,523	380,631	535,052	65%
Expense									
Division: 119 - Cable Access TV Total:	338,612	357,375	374,875	539,309	445,606	292,112	380,631	374,307	-16%
Division: 120 - Cable Access-Community Services Total:	-	-	-	-	-	-	-	1,401	0%
Division: 121 - Cable Access-Contract Services Total:	-	-	-	-	-	-	-	186,002	0%
Expense Total:	338,612	357,375	374,875	539,309	445,606	292,112	380,631	561,709	26%
Fund: 505 - Cable Access TV Net Results	6,481	-	(3,700)	-	(121,386)	(119,590)	(0)	(26,657)	
Fund Balance, July 1	(38,016)	(31,535)	(31,535)	(35,235)	(35,235)		(35,235)	(35,235)	
Fund Balance, June 30	(31,535)	(31,535)	(35,235)	(35,235)	(156,621)		(35,235)	(61,893)	
Fund: 525 - Information Systems									
Expense									
Division: 118 - Information Systems Total:	479,441	609,715	795,641	802,890	802,890	475,419	802,890	1,011,527	26%
461 - Indirect cost allocations	(472,846)	(609,715)	(795,641)	(802,890)	(802,890)	(475,419)	(802,890)	(1,011,527)	26%
Expense Total:	6,595	-	-	-	-	(0)	-	-	0%
Fund: 525 - Information Systems Surplus (Deficit):	(6,595)	-	-	-	-	0	-	-	
Fund Balance, July 1	(189,574)	(196,169)	(196,169)	(196,169)	(196,169)		(196,169)	(196,169)	
Fund Balance, June 30	(196,169)	(196,169)	(196,169)	(196,169)	(196,169)		(196,169)	(196,169)	
Fund: 700 - Pension Fund									
Revenue									
370 - Interest and Investment Income	-	924,669	1,010,988	-	-	2,004,493	2,120,754	-	0%
399 - Transfers In	-	16,287,510	-	-	-	-	-	-	0%
Revenue Total:	-	17,212,179	1,010,988	-	-	2,004,493	2,120,754	-	0%
Expense									
Division: 117 - General Government Total:	-	52,921	81,434	-	-	748,692	2,018,945	-	0%
Expense Total:	-	52,921	81,434	-	-	748,692	2,018,945	-	0%
Fund: 700 - Pension Fund Net Results	-	17,159,258	929,554	-	-	1,255,801	101,809	-	
Fund Balance, July 1	-	-	17,159,258	18,088,812	18,088,812		18,088,812	18,190,621	
Fund Balance, June 30	-	17,159,258	18,088,812	18,088,812	18,088,812		18,190,621	18,190,621	
Fund: 750 - Recognized Obligation Retirement Fund									
Revenue									
311 - Property Taxes	250,000	250,000	250,000	250,000	250,000	265,900	265,900	250,000	0%
370 - Interest and Investment Income	15,739	26,800	82,725	-	-	3,228	3,521	-	0%
384 - Other Revenue	-	1,232	-	-	-	-	-	-	0%
393 - Loan/Bond Proceeds	86,435	16,096	14,452	-	-	9,777	9,777	-	0%
Revenue Total:	352,174	294,128	347,176	250,000	250,000	278,905	279,198	250,000	0%
Expense									
Division: 463 - Successor Agency to RDA Total:	269,150	237,071	300,640	250,000	250,000	275,588	279,088	194,897	-22%
Expense Total:	269,150	237,071	300,640	250,000	250,000	275,588	279,088	194,897	-22%
Fund: 750 - Recognized Obligation Retirement Fund Net Results	83,023	57,057	46,536	-	-	3,317	110	55,103	

GENERAL FUND SUMMARY INCLUDES MEASURE S 2006 & 2014			2020-21 Revised Budget	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast
	2018-19 Actual	2019-20 Actual						
REVENUE								
PROPERTY TAX	3,837,167	4,514,755	4,146,109	4,230,162	4,642,585	5,649,469	5,801,568	5,959,970
SALES TAX	3,994,720	3,788,080	3,991,200	4,155,000	4,305,000	4,446,000	4,576,000	4,710,000
MEAS S 2006 & 2014 LOCAL SALES TAX	4,286,328	3,901,837	4,092,000	4,284,000	4,454,000	4,600,000	4,734,000	4,874,000
UTILITY USERS TAX	1,812,844	1,809,832	1,896,000	1,914,960	1,934,110	1,953,451	1,972,985	1,992,715
FRANCHISE TAX	735,311	750,001	750,000	757,500	765,075	772,726	780,453	788,258
INTERGOVERNMENTAL TAX	1,836,501	1,952,717	2,006,163	2,082,883	2,142,701	2,218,061	2,298,695	2,382,941
OTHER TAXES	884,757	826,359	785,000	800,700	816,714	833,048	849,709	866,703
CHARGES FOR SERVICES	967,318	1,260,013	1,306,115	1,371,421	1,428,005	1,498,155	1,571,813	1,649,154
OTHER REVENUE	2,367,313	1,116,846	541,818	527,205	545,039	552,800	560,715	568,790
ONE-TIME REVENUE			619,756	600,000	-			
TRANSFERS IN	6,290,688		1,933,025	1,257,758	1,531,256	1,662,338	1,837,715	2,180,481
Total Revenue	27,012,947	19,920,440	22,067,186	21,981,589	22,564,484	24,186,047	24,983,654	25,973,013
EXPENDITURES								
SALARIES	8,593,887	9,184,283	9,872,536	10,599,162	10,917,137	11,244,651	11,581,991	11,929,450
BENEFITS - PERS RETIRE	1,792,051	2,451,619	3,077,528	3,049,809	3,323,307	3,454,389	3,629,766	3,738,321
BENEFITS - OTHER	3,079,527	2,864,038	3,052,813	3,325,910	3,489,288	3,660,718	3,807,147	4,063,801
PROFESSIONAL SERVICES	2,033,715	2,284,342	2,706,141	2,787,325	2,870,945	2,957,073	3,045,785	3,137,159
OTHER OPERATING EXPENSES	472,703	1,176,125	377,332	300,468	307,341	314,406	321,670	329,136
ONE-TIME EXPENDITURES			1,126,380		22,500		22,500	
DEBT SERVICE	590,433	606,553	556,107	576,150	596,150	611,150	677,150	677,150
CAPITAL PROJECTS	211,292	429,470	2,040,649	315,000	324,450	334,184	344,209	354,535
TRANSFERS OUT	21,732,833	1,255,058	1,395,962	1,313,058	1,275,435	1,293,318	1,311,222	1,329,664
Total Expenditures	38,506,441	20,251,487	24,205,447	22,266,881	23,126,551	23,869,888	24,741,439	25,559,216
Surplus/Deficit	(11,493,493)	(331,047)	(2,138,261)	(285,292)	(562,067)	316,159	242,215	413,797
Fund Balance, July 1	23,478,448	11,984,955	11,653,908	8,567,045	8,062,536	7,389,543	7,658,503	7,831,085
Preliminary Fund Balance, June 30	11,984,955	11,653,908	9,515,647	8,281,753	7,500,469	7,705,702	7,900,718	8,244,882
General Reserves Adjustment			(948,601)	(219,217)	(110,926)	(47,200)	(69,633)	(61,841)
Fund Balance, June 30	11,984,955	11,653,908	8,567,045	8,062,536	7,389,543	7,658,503	7,831,085	8,183,041
Fund Balance, July 1	16,287,510	17,159,258	18,088,812	17,144,938	16,831,587	16,236,563	15,475,945	14,505,835
Revenues - Interest	924,669	1,010,988	1,049,151	994,406	976,232	941,721	897,605	841,338
Expenditure - Transfers Out	6,290,688	-	1,933,025	1,257,758	1,531,256	1,662,338	1,837,715	2,180,481
Expenditures	52,921	81,434	60,000	50,000	40,000	40,000	30,000	30,000
Pension Fund Balance, June 30	17,159,258	18,088,812	17,144,938	16,831,587	16,236,563	15,475,945	14,505,835	13,136,692
Fund Balance, July 1	2,386,489	7,137,963	7,457,116	8,629,431	9,079,073	9,455,794	9,783,340	10,145,057
Revenues - Interest	150,668	319,153	223,713	230,425	265,796	280,346	292,084	302,263
Revenues - Transfer In	4,600,806		948,601	219,217	110,926	47,200	69,633	61,841
General Reserve Balance, June 30	7,137,963	7,457,116	8,629,431	9,079,073	9,455,794	9,783,340	10,145,057	10,509,161

Department	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
CITY MANAGER					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	0.00	0.00	1.00	0.00
Management Analyst	0.00	0.00	0.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	1.00	4.00	3.00
CITY CLERK					
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	0.00	0.00	0.00	1.00
Administrative Assistant, <i>part-time</i>	0.48	0.48	0.48	0.48	0.48
Total Full-Time Equivalents (FTEs)	1.48	1.48	1.48	1.48	2.48
FINANCE DEPARTMENT					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	0.00	1.00	1.00	1.00	1.00
Accounting Specialist	2.00	1.00	1.00	1.00	1.00
Accounting Technician, <i>part-time</i>	0.00	0.48	0.48	0.48	0.48
Accounting Intern, <i>part-time/temporary</i>	0.48	0.00	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	3.48	3.48	3.48	3.48	3.48
HUMAN RESOURCES					
Assistant City Manager	1.00	1.00	1.00	0.00	0.00
Human Resources Director	0.00	0.00	0.00	0.00	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	1.00	2.00
GENERAL GOVERNMENT					
Management Analyst	1.00	1.00	1.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	1.00	0.00	0.00
POLICE DEPARTMENT					
SWORN					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	2.00	2.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	6.00	6.00	6.00
Police Officer	19.00	19.00	19.00	19.00	19.00
Sub-total Sworn	28.00	28.00	28.00	28.00	28.00
NON-SWORN					
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	0.96	0.96	1.00	1.00	1.00
Community Service Officer	0.96	0.96	0.96	0.96	0.96
Crossing Guards, <i>part-time/temporary</i>	0.50	0.50	0.50	0.50	0.50
Dispatcher	11.00	11.00	11.00	11.00	11.00
Lead Dispatcher	0.00	1.00	1.00	1.00	1.00
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Sub-total Non-Sworn	17.42	18.42	18.46	18.46	18.46
Total Full-Time Equivalents (FTEs)	45.42	46.42	46.46	46.46	46.46

Department	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
FIRE DEPARTMENT					
SWORN					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Battalion Chief	1.00	1.00	1.00	1.00	1.00
Fire Captain	3.00	3.00	3.00	3.00	5.00
Fire Engineer	3.00	3.00	3.00	3.00	3.00
Fire Fighter/Paramedic	3.00	3.00	3.00	3.00	3.00
Fire Fighter	3.00	3.00	3.00	3.00	3.00
Sub-total Sworn	14.00	14.00	14.00	14.00	16.00
NON-SWORN					
Administrative Assistant	0.48	0.00	0.00	0.00	0.00
Management Analyst	0.00	1.00	1.00	1.00	1.00
Sub-total Non-Sworn	0.48	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	14.48	15.00	15.00	15.00	17.00
PUBLIC WORKS					
Development Services Director/City Engineer	0.50	0.50	0.50	0.50	1.00
Management Analyst	0.00	0.00	0.00	0.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.00	0.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Park Caretaker	0.25	0.25	0.25	0.25	0.25
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	2.00	2.00	2.00	3.00
Public Works Maintenance Workers	7.00	7.00	7.00	7.00	8.00
Public Works Specialist	1.00	1.00	1.00	1.00	1.00
Senior Project Manager	1.00	1.00	1.00	1.00	1.00
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
WWTP Maintenance Mechanic	1.00	1.00	1.00	1.00	2.00
WWTP Operator	5.00	5.00	5.00	5.00	5.00
Water Pollution Control Plant Intern	0.46	0.46	0.46	0.46	0.46
Water Pollution Control Plant Operation Supervisor	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	24.21	24.21	24.21	23.21	27.71
COMMUNITY DEVELOPMENT					
Community Development Director	0.50	0.50	0.50	0.50	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
Building Inspector	0.00	0.00	0.00	1.00	1.00
Permit Technician	1.48	1.48	2.00	2.00	2.00
Senior Building Inspector	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	4.98	4.98	5.50	6.50	7.00
COMMUNITY SERVICES DEPARTMENT					
RECREATION					
Community Services Director	0.00	0.00	0.00	0.00	1.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Cook, <i>part-time/regular</i>	0.75	0.75	0.75	0.75	0.75
Recreation Coordinator	2.60	2.60	2.60	2.60	2.60
Recreation Leader	2.88	2.88	2.88	2.88	2.88
Recreation Leader [Tiny Tots]	1.13	1.13	1.13	1.13	1.13
Rental Facility Custodian, <i>part-time/temporary</i>	1.65	1.65	1.65	1.65	1.65
Senior Recreation Leader	1.50	1.50	1.50	1.50	1.50
Sub-total Recreation	11.50	11.50	11.50	11.50	12.50
PINOLE COMMUNITY TELEVISION (PCTV)					
Cable Access Coordinator	1.00	1.00	1.00	1.00	1.00
Cable Access Technician	1.00	1.00	1.00	1.00	1.00
Cable Equipment Operators	0.75	0.75	0.75	0.75	0.00
Sub-total Cable Access Television	2.75	2.75	2.75	2.75	2.00
Total Full-Time Equivalents (FTEs)	14.25	14.25	14.25	14.25	14.50
GRAND TOTAL ALL DEPARTMENTS	112.30	113.82	114.38	115.38	123.63

DEPARTMENT BUDGET
FY 2021-22
LABOR COST ALLOCATION PERCENTAGES

Position Title	Total Wages and Benefits	General Fund	Sewer Enterprise (WWTP)	Sewer Enterprise (Corp Yard)	Cable TV	Information Systems	Successor Agency	Housing Admin	Gas Tax Fund	Building Fund	Measure "S- 2014"	PSAF	SLESF	Storm Water	Recreation	Refuse Mgmt	Solid Waste	Measure "J"	Total
100-110 Council Members (5)	114,512	85,884	-	28,628	-	-	-	-	-	-	-	-	-	-	-	-	-	-	114,512
100-111 City Manager	427,523	179,560	21,376	106,881	-	-	76,954	21,376	-	21,376	-	-	-	-	-	-	-	-	427,523
100-111 Admin Assistant	143,786	57,514	28,757	28,757	-	-	-	-	21,568	7,189	-	-	-	-	-	-	-	-	143,786
100-112 City Clerk	185,846	152,393	-	-	-	-	33,452	-	-	-	-	-	-	-	-	-	-	-	185,846
100-113 Treasurer	10,577	7,933	-	2,644	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,577
100-115 Finance Director	309,327	188,690	46,399	-	-	-	58,772	15,466	-	-	-	-	-	-	-	-	-	-	309,327
100-115 Accountant	130,935	111,294	19,640	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	130,935
100-115 Accounting Specialist	105,965	90,070	15,895	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	105,965
100-115 Accounting Technician	33,873	28,792	5,081	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33,873
100-116 HR Specialist	112,590	101,331	11,259	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	112,590
100-221 Police Officer	165,601	76,176	-	-	-	-	-	-	-	-	-	-	89,425	-	-	-	-	-	165,601
100-221 Police Officer	215,339	10,767	-	-	-	-	-	-	-	-	-	204,572	-	-	-	-	-	-	215,339
100-221 Police Officer (Canine)	147,621	132,859	-	-	-	-	-	-	-	-	-	-	14,762	-	-	-	-	-	147,621
100-341 PW Director/City Eng	370,395	18,520	185,197	18,520	-	-	-	-	37,039	37,039	-	-	-	37,039	-	37,039	-	-	370,395
100-341 PW Specialist	172,422	34,484	-	43,105	-	-	-	-	25,863	34,484	-	-	-	17,242	-	17,242	-	-	172,422
100-341 Senior Project Manager	130,917	-	-	32,729	-	-	-	-	-	-	65,458	-	-	-	-	-	-	32,729	130,917
100-341 Management Analyst	144,377	28,875	-	-	-	-	-	-	28,875	-	28,875	-	-	28,875	-	-	28,875	-	144,377
100-342 PW Maint. Supervisor	148,860	59,544	-	-	-	-	-	-	-	-	29,772	-	-	-	-	-	29,772	29,772	148,860
100-343 Public Works Manager	235,771	117,885	-	47,154	-	-	-	-	11,789	-	-	-	-	47,154	-	11,789	-	-	235,771
100-343 PW Maint. Supervisor	179,068	80,580	-	44,767	-	-	-	-	8,953	-	-	-	-	35,814	-	8,953	-	-	179,068
100-343 Maintenance Workers (4)	425,239	127,572	-	85,048	-	-	-	-	42,524	-	-	-	-	85,048	-	21,262	-	63,786	425,239
100-343 Maintenance Worker (1)	121,649	-	-	-	-	-	-	-	-	-	121,649	-	-	-	-	-	-	-	121,649
100-343 Maintenance Worker (1)	116,119	58,060	-	-	-	-	-	-	-	-	58,060	-	-	-	-	-	-	-	116,119
209-551 Community Svcs Director	398,904	-	-	-	39,890	39,890	-	-	-	-	-	-	-	-	319,123	-	-	-	398,904
212-461 Community Development	310,954	77,738	-	-	-	-	-	77,738	-	155,477	-	-	-	-	-	-	-	-	310,954
212-461 Planning Manager	203,955	10,198	-	-	-	-	-	10,198	-	183,560	-	-	-	-	-	-	-	-	203,955
212-462 Permit Technician	126,894	63,447	-	-	-	-	-	-	-	63,447	-	-	-	-	-	-	-	-	126,894
500-642 PW Maint. Supervisor	155,817	-	-	116,863	-	-	-	-	7,791	-	-	-	-	15,582	-	7,791	-	7,791	155,817
500-642 Maintenance Workers (2)	235,627	-	-	176,721	-	-	-	-	11,781	-	-	-	-	23,563	-	11,781	-	11,781	235,627
																			-
	\$ 5,580,461	\$ 1,900,167	\$ 333,605	\$ 731,817	\$ 39,890	\$ 39,890	\$ 169,179	\$ 124,779	\$ 196,184	\$ 502,573	\$ 303,814	\$ 204,572	\$ 104,187	\$ 290,317	\$ 319,123	\$ 115,858	\$ 58,647	\$ 145,859	\$ 5,580,461

PERCENTAGE OF TOTAL 34% 6% 13% 1% 1% 3% 2% 4% 9% 5% 4% 2% 5% 6% 2% 1% 3% 100%

General Fund	Special Revenue	Sewer Enterprise	Successor Agency	Interanal Service	Measure S
1,900,167	\$ 2,062,099	\$ 1,065,421	\$ 169,179	\$ 79,781	\$ 303,814

	100-111	100-112	100-115	100-116	100-221	100-223	100-341	100-342	100-343	100-345	209-554	209-555	505-119	505-120	505-121	Total
100-111 Admin Assistant	35,946	7,189	7,189	-	-	-	7,189	-	-	-	-	-	-	-	-	57,514
100-221 Police Chief	-	-	-	-	293,344	32,594	-	-	-	-	-	-	-	-	-	325,938
100-221 Lieutenant	-	-	-	-	265,187	66,297	-	-	-	-	-	-	-	-	-	331,483
209-554 Recreation Leaders (Seasonal)	-	-	-	-	-	-	-	-	-	-	14,806	27,496	-	-	-	42,302
209-554 YC Recreation Coordinator	-	-	-	-	-	-	-	-	-	-	73,452	23,195	-	-	-	96,647
100-343 Maintenance Workers (4)	-	-	-	-	-	-	-	25,514	51,029	51,029	-	-	-	-	-	127,572
100-343 Maintenance Worker (1)	-	-	-	-	-	-	-	-	37,215	29,030	-	-	-	-	-	66,245
100-342 Maintenance Worker (1)	-	-	-	-	-	-	-	29,772	-	29,772	-	-	-	-	-	59,544
505-119 Cable Access Coordinator	-	-	-	-	-	-	-	-	-	-	-	-	114,901	658	77,877	193,436
505-119 Cable Access Technician	-	-	-	-	-	-	-	-	-	-	-	-	90,126	516	61,085	151,727

DEPARTMENT BUDGET
FY 2021-22
LABOR COST ALLOCATION PERCENTAGES

Position Title	Total Wages and Benefits	General Fund*	Sewer Enterprise (WWTP)	Sewer Enterprise (Corp Yard)	Cable TV	Information Systems	Successor Agency	Housing Admin	Gas Tax Fund	Building Fund	Measure "S-2014"	PSAF	SLESF	Storm Water	Recreation	Refuse Mgmt	Solid Waste	Measure "J"	Total
100-110 Council Members (5)	114,512	75%		25%															100%
100-111 City Manager	427,523	42%	5%	25%			18%	5%		5%									100%
100-111 Admin Assistant	143,786	40%	20%	20%					15%	5%									100%
100-112 City Clerk	185,846	82%					18%												100%
100-113 Treasurer	10,577	75%		25%															100%
100-115 Finance Director	309,327	61%	15%				19%	5%											100%
100-115 Accountant	130,935	85%	15%																100%
100-115 Accounting Specialist	105,965	85%	15%																100%
100-115 Accounting Technician	33,873	85%	15%																100%
100-116 HR Specialist	112,590	90%	10%																100%
100-221 Police Officer	165,601	46%											54%						100%
100-221 Police Officer	215,339	5%										95%							100%
100-221 Police Officer (Canine)	147,621	90%											10%						100%
100-341 PW Director/City Eng	370,395	5%	50%	5%					10%	10%				10%		10%			100%
100-341 PW Specialist	172,422	20%		25%					15%	20%				10%		10%			100%
100-341 Senior Project Manager	130,917	0%		25%							50%							25%	100%
100-341 Management Analyst	144,377	20%							20%		20%			20%			20%		100%
100-342 PW Maint. Supervisor	148,860	40%									20%						20%	20%	100%
100-343 Public Works Manager	235,771	50%		20%					5%					20%		5%			100%
100-343 PW Maint. Supervisor	179,068	45%		25%					5%					20%		5%			100%
100-343 Maintenance Workers (4)	425,239	30%		20%					10%					20%		5%		15%	100%
100-343 Maintenance Worker (1)	121,649	0%									100%								100%
100-343 Maintenance Worker (1)	116,119	50%									50%								100%
209-551 Community Svcs Director	398,904	0%			10%	10%	0%	0%							80%				100%
212-461 Community Development	310,954	25%						25%		50%									100%
212-461 Planning Manager	203,955	5%						5%		90%									100%
212-462 Permit Technician	126,894	50%								50%									100%
500-642 PW Maint. Supervisor	155,817	0%		75%					5%					10%		5%		5%	100%
500-642 Maintenance Workers (2)	235,627	0%		75%					5%					10%		5%		5%	100%
																			-
	\$ 5,580,461	34%	6%	13%	1%	1%	3%	2%	4%	9%	5%	4%	2%	5%	6%	2%	1%	3%	100%

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

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Department Budgets

The previous section included budget summaries at the fund level to show the total estimated funding available to support City services for FY 2021/22. This section shows how the City's funding sources are allocated to individual departments to fund their specific activities and programs.

The department sections are arranged in the following order:

- City Council
- City Treasurer
- City Manager
- City Attorney
- City Clerk
- Finance
- Human Resources
- Police
- Fire
- Public Works
- Community Development
- Community Services
- General Government

The following information is provided below in each department budget section: mission; major services and functions; FY 2020/21 key accomplishments; FY 2021/22 key priorities and projects; major changes in FY 2021/22 budget; position summary; budget summaries at the department and division levels; and major non-personnel expense details.

Mission

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

Vision

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

Mission

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

Goals

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

Major Services and Functions

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

FY 2020/21 Key Accomplishments

- Recognized many community members and organizations and promoted many worthy causes through proclamations and resolutions
- Approved new City policies, including those related to memorials, financial and investment policies, procurement, complete streets, park rules and bathroom

hours, and the Compensation and Benefits Plan for Management and Confidential Employees

- Approved the City of Pinole Strategic Plan 2020 – 2025 Implementation Action Plan
- Provided funding for a Citywide Organizational Assessment and Sanitary Sewer Collection System Master Plan
- Advocated for the City on regional and State policy matters, including through letters of support and opposition
- Provided direction to staff on the sale of surplus properties
- Completed the work of the Beautification Ad Hoc Committee and the Faria House Ad Hoc Committee and provided recommendations to Council
- Completed the election of a new Mayor and Mayor Pro Tem, made committee assignments, conducted a workshop for team building and staff priority setting, and reviewed and updated Council norms and meeting procedures
- Reviewed and approved development applications
- Undertook consideration of policy matters such as land acknowledgement
- Provided leadership on the effort to name the basketball court at Fernandez Park after David Patrick Underwood and repave and repaint the court
- Received consultant's presentation on the fire service delivery study and provided direction to staff on steps to fortify the City's fire service
- Received presentations from other government agencies on topics of interest to the community, including County Animal Services, Marin Clean Energy, and Contra Costa Health Services on recommended changes to response to mental health crises
- Provided financial assistance to the Chamber of Commerce, Pinole Seals, Pinole Community Players, and small businesses through the COVID-19 Small Business Assistance Program
- Created new laws to address COVID-19, including those to provide eviction protection and flexibility in temporary use permits
- Created new or updated existing ordinances, such as those addressing accessory dwelling units (ADUs) and the Water Efficient Landscape Ordinance (WELO)

FY 2021/22 Key Priorities and Projects

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

Major Changes in FY 2021/22 Budget

There are no major changes in the FY 2021/22 budget compared to the FY 2020/21 budget.

Position Summary

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

CITY COUNCIL BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	141,626	163,703	143,813	173,382	176,609	3,227	2%
Measure S 2014 - 106	12,800	46,600	5,900	5,900	5,900	-	0%
Total	154,426	210,303	149,713	179,282	182,509	3,227	2%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages -401	56,417	52,099	33,924	51,750	48,150	(3,600)	-7%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	42,694	44,619	31,413	45,814	64,691	18,877	29%
Total Personnel	99,111	96,717	65,337	97,564	112,841	15,277	14%
Services and Supplies							
Professional & Administrative Services - 42	74,226	133,532	97,595	103,690	95,595	(8,095)	-8%
Other Operating Expenses -43	814	1,042	1,069	1,030	1,030	-	0%
Total Services and Supplies	75,041	134,574	98,664	104,720	96,625	(8,095)	-8%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(19,727)	(22,746)	(16,061)	(24,855)	(28,628)	(3,773)	13%
General Liability Insurance - 46201	2	1,758	1,773	1,853	1,671	(182)	-11%
Total Indirect Cost Allocations	(19,725)	(20,988)	(14,288)	(23,002)	(26,957)	(3,955)	15%
Total	154,426	210,303	149,713	179,282	182,509	3,227	2%
EXPENDITURES BY PROGRAM							
City Council - 110	154,426	210,303	149,713	179,282	182,509	3,227	2%
Total	154,426	210,303	149,713	179,282	182,509	3,227	2%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 27,900	\$ -
Citywide organizational assessment	\$ -		
42201 Office Expense		\$ 500	\$ 500
4230X Travel and Training		\$ 7,900	\$ 7,900
ABAG (delegate)	\$250		
Allocated Appropriation (5 @ 500)	2,500		
CCC Mayor's Conference monthly dinners	1,200		
East Bay Division meetings	600		
Funding for council members on league committees	500		
League of California Cities Conference	1,900		
Mayors Conference-add'l Council attendees	100		
Mayor's travel expenses	600		
Other identified City sponsored events	250		
42401 Memberships		\$ 2,000	\$ 21,805
ABAG dues	\$5,300		
Bay Area News Group subscription	550		
CAER dues	550		
Contra Costa Mayor's Conference	1,400		
LAFCO dues	6,300		
League of California Cities East Bay Division	7,505		
Other Memberships	200		
42514 Special Department Expense		\$ 59,490	\$ 59,490
City Council meetings recorded by PCTV	\$56,490		
Mayoral Celebration expense	400		
Misc. supplies and food for meetings	1,000		
Other special department expenses	1,000		
West County Mayor's Breakfast meetings	600		
Total Professional/Administrative Services			\$ 89,695
4310X Utilities		\$ 1,030	\$ 1,030
Gas/Electric	\$ 980		
Water	50		

MEASURE S - 2014 FUND - 106

42101 Professional Services		\$ 5,900	\$ 5,900
Teambuilding and Strategic Planning	\$ 5,900		

Mission

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

Major Services and Functions

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

FY 2020/21 Key Accomplishments

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

FY 2021/22 Key Priorities and Projects

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

Major Changes in FY 2021/22 Budget

There are no major changes in the FY 2021/22 budget compared to the FY 2020/21 budget.

Position Summary

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

CITY TREASURER BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	10,866	8,592	5,679	9,479	8,692	(787)	-9%
Total	10,866	8,592	5,679	9,479	8,692	(787)	-9%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	3,004	5,574	6,014	8,400	8,400	-	0%
Employee Benefits - 410	10,593	5,098	1,318	2,244	2,027	(217)	-11%
Total Personnel	13,597	10,672	7,332	10,644	10,427	(217)	-2%
Services and Supplies							
Professional & Administrative Services - 42	625	250	250	760	760	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	625	250	250	760	760	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(3,357)	(2,602)	(2,060)	(2,090)	(2,644)	(554)	21%
Legal Charges - 46126	-	116	-	-	-	-	0%
General Liability Insurance - 46201	0	156	158	165	149	(16)	-11%
Total Indirect Cost Allocations	(3,356)	(2,330)	(1,903)	(1,925)	(2,495)	(570)	23%
Total	10,866	8,592	5,679	9,479	8,692	(787)	-9%
EXPENDITURES BY PROGRAM							
City Treasurer - 113	10,866	8,592	5,679	9,479	8,692	(787)	-9%
Total	10,866	8,592	5,679	9,479	8,692	(787)	-9%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
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

The City Manager department is comprised of the following divisions:

- Administration and Programs; and
- Information Technology

Mission

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

Major Services and Functions

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

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

In FY 2020/21, the City completed the citywide Organizational Assessment, which recommended a number of changes to the City's organization structure and staffing. The City will implement the recommendations in FY 2021/22, which include assigning to the City Manager's office some responsibilities that previously did not have a clear home in the organization structure, including communication and engagement and intergovernmental relations.

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

FY 2020/21 Key Accomplishments

- Oversaw the City's response to the coronavirus pandemic
- Supported the City Council in its development of policy on key community issues
- Created the Implementation Action Plan for the 2020-2025 Strategic Plan, and completed key first-year deliverables
- Completed the Organizational Assessment and prepared for a reorganization

- Oversaw City operations to ensure efficient and effective service delivery
- Supported City departments in the implementation of a number of process improvements and new policies
- Worked with local, regional, State, and federal agencies to advance Pinole's interests
- Spearheaded City communication and engagement with the community and other stakeholders
- The IT Division assessed departments' networks and equipment and implemented changes to allow for access to worksite servers and desktops for purposes of telecommuting due to the COVID-19 pandemic
- It also replaced outdated servers in the Police Department to increase efficiency and quicker access to information
- Upgraded the Wi-Fi coverage in City Hall, the Public Safety Building, and the Senior Center and installed Wi-Fi at the Youth Center and Memorial Center

FY 2021/22 Key Priorities and Projects

- Complete the following Strategic Plan strategies:
 - Economic Development Strategy
 - Communication and Engagement Plan
- Begin additional Strategic Plan strategies:
 - Establish a program to evaluate grant opportunities and capacity
 - Review citywide implementation of best practices and improve processes
 - Develop an interagency legislative advocacy program
- Oversee departments' completion of other Strategic Plan strategies
- Implement the City reorganization
- Increase the City Manager department's engagement with community members, community organizations, and businesses
- The IT Division will complete and implement an Information Technology Strategic Plan ("IT Plan"), which is one of the strategies in the Strategic Plan
- \$36,000 of funding has been included in the FY 2021/22 budget to evaluate the City's IT needs and service delivery model

Significant Special Projects for FY 2022/23 through FY 2025/26

- Complete Strategic Plan strategies

Major Changes in FY 2021/22 Budget

As a result of the departmental reorganization that the City is implementing in FY 2021/22, the Assistant City Manager position is being split into two positions, a Human Resources Director and a Community Services Director. Those positions will reside in departments outside the City Manager department. The City Manager department budget for FY 2021/22 will also include funding for two one-time projects, \$75,000 for a consultant to

complete the Communication and Engagement Plan and \$75,000 for a consultant to complete the Economic Development Strategy.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	0.00	0.00	1.00	0.00
Management Analyst	0.00	0.00	0.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	1.00	1.00
Total	1.00	1.00	1.00	4.00	3.00

Note that the Management Analyst and Administrative Assistant positions were shown in departments other than the City Manager department in budgets prior to FY 2020/21 and were moved to the City Manager department in FY 2020/21 to reflect their primary tasks more clearly.

CITY MANAGER BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual	Revised	Proposed	Proposed to	Proposed to
			Thru Mar-21	Budget	Budget	Revised	Revised
						\$ Change	% Change
REVENUE / FUNDING SOURCE							
General Fund - 100	163,510	206,565	468,364	539,543	562,709	23,166	4%
Total	163,510	206,565	468,364	539,543	562,709	23,166	4%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	238,221	281,967	467,506	648,808	424,892	(223,916)	-53%
Employee Benefits - 410	111,439	139,604	298,897	370,774	294,877	(75,897)	-26%
Total Personnel	349,660	421,571	766,403	1,019,582	719,769	(299,813)	-42%
Services and Supplies							
Professional & Administrative Services - 42	5,584	4,827	90,520	109,660	176,275	66,615	38%
Other operating Expenses - 43	1,138	1,430	1,440	1,425	1,425	-	0%
Total Services and Supplies	6,722	6,257	91,960	111,085	177,700	66,615	37%
Indirect Cost Allocations							
Admin Credits - 46121	(192,880)	(234,652)	(423,713)	(626,359)	(355,801)	270,558	-76%
General Liability Insurance - 46201	7	13,389	33,715	35,235	21,041	(14,194)	-67%
Total Internal Cost Allocations	(192,873)	(221,263)	(389,998)	(591,124)	(334,760)	256,364	-77%
Total	163,510	206,565	468,364	539,543	562,709	23,166	4%
EXPENDITURES BY PROGRAM							
City Manager - 110	163,510	206,565	468,364	539,543	562,709	23,166	4%
Total	163,510	206,565	468,364	539,543	562,709	23,166	4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ -	\$ 165,000
Consultant to complete Communication and Engagement Plan	\$75,000		
Consultant to complete Economic Development Strategy	75,000		
HDL Economic Development	15,000		
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		\$ 2,110	\$ 3,725
Bayfront Chamber Membership	1,000		
CCC Public Managers Association	500		
Municipal Management Association (MMANC)	75		
Professional Membership (ICMA and CCMF)	2,150		
42403 Dues & Pub/Advertising		\$ 1,500	\$ 1,500
North Shore on the Bay Trail Guide	\$1,500		
42506 Bonds		\$ 350	\$ 350
Bonds (CM & ACM)	\$350		
42514 Special Departmental		\$ 100,000	\$ -
Small Business Assistance Program	\$0		
Total Professional/Administrative Services			\$ 176,275
4310X Utilities		\$ 1,425	\$ 1,425
43103 Gas/Electric	\$ 1,300		
43102 Water	125		

INFORMATION SYSTEMS BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
REVENUE / FUNDING SOURCE							
Total	-	-	-	-	-	-	0%
EXPENDITURES BY CATEGORY							
Services and Supplies							
Professional & Administrative Services - 42	413,855	571,784	342,210	564,630	640,176	75,546	12%
Other Operating Expenses - 43	142,140	152,101	114,830	167,760	169,760	2,000	1%
Total Services and Supplies	555,995	723,886	457,040	732,390	809,936	77,546	10%
Capital Outlay							
Asset Acquisition/Improvement - 47	53,720	71,755	18,378	70,500	161,700	91,200	56%
Total Capital Outlay	53,720	71,755	18,378	70,500	161,700	91,200	56%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	24,765	36,215	39,890	3,675	9%
Information Systems (IS) Charges - 46	(609,715)	(795,641)	(500,183)	(839,105)	(1,011,526)	(172,421)	17%
Total Indirect Cost Allocations	(609,715)	(795,641)	(475,419)	(802,890)	(971,636)	(168,746)	17%
Total	-	-	-	-	0	0	0%
EXPENDITURES BY PROGRAM							
Information Systems - 118	609,715	795,641	475,419	802,890	971,636	168,746	17%
Total	609,715	795,641	475,419	802,890	971,636	168,746	17%
MEASURE S - 2014 FUND - 106							
Computer Equipment - 47102	-	-	-	-	-	-	0%
Software Purchases - 42510	54,964	21,748	-	36,700	42,600	5,900	14%
Total Measure S	54,964	21,748	-	36,700	42,600	5,900	14%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 205,900	\$ 247,120
Labor for phone system replacement	\$ 25,000		
Labor to implement management software for PD computers	560		
Labor to replace PD MDC's	9,000		
Labor to upgrade Versatile software	2,000		
Labor to Upgrade City Hall internet speed	560		
Managed IT support (Precision)	210,000		
42105 Network Maintenance		\$ 52,440	\$ 79,757
Network servers and hardware maintenance, including professional callouts.			
AWS hosting for SmartGeoTech	\$ 1,854		
Contra Costa County ACCJIN Network Fee	25,750		
Data backup protection for City Hall servers	12,298		
Data backup protection for Public Safety servers	10,300		
Firewall Maintenance for Public Safety	1,545		
Granicus (Web Streaming)	7,210		
Live Scan Maintenance	10,300		
Printer repair	1,030		
Sophos firewall annual maintenance & support	2,060		
Web Hosting ABAG/POST-ABAG	6,174		
Wi-Fi Service	1,236		
42106 Software Maintenance		\$ 192,790	\$ 194,899
Adobe maintenance/upgrade	\$ 3,605		
Adobe software for PCTV	618		
Agenda Management Software	7,000		
AMAG alarm software maintenance	515		
Cloud Storage for PD body cameras	15,450		
CrimeView desktop support	3,090		
Critical Reach maintenance	515		
ESRI- Ainfo, Aedito, Aview maintenance	20,600		
FileOnQ Support & maintenance	3,390		
Fire RMS support- Station 73	2,060		
Laserfiche Annual Maintenance/License	7,354		
Police Department Computer Management software	2,266		
Public Records Management Software	6,000		
RecDesk software	5,400		
Scala License for PCTV	1,185		
Sophos EndPoint for all workstations	9,991		
TrakIt support maintenance	26,700		
Tyler Incode license & fee maintenance	69,010		
Versatile Express & retention support	5,150		
Website Redesign product	5,000		
42107 Equipment Maintenance		\$ 49,700	\$ 49,700
Copier Lease and Maintenance (Xerox)	\$ 47,700		
Mailing System Meter Lease (Pitney Bowes)	2,000		
42510 Software Purchase & Subscriptions		\$ 63,800	\$ 68,700
Adobe Acrobat upgrade Licenses to 2017	\$ 15,000		
Copware Site License	300		
ManageEngine MDM (PD)	1,250		
Office 365 G3 License (150 Licenses)	36,000		
PD background checks (TLO, Transunion)	850		
Pinole Municode	500		
Realquest maintenance	10,000		
Recruiting software annual maintenance	4,800		

Total Professional/Administrative Services

\$ 640,176

43101 Communications**\$ 167,760 \$ 169,760**

AT&T AVPN circuit for I-80 sign project	\$ 2,760
AT&T voice service	101,200
Fire Department pagers	360
New internet service for Public Safety building	12,000
New internet service for the Corp Yard	6,000
Replace broken phones	1,000
Tiny Tots solar	600
Verizon cell service	45,840

47102 Computer Equipment**\$ 70,500 \$ 161,700**

Computer monitor replacement (PD)	\$ 2,400
Fiber data network evaluation (City Hall and Senior Center)	10,000
Phone system replacement (Citywide)	50,000
Police Department MDCs (Including docks and keyboards)	90,000
Replace old computers	7,200
Surface Pro and extra monitor for HR	2,100

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

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

47102 Computer Equipment**\$ - \$ -**

Tablet for Code Enforcement	-
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INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY**46124 IS Charges for Communication & Technology****\$ (839,105) \$ (1,011,526)**

Finance	[100-115]	\$ (1,916)
General Government	[100-117]	\$ (212,536)
Police Services	[100-222]	(377,959)
Police Dispatch	[100-223]	(41,687)
Fire Services	[100-231]	(85,408)
Public Works	[100-341]	(73,295)
Code Enforcement	[100-465]	(958)
Recreation	[209-551]	(58,680)
Planning	[212-461]	(958)
Development Services	[212-462]	(58,931)
Sewer WPCP	[500-641]	(46,799)
Sewer Collection (CY)	[500-642]	(24,681)
PCTV	[505-119]	(27,719)

Mission

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

Major Services & Functions

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

FY 2020/21 Key Accomplishments

- Drafted emergency declaration and related documents regarding COVID-19. Advised City on compliance with evolving health orders, and federal funding requirements
- Drafted eviction moratorium in response to COVID-19 pandemic and monitored similar laws enacted by the County and State
- Drafted urgency ordinance creating temporary use permit program to facilitate businesses operating outdoors in response to health orders
- Assisted staff with Code Enforcement matters, including obtaining abatement warrants authorizing City correction of major violations
- Revised City's procurement policy to ensure that City's contracts are awarded in a fair, efficient and ethical manner
- Chaired and coordinated multiple Municipal Code Update Subcommittee meetings
- Advised on disposition of redevelopment surplus properties and development projects throughout the City

FY 2021/22 Special Projects

- Prepare ordinances and resolutions to address City Council priorities
- Defend the City Police Department in Pitchess Motions and lawsuits, and claims not covered by the Municipal Pooling Authority
- Provide legal assistance and advice in labor, employment, and HR issues, as well as liability avoidance management practices
- Provide legal advice and representation to the City on development projects including multi-family housing developments, Pinole Shores II, and the sale of former RDA properties, and provide counsel to the City's Planning Commission

- Provide training on ethics and sexual harassment prevention to the City Council, Commissioners, and staff
- Draft City Procurement Policy Procedures Manual

Significant Special Projects for FY 2022/23 through FY 2025/26

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

Major Changes in FY 2021/22 Budget

Anticipating the amount of legal services needed by the City in any given year is difficult to predict. The proposed FY 2021/22 budget reflects the average of the actual City Attorney budget from the last five (5) fiscal years, which is a more accurate approach to budget setting than adding 3% to the prior year's budget which has been the practice in the past. The FY 2021/22 budget is an increase from the prior year, but reflects an anticipated increase in the need for legal services related to development projects and property dispositions, as well as, special projects. Finally, some legal costs incurred by the City are reimbursed to the General Fund and are not reflected in the proposed budget. Those include, but are not limited to, code enforcement, development projects and property dispositions, and successful defense of claims that have prevailing party attorney fee provisions. These reimbursements will help offset the actual cost of legal services for the City.

Position Summary

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

CITY ATTORNEY BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	282,959	434,833	226,796	384,136	310,200	(73,936)	-24%
Measure S 2014 - 106	25,282	27,318				-	0%
Total	308,241	462,151	226,796	384,136	310,200	(73,936)	-24%
EXPENDITURES BY CATEGORY							
Legal Services							
Attorney Services - 42102	509,176	721,388	375,835	699,010	564,000	(135,010)	-24%
Total Legal Services	509,176	721,388	375,835	699,010	564,000	(135,010)	-24%
Indirect Cost Allocations							
Administrative Credits - 46121	(179,054)	(259,237)	(149,039)	(289,874)	(228,800)	61,074	-27%
Developer Reimbursements - 46121	(21,881)			(25,000)	(25,000)	-	0%
Total Indirect Cost Allocations	(200,935)	(259,237)	(149,039)	(314,874)	(253,800)	61,074	-24%
Total	308,241	462,151	226,796	384,136	310,200	(73,936)	-24%
EXPENDITURES BY PROGRAM							
City Attorney - 114	308,241	462,151	226,796	384,136	310,200	(73,936)	-24%
Total	308,241	462,151	226,796	384,136	310,200	(73,936)	-24%

MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2020-2021 FY 2021-2022

42102 Attorney Services - General Fund		\$ 699,010	\$ 564,000
General legal services for FY 2021-22	\$529,000		
Muni Code Updates - <i>previously Measure S 2014 funded</i>	35,000		

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Mission

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

Major Services and Functions

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

- Provide accurate and timely minutes for 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
- Administration of the City's Public Records Act Program
- Codification of Pinole Municipal code
- Provide Excellent Customer Service to members of the community & staff

FY 2020/21 Key Accomplishments

- Implementation of Virtual Public Meeting Format and Procedures in Response to COVID-19 Pandemic Using Zoom Software
- Implementation of DocuSign for City Contract Routing in Response to Remote Working Conditions of Employees Due to the COVID-19 Pandemic
- Implementation of GovQA Software for Online Public Records Request Management Portal
- Implementation of Laserfiche electronic management software for the City Clerk's records and continued progress on city-wide records conversion project
- Timely and Accurate Delivery of 30 Council, Successor Agency, and Finance Committee transcriptions
- Prepared 27 Meeting Packets

- Prepared 127 Legislative Actions & 18 Proclamations
- Municipal Code Updated On-Line with Each Ordinance Adoption
- Processed and Responded to 60+ Formal Public Records Requests by Mid-Year

FY 2021/22 Key Priorities and Projects

- Improve Transparency and Safe Access to Public Meetings by Providing a Hybrid Public Meeting Format that Would Allow In-person as well as Remote Participation
- Manage Implementation of New Records and Agenda Management System Program
- Strengthen City-wide Records Management Program and Retention/Destruction practices

Significant Special Projects for FY 2022/23 through FY 2025/26

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

Major Changes in FY 2021/22 Budget

The Preliminary Proposed FY 2021/22 budget contains one significant change from the current year's budget, which is the addition of one new full-time position, a Deputy City Clerk.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	0.00	0.00	0.00	1.00
Admin Assistant <i>part-time</i>	0.48	0.48	0.48	0.48	0.48
Total	1.48	1.48	1.48	1.48	2.48

CITY CLERK BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	235,966	183,241	174,298	250,145	450,391	200,246	44%
Total	235,966	183,241	174,298	250,145	450,391	200,246	44%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	144,142	150,203	112,953	158,503	257,446	98,943	38%
Employee Benefits- 410	54,347	41,955	30,026	42,801	116,744	73,943	63%
Total Personnel	198,489	192,157	142,979	201,304	374,190	172,886	46%
Services and Supplies							
Professional & Administrative Services - 42	68,380	14,077	38,716	63,115	88,115	25,000	28%
Other Operating Expenses - 43	1,213	1,549	1,570	1,600	1,600	-	0%
Total Services and Supplies	69,592	15,626	40,287	64,715	89,715	25,000	28%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(32,120)	(24,542)	(22,116)	(31,537)	(33,452)	(1,915)	6%
Admin Debits - 46122	-	-	4,811	6,959	7,189	230	3%
General Liability Insurance - 46201	5	-	8,337	8,704	12,749	4,045	32%
Total Internal Cost Allocations	(32,115)	(24,542)	(8,968)	(15,874)	(13,514)	2,360	-17%
Total	235,966	183,241	174,298	250,145	450,391	200,246	44%
EXPENDITURES BY PROGRAM							
City Clerk - 112	235,966	183,241	174,298	250,145	450,391	200,246	44%
Total	235,966	183,241	174,298	250,145	450,391	200,246	44%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 30,000	\$ 55,000
Filming and imaging of permanent records	\$ 2,000		
Pinole Municipal Code codification and update	2,000		
Laserfiche Records update	26,000		
Citywide historical records conversion	25,000		
42201 Office Expense		\$ 1,600	\$ 1,600
Misc. office expenses & proclamations and certificates	\$1,600		
4230X Travel and Training		\$ 6,000	\$ 6,000
City Clerk's New Law/Election Seminar/misc	\$ 3,400		
Annual Conference	\$ 1,600		
Travel expense / Mileage	1,000		
42401 Memberships		\$ 340	\$ 340
CCAC Dues	\$ 130		
IIMC Member Dues	135		
MMANC Member dues	75		
42506 Bonds		\$ 175	\$ 175
42514 Special Department Expense		\$ 25,000	\$ 25,000
CCC Elections	\$ 22,500		
Public Notices	2,500		
Total Professional/Administrative Services			\$ 88,115
4310X Utilities		\$ 1,600	\$ 1,600
Gas/Electric	\$ 1,500		
Water	100		

Mission

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

Major Services and Functions

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

FY 2020/21 Key Accomplishments

- Developed the City's first Long Term Financial Plan
- Adopted annual budget by June 30th
- Completed Annual Financial Report by December 31st
- Prepared the Successor Agency Annual ROPS for approval by the County Oversight Board and submitted to the State Department of Finance by February 1st
- Ensured financial policy and procedures are current and align with best practices
- Received an unqualified opinion for annual financial statements
- Received California Society of Municipal Finance Officers Budget Excellence Award
- Received Government Finance Officers Association Excellence in Financial Reporting Award
- 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
- Submitted financial policies to City Council for annual review

FY 2021/22 Special Projects

- Conduct a comprehensive fee study and cost allocation plan
- Explore an array of revenue generating opportunities
- Continue to update and document financial procedures

Significant Special Projects for FY 2022/23 – FY 2025/26

- Expand Long-Term Financial Plan to include all City funds
- Explore an array of revenue generation and opportunities to cover costs
- Assist with establishing a program to evaluate grant opportunities and capacity
- Assist with developing an approach to funding infrastructure maintenance and improvements

Major Changes in FY 2021/22 Budget

There are not any major changes to the Finance department budget for FY 2021/22.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	0.00	0.00	1.00	1.00	1.00
Accounting Specialist	2.00	2.00	1.00	1.00	1.00
Accounting Technician, <i>PT</i>	0.00	0.00	0.48	0.48	0.48
Accounting Intern, <i>PT/Temp</i>	0.48	0.48	0.00	0.00	0.00
Total	3.48	3.48	3.48	3.48	3.48

FINANCE BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	482,018	389,347	419,755	537,712	554,890	17,178	3%
Measure S 2006 - 105	616	2,246	300	2,433	2,450	17	1%
Measure S 2014 - 106	1,450	2,246	300	2,433	2,450	17	0%
Total	484,084	393,838	420,355	542,578	559,790	17,212	3%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	356,683	389,335	249,436	300,321	409,073	108,752	27%
Overtime - 402	1,035	12	-	2,500	2,212	(288)	-13%
Employee Benefits - 410	133,521	154,317	59,042	151,360	149,159	(2,201)	-1%
Total Personnel	491,239	543,664	308,478	454,181	560,444	106,263	19%
Services and Supplies							
Professional & Administrative Services - 42	118,818	73,249	162,297	223,874	125,040	(98,834)	-79%
Other Operating Expenses - 43	3,069	3,915	3,943	3,300	4,800	1,500	31%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	121,887	77,164	166,241	227,174	129,840	(97,334)	-75%
Indirect Cost Allocations							
Admin Credits - 46121	(133,175)	(160,509)	(85,315)	(169,901)	(161,253)	8,648	-5%
Admin Debits - 46122	-	-	4,811	6,959	7,189	230	3%
Information Systems (IS) Charges - 46	-	-	-	-	1,916	1,916	100%
Legal Charges - 46126	4,121	1,921	4,931	2,000	2,000	-	0%
Insurance General Liability - 46201	12	19,926	21,209	22,165	19,654	(2,511)	-13%
Total Indirect Cost Allocations	(129,042)	(138,663)	(54,363)	(138,777)	(130,494)	8,283	-6%
Total	484,084	482,166	420,355	542,578	559,790	17,212	3%
EXPENDITURES BY PROGRAM							
Finance - 115	484,084	482,166	420,355	542,578	559,790	17,212	3%
Total	484,084	482,166	420,355	542,578	559,790	17,212	3%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 206,290	\$ 107,090
Auditing Services	\$ 44,935		
GASB 68 PERS Report(5 reports @\$850)	4,250		
Preparation of State Controllers Report	5,505		
Armored car treasury services	2,800		
CA Municipal Statistics (CAFR schedule)	500		
HdL Property Tax Analysis	8,500		
HdL Sales Tax Analysis	5,600		
Comprehensive Fess Study & Cost Allocation Plan	30,000		
OPEB Valuation Report	5,000		
42201 Office Expense		\$ 5,200	\$ 5,700
Miscellaneous Office Expenses	\$ 2,500		
Year End Tax Forms	1,100		
Check stock	1,500		
Printing Services	600		
4230x Travel and Training		\$ 2,800	\$ 2,100
CSMFO annual conference	\$ 1,100		
Staff Training	1,000		
42401 Memberships		\$ 505	\$ 595
ICMA Dues	\$ 200		
CMTA Dues	95		
CSMFO dues	110		
GFOA dues	190		
42506 Admin Exp/Bonds		\$ 250	\$ 250
Bonds	\$ 250		
42510 Software Subscription		\$ 3,308	\$ 3,750
eCivis Cost Allocation Software subscription	3,750		
42514 Special Department Expense		\$ 655	\$ 655
GFOA CAFR review and certification	\$ 505		
CSMFO budget review and award	150		
Total Professional/Administrative Services			\$ 120,140
4310X Utilities		\$ 3,300	\$ 4,800
Water - 43102	\$ 300		
Electricity & Power - 43103	4,500		
MEASURE S - 2006 FUND - 105			
42101 Professional Services		\$ 2,433	\$ 2,450
Measure S Audit (105)	\$ 1,200		
Sales Tax Analysis	1,250		
MEASURE S - 2014 FUND - 106			
42101 Professional Services		\$ 2,433	\$ 2,450
Measure S Audit (106)	\$ 1,200		
Sales Tax Analysis	1,250		

The Human Resources Department is comprised of the following divisions:

- Personnel Management; and
- Risk Management

Mission

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

Major Services and Functions

The Human Resources Department provides service and advice to the City departments in recruitment and selection, classification and compensation administration, benefits administration, performance evaluation, employee engagement and development, employee and labor relations, and the City's Workers' Compensation, wellness, and safety programs. The City has not had a clear, singular home for the citywide coordination of risk management. The recent Organizational Assessment recommended placing responsibility for that activity in the Human Resources Department. As such, beginning in FY 2021/22, the department will have a Risk Management Division, which will coordinate and monitor all of the City's risk management activities, which include insurance, Workers' Compensation, worker safety, and claims. This involves careful collaboration with other departments that are closely involved in these issues, including the City Attorney and City Clerk, as well as operational departments.

FY 2020/21 Key Accomplishments

- Developed and updated eight Citywide COVID-19 Policies and Procedures
- Commenced and will complete negotiations for Local 1230, Local 1, and AFSCME by June 30, 2021
- Developed the Employee Appreciation & Recognition Policy
- Developed a Citywide Condolence Policy
- Conducted 15 recruitments (reviewed over 250 applications) and open enrollment, and continued other essential services during COVID-19
- Assisted in the development and approval of the Compensation and Benefits Plan for management and confidential employees
- Purchased and implemented labor costing software
- Purchased software and hardware to issue employee identification badges

FY 2021/22 Priorities and Projects

- Continue to recruit to fill vacancies
- Complete an employee attraction, retention, and development plan, including analyzing the City's classification and compensation system

Significant Special Projects for FY 2022/23 through FY 2025/26

Human Resources will create a survey to identify employee satisfaction, what keeps employees, and what attracts candidates to the City. The information will be used to develop and implement an attraction and retention plan for existing and future employees.

Major Changes in FY 2021/22 Budget

The Human Resources Department budget for FY 2021/22 includes one significant change relative to the FY 2020/21 budget. Per the recommendations of the Organizational Assessment completed in 2021, the City will budget for a full-time, dedicated Human Resources Director position. This function had been performed in the past by the Assistant City Manager, who also performed many other, non-human resources functions.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Assistant City Manager	1.00	1.00	1.00	0.00	0.00
Human Resources Director	0.00	0.00	0.00	0.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	1.00	2.00

HUMAN RESOURCES BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	392,207	430,578	178,584	308,934	473,624	164,690	35%
Total	392,207	430,578	178,584	308,934	473,624	164,690	35%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	298,719	308,612	59,196	86,579	266,400	179,821	68%
Overtime - 402	519	29	-	-	-	-	0%
Employee Benefits - 410	108,323	128,291	16,585	22,612	138,087	115,475	84%
Total Personnel	407,560	436,931	75,781	109,191	404,487	295,296	73%
Services and Supplies							
Professional & Administrative Services - 42	68,600	92,712	58,792	138,229	65,454	(72,775)	-111%
Other Operating Expenses - 43	910	1,159	1,161	1,420	1,750	330	19%
Total Services and Supplies	69,509	93,872	59,952	139,649	67,204	(72,445)	-108%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(113,816)	(116,498)	(11,229)	(17,092)	(11,259)	5,833	-52%
Administrative Debits - 46122	-	-	49,530	72,431	-	(72,431)	-100%
Legal Charges - 46126	28,944	-	-	-	-	-	0%
General Liability Insurance - 46201	9	16,272	4,550	4,755	13,192	8,437	64%
Total Indirect Cost Allocations	(84,863)	(100,225)	42,851	60,094	1,933	(58,161)	-3009%
Total	392,207	430,578	178,584	308,934	473,624	164,690	35%
EXPENDITURES BY PROGRAM							
Human Resources - 116	392,207	430,578	178,584	308,934	473,624	164,690	35%
Total	392,207	430,578	178,584	308,934	473,624	164,690	35%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 112,242	\$ 37,383
Bartel Actuarial Services (CALPERS section 115)	\$ 2,000		
Basic Pacific Admin	540		
CPS tests	500		
Flexible Spending Plan-TASC	600		
IEDA	28,243		
Misc	2,500		
Pre-employment exams-Concentra	3,000		
42102 Attorney Services		\$ -	\$ 5,000
RGS Review of Police MOU	\$ 5,000		
4110 Fingerprinting		\$ 600	\$ 600
42201 Office Expense		\$ 500	\$ 500
Miscellaneous Office Supplies	\$500		
4230X Travel and Training		\$ 9,437	\$ 12,456
Covers the cost of minimal training workshops covering employee relations issues, workers compensation, ADA and family leave			
Leadership Academy	\$ 1,500		
Other Travel and Training/Conferences	10,956		
42401 Memberships		\$ 1,920	\$ 440
SHRM	\$ 440		
42506 Bond		\$ 175	\$ -
Bond	\$ -		
42510 Software Purchases		\$ 4,580	\$ -
NeoGov Annual License/Maintenance (moved to IT FY22)	\$ -		
42514 Special Department Expense		\$ 8,775	\$ 9,075
Employee BBQ	\$1,300		
Employee Recognition	2,700		
Legal Posting	575		
Recruitment Advertising	4,500		
Total Professional/Administrative Services			\$ 65,454
4310X Utilities		\$ 1,420	\$ 1,750
43103 Gas/Electric	\$ 1,600		
43102 Water	150		

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

- Operations; and
- Support Services

Mission

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

Major Services and Functions

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

FY 2020/21 Key Accomplishments

- Incorporated new employee wellness efforts that directly correlate to the police services provided to the community.
- Provided social intelligence, implicit bias, and de-escalation trainings for officers.
- Engaged with the community through the “Be the Change” program.
- Established the Asher Model program which emphasizes officer/employee wellness as an organization with offering employees with a meal prep program, on duty workout using the onsite gym, Cordico Wellness App, therapy dog Milo, and dispatch quiet room.
- Received the Motorola Excellence Tech Award for the Video Reporting Program.

FY 2021/22 Key Priorities and Projects

- Continue to provide exemplary police services to the community of Pinole through the COVID-19 challenges.
- Continue to offer the various wellness programs to employees through all aspects of the Asher Model program.
- Participate in the International Association of Chiefs of Police learning collaborative on officer wellness.

Significant Special Projects for FY 2022/23 through FY 2025/26

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

Major Changes in FY 2021/22 Budget

There are no major changes in the FY 2021/22 budget compared to the FY 2020/21 budget. The FY 2021/22 budget uses City funding to retain the two Police Officer positions that had previously been funded by the West Contra Costa Unified School District (WCCUSD) to be assigned as School Resource Officers (SROs).

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	2.00	2.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	6.00	6.00	6.00
Police Officer	19.00	19.00	19.00	19.00	19.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Services Specialist	0.96	0.96	1.00	1.00	1.00
Community Services Officer	0.96	0.96	0.96	0.96	0.96
Crossing Guards, <i>part-time/temporary</i>	0.50	0.50	0.50	0.50	0.50
Dispatcher	11.00	11.00	11.00	11.00	11.00
Lead Dispatcher	0.00	1.00	1.00	1.00	1.00
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Total	45.42	46.42	46.46	46.46	46.46

POLICE BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	6,246,852	6,097,423	4,812,799	7,438,345	7,532,437	94,092	1%
Measure S 2006 - 105	1,428,127	1,478,641	1,043,568	1,408,432	1,844,668	436,236	24%
Measure S 2014 - 106	15,695	456,641	126,748	193,641	221,513	27,872	13%
Public Safety Augmentation Fund - 203	131,658	179,741	107,851	189,512	204,574	15,062	7%
Police Grants Fund - 204	255,638	304,023	102,033	152,305	-	(152,305)	-100%
Traffic Safety Fund - 205	7,674	6,399	564	19,719	20,261	542	3%
Supplemental Law Enforcement Services Fund - 206	101,008	60,170	70,862	97,897	104,188	6,291	6%
Asset Seizure Adjudicated Fund - 225	32,639	23,079	-	-	86,562	86,562	100%
Total	8,219,291	8,606,116	6,264,425	9,499,851	10,014,203	514,352	5%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	4,155,616	4,217,476	3,136,891	4,769,072	4,954,490	185,418	4%
Overtime - 402	627,173	700,366	498,438	659,799	478,197	(181,602)	-38%
Employee Benefits - 410	2,088,364	2,201,644	1,683,008	2,543,190	2,591,194	48,004	2%
Total Personnel	6,871,152	7,119,486	5,318,337	7,972,061	8,023,881	51,820	1%
Services and Supplies							
Professional & Administrative Services - 42	590,608	453,462	302,566	623,993	990,065	366,072	37%
Other Operating Expenses - 43	59,526	68,382	50,165	62,550	64,250	1,700	3%
Materials & Supplies - 44	93,061	63,894	43,183	87,000	87,000	-	0%
Total Services and Supplies	743,194	585,738	395,914	773,543	1,141,315	367,772	32%
Capital Outlay							
Asset Acquisition/Improvement - 47	326,824	340,062	54,616	142,080	143,180	1,100	1%
Total Capital Outlay	326,824	340,062	54,616	142,080	143,180	1,100	1%
Debt Service							
Debt Principal and interest - 48	49,782	-	-	-	-	-	0%
Total Debt Service	49,782	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46	(300,044)	(319,879)	(223,006)	(377,222)	(407,650)	(30,428)	7%
Administrative Debits - 46	300,044	319,879	223,006	377,222	407,653	30,431	7%
IS Charges - 46	209,304	274,763	189,174	308,418	419,646	111,228	27%
Legal Charges - 46	11,032	15,005	9,695	20,000	20,000	-	0%
General Liability Insurance - 46	8,004	271,063	296,689	283,749	266,178	(17,571)	-7%
Total Indirect Cost Allocations	228,339	560,831	495,558	612,167	705,827	93,660	13%
Total	8,219,291	8,606,116	6,264,425	9,499,851	10,014,203	514,352	5%
EXPENDITURES BY PROGRAM							
Police Operations - 221	5,234,534	5,353,674	3,928,701	5,994,745	6,175,993	181,248	3%
Police Support Services - 222	902,310	976,505	703,532	1,192,832	1,636,673	443,841	27%
Police West Bay Communications Center - 223	1,718,128	1,905,346	1,458,734	2,042,353	2,077,088	34,735	2%
Police Grants Program - 227	364,320	370,591	173,459	269,921	124,449	(145,472)	-117%
Total	8,219,291	8,606,116	6,264,425	9,499,851	10,014,203	514,352	5%

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	2,444,001	2,137,954	1,611,416	2,559,149	2,705,367	146,218	5%
Overtime - 402	7,952	-	212,339	296,938	244,658	(52,280)	-21%
Employee Benefits - 410	1,145,663	1,069,029	757,314	1,347,218	1,241,897	(105,321)	-8%
Total Salary & Benefits	3,597,617	3,206,983	2,581,068	4,203,305	4,191,922	(11,383)	0%
Services and Supplies							
Professional & Administrative Services - 42	195,168	204,443	141,809	179,487	200,987	21,500	11%
Materials & Supplies - 44	92,118	61,488	42,907	85,500	85,500	-	0%
Total Services and Supplies	287,285	265,931	184,716	264,987	286,487	21,500	8%
Capital Outlay							
Asset Acquisition/Improvement - 47	22,905	84	-	24,180	25,280	1,100	0%
Total Capital Outlay	22,905	84	-	24,180	25,280	1,100	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(300,044)	(319,879)	(223,006)	(377,222)	(407,650)	(30,428)	7%
Legal Charges - 46126	10,724	15,005	9,695	20,000	20,000	-	0%
General Liability Insurance - 46201	7,928	142,138	170,191	151,551	144,660	(6,891)	-5%
Total Indirect Cost Allocations	(281,392)	(162,737)	(43,119)	(205,671)	(242,990)	(37,319)	15%
Total	3,626,415	3,310,261	2,722,665	4,286,801	4,260,699	(26,102)	-1%

Asset Seizure-Adjudicated - 225

Professional & Administrative Services - 42	32,639	23,079	-	-	86,562	86,562	100%
Total	32,639	23,079	-	-	86,562	86,562	100%

MEASURE S-2006 FUND - 105

Salaries & Wages - 401	357,784	595,434	499,126	720,748	765,445	44,697	6%
Overtime - 402	378,973	370,849	103,983	103,505	103,955	450	0%
Employee Benefits - 410	317,970	450,380	392,116	526,158	588,761	62,603	11%
Professional & Administrative Services - 42	91,922	415	5,550	13,300	13,300	-	0%
Asset Acquisition/Improvement - 47	281,448	12,255	-	-	-	-	0%
General Liability Insurance - 46201	29	47,353	42,793	44,721	42,697	(2,024)	-5%
Total Measure S-2006 Fund	1,428,127	1,476,686	1,043,568	1,408,432	1,514,158	105,726	7%

MEASURE S-2014 FUND - 106

Salaries & Wages - 401	10,693	-	-	-	-	-	0%
Overtime - 402	-	62,321	-	-	-	-	0%
Employee Benefits - 410	5,000	0	-	-	-	-	0%
Professional & Administrative Services - 42	1	1	-	-	-	-	0%
Asset Acquisition/Improvement - 47	-	301,585	54,616	110,000	110,000	-	0%
General Liability Insurance - 46201	1	-	-	-	-	-	0%
Total Measure S-2014 Fund	15,695	363,908	54,616	110,000	110,000	-	0%

PUBLIC SAFETY AUGMENTATION FUND - 203

Administrative Debits - 46122	131,658	179,741	107,851	189,512	204,574	15,062	7%
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MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 51,712	\$ 51,712
Applicant Processing/Recruiting	\$ 16,000		
EBRCSA Contract - Radios (63)	\$ 35,712		
42107 Equipment Maintenance		\$ 33,600	\$ 35,100
Radio Repairs	\$ 3,000		
Vehicle Maintenance	9,000		
Vehicle Repairs	18,000		
Vehicle Washing	5,100		
4230X Travel and Training		\$ 40,800	\$ 60,800
Firearms Range Rental	\$ 10,800		
State of CA -- P.O.S.T.	30,000		
Officer Wellness (42304)	20,000		
42401 Memberships		\$ 3,175	\$ 3,175
CA Crime Prevention Officers Assn	\$ 120		
CA Peace Officers Assn.	320		
CA Police Chief's Assn.	800		
County Police Chiefs' Assn.	1,500		
International Assn. of Police Chiefs	200		
National Assn. of Town Watch	35		
Police Executive Research Forum	200		
42514 Special Department Expense		\$ 50,200	\$ 50,200
Ammunition and firearm repair	\$ 9,800		
Body cameras, tablets, and docking stations	4,900		
Canine expenses	20,000		
Crime Scene Processing/Field Testing Supplies	7,300		
Miscellaneous Supplies	8,200		
Total Professional/Administrative Services			\$ 200,987
44301 Fuel		\$ 73,000	\$ 73,000
44410 Safety Clothing		\$ 12,500	\$ 12,500
Part-time employee uniforms	\$ 3,500		
Protective Vests	9,000		
47101 Equipment		\$ 24,180	\$ 25,280
Ballistic Shield	\$ 2,500		
EBRCSA Equipment	\$ 20,940		
Patrol Rifle	1,840		
MEASURE S-2006 FUND - 105			
42107 Equipment Maintenance		\$ 4,050	\$ 4,050
MDC Repairs	\$ 1,650		
Vehicle Maintenance	1,350		
Vehicle Repairs	1,050		
42510 Software Purchase		\$ 6,000	\$ 6,000

Lefta systems subscription	\$ 6,000		
42514 Special Department Expense		\$ 3,250	\$ 3,250
Gunshot trauma kits	\$ 700		
Miscellaneous Supplies	2,550		
Total Professional/Administrative Services			\$ 13,300
MEASURE S-2014 FUND - 106			
47104 Vehicles		\$ 110,000	\$ 110,000
1 Vehicle	\$ 55,000		
1 Vehicle <i>(carryover)</i>	\$ 55,000		

GENERAL FUND - 100
POLICE SUPPORT SERVICES - 222**EXPENDITURE SUMMARY**

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	258,886	262,850	178,352	289,189	305,712	16,523	5%
Overtime - 402	52	-	-	-	-	-	0%
Employee Benefits - 410	140,276	131,292	101,185	147,884	160,405	12,521	8%
Total Salary & Benefits	399,214	394,142	279,537	437,073	466,117	29,044	6%
Services and Supplies							
Professional & Administrative Services - 42	226,580	174,372	132,429	365,185	279,685	(85,500)	-31%
Other Operating Expenses - 43	48,424	56,953	41,788	52,150	53,850	1,700	3%
Materials & Supplies - 44	943	2,406	276	1,500	1,500	-	0%
Total Services and Supplies	275,947	233,731	174,493	418,835	335,035	(83,800)	-25%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	24,699	-	400	400	-	0%
Debt Principal & Interest - 48	49,782	-	-	-	-	-	0%
Total Capital Outlay	49,782	24,699	-	400	400	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	177,050	241,431	162,173	237,002	377,959	140,957	37%
Legal Charges -46126	308	-	-	-	-	-	0%
General Liability Insurance - 46201	9	14,768	15,196	15,881	15,139	(742)	-5%
Total Indirect Cost Allocations	177,367	256,200	177,369	252,883	393,098	140,215	36%
Total	902,310	908,771	631,400	1,109,191	1,194,650	85,459	7%
MEASURE S-2006 FUND - 105							
Professional & Administrative Services - 42	0	0	-	0	330,510	330,510	100%
Total Measure S-2006 Fund	-	-	-	-	330,510	330,510	100%
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	-	55,964	48,902	69,095	70,893	1,798	3%
Employee Benefits - 410	-	8,471	19,883	11,048	37,109	26,061	70%
Professional & Administrative Services - 42	-	12	-	-	-	-	0%
General Liability Insurance - 46201	-	3,286	3,347	3,498	3,511	13	0%
	-	67,734	72,132	83,641	111,513	27,872	25%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 163,530	\$ 163,530
Children's interview center	3,500		
Contra Costa County Jail fees	49,600		
County Crime Lab Services	58,000		
EBCRSA Contract - radios (5)	2,880		
Family Justice Center	500		
Miscellaneous Professional Services	4,050		
SART Exams	5,000		
Smart Guardian	10,000		
Video Surveillance System	30,000		
42105 Network Maintenance		\$ 96,500	\$ -
CAD/RMS City of San Pablo (Moved to fund 105)	-		
42106 Software Maintenance		\$ 28,000	\$ 28,000
Police Dispatch and Records Mgmt Software (Tyler)	28,000		
42107 Equipment Maintenance		\$ 6,050	\$ 7,050
Crime prevention vehicle maintenance	1,000		
Radio Repairs	250		
Vehicle Maintenance	4,000		
Vehicle Repairs	1,500		
Vehicle Washing	300		
42108 Maintenance Structure/Imp		\$ 23,065	\$ 23,065
Bldg Maintenance	1,075		
Elevator Service (NEC)	650		
HVAC Maintenance (City Mechanical)	1,850		
Janitorial Service (UBS)	17,365		
Janitorial Supplies (UBS)	1,700		
Pest control (Western Exterminator)	425		
42201 Office Expense		\$ 19,520	\$ 24,520
Community outreach office expenses	5,000		
Copier Supplies	500		
Office Supplies	12,720		
Postage & Equipment (Pitney)	3,000		
Printing Services (Concord)	800		
Printing Services (Eagle)	2,500		
42301 Travel and Training		\$ 10,100	\$ 10,100
Conferences (CALNENA)	\$1,000		
Meetings	500		
Non POST training	5,600		
POST training	3,000		

42401 Memberships		\$ 420	\$ 420
California Criminal Justice	\$ 75		
CLEARs	50		
C.A.P.E.	45		
IAPE	50		
Nat'l Emergency Number Assn	200		
42501 Bank Fees		\$ 1,000	\$ 1,000
42514 Special Department Expense		\$ 17,000	\$ 22,000
Community outreach promotional items	\$ 5,000		
Photographic supplies	500		
Lab supplies, mandated processing material	375		
Crime scene supplies	5,700		
GSR processing	5,335		
Fire extinguisher replacement	380		
Misc. special department expenses	4,710		
Total Professional/Administrative Fees			\$ 279,685
4310X Utilities		\$ 52,150	\$ 53,850
Electricity & Gas (PG&E)	\$ 48,000		
Water (EBMUD)	3,800		
Cable	2,050		
44301 Fuel		\$ -	\$ -
44410 Safety Clothing		\$ 1,500	\$ 1,500
Aramark Uniform Service			
47101 Equipment		\$ 400	\$ 400
Fax Machine	400		
47104 Vehicles		\$ -	\$ -

GENERAL FUND - 100**POLICE DISPATCH WEST BAY COMMUNICATIONS CENTER - 223****EXPENDITURE SUMMARY**

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Revised Budget	FY 2021/22 Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	883,763	966,336	725,784	1,011,536	1,099,793	88,257	8%
Overtime - 402	236,238	216,529	174,598	251,400	129,584	(121,816)	-94%
Employee Benefits - 410	425,192	477,603	397,054	487,065	562,202	75,137	13%
Total Salary & Benefits	1,545,194	1,660,469	1,297,435	1,750,001	1,791,579	41,578	2%
Services and Supplies							
Professional & Administrative Services - 42	39,700	41,002	22,778	59,221	74,721	15,500	21%
Other Operating Expenses - 43	11,102	11,430	8,377	10,400	10,400	-	0%
Total Services and Supplies	50,801	52,432	31,155	69,621	85,121	15,500	18%
Capital Outlay							
Asset Acquisition/Improvement - 47	22,471	-	-	-	-	-	0%
Total Capital Outlay	22,471	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	67,378	79,969	44,292	89,813	98,891	9,078	9%
IS Charges - 46124	32,254	33,332	27,001	71,416	41,687	(29,729)	-71%
General Liability Insurance - 46126	29	52,190	58,851	61,502	59,810	(1,692)	-3%
Total Indirect Cost Allocations	99,661	165,490	130,144	222,731	200,388	(22,343)	-11%
Total	1,718,128	1,878,391	1,458,734	2,042,353	2,077,088	34,735	2%

MEASURE S - 2006 FUND - 105

Professional & Administrative Services - 42

	-	1,955	-	-	-	-	0%
Total	-	1,955	-	-	-	-	0%

MEASURE S - 2014 FUND - 106

Overtime - 40201

	-	25,000	-	-	-	-	0%
Total	-	25,000	-	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 9,645	\$ 9,645
800 MHz radio system maintenance	\$ 4,265		
EBCRSA Contract - 5 radios	\$ 2,880		
Language Interpretation Services	2,500		
42105 Network Maintenance		\$ 11,926	\$ 11,926
Cad/RMS (City of San Pablo)	\$ 11,926		
42106 Software Maintenance		\$ 12,000	\$ 12,000
Police Dispatch and Records Mgmt Software (Tyler)	\$ 12,000		
42107 Equipment Maintenance		\$ 5,500	\$ 21,000
Call recorder/logger maintenance	\$ 14,000		
Dispatch headset/cord replacement	1,265		
Stancil maintenance	3,000		
General equipment maintenance	2,735		
42108 Maintenance Structure/Imp		\$ 6,500	\$ 6,500
Elevator Service	\$ 127		
HVAC Maintenance	241		
Janitorial Services	5,318		
Janitorial Supplies	757		
Pest Control Service	56		
42201 Office Expense		\$ 2,000	\$ 2,000
General Office Supplies	\$ 2,000		
4230X Travel and Training		\$ 10,000	\$ 10,000
Non-POST training	\$1,500		
Meetings associated with dispatch function	500		
Conference attendance for APCO, PSAP, CLEWOA	1,000		
POST training	3,000		
Dispatcher Training	4,000		
42401 Memberships		\$ 150	\$ 150
WBCC portion of costs for APCO and CLEWOA participation.	\$ 150		
42514 Special Department Expense		\$ 1,500	\$ 1,500
DOJ fingerprints and background investigations on applicants.	\$ 1,500		
Total Professional/Administrative Services			\$ 74,721
4310X Utilities		\$ 10,400	\$ 10,400
43103 Electricity & Gas (PG&E)	\$ 9,500		
43102 Water (EBMUD)	800		
43105 Cable	100		
47102 Computer Equipment		\$ -	\$ -

POLICE GRANT FUND - 204
POLICE GRANTS PROGRAM - 227**EXPENDITURE SUMMARY**

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	194,184	194,234	73,310	112,595	-	(112,595)	-100%
Overtime - 402	3,957	25,667	7,518	7,956	-	(7,956)	-100%
Employee Benefits- 410	53,286	64,162	15,248	23,029	-	(23,029)	-100%
Total Salary & Benefits	251,428	284,062	96,076	143,580	-	(143,580)	-100%
Services and Supplies							
Professional & Administrative Services - 42	4,203	7,519	-	2,500	-	(2,500)	-100%
Total Services and Supplies	4,203	7,519	-	2,500	-	(2,500)	-100%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	1,438	-	-	-	-	0%
Total Capital Outlay	-	1,438	-	-	-	-	0%
Indirect Cost Allocations							
General Liability Insurance- 46201	7	11,003	5,956	6,225	-	(6,225)	-100%
Total Indirect Cost Allocations	7	11,003	5,956	6,225	-	(6,225)	-100%
Total	255,638	304,023	102,033	152,305	-	(152,305)	-100%
TRAFFIC SAFETY FUND - 205							
Salaries & Wages - 401	6,303	4,704	-	6,760	7,280	520	7%
Employee Benefits - 410	977	707	209	788	820	32	4%
Professional & Administrative Services - 42	394	663	-	4,300	4,300	-	0%
Asset Acquisition/Improvement - 47	-	-	-	7,500	7,500	-	0%
General Liability Insurance -46201	0	325	355	371	361	(10)	-3%
Total Indirect Cost Allocations	7,674	6,399	564	19,719	20,261	542	3%
SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND - 206							
Administrative Debits - 46122	101,008	60,170	70,862	97,897	104,188	6,291	6%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42107 Equipment Maintenance		\$ 500	\$ -
Crime prevention vehicle maintenance.	\$ -		
4230X Travel & Training		\$ 2,000	\$ -
Registration	\$ -		
Mileage or Air	0		
TRAFFIC SAFETY FUND - 205			
42107 Equipment Maintenance		\$ 2,000	\$ 2,000
Lidar repair & Supplies	\$ 2,000		
42514 Special Department Expense		\$ 2,300	\$ 2,300
Citation printing	\$ 2,300		
Total Professional/Administrative Services			\$ 4,300
47101 Equipment		\$ 7,500	\$ 7,500
Repair/Replace Traffic Cameras	\$ 7,500		

Mission

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

Major Services and Functions

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

FY 2020/21 Key Accomplishments

- Responded to over 2,700 calls for service.
- Led the City’s operational response to the coronavirus pandemic.
- Filled key vacancies in the Battalion Chief, Captain, Engineer, and Firefighter positions.
- Updated the City’s Emergency Operations Plan (EOP) per the City’s Strategic Plan (Goal #1, Strategy #2).
- Recommended a revised fire service delivery model to the City Council, in response to the Pinole Regional Fire Service Study and emerging regional partnership opportunities, per the City’s Strategic Plan (Goal #1, Strategy #4).
- Deployed a new Type 1 apparatus (fire engine) into service.
- Completed phase 3 of backlogged fire prevention inspections (phase 1 = state-mandated; phase 2 = commercial; phase 3 = multi-family dwelling; phase 4 = miscellaneous to include mixed-use, retail, etc.).
- Collaborated with the Community Services Department to enable a COVID-19-safe cooling center at the Senior Center during summer 2020.

FY 2021/22 Key Priorities and Projects

- Fill key vacancies (Administrative Fire Captain, Fire Prevention Captain) as approved by Council per the revised fire service delivery model recommendations.
- Review, prioritize, and implement the revised fire service delivery model as appropriate.
- Implement new information systems for incident response, narcotics tracking, payroll, policies and procedures management, incident report management, and training.

- Provide career development training classes for staff, particularly company and chief officer certification.

Significant Special Projects for FY 2022/23 through FY 2025/26

- Restore the Community Emergency Response Team (CERT) program per the City's Strategic Plan (Goal #1, Strategy #3).

Major Changes in FY 2021/22 Budget

The FY 2021/22 budget increases for the Fire Department are primarily related to the addition of two positions – the Administrative Captain in Q1 and the Fire Prevention Captain in Q3 – as well as fully funding the department's wildfire mitigation efforts. There will be overlap between the Fire Prevention Captain and the current fire prevention contractor in Q3/Q4 for onboarding and training, which accounts for some additional expenditure; however, with the subsequent elimination of the fire prevention contract, the Fire Prevention Captain position will become a net cost-saving measure for the department in FY 2022/23 and afterward. Those net savings, combined with cost-recovery efforts assigned to the Administrative Captain, will also offset the net cost of the Administrative Captain.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Fire Chief	1.00	1.00	1.00	1.00	1.00
Battalion Chief	1.00	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00	5.00
Fire Engineer	3.00	3.00	3.00	3.00	3.00
Firefighter/Paramedic	3.00	6.00	6.00	6.00	6.00
Firefighter	3.00	0.00	0.00	0.00	0.00
Management Analyst	0.48	1.00	1.00	1.00	1.00
Total	14.48	15.00	15.00	15.00	17.00

FIRE BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	2,716,433	3,195,023	3,371,461	4,605,122	3,925,759	(679,363)	-17%
Measure S 2006 - 105	743,819	1,018,699	277,335	760,659	681,234	(79,425)	-12%
Measure S 2014 - 106	298,801	301,089	227,891	444,489	445,249	760	0%
Total	3,759,053	4,514,811	3,876,687	5,810,270	5,052,242	(758,028)	-15%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	1,548,155	1,710,437	1,121,651	1,842,260	2,045,545	203,285	10%
Overtime - 402	330,145	471,902	413,975	433,611	303,510	(130,101)	-43%
Employee Benefits - 410	860,471	1,038,920	827,740	1,339,520	1,476,955	137,435	9%
Total Personnel	2,738,771	3,221,259	2,363,366	3,615,391	3,826,010	210,619	6%
Services and Supplies							
Professional & Administrative Services - 42	640,483	684,184	341,655	821,704	823,150	1,446	0%
Other Operating Expenses - 43	52,691	61,102	47,115	53,600	53,600	-	0%
Materials & Supplies - 44	26,969	65,351	17,098	66,000	66,000	-	0%
Total Services and Supplies	720,142	810,637	405,867	941,304	942,750	1,446	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	168,113	200,019	940,700	1,047,600	72,600	(975,000)	-1343%
Total Capital Outlay	168,113	200,019	940,700	1,047,600	72,600	(975,000)	-1343%
Debt Service							
Debt Principal and interest - 48	70,433	70,433	-	-	-	-	0%
Total Debt Service	70,433	70,433	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46	(130,593)	(77,878)	-	-	-	-	0%
Administrative Debits - 46	130,593	77,878	-	-	-	-	0%
IS Charges - 46	60,159	88,571	46,172	79,977	85,408	5,431	6%
Legal Charges - 46	1,376	15,347	6,615	10,000	10,000	-	0%
General Liability Insurance - 46	58	108,543	113,966	115,998	115,474	(524)	0%
Total Indirect Cost Allocations	61,593	212,462	166,754	205,975	210,882	4,907	2%
Total	3,759,053	4,514,811	3,876,687	5,810,270	5,052,242	(758,028)	-15%
EXPENDITURES BY PROGRAM							
Fire Operations - 231	3,759,053	4,514,811	3,876,687	5,810,270	5,052,242	(758,028)	-15%
Total	3,759,053	4,514,811	3,876,687	5,810,270	5,052,242	(758,028)	-15%

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	1,125,141	1,324,743	838,504	1,290,283	1,483,550	193,267	13%
Overtime - 402	47,136	-	395,987	414,448	290,024	(124,424)	-43%
Employee Benefits - 410	690,084	828,632	668,450	927,988	1,110,615	182,627	16%
Total Salary & Benefits	1,862,361	2,153,374	1,902,941	2,632,719	2,884,189	251,470	9%
Services and Supplies							
Professional & Administrative Services - 42	569,305	604,053	326,866	702,644	739,090	36,446	5%
Other Operating Expenses -43	52,691	61,102	47,115	53,600	53,600	-	0%
Materials & Supplies - 44	26,969	65,351	17,098	66,000	66,000	-	0%
Total Services and Supplies	648,964	730,506	391,078	822,244	858,690	36,446	4%
Capital Outlay							
Asset Acquisition/Improvement - 47	12,941	60,283	940,700	975,000	-	(975,000)	-100%
Total Capital Outlay	12,941	60,283	940,700	975,000	-	(975,000)	-100%
Indirect Cost Allocations							
Admin Debits - 46122	130,593	77,878	-	-	-	-	0%
IS Charges - 46124	60,159	88,571	46,172	79,977	85,408	5,431	6%
Legal Services - 46126	1,376	15,347	6,615	10,000	10,000	-	0%
General Liability Insurance - 46201	38	69,062	83,954	85,182	87,472	2,290	3%
Total Indirect Cost Allocations	192,166	250,859	136,741	175,159	182,880	7,721	4%
Total	2,716,433	3,195,023	3,371,461	4,605,122	3,925,759	(679,363)	-17%
MEASURE S-2006 FUND - 105							
Salaries & Wages - 401	229,020	158,390	142,207	357,577	351,751	(5,826)	-2%
Overtime - 402	283,010	471,902	17,988	19,163	13,486	(5,677)	-42%
Employee Benefits - 410	129,022	169,043	82,793	264,619	199,246	(65,373)	-33%
Professional & Administrative Services - 42	52,609	58,169	14,549	26,560	26,560	-	0%
Asset Acquisition/Improvement - 47	110,304	139,736	-	72,600	72,600	-	0%
Debt Principal - 48101	67,000	68,695	-	-	-	-	0%
Debt Interest - 48102	3,433	1,738	-	-	-	-	0%
Administrative Credits - 46121	(130,593)	(77,878)	-	-	-	-	0%
General Liability Insurance - 46201	14	28,903	19,797	20,140	17,591	(2,549)	-14%
Total	743,819	1,018,699	277,335	760,659	681,234	(79,425)	-12%
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	193,994	227,304	140,940	194,400	210,244	15,844	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	41,365	41,245	76,496	146,913	167,094	20,181	12%
Professional & Administrative Services - 42	18,569	21,962	240	92,500	57,500	(35,000)	-61%
Asset Acquisition/Improvement - 47	44,868	-	-	-	-	-	0%
General Liability Insurance - 46201	6	10,578	10,215	10,676	10,411	(265)	-3%
Total	298,801	301,089	227,891	444,489	445,249	760	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 403,104	\$ 439,550
Annual Physicals	\$ 15,200		
CCC Cupa	500		
CCC Fire Protection District- Dispatch	167,446		
Crisis Resolution	5,000		
EBRCSA Radio contract -29 radios	16,704		
Fire Prevention - 4Leaf	200,000		
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		\$ 53,600	\$ 53,600
Medical Supplies	\$ 39,200		
Medic CD (\$1,200 x12)	14,400		
42106 Software Maintenance		\$ 15,000	\$ 15,000
Controlled Substance Software-Annual	\$ 9,000		
Fire RMS Support	\$ 6,000		
42107 Equipment Maintenance		\$ 77,100	\$ 77,100
3-4 Add'l Ipad Communication Radios for Apparatus	\$ 12,000		
Apparatus Maintenance	40,000		
SCBA Hydrostatic Testing	10,100		
Miscellaneous tools/parts	10,000		
SCBA Maintenance	5,000		
42108 Maintenance Structure/Imp		\$ 14,370	\$ 14,370
Landscape Contract	\$ 4,320		
Elevator Contract	800		
Heating and air contract	3,850		
Janitorial Supplies	4,950		
Pest Control Contract	450		
42201 Office Expense		\$ 4,000	\$ 4,000
New Office furniture	\$ 4,000		
4230X Travel and Training		\$ 56,845	\$ 56,845
Annual Training	\$ 48,700		
Training for Analyst/Dept	4,000		
EMT Recerts (\$37 x 5)	185		
Paramedic Recerts (\$240 x 9)	2,160		
EMS Reference Books	1,300		
Air and Mileage	500		

42401 Memberships		\$ 625	\$ 625
42512 Weed Abatement		\$ 70,000	\$ 70,000
Increased abatement for brush removal (City property)	\$ 65,300		
Weed Abatement Campaign (private property)	4,700		
42514 Special Department Expense		\$ 8,000	\$ 8,000
Miscellaneous Special Department Expenses	8,000		
Total Professional/Administrative Services			\$ 739,090
4310X Utilities		\$ 50,600	\$ 50,600
43103 PG&E	\$ 40,000		
43102 EBMUD	10,000		
43101 Comcast	500		
43101 Telephone	100		
43201 Property Tax		\$ 3,000	\$ 3,000
44301 Fuel		\$ 25,000	\$ 25,000
44410 Safety Clothing		\$ 41,000	\$ 41,000
Safety Clothing	\$ 5,700		
Gloves and harness	5,700		
Replacement Turn-out Gear (6-sets)	23,900		
Foul Weather Gear	5,700		
MEASURE S-2006 FUND - 105			
42101 Professional Services		\$ 11,560	\$ 11,560
EBRCSA	\$ 11,560		
42510 Admin Exp/Software Purchase		\$ 15,000	\$ 15,000
Cordico Wellness Application	\$ 10,000		
Lexipol	5,000		
Total Professional/Administrative Services			\$ 26,560
47101 FF&E/Equipment		\$ 4,000	\$ 4,000
Station 74 Generator - prior year carryover	\$ 4,000		
47104 FF&E/Vehicles		\$ 68,600	\$ 68,600
Prior year carryover	\$ 68,600		
MEASURE S-2014 FUND - 106			
42101 Professional Services		\$ -	\$ 15,000
Fire Academy	\$ 15,000		
4230X Travel & Training		\$ 42,500	\$ 42,500
Fire Training Academy- 2 participants	\$ 30,000		
General Training	\$ 10,000		
Training Props	\$ 2,500		
42514 Admin Exp/Special Department Expense		\$ 50,000	\$ -
EOC Safety Master Plan - Prior year carryover from Police	\$ -		
Total Professional/Administrative Services			\$ 57,500

The Public Works Department is comprised of the following divisions:

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

Mission

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

Major Services and Functions

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

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

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

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

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

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

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

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

The Landscape and Lighting Assessment District (LLAD) services the City's one LLAD, which is composed of two zones that cover sections of Pinole Valley Road. The LLAD was formed by a vote of the property owners. Property owners are charged (assessed) a

fee each year to raise funding for the operation, maintenance, and renewal of capital infrastructure in the LLAD.

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

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

FY 2020/21 Key Accomplishments

- Aggregated three annual slurry seal projects into one to create economies of scale
- Completed aggregated Slurry Seal Project with an estimated savings of 5%
- Advanced the San Pablo Avenue Bridge project through the Caltrans E-76 process
- Managed capital projects in process such as Hazel Storm Drain Improvements
- Commenced design of San Pablo Ave Rehabilitation Project, Tennent Ave Rehabilitation, Senior Center Auxiliary Parking Lot, Tennent Avenue Pedestrian and Bike Improvements at Railroad Track
- Commenced the startup phase for the new asset management software, Beehive, focusing on parks, facilities, and sewer collection
- Awarded grant funds for Local Road Safety Plan, selected consultant, and commenced preparation of the plan
- Awarded grant funds to prepare an updated Pavement Condition Report
- Prepared grant application for WCCTAC STMP Call for Projects for planning and pre-engineering for Appian Way complete streets
- Approved and recorded several land actions
- The Waste Reduction Division oversaw the provision of the waste management services that the City is required to perform under the Regional Plan and oversaw the performance of the City's solid waste management contractor, Republic Services
- The Waste Reduction Division coordinated with a regional waste reduction education joint powers authority to which the City belongs, the West Contra Costa Integrated Waste Management Authority (WCCIWMA, "RecycleMore") and Republic Services regarding residential solid waste collection and reduction and household hazardous waste collection
- The Road Maintenance Division took delivery of patch paving truck and put it immediately into service
- Installed lights in the street trees in Old Town for the 2020 holiday season
- Installed holiday road swags
- Improved our cost recovery procedures for damaged road infrastructure

- Increased cleaning efforts in City facilities and installed protective devices to provide a COVID-safe workplace
- Establish an effective vegetation management program (VPM)
- Received a perfect assessment, two years running, by the Contra Costa County Agriculture Department for chemical use
- Installed programmable locks in all City park restrooms to allow for longer hours of use
- Updated maintenance schedules to include new equipment in service as part of the WPCP Upgrade Project
- Replaced two aging sludge hauling trucks
- Prepared an educational video for the PH WPCP Upgrade Project
- Developed a CIP with more narrative describing the project selection process and funding sources
- Instituted a new quarterly report on the status of implementation of the CIP

FY 2021/22 Key Priorities and Projects

- Continue work on Strategic Plan item to conduct a citywide asset condition assessment, which will be accomplished on an asset-by-asset basis
- Stand ready to leverage economic recovery funding for infrastructure projects in Pinole
- Prepare a new Pavement Condition Report documenting the condition of the road infrastructure
- Deploy asset management software, which is key to the Strategic Plan item to develop a disciplined approach to funding infrastructure and maintenance improvements
- Environmental program management including solid waste and stormwater
- Evaluate opportunities to increase collaboration with private developers on projects, including the sale of City owned lots for development
- Implementation of the Capital Improvement Plan including periodic updates
- Provide support to the Traffic and Pedestrian Safety Committee
- Pursue grant funding opportunities
- Represent Pinole in regional transportation, development, environmental, and planning processes
- Prepare for implementation of SB 1383
- Analyze the cost to replace additional non-LED streetlights with LED
- Put the new patch paving equipment into a routine service schedule to address spot repairs in roads
- Integrate the park system into the asset management program
- Add a new position to increase the maintenance efforts in the park system
- Manage OGALS Park Funding Grant
- Prepare a Park Master Plan
- Develop a plan to address the deteriorating 'snack shack' at Fernandez Park
- Reignite our partnership with Contra Costa Community Access Program (CAP) to perform monthly litter collection at local parks

- Use the new turf management plan to improve the soccer fields quality
- Improve operations in the aeration basin to achieve better nutrient removal
- Increase staffing level for maintenance activities
- Put into service a portable pump to assist in maintenance activities
- Improve landscaping screening around the WPCP
- Install the last two in a series of educational signs along the Pinole Creek Trail about the WPCP and the San Pablo Bay
- Complete sewer system

Significant Special Projects for FY 2022/23 through FY 2025/26

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

Major Changes in FY 2021/22 Budget

The Public Works Department budget for FY 2021/22 includes a number of changes relative to the FY 2020/21 budget, particularly regarding positions. As recommended by the Organizational Assessment completed in 2021, the Development Services Department is being separated into two departments, Community Development and Public Works. The Development Services Director position is also being separated into two positions, a Community Development Director and a Public Works Director. As such, the Public Works Department will have a full-time dedicated department head in FY 2021/22. In addition, the FY 2021/22 budget includes a Management Analyst position in the Administration and Engineering Division to perform reporting, communication, and analysis for the department. The budget for the WPCP Division includes an additional Maintenance Mechanic position, and two other positions, Public Works Maintenance Supervisor and Public Works Maintenance worker, have been included in the FY 2021/22 budget. They will devote time to Park Maintenance and Facility Maintenance, with a particular emphasis on park turf. Note that many of the positions noted above are funded by special revenue funds, opposed to the General Fund.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Development Services Director/City Engineer	0.50	0.50	0.50	0.50	1.00
Senior Project Manager	1.00	1.00	1.00	1.00	1.00
Public Works Specialist	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.00	0.00
Management Analyst	0.00	0.00	0.00	0.00	1.00
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	3.00
Public Works Workers	7.00	7.00	7.00	7.00	8.00
Park Caretaker	0.25	0.25	0.25	0.25	0.25
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
WPCP Supervisor	1.00	0.00	0.00	0.00	0.00
WPCP Operations Supervisor	0.00	1.00	1.00	1.00	1.00
WPCP Operator	5.00	5.00	5.00	5.00	5.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Maintenance Mechanic	1.00	1.00	1.00	1.00	2.00
WPCP Intern	0.46	0.46	0.46	0.46	0.46
Total	24.71	24.71	24.71	23.71	27.71

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

PUBLIC WORKS BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Revised Budget	FY 2021/22 Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
	Actual	Actual					
REVENUE / FUNDING SOURCE							
General Fund - 100	940,988	988,239	627,854	926,807	1,153,338	226,531	20%
Measure S 2014 - 106	289,988	533,540	240,497	2,233,561	2,055,709	(177,852)	-9%
Gas Tax Fund - 200	403,967	577,100	1,098,951	1,608,056	895,365	(712,691)	-80%
Restricted Real Estate Maintenance Fund - 201	19,397	24,414	12,902	37,175	26,000	(11,175)	-43%
Stormwater Fund - 207	291,751	289,103	203,438	377,717	420,685	42,968	10%
AB939 Refuse Management Fund - 213	410,778	93,143	77,737	126,417	140,858	14,441	10%
Solid Waste Fund - 214	3,003	-	-	237,800	336,445	98,645	29%
Measure J Fund - 215	102,822	101,471	82,035	731,668	888,259	156,591	18%
Parkland Dedication Fund - 275	-	799	-	-	-	-	0%
Growth Impact Fund - 276	-	-	-	8,000	258,000	250,000	97%
Lighting and Landscaping District - 310	35,444	38,172	40,978	42,780	62,125	19,345	31%
PV Park Caretaker Fund - 317	14,588	15,360	10,772	14,867	14,755	(112)	-1%
Public Facilities Fund - 324	39,230	50	-	70,000	70,000	-	0%
City Streets Improvement Fund - 325	33,984	45,622	207,310	1,335,698	1,133,105	(202,593)	-18%
Park Grants (Measure WW) - 327	-	-	-	189,758	189,758	-	0%
Arterial Street Rehabilitation - 377	-	125,202	219,732	643,281	775,297	132,016	17%
Sewer Enterprise Fund - 500	4,911,105	5,499,192	5,016,421	10,251,183	9,265,095	(986,089)	-11%
Sewer Enterprise Plant Expansion - 503	1,178	-	-	-	-	-	0%
Total	7,498,223	8,331,406	7,838,628	18,834,768	17,684,794	(1,149,974)	-7%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	1,909,237	1,957,229	1,404,502	2,127,314	2,457,820	330,506	13%
Overtime - 402	58,394	32,723	40,103	69,384	46,647	(22,737)	-49%
Employee Benefits - 410	1,132,288	1,416,624	838,794	1,144,036	1,466,684	322,648	22%
Total Personnel	3,099,919	3,406,577	2,283,399	3,340,734	3,971,151	630,417	16%
Services and Supplies							
Professional & Administrative Services - 42	776,265	661,867	573,853	1,251,515	1,483,818	232,303	16%
Other Operating Expenses - 43	1,022,834	1,044,966	727,912	969,472	998,607	29,135	3%
Materials & Supplies - 44	912,149	826,909	553,022	1,266,000	1,173,200	(92,800)	-8%
Total Services and Supplies	2,711,247	2,533,742	1,854,787	3,486,987	3,655,625	168,638	5%
Capital Outlay							
Asset Acquisition/Improvement - 47	587,109	749,575	1,298,328	9,488,843	7,503,528	(1,985,315)	-26%
Total Capital Outlay	587,109	749,575	1,298,328	9,488,843	7,503,528	(1,985,315)	-26%
Indirect Cost Allocations							
Administrative Credits - 46	(1,120,930)	(1,164,694)	(924,276)	(1,292,281)	(1,756,659)	(464,378)	26%
Administrative Debits - 46	1,297,618	1,369,228	1,091,816	1,564,588	2,029,205	464,617	23%
IS Charges - 46	113,277	112,999	64,384	120,698	144,775	24,077	17%
Legal Charges - 46	54,557	15,030	10,588	61,500	63,600	2,100	3%
General Liability Insurance - 46	1,661	151,653	129,602	115,730	124,063	8,333	7%
Total Indirect Cost Allocations	346,183	484,215	372,115	570,235	604,984	34,749	6%
Debt Service							
Debt Principal - 48101	-	-	1,000,858	1,000,858	997,026	(3,832)	0%
Debt Interest - 48102	215,195	612,491	607,192	607,112	612,480	5,368	1%
Total Debt Service	215,195	612,491	1,608,049	1,607,970	1,609,506	1,537	0%
Depreciation							
Depreciation Expense - 47401	538,570	544,807	421,949	340,000	340,000	-	0%
Total Depreciation	538,570	544,807	421,949	340,000	340,000	-	0%
Total	7,498,223	8,331,406	7,838,628	18,834,768	17,684,794	(1,149,974)	-7%
EXPENDITURES BY PROGRAM							
Administration & Engineering - 341	276,181	356,306	231,430	340,437	387,349	46,912	12%
Road maintenance - 342	488,124	824,237	1,588,063	4,709,669	4,312,854	(396,815)	-9%
Facility Maintenance - 343	760,824	613,802	472,808	1,421,875	1,522,060	100,185	7%
NPDES Storm Water - 344	298,812	302,862	205,910	752,717	866,811	114,094	13%
Park Maintenance - 345	315,775	603,692	205,278	1,189,690	1,127,642	(62,048)	-6%
Waste Reduction - 346	410,778	93,143	77,737	126,417	140,858	14,441	10%
Pinole Valley Lighting & Landscaping 347-348	35,444	38,172	40,978	42,780	62,125	19,345	31%
Sewer Treatment Plant - 641	3,803,273	3,979,819	2,751,606	5,243,926	5,463,995	220,069	4%
Sewer Collection - 642	892,637	906,883	656,766	3,399,288	2,191,594	(1,207,694)	-55%
Sewer Projects -Shared - 643	1,178	-	-	-	-	-	0%
WPCP/Equipment & Debt Svc. (Pinole Only) - 644	215,195	612,491	1,608,049	1,607,970	1,609,506	1,537	0%
Total	7,498,223	8,331,406	7,838,628	18,834,768	17,684,794	(1,149,974)	-7%

GENERAL FUND - 100**PUBLIC WORKS - ADMINISTRATION & ENGINEERING - 341****EXPENDITURE SUMMARY**

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salary & Wages - 401	365,921	424,802	284,397	407,303	491,185	83,882	17%
Overtime - 402	815	228	1,592	-	102	102	0%
Employee Benefits - 410	184,088	211,489	136,962	161,250	302,491	141,241	47%
Total Salary & Benefits	550,824	636,519	422,950	568,553	793,778	225,225	28%
Services and Supplies							
Professional & Administrative Services - 42	29,127	8,877	6,452	38,310	34,700	(3,610)	-10%
Total Services and Supplies	29,127	8,877	6,452	38,310	34,700	(3,610)	-10%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	500	500	100%
Total Capital Outlay	-	-	-	-	500	500	100%
Indirect Cost Allocations							
Administrative Credits - 46121	(451,132)	(474,770)	(390,256)	(545,939)	(740,387)	(194,448)	26%
Admin Debits - 46122	-	-	4,811	6,959	7,189	230	3%
IS Charges - 46124	50,961	60,000	31,086	63,506	73,295	9,789	13%
Legal Charges - 46126	3,962	7,257	6,343	8,000	8,000	-	0%
General Liability Insurance - 46201	13	35,603	21,971	21,676	24,329	2,653	11%
Total Indirect Cost Allocations	(396,196)	(371,910)	(326,045)	(445,798)	(627,574)	(181,776)	29%
Total	183,755	273,487	103,357	161,065	201,404	40,339	20%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	15,147	-	44,015	64,255	65,458	1,203	2%
Total Measure S - 2014 Fund - 106	15,147	-	44,015	64,255	65,458	1,203	2%
GAS TAX FUND - 200							
Professional & Administrative Services - 42	-	-	2,023	1,449	-	(1,449)	-100%
Total Gas Tax Fund - 200	-	-	2,023	1,449	-	(1,449)	-100%
MEASURE J FUND - 215							
Other Operating Expenses - 43	4,971	7,564	3,642	4,400	4,400	-	0%
Administrative Debits - 46122	72,309	75,255	78,393	109,268	116,087	6,819	6%
Total Measure J Fund - 215	77,280	82,819	82,035	113,668	120,487	6,819	6%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
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		\$ 1,000	\$ 1,000
General office supplies	\$ 1,000		
4230X Travel and Training		\$ 1,400	\$ 2,800
Conference Registration	\$ 2,000		
Mileage Air & Hotel	\$ 600		
Meal Allowance	\$ 200		
42401 Memberships		\$ 235	\$ 225
American Public Works Association (APWA)	\$ 225		
42510 Software Purchase		\$ 25,000	\$ 20,000
42506 Bonds		\$ 175	\$ 175
	\$ 175		
Total Professional/Administrative Services			\$ 34,700
MEASURE J FUND - 215			
4310X Utilities		\$ 4,400	\$ 4,400
43101 Telephone	\$ 4,000		
43103 Electricity & Power	400		

GAS TAX FUND - 200
ROAD MAINTENANCE - 342**EXPENDITURE SUMMARY**

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Revised Budget	FY 2021/22 Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	67,423	111,631	116,180	126,709	123,100	(3,609)	-3%
Other Operating Expenses - 43	206,212	198,304	121,644	181,000	181,000	-	0%
Materials & Supplies - 44	-	52	395	-	2,000	2,000	100%
Total Services and Supplies	273,635	309,988	238,219	307,709	306,100	(1,609)	-1%
Capital Outlay							
Asset Acquisition/Improvement - 47*	426	129,781	751,118	1,141,245	385,082	(756,163)	-196%
Total Capital Outlay	426	129,781	751,118	1,141,245	385,082	(756,163)	-196%
Indirect Cost Allocations							
Administrative Debits - 46122	125,517	137,100	107,592	149,653	196,183	46,530	24%
Legal Charges - 46126	4,390	232	-	8,000	8,000	-	0%
Total Indirect Cost Allocations	129,907	137,332	107,592	157,653	204,183	46,530	23%
Total	403,967	577,100	1,096,928	1,606,607	895,365	(711,242)	-174%
GENERAL FUND - 100							
Salary & Wages - 401					75,875	75,875	100%
Employee Benefits - 410					68,049	68,049	100%
General Liability Insurance - 46201	-	-	-	-	4,938	4,938	100%
Professional & Administrative Services - 42	27,034	5,039	240	40,000	-	(40,000)	-100%
Materials & Supplies - 44	3,081	-	-	-	-	-	0%
Admin Credits - 46121					(119,088)	(119,088)	-100%
Administrative Debits - 46122	20,059	23,412	17,263	24,283	25,514	1,231	5%
Total General Fund	50,173	28,451	17,503	64,283	55,288	(8,995)	-16%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	-	-	-	-	116,708	116,708	100%
Asset Acquisition/Improvement - 47*	-	29,210	46,590	206,000	206,000	-	0%
Total Measure S - 2014	-	29,210	46,590	206,000	322,708	116,708	36%
NPDES Storm Water Fund - 207							
Admin Debits - 46122	-	-	-	-	28,874	28,874	100%
Total NPDES Storm Water Fund	-	-	-	-	28,874	28,874	100%
SOLID WASTE FUND - 214							
Professional & Administrative Services - 42	-	-	-	-	60,000	60,000	100%
Admin Debits - 46122	-	-	-	-	58,645	58,645	100%
Asset Acquisition/Improvement - 47*	-	-	-	237,800	217,800	(20,000)	-9%
Total Solid Waste Fund	-	-	-	237,800	336,445	98,645	29%
MEASURE J FUND - 215							
Admin Debits - 46122	-	-	-	-	29,772	29,772	100%
Asset Acquisition/Improvement - 47*	-	18,651	-	616,000	736,000	120,000	16%

Total Measure J Fund	-	18,651	-	616,000	765,772	149,772	20%
City Streets Improvements Fund - 325							
Asset Acquisition/Improvement - 47*	33,984	45,622	207,310	1,335,698	1,133,105	(202,593)	-18%
Total City Streets Improvements	33,984	45,622	207,310	1,335,698	1,133,105	(202,593)	-18%
Arterial Streets Rehabilitation Fund - 377							
Asset Acquisition/Improvement - 47*	-	125,202	219,732	643,281	775,297	132,016	17%
Total Arterial Streets Rehab Fund	-	125,202	219,732	643,281	775,297	132,016	17%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
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		\$ 23,136	\$ 20,000
Hardware supplies and median maintenance	\$ 20,000		
42514 Special Department Expense		\$ 2,573	\$ 2,100
CCTA congestion management plan administration	\$ 2,100		
Pinole's share of CTA Congestion Management Plan administrative costs.			
Total Professional/Administrative Services			\$ 123,100
4310X Utilities		\$ 181,000	\$ 181,000
Electricity costs for street lights, traffic lights and controls			
Electricity & Gas (PG&E)	\$ 180,000		
EBMUD median irrigation	1,000		
47205 Improvements/Streets		\$ 55,000	\$ 55,000
Pothole Repair Program	\$ 40,000		
Roadway Stripping Program	15,000		
GENERAL FUND - 100			
42514 Special Department Expense		\$ 40,000	\$ -
Maintenance materials and supplies	\$ -		
Street sign replacement program	-		
MEASURE S - 2014 FUND - 106			
47104 Vehicles		\$ 66,000	\$ 66,000
Vehicles	66,000		
47204 Improvements/Sidewalk Improvements		\$ 20,000	\$ 20,000
Sidewalk Improvements	20,000		
47205 Improvements/Streets		\$ 120,000	\$ 120,000
Pedestrian Bridge Inspection & Maintenance	\$ 100,000		
Traffic Sign Replacement	20,000		
SOLID WASTE FUND - 214			
42514 Special Department Expense		\$ -	\$ 60,000
Patchpaving materials	\$ 60,000		
47104 Vehicles		\$ 237,800	\$ 217,800
Hydro Flush Truck	\$ 102,300		
Vacuum Truck	115,500		
MEASURE J FUND - 215			
47204 Improvements/Sidewalks		\$ 15,000	\$ 15,000
Sidewalk Maintenance Program	\$ 15,000		
47205 Improvements/Streets		\$ 15,000	\$ 15,000

Miscellaneous Roadway Repair	\$ 15,000
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GENERAL FUND - 100**PUBLIC WORKS - FACILITY MAINTENANCE - 343****EXPENDITURE SUMMARY**

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	595,002	531,709	388,376	550,927	643,110	92,183	14%
Overtime - 402	7,688	2,157	5,684	744	5,198	4,454	86%
Employee Benefits - 410	290,724	323,030	246,663	328,482	421,959	93,477	22%
Total Salary & Benefits	893,414	856,896	640,722	880,153	1,070,267	190,114	18%
Services and Supplies							
Professional & Administrative Services - 42	117,140	99,186	65,465	101,565	102,115	550	1%
Other Operating Expenses - 43	36,363	40,815	31,783	41,000	41,000	-	0%
Materials & Supplies - 44	13,128	21,857	23,316	28,200	28,200	-	0%
Total Services and Supplies	166,631	161,859	120,564	170,765	171,315	550	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(596,853)	(619,184)	(467,886)	(664,182)	(799,323)	(135,141)	17%
IS Charges - 46124	15,965	-	-	-	-	-	0%
General Liability Insurance - 46201	1,614	57,919	46,243	29,900	31,500	1,600	5%
Total Indirect Cost Allocations	(579,274)	(561,265)	(421,643)	(634,282)	(767,823)	(133,541)	17%
Total	480,771	457,490	339,643	416,636	473,759	57,123	12%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	97,768	104,070	76,313	114,064	121,646	7,582	6%
Asset Acquisition/Improvement - 47*	95,115	27,778	43,950	792,000	838,655	46,655	6%
Total Measure S - 2014 Fund	192,882	131,848	120,263	906,064	960,301	54,237	6%
RESTRICTED REAL ESTATE MAINTENANCE FUND - 201							
Professional & Administrative Services - 42	8,363	12,191	5,793	21,175	10,000	(11,175)	-112%
Other Operating Expenses - 43	11,033	12,223	7,108	11,000	11,000	-	0%
Legal Charges - 46126	-	-	-	5,000	5,000	-	0%
Total Restricted Real Estate Maint.	19,397	24,414	12,902	37,175	26,000	(11,175)	-43%
SOLID WASTE FUND - 214							
Legal Charges - 46126	3,003	-	-	-	-	-	0%
Total Solid Waste Fund - 214	3,003	-	-	-	-	-	0%
MEASURE J FUND - 215							
Legal Charges - 46126	25,542	-	-	2,000	2,000	-	0%
Total Measure J Fund - 215	25,542	-	-	2,000	2,000	-	0%
PUBLIC FACILITIES FUND - 324							
Asset Acquisition/Improvement - 47	39,230	50	-	60,000	60,000	-	0%
Total Public Facilities Fund	39,230	50	-	60,000	60,000	-	0%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 3,500	\$ 3,500
EBRCSA Professional Support	\$ 3,500		
42107 Equipment Maintenance		\$ 40,000	\$ 40,000
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 maintenance	11,000		
4230X Travel and Training		\$ 1,550	\$ 2,100
Technical training	\$ 1,300		
Mileage, Air & Hotel	750		
Meal Allowance	50		
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		
Total Professional/Administrative Services			\$ 102,115
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:	\$ 20,000		
Uniforms, coveralls, and foul weather gear			
MEASURE S - 2014 FUND - 106			
47201 Improvements/Building		\$ 230,000	\$ -
Fowler House Lot re-use	0		

RESTRICTED REAL ESTATE MAINTENANCE FUND - 201**42108 Maintenance/Structure Imp** **\$ 21,175 \$ 10,000**

Materials to maintain facilities owned by the former Redevelopment Agency.	\$	10,000
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4310X Utilities **\$ 11,000 \$ 11,000**

Gas/Electricity	\$	5,000
Water		6,000

MEASURE J FUND - 215**47202 Improvements/Landscape-Medians** **\$ 2,000 \$ 2,000**

Sign Replacement Program	\$	2,000
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PUBLIC FACILITIES FUND - 324**47201 Improvements/Building** **\$ 60,000 \$ 60,000**

Annual Building Maintenance Program	\$	60,000
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STORM WATER FUND - 207**PUBLIC WORKS - National Pollution Discharge Elimination Systems (NPDES) STORM WATER - 344****EXPENDITURE SUMMARY**

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual	Revised	Proposed	Proposed	Proposed
			Thru Mar-21	Budget	Budget	to Revised	to Revised
						\$ Change	% Change
Services and Supplies							
Professional & Administrative Services - 42	76,367	57,952	25,085	127,882	115,569	(12,313)	-11%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	3,906	13,675	8,259	9,600	8,800	(800)	-9%
Total Services and Supplies	80,273	71,627	33,344	137,482	124,369	(13,113)	-11%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	210,201	216,867	169,709	234,235	261,442	27,207	10%
Legal Charges - 46126	1,277	609	386	6,000	6,000	-	0%
Total Indirect Cost Allocations	211,478	217,476	170,095	240,235	267,442	27,207	10%
Total	291,751	289,103	203,438	377,717	391,811	14,094	4%
MEASURE S-2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	25,000	25,000	-	0%
Asset Acquisition/Improvement - 47*	7,061	13,759	2,472	342,000	192,000	(150,000)	-78%
Total Measure S-2014	7,061	13,759	2,472	367,000	217,000	(150,000)	-69%
Growth Impact Fund - 276							
Asset Acquisition/Improvement - 47*	-	-	-	8,000	258,000	250,000	97%
Total Growth Impact Fund - 276	-	-	-	8,000	258,000	250,000	97%

*See CIP

GENERAL FUND - 100**PUBLIC WORKS - PARK MAINTENANCE - 345****EXPENDITURE SUMMARY**

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual	Revised	Proposed	Proposed	Proposed
			Thru Mar-21	Budget	Budget	to Revised	to Revised
						\$ Change	% Change
Services and Supplies							
Professional & Administrative Services - 42	120,670	95,926	62,409	167,600	212,400	44,800	21%
Other Operating Expenses - 43	53,927	84,349	67,898	68,156	100,156	32,000	32%
Materials & Supplies - 44	919	1,248	716	500	500	-	0%
Total Services and Supplies	175,517	181,523	131,023	236,256	313,056	76,800	25%
Indirect Cost Allocations							
Administrative Debits - 46122	40,117	46,824	34,527	48,567	109,831	61,264	56%
Legal Charges - 46126	10,656	464	1,800	-	-	-	0%
Total Indirect Cost Allocations	50,773	47,288	36,327	48,567	109,831	61,264	56%
Total	226,290	228,811	167,350	284,823	422,887	138,064	33%
MEASURE S-2014 FUND - 106							
Asset Acquisition/Improvement - 47*	74,897	358,722	27,156	690,242	490,242	(200,000)	-41%
Total Measure S-2014 Fund - 106	74,897	358,722	27,156	690,242	490,242	(200,000)	-41%
Parkland Dedication Fund - 275							
Asset Acquisition/Improvement - 47	-	799	-	-	-	-	0%
Total Parkland Dedication Fund - 275	-	799	-	-	-	-	0%
PV PARK CARETAKER FUND - 317							
Salaries & Wages - 401	11,976	12,038	8,432	11,960	11,960	-	0%
Employee Benefits - 410	1,950	1,585	1,015	1,394	1,347	(47)	-3%
Professional & Administrative Services - 42	0	440	-	-	-	-	0%
Other Operating Expenses -43	662	673	697	856	856	-	0%
General Liability Insurance - 46201	-	623	628	657	592	(65)	-10%
Total PV Park Caretaker Fund - 317	14,588	15,360	10,772	14,867	14,755	(112)	-1%
Public Facilities Fund - 324							
Asset Acquisition/Improvement - 47	-	-	-	10,000	10,000	-	0%
Total Capital Outlay	-	-	-	10,000	10,000	-	0%
Park Grants (Measure WW) - 327							
Asset Acquisition/Improvement - 47*	-	-	-	189,758	189,758	-	0%
Total Capital Outlay	-	-	-	189,758	189,758	-	0%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 25,000	\$ 25,000
Professional Support Services	\$ 5,000		
Park Pedestrian Bridge Inspection	\$ 20,000		
42107 Equipment Maintenance		\$ 5,000	\$ 5,000
Off road equipment maintenance	\$ 5,000		
42108 Maintenance/Structure Imp		\$ 137,000	\$ 177,000
Landscape maintenance contract	\$ 100,000		
Materials for parks, restrooms and play area	37,000		
Restroom cleaning on weekends	40,000		
42401 Memberships		\$ 400	\$ 400
CAPCA (California Agricultural Production Consultants Association)	\$ 370		
P.A.P.A. (Pest Applicators Association)	\$ 30		
42511 Equipment Rental		\$ 200	\$ 5,000
Cost to rent infrequently used equipment.	\$ 5,000		
Total Professional/Administrative Services			\$ 212,400
4310X Utilities		\$ 68,000	\$ 100,000
Gas/Electricity	\$ 10,000		
Water	90,000		
43201 Property Tax		\$ 156	\$ 156
44301 Fuel		\$ 500	\$ 500
MEASURE S-2014 FUND - 106			
47103 FF&E/Furniture		\$ 5,000	\$ 5,000
Annual Bench/Table repairs & Replacement	\$ 5,000		
47104 Vehicles		\$ 45,000	\$ 45,000
Vehicles	\$ 45,000		
47203 Improvements/Parks		\$ 80,000	\$ 80,000
Soccer Field Maintenance	\$ 10,000		
Replace Chips with Rubber matting at select park locations	50,000		
Public Tree Maintenance	20,000		
47201 Improvements/Building		\$ -	\$ -
New Restroom at Fernandez Park	\$ -		
OTHER FUNDS			
47203 Improvements/Parks		\$ -	\$ 10,000
Annual Building Maintenance program (Fund 324)	10,000		

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	14,501	-	-	22,500	22,500	-	0%
Other Operating Expenses -43	-	-	-	-	-	-	0%
Total Services and Supplies	14,501	-	-	22,500	22,500	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	307,432	-	-	-	-	-	0%
Total	307,432	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	86,197	92,408	77,737	101,417	115,858	14,441	12%
Legal Services - 46126	2,648	735	-	2,500	2,500	-	0%
Total Indirect Cost Allocations	88,845	93,143	77,737	103,917	118,358	14,441	12%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	410,778	93,143	77,737	126,417	140,858	14,441	10%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 10,000	\$ 10,000
Consulting Services	\$ 10,000		
42514 Special Department Expense		\$ 12,500	\$ 12,500
Litter pick up services	\$ 12,500		

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	18,093	16,873	28,736	15,500	33,450	17,950	54%
Other Operating Expenses - 43	14,321	17,207	9,713	19,560	16,695	(2,865)	-17%
Total Services and Supplies	32,414	34,080	38,449	35,060	50,145	15,085	30%
Capital Outlay							
Asset Acquisition/Improvement - 47	2,346	-	-	5,720	5,720	-	0%
Total Capital Outlay	2,346	-	-	5,720	5,720	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	-	2,000	2,000	2,000	4,160	2,160	52%
Legal Charges - 46126	684	2,092	529	-	2,100	2,100	100%
Total Indirect Cost Allocations	684	4,092	2,529	2,000	6,260	4,260	68%
Total	35,444	38,172	40,978	42,780	62,125	19,345	31%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 14,000	\$ 14,000
Contra Costa County traffic signal maintenance - Zone A	\$ 7,000		
Cal Trans traffic signal maintenance - Zone A	1,000		
Contra Costa County traffic signal maintenance - Zone B	5,000		
Cal Trans traffic signal maintenance - Zone B	1,000		
42108 Maintenance Structures/Imp		\$ 1,500	\$ 19,450
Caltrans Traffic Signal Maintenance - Zone A	2,150		
Contra Costa county Public Works Traffic Signal - Zone A	6,500		
Labor, materials and equipment for maintenance - Zone A	650		
Pacific Site Management - Zone A	720		
Caltrans Traffic Signal Maintenance - Zone B	3,000		
Contra Costa county Public Works Traffic Signal - Zone B	5,000		
Labor, materials and equipment for maintenance - Zone B	650		
Pacific Site Management - Zone B	780		
Total Professional/Administrative Services			\$ 33,450
4310X Utilities		\$ 19,560	\$ 16,695
Water (EBMUD) - Zone A	\$ 3,800		
Electricity & Power - Zone A	4,765		
Water (EBMUD) - Zone B	2,800		
Electricity & Power - Zone B	5,330		

47202 Kaiser Medians		\$ 5,720	\$ 5,720
Capital Replacement Fund- Zone A	\$ 2,600		
PG&E Street and highway lighting - Zone B	\$ 3,120		

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	712,739	748,925	544,854	908,281	978,228	69,947	7%
Overtime - 402	44,736	27,046	29,226	66,000	38,655	(27,345)	-71%
Employee Benefits - 410	560,614	764,025	368,664	536,077	536,183	106	0%
Total Personnel	1,318,089	1,539,996	942,743	1,510,358	1,553,066	42,708	3%
Services and Supplies							
Professional & Administrative Services - 42	191,274	189,211	179,934	391,675	507,000	115,325	23%
Other Operating Expenses - 43	684,398	672,785	477,582	630,000	630,000	-	0%
Materials & Supplies - 44	879,254	776,528	510,260	1,213,000	1,119,000	(94,000)	-8%
Total Services and Supplies	1,754,926	1,638,524	1,167,776	2,234,675	2,256,000	21,325	1%
Capital Outlay							
Asset Acquisition/Improvement - 47*	14,829	-	-	748,199	869,169	120,970	14%
Total Capital Outlay	14,829	-	-	748,199	869,169	120,970	14%
Indirect Cost Allocations							
Administrative Debits - 46122	270,865	303,146	200,455	307,728	333,605	25,877	8%
IS Charges - 46124	30,429	30,052	20,461	37,686	46,799	9,113	19%
Legal Charges - 46126	-	980	918	15,000	15,000	-	0%
General Liability Insurance - 46201	26	45,532	48,112	50,280	50,356	76	0%
Total Indirect Cost Allocations	301,320	379,709	269,946	410,694	445,760	35,066	8%
Depreciation							
Depreciation Expense - 47401	414,109	421,590	371,141	340,000	340,000	-	0%
Total Depreciation	414,109	421,590	371,141	340,000	340,000	-	0%
Total	3,803,273	3,979,819	2,751,606	5,243,926	5,463,995	220,069	4%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 73,675	\$ 65,000
Engineering contract services	\$ 40,000		
PCTV quarterly subcommittee meeting	5,000		
Railroad Ave. bridge right of way study	20,000		
42107 Equipment Maintenance		\$ 220,000	\$ 260,000
Equipment parts and supplies	\$ 130,000		
Equipment service	130,000		
42108 Maintenance Structure/Imp		\$ 50,000	\$ 78,000
Janitorial services	\$ 10,000		
Various structure refurbishment	68,000		
42109 Compliance Inspections		\$ 15,000	\$ 62,000
Laboratory supplies and safety equipment	\$ 5,000		
Public outreach materials	5,000		
Sampling analysis	5,000		
Species sensitivity screening	47,000		
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		\$ 20,000	\$ 20,000
Bay Area Clean Water Assoc.(BACWA)	\$ 12,000		
Joint CWEA/WEF membership	4,000		
Technical publications	4,000		
42510 Software Purchase		\$ -	\$ -
	\$ -		
42511 Equipment Rental		\$ 1,000	\$ 10,000
	\$ 10,000		
Total Professional/Administrative Services			\$ 507,000
4310X Utilities		\$ 630,000	\$ 630,000
PG&E	\$ 620,000		
EBMUD	10,000		
Total Other Operating Expenses			\$ 630,000

44301 Fuel		\$ 10,000	\$ 10,000
44302 Sludge Removal		\$ 235,000	\$ 300,000
Digester Cleaning	\$ 300,000		
44303 Chemicals		\$ 750,000	\$ 575,000
Chemicals for Plant Operations	\$ 575,000		
44304 Permit Fees		\$ 113,000	\$ 129,000
BAAQMD	\$ 16,000		
BACQA	16,000		
NPDES permit fee renewal	75,000		
Regional Monitoring of Metals (SFEI)	22,000		
44305 Laboratory Operations		\$ 85,000	\$ 85,000
Accelerated Chronic Toxicity Testing	\$ 15,000		
Laboratory supplies	70,000		
44410 Safety Clothing		\$ 20,000	\$ 20,000
Laundry service for uniforms, safety shoes/boots, gloves, etc.	\$ 20,000		
Total Materials and Supplies			\$ 1,119,000
47101 Equipment		\$ 340,000	\$ 340,000
Depreciation- Pinole only	\$ 340,000		
47104 Vehicles		\$ 548,199	\$ 200,000
Forklift	\$ 75,000		
Portable self priming pump	125,000		
47201 Improvements/Building		\$ 200,000	\$ 400,000
Replace air relief valves on effluent pipeline	50,000		
Secondary clarifier #5 Column Repair	350,000		

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	223,598	239,755	178,444	248,843	257,462	8,619	3%
Overtime - 402	5,156	3,293	3,602	2,640	2,692	52	2%
Employee Benefits - 410	94,912	116,495	85,491	116,833	136,655	19,822	15%
Total Personnel	323,666	359,542	267,537	368,316	396,809	28,493	7%
Services and Supplies							
Professional & Administrative Services - 42	106,273	64,541	81,536	172,150	237,984	65,834	28%
Other Operating Expenses - 43	10,947	11,045	7,845	13,500	13,500	-	0%
Materials & Supplies - 44	11,860	13,548	10,076	14,700	14,700	-	0%
Total Services and Supplies	129,080	89,134	99,457	200,350	266,184	65,834	25%
Capital Outlay							
Asset Acquisition/Improvement - 47	11,789	-	-	2,462,900	1,136,200	(1,326,700)	-117%
Total Capital Outlay	11,789	-	-	2,462,900	1,136,200	(1,326,700)	-117%
Indirect Cost Allocations							
Administrative Credits - 46121	(72,945)	(70,741)	(66,134)	(82,160)	(97,861)	(15,701)	16%
Administrative Debits - 46122	359,437	368,146	279,001	402,159	438,233	36,074	8%
IS Charges - 46124	15,922	22,948	12,838	19,506	24,681	5,175	21%
Legal Charges - 46126	1,218	2,661	612	15,000	15,000	-	0%
General Liability Insurance - 46201	7	11,976	12,647	13,217	12,348	(869)	-7%
Total Indirect Cost Allocations	303,640	334,990	238,964	367,722	392,401	24,679	6%
Depreciation							
Depreciation Expense - 47401	124,461	123,217	50,808	-	-	-	0%
Total Depreciation	124,461	123,217	50,808	-	-	-	0%
Total	892,637	906,883	656,766	3,399,288	2,191,594	(1,207,694)	-55%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 110,000	\$ 185,000
Contractors for isolated emergency repairs	\$ 10,000		
CCTV Large Sewer pipes	100,000		
Sanitary Sewer overflow mitigation	50,000		
Sewer flow modeling	20,000		
Wildan Assessment services	5,000		
42107 Equipment Maintenance		\$ 20,000	\$ 20,000
Vehicle maintenance and repair	\$ 20,000		
42108 Maintenance Structure/Imp		\$ -	\$ 2,500
	\$ 2,500		
42201 Office Expense		\$ 150	\$ 150
Office supplies, includes reprinting of map books.	\$ 150		
42401 Memberships		\$ 1,000	\$ 1,000
Joint CWEA/WEF membership	\$ 765		
Technical publications	\$ 235		
42301 Travel and Training		\$ 1,000	\$ 1,000
Technical training programs for sewer maintenance, confined space entry and street safety procedures.	\$ 1,000		
42510 Software Purchase		\$ 25,000	\$ 8,334
Asset Management Software-annual license fee	\$ 8,334		
42511 Equipment Rent		\$ -	\$ 5,000
	\$ 5,000		
42514 Special Department Expense		\$ 15,000	\$ 15,000
Maintenance materials (asphalt, concrete, pipe, hardware, etc.)	\$ 15,000		
Total Professional/Administrative Services			\$ 237,984
4310X Utilities		\$ 13,500	\$ 13,500
PG&E	\$ 9,000		
EBMUD	4,500		
44301 Fuel		\$ 8,000	\$ 8,000
44410 Safety Clothing		\$ 3,700	\$ 3,700
Uniforms, coveralls, foul weather gear, gloves	\$ 3,700		
44304 Permit Fee		\$ 3,000	\$ 3,000
SWRCB Permit Fee	\$ 3,000		
47104 Vehicles		\$ 442,200	\$ 442,200
	\$ 442,200		
47201 Improvements		\$ 2,020,700	\$ 395,000

Deferred Collection repairs

\$ 395,000

SEWER ENTERPRISE PLANT EXPANSION FUND - 503
SEWER PROJECTS - SHARED - 643**EXPENDITURE SUMMARY**

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Service and Supplies							
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	-	-	0%
Capital Outlay							
Asset Acquisition /Improvement - 47	0	0	0	0	0	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Legal Charges - 46126	1,178	-	-	-	-	-	0%
Total Indirect Cost Allocations	1,178	-	-	-	-	-	0%
Total	1,178	-	-	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ -	\$ -
Construction Management of Plant Upgrades	\$ -		
Hercules-Construction management of plan			
42501 Bank Fees		\$ -	\$ -
Wells Fargo Bank Fees	\$ -		
47201 Building		\$ -	\$ -
WPCP upgrades- Contingency	\$ -		
WPCP upgrades- HDR	\$ -		
WPCP upgrades- Hercules Share	\$ -		
WPCP upgrades- Kiewit	-		

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Service and Supplies							
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	-	-	0%
Debt Service							
Debt Principal - 48101	-	-	1,000,858	1,000,858	997,026	(3,832)	0%
Debt Interest - 48102	215,195	612,491	607,192	607,112	612,480	5,368	1%
Cost of Issuance - 48103	-	-	-	-	-	-	0%
Total Debt Service	215,195	612,491	1,608,049	1,607,970	1,609,506	1,537	0%
Total	215,195	612,491	1,608,049	1,607,970	1,609,506	1,537	0

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

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

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ -	\$ -
Auditing Services	\$ -		
4810X Wastewater Revenue Bonds, Series 2006		\$ 518,866	\$ 520,322
48101 - Principal	\$ 329,000		
48102 - Interest	191,322		
4810X 2016 Clean Water State Revolving fund loan		\$ 518,866	\$ 1,089,184
48101 - Principal	\$ 668,026		
48102 - Interest	421,158		

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

42501 Bank Fees		\$ -	\$ -
Wells Fargo Bank Fees	\$ -		

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 30,000	\$ 5,000
Contract support for Clean Water and NPDES	\$ 5,000		
42107 Equipment Maintenance		\$ 15,000	\$ 15,000
Storm drain, trash capture, street sweeper	\$ 15,000		
42108 Building Structure Maintenance		\$ 5,000	\$ 14,779
Trash capture devices	\$ 5,000		
Lumber and supplies	9,779		
4220X Office Expenses		\$ 1,000	\$ 1,000
Miscellaneous office expenses	\$ 500		
Printing and Binding	500		
42514 Special Departmental Expense		\$ 76,882	\$ 79,790
CCC Clean Water Program Support & Administration	\$ 71,251		
NPDES Annual Permit	8,539		
Total Professional/Administrative Services			\$ 115,569
44301 Fuel		\$ 8,000	\$ 8,000
44410 Safety Clothing		\$ 1,600	\$ 800
MEASURE S-2014 FUND - 106			
42101 Professional Services		\$ 25,000	\$ 25,000
Storm Drainage Master Plan-Phased (<i>carryover</i>)	\$ 25,000		

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The Community Development Department is comprised of the following divisions:

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

Mission

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

Major Services and Functions

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

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

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

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

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

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

FY 2020/21 Key Accomplishments

- Successfully awarded LEAP and REAP grants to improve the City's planning documents in order to streamline permitting process for housing
- Provided online permitting support of several significant development projects
- Supported the City in the sale of several surplus properties
- Helped in the development of the Historic Preservation Ordinance
- Staffed a permit counter during the coronavirus Shelter in Place order, practicing social distancing, to help permittees understand the impact of the order to their project
- Navigated a rapid shift to online permit operations to continue to provide service to the construction industry during the COVID-19 pandemic
- Purchased a large format scanner to facilitate online permit processing
- Guided the issuance of over 600 permits with a value over \$7,000,000
- Performed over 1,800 inspections
- Facilitated the plan checking process for the Safeway Shopping Center Reconstruction
- Helped property owners in Pinole go green by permitting solar projects
- Increased proactive code enforcement cases
- Eliminated long-term open cases
- Prepared to file for court action to abate in several cases
- Performed extensive proactive weed abatement program in coordination with Pinole Fire Department
- Affordable Housing collaborated with SAHA on the disposal and development of an affordable housing project at 811 San Pablo Avenue
- The Affordable Housing Division participated in the marketing and sale of two of properties owned by the affordable housing fund
- The Redevelopment Successor Agency Division participated in the marketing and sale of four properties owned by the Redevelopment Successor Agency fund
- 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, 2021 - June 30, 2022
- Transferred management of the Common Area Maintenance Agreement for the Restaurants along Fitzgerald to the property owners
- Finalized a Purchase and Sale Agreement, Development Agreement, and purchase of a Road Easement for access to the Pinole Shore II Business Park property for development

- Reengaged with the Chamber of Commerce by renewing the City's lapsed membership and sponsoring the local visitor's guide.

FY 2021/22 Key Priorities and Projects

- Nurture an inviting climate for doing business in Pinole
- Reorganize Community Development to improve service delivery and add housing and economic development
- Prepare and release an RFP for professional services to achieve the desired outcomes for the LEAP and REAP grants, which are streamlining housing project approvals
- Process applications for five large housing projects received during Q4 of FY 2020/21
- Serve the needs of the Planning Commission as set forth in the Pinole Municipal Code
- Update the General Plan and Three Corridors Specific Plan, a Strategic Plan item
- Coordinate inspection and verify compliance with projects' Conditions of Approval.
- Conduct environmental review and monitoring for projects affecting the City of Pinole.
- Coordinate with Public Works to partner regionally to improve and enhance transportation circulation, a Strategic Plan Strategy
- Ensure compliance of building projects with the Construction Codes
- Provide thorough plan checks for private development projects
- Coordinate required construction inspection functions to effectively respond to the needs of the private development community
- Seek efficiencies to shorten turnaround time
- Conduct Building and Rental Inspection and document results
- Work with other City departments as needed to ensure code compliance is achieved
- Conduct proactive enforcement as time and resources permit
- Develop a routine reporting for the community to inform and educate
- Complete the sale and transfer of the affordable housing fund and Redevelopment Successor Agency surplus properties
- With the City Manager department, oversee the development of the Comprehensive Economic Development Strategy and implement the strategy
- Partner with regional for and non-profit housing organizations to provide an array of housing options, a Strategic Plan item

Significant Special Projects for FY 2022/23 through FY 2025/26

- Monitor the need, if applicable, to update the entire General Plan and Three Corridors Specific Plan.
- Seek grant opportunities to help Pinole create a stronger "sense of place."
- Re-access permit software functionality and support
- Increase functionality of online citizen portal for reporting code enforcement needs.

- Conclude repayment of outstanding Redevelopment Successor Agency bond obligations.
- Close-out the operations of the Redevelopment Successor Agency following payment of all obligations.

Major Changes in FY 2021/22 Budget

The Community Development Department budget for FY 2021/22 includes one significant change relative to the FY 2020/21 budget. As noted above, the Development Services Department is being separated into two departments, Community Development and Public Works. The Development Services Director position is also being separated into two positions, a Community Development Director and a Public Works Director. As such, the Community Development Department will have a full-time dedicated department head in FY 2021/22. Approximately 25% of the director's effort will be devoted to economic development.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Development Services Director	0.50	0.50	0.50	0.50	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	1.00	1.00	1.00
Building Inspector	0.00	0.00	0.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
Permit Technician	1.48	1.48	2.00	2.00	2.00
Total	4.48	4.48	5.00	6.00	7.00

COMMUNITY DEVELOPMENT BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Revised Budget	FY 2021/22 Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	79,996	173,693	121,430	227,201	289,887	62,686	22%
Measure S 2014 - 106	-	43,460	-	-	-	-	0%
Building and Planning - 212	989,063	1,076,066	645,688	1,311,338	1,727,754	416,416	24%
Housing -Land Held for Resale - 285	6,460,799	69,688	49,870	174,903	228,798	53,895	24%
Recognized Obligation Retirement Fund - 750	237,071	300,640	238,304	250,000	194,899	(55,101)	-28%
Total	7,766,929	1,663,548	1,055,293	1,963,442	2,441,338	477,896	20%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	216,898	217,812	249,713	517,675	700,890	183,215	26%
Overtime - 402	131	621	424	-	1,000	1,000	100%
Employee Benefits - 410	92,028	96,449	112,265	296,329	339,831	43,502	13%
Total Personnel	309,057	314,881	362,402	814,004	1,041,721	227,717	22%
Services and Supplies							
Professional & Administrative Services - 42	722,621	751,078	321,048	605,447	917,002	311,555	34%
Other Operating Expenses - 43	5,710	7,295	10,926	8,150	8,150	-	0%
Materials & Supplies - 44	1,101	1,511	891	2,800	4,800	2,000	42%
Total Services and Supplies	729,432	759,884	332,865	616,397	929,952	313,555	34%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	29,430	-	3,000	3,000	-	0%
Total Capital Outlay	-	29,430	-	3,000	3,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46	(18,144)	(9,365)	(13,323)	(79,488)	(317,057)	(237,569)	75%
Administrative Debits - 46	336,530	388,502	248,067	461,004	623,168	162,164	26%
IS Charges - 46	32,683	69,693	21,406	50,096	60,846	10,750	18%
Legal Charges - 46	86,671	88,283	76,673	70,000	65,000	(5,000)	-8%
General Liability Insurance - 46	12	22,241	27,203	28,429	34,708	6,279	18%
Total Indirect Cost Allocations	437,752	559,353	360,026	530,041	466,665	(63,376)	-14%
Operating Transfers Out - 49	6,290,688	-	-	-	-	-	0%
Total	7,766,929	1,663,548	1,055,293	1,963,442	2,441,338	477,896	20%
EXPENDITURES BY PROGRAM							
Development Services Planning - 461	432,360	449,728	277,054	509,924	1,003,895	493,971	49%
Development Services Building - 462	565,775	645,050	375,296	811,435	889,536	78,101	9%
Successor Agency to the Pinole Redevelopment - 463	237,071	300,640	238,304	250,000	194,899	(55,101)	-28%
Housing Administration - 464	6,460,799	69,688	49,870	174,903	151,060	(23,843)	-16%
Code Enforcement - 465	70,924	198,440	114,769	217,180	201,949	(15,231)	-8%
Total	7,766,929	1,663,548	1,055,293	1,963,442	2,441,338	477,896	20%

BUILDING & PLANNING FUND - 212
DEVELOPMENT SERVICES - PLANNING - 461**EXPENDITURE SUMMARY**

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual	Revised	Proposed	Proposed	Proposed
			Thru Mar-21	Budget	Budget	to Revised	to Revised
						\$ Change	% Change
Personnel							
Salaries & Wages - 401	142,600	78,108	100,655	145,057	329,776	184,719	56%
Employee Benefits - 410	42,731	27,203	33,199	47,401	168,802	121,401	72%
Total Salary & Benefits	185,330	105,310	133,854	192,458	498,578	306,120	61%
Services and Supplies							
Professional & Administrative Services - 42	230,357	293,645	106,256	283,012	546,412	263,400	48%
Other Operating Expenses - 43	1,310	1,674	1,704	1,550	1,550	-	0%
Materials & Supplies - 44	1,101	1,511	891	1,000	1,000	-	0%
Total Services and Supplies	232,768	296,831	108,852	285,562	548,962	263,400	48%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	2,000	2,000	-	0%
Total Capital Outlay	-	-	-	2,000	2,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(18,144)	(9,365)	(13,323)	(20,042)	(253,610)	(233,568)	92%
Administrative Debits - 46122	-	-	4,811	6,959	-	(6,959)	-100%
IS Charges - 46124	-	-	-	-	958	958	100%
Legal Charges - 46126	23,329	30,805	28,577	25,000	25,000	-	0%
General Liability Insurance - 46201	4	7,435	7,622	7,966	16,331	8,365	51%
Total Indirect Cost Allocations	5,190	28,875	27,687	19,883	(211,321)	(231,204)	109%
Total	423,288	431,016	270,393	499,903	838,219	338,316	40%
GENERAL FUND - 100							
Administrative Debits - 46122	9,072	4,683	6,662	10,021	87,938	77,917	89%
Total	9,072	4,683	6,662	10,021	87,938	77,917	89%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	-	14,030	-	-	-	-	0%
Total	-	14,030	-	-	-	-	0%
Housing Fund - 285							
Administrative Debits - 46122	-	-	-	-	77,738	77,738	100%
Total	-	-	-	-	77,738	77,738	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 240,000	\$ 505,000
Contract Planning Augmentation	\$ 200,000		
Project Traffic Studies and CEQA Assistance	100,000		
SB2, LEAP and REAP Planning effort	205,000		
42107 Equipment Maintenance		\$ 1,600	\$ -
Maintenance costs for two vehicles	\$ -		
42201 Office Expense		\$ 1,000	\$ 1,000
Miscellaneous office supplies	\$ 1,000		
42301 Travel and Training		\$ 9,000	\$ 9,000
Training and seminars for staff	\$ 2,000		
Planning Commissioner training	7,000		
42401 Memberships		\$ 1,000	\$ 1,000
American Institute of Certified Planners (AICP)	\$ 300		
American Planning Assoc (APA)	350		
Assoc of Environmental Planners (AEP)	350		
42504 Recruitment Costs		\$ -	\$ -
42514 Special Department Expense		\$ 30,412	\$ 30,412
Publishing Legal Notices	\$ 2,000		
PCTV Planning Commission Meetings	20,412		
Meeting Minute Preparation	8,000		
Total Professional/Administrative Services			\$ 546,412
4310X Utilities		\$ 1,550	\$ 1,550
PG&E	\$ 1,400		
EBMUD	150		
44301 Fuel		\$ 1,000	\$ 1,000
MEASURE S - 2014 FUND - 106			
42101 Professional Services		\$ -	\$ -
Downtown Parking Study & Pedestrian Safety Imp	\$ 100,000		

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	74,298	84,865	67,661	293,348	284,475	(8,873)	-3%
Overtime - 402	131	621	424	-	-	-	0%
Employee Benefits - 410	42,990	57,812	61,629	201,317	147,914	(53,403)	-36%
Total Salary & Benefits	117,418	143,298	129,714	494,665	432,389	(62,276)	-14%
Services and Supplies							
Professional & Administrative Services - 42	337,366	343,301	147,956	212,750	252,950	40,200	16%
Other Operating Expenses - 43	3,312	4,230	4,298	4,500	4,500	-	0%
Materials & Supplies - 44	-	-	-	1,300	1,300	-	0%
Total Services and Supplies	340,678	347,531	152,254	218,550	258,750	40,200	16%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	1,000	1,000	-	0%
Total Capital Outlay	-	-	-	1,000	1,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	(59,446)	(63,447)	(4,001)	6%
Administrative Debits - 46122	61,744	71,516	56,296	80,460	177,826	97,366	55%
IS Charges - 46124	32,683	69,693	21,406	50,096	58,931	8,835	15%
Legal Charges - 46126	13,247	2,216	210	10,000	10,000	-	0%
General Liability Insurance - 46201	5	10,796	15,415	16,110	14,087	(2,023)	-14%
Total Indirect Cost Allocations	107,679	154,221	93,327	97,220	197,397	100,177	51%
Total	565,775	645,050	375,296	811,435	889,536	78,101	9%

MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2020-21 FY 2021-22

42101 Professional Services		\$ 180,000	\$ 220,000
Contract Inspection Services	\$ 100,000		
Contract Plan Check Services	120,000		
42107 Equipment Maintenance		\$ 1,100	\$ 1,100
Equipment and vehicle maintenance	\$ 1,000		
Digital microfilm machine maintenance	\$ 100		
42108 Building-Structure Maintenance		\$ 1,000	\$ 1,000
42201 Office Expense		\$ 4,000	\$ 4,000
Miscellaneous Office Expenses	4000		
4230X Travel and Training		\$ 6,000	\$ 6,200
Training required for building code updates	\$ 5,000		
Mileage, Air, & Hotel	1,000		
Meal Allowance	200		
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		\$ 252,950	
4310X Utilities		\$ 4,500	\$ 4,500
PG&E	\$ 4,000		
EBMUD	500		
44410 Safety Clothing		\$ 1,300	\$ 1,300
Safety clothing (safety boots, hard hat, protective eye ware, protective handwear, etc.) for the two Inspector's who perform inspections at job site locations.	\$ 300		
Small tools	\$ 1,000		
47103 Furniture		\$ 1,000	\$ 1,000
Ergonomic Chairs	\$ 1,000		

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	14,474	17,553	65,591	1,765	15,720	13,955	89%
Other Operating Expenses - 43	-	-	3,506	-	-	-	0%
Total Services and Supplies	14,474	17,553	69,097	1,765	15,720	13,955	0%
Indirect Cost Allocations							
Administrative Debits - 46122	209,747	240,375	136,492	233,235	169,179	(64,056)	-38%
Legal Charges - 46126	12,850	42,713	32,715	15,000	10,000	(5,000)	-50%
Total Indirect Cost Allocations	222,597	283,088	169,207	248,235	179,179	(69,056)	-39%
Total	237,071	300,640	238,304	250,000	194,899	(55,101)	-28%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 1,765	\$ 15,720
Amerinational Loan Servicing	\$ 900	
Auditing Services	1,680	
Bond Indenture Fees	4,640	
HDL Financial Reporting	8,500	
46126 Legal Charges	\$ 15,000	\$ 15,000
Estimated legal costs	\$ 11,712	

HOUSING - LAND HELD FOR RESALE FUND - 285**HOUSING ADMINISTRATION - 464****EXPENDITURE SUMMARY**

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Revised Budget	FY 2021/22 Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	88,966	1,672	1,245	81,920	81,920	-	0%
Other Operating Expenses - 43	1,088	1,390	1,417	2,100	2,100	-	0%
Total Services and Supplies	90,054	3,063	2,662	84,020	84,020	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	55,967	57,898	43,806	70,883	47,040	(23,843)	-51%
Legal Charges - 41427	24,089	8,728	3,402	20,000	20,000	-	0%
Total Indirect Cost Allocations	80,056	66,626	47,208	90,883	67,040	(23,843)	-36%
Transfers Out - 49901	6,290,688	-	-	-	-	-	0%
Total	6,460,799	69,688	49,870	174,903	151,060	(23,843)	-16%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 81,920	\$ 81,920
AmeriNat loan servicing	\$ 3,000		
Affordable housing compliance monitoring	21,000		
Annual housing certification report	5,000		
Fiscal and land acquisition activities	3,920		
Tree Grove Maintenance	34,000		
811 San Pablo Ave RFP	15,000		
4310X Utilities		\$ 2,100	\$ 2,100
PG&E	\$ 2,000		
EBMUD	100		

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	-	54,839	81,397	79,270	86,639	7,369	9%
Overtime - 402	-	-	-	-	1,000	1,000	100%
Employee Benefits - 410	6,308	11,434	17,437	47,611	23,115	(24,496)	-106%
Total Salary & Benefits	6,308	66,272	98,833	126,881	110,754	(16,127)	-15%
Services and Supplies							
Professional & Administrative Services - 42	51,458	94,907	-	26,000	20,000	(6,000)	-30%
Materials & Supplies - 44	-	-	-	500	2,500	2,000	80%
Total Services and Supplies	51,458	94,907	-	26,500	22,500	(4,000)	-18%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	59,446	63,447	4,001	6%
IS Charges - 46124	-	-	-	-	958	958	100%
Legal Charges - 46126	13,156	3,822	11,770	-	-	-	0%
General Liability Insurance - 46201	2	4,009	4,165	4,353	4,290	(63)	-1%
Total Indirect Cost Allocations	13,158	7,831	15,935	63,799	68,695	4,896	7%
Total	70,924	169,010	114,769	217,180	201,949	(15,231)	-8%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	29,430	-	-	-	-	0%
Total	-	29,430	-	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 15,000	\$ 8,000
Contract Inspection Services	\$ 8,000	
42201 Office Expense	\$ 3,000	\$ 3,000
Citation books and misc. expenses	\$ 2,000	
Tablet	\$ 1,000	
4230X Travel & Training	\$ 2,000	\$ 3,000
Conference registration	\$ 3,000	
42512 Abatement	\$ 6,000	\$ 6,000
Abatement Services	\$ 6,000	
44301 Fuel	\$ -	\$ 2,000
Fuel	\$ 2,000	
44410 Safety Clothing	\$ 500	\$ 500
	\$ 500	

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

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

The Community Services Department is a new department being instituted in FY 2021/22. The recent Organizational Assessment recommended creating this new department to house a number of different community-oriented City activities and services. The department is composed of City units that had previously resided in their own standalone department (Recreation), been a division or function of another City department (Pinole Community Television), and entirely new divisions to manage City services and activities that previously had not had a clear organizational home (library and animal services provided by the County; City activities related to community health and food; and coordination of City-sponsored and private special events).

Mission

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

Major Services and Functions

The Administration Division provides management and coordination of the department's activities. The Special Events subdivision is a new subdivision, being instituted in FY 2021/22. It will serve as the single point of contact for private organizations that would like to hold events in the City and/or receive some form of City support or sponsorship for their event. This subdivision will coordinate closely with the City departments that host their own community events.

The Recreation Division contains six subdivisions: Parks and Recreation Administration; Senior Center; Youth Center; Tiny Tots; Swim Center; and Tennis Court and Memorial Hall. The Parks and Recreation Administration subdivision provides management and coordination of all Parks and Recreation Division activities, including park rules and policies, park permits and reservations, and park planning. Through the Tiny Tots, Youth

Center, and Senior Center, the division offers recreational and enrichment programs and events for all age groups. Tiny Tots is a childcare program with a dedicated facility that provides a high-quality recreational, social, and educational experience for children ages 3 1/2 to 5 years. The Youth Center provides a variety of enrichment classes, sports leagues, and specialty camps for children ages 5 to 17. The program is designed to offer youth an opportunity to explore special interests, promote creativity, challenge the mind and body, and create experiences. The Senior Center provides adults age 50 and over with social activities, fitness and enrichment classes, daily hot lunches, homebound services, salon services, and support services. The Senior Center receives advice from an advisory board of directors. The City's Memorial Hall building is used as a theater space for educational programs run by the Pinole Community Players community theater group as well as the Players' theatric productions. The City rents the building to the Players for these uses. The Tennis Court and Swim Center are two recreational facilities in the City. The Tennis Court is adjacent to the Pinole branch of the County library system. The tennis court and adjacent restroom are owned by the County and leased to the City for the public's use. The Swim Center is owned by the City. In recent years, the City has hired a private organization to run the Swim Center. The City currently contracts with the Pinole Seals for this service. The Pinole Seals open the pool for community use during summer months, and also conduct practices of their swim team at the pool. The City's Community Services Commission provides advice to the Parks and Recreation Division.

Pinole Community Television (PCTV) operates the City's public, educational, and governmental (PEG) cable television program, which involves broadcasting the City's public meetings and recording, producing, and broadcasting a limited number of significant community events on the local cable television channels dedicated by City's franchise cable television provider, Comcast (channels 26 and 28). PCTV also broadcasts public meetings and events via live stream on the City website. PCTV also has contracts with other public agencies, including Vallejo, El Cerrito, Benicia, West Contra Costa Unified School District (WCCUSD), and WestCAT to record, produce, and broadcast those agencies' public meetings. In addition, PCTV also provides recording and production services to private parties on a fee for service basis. The Division generates revenue primarily through internal billing of services provided to City departments, franchise fees, contract service fees, donations, and community service fees.

The Library and Animal Services Division is a new division, being instituted in FY 2021/22. Public library services in the City are provided by the Contra Costa County Library system. (Just one city in the County, Richmond, has its own municipal library system.) The County provides library services to residents of Pinole at the Pinole branch library located on Pinole Valley Road. The branch library building was constructed by and is owned by the County. The County provides a baseline level of weekly open hours, and charges the City for the maintenance of the building. (Most other cities in the County have constructed their own building to house their branch library.) The County Animal Services Department provides animal control services to the City's residents, for which the County charges the City a fee.

The Community Health and Food Division is a new division, being instituted in FY 2021/22. In FY 2020/21, the City undertook a number of food security-related activities, including a canned food drive, an associated monetary donation drive, and a pilot program to distribute fresh and non-perishable food, in collaboration with the Food Bank of Contra Costa and Solano, which has become a permanent monthly event. The City has also contracted with Pacific Coast Farmers Market Association for many years to provide a year-round weekly farmers' market on Saturday mornings. The City also applied for and received a grant in FY 2020/21 to undertake education and outreach activities, through the City's code enforcement program, to prevent the sale of tobacco products to minors. This division will provide the single focal point for the City's health and food security activities, that will sometimes be provided by other City divisions, such as the Senior Center, for example.

FY 2020/21 Key Accomplishments

- Maintained operations during the COVID-19 pandemic, through the hosting of sixteen virtual programs, community contests and raffles and special events as well as the creation of opportunities for community engagement during the pandemic
- Staff created a cookbook with the help of the Senior Center community and cook.
- Implementation of safe and fun monthly drive-thru food distribution community events with over 200 participants per event in partnership with the Food Bank of Contra Costa and Solano
- Hosted a food drive that collected 1,557 pounds of food for the Food Bank of Contra Costa and Solano
- Created a plan to operate the Senior Center as a cooling center during the pandemic
- Updated all rental, membership, and program registration packets for all divisions.
- Received three proposals for the management of the swimming pool and selected a vendor
- Facilitated arrangement through which local high schools could use the swimming pool to practice for their spring 2021 swim season
- The tennis courts provided a needed exercise outlet for the community during the pandemic
- Continued to broadcast updated information from the County Health Department and other government agencies on matters related to the pandemic through our regional broadcast systems
- Mobilized the Zoom format directly into the on-air replay for live broadcasting for City Council and Planning Commission meetings
- Entered into a Broadcasting agreement with the City of Vallejo to broadcast their Council meetings
- Hired a consultant to develop a comprehensive fee program for recreation and cable services which will include multiple fee categories such as staffing costs, facility costs, equipment costs, off-site cable vehicle costs, and master control to maximize full cost recovery of services

FY 2021/22 Key Priorities and Projects

- Reopen recreation programs
- Update of existing outdated equipment allowing for High Definition (HD) Wide Screen resolution pending Comcast's upgrade of their system
- Hire a consulting firm to evaluate the entire broadcasting network system to include use of new technology for efficiency and effective broadcasting
- Develop plans to update the Council Chambers to a High Definition (HD) Wide Screen operation and display
- Complete a comprehensive study of PCTV staffing, supplies, equipment, and facility costs to update the division's fee structure

Significant Special Projects for FY 2022/23 through FY 2025/26

- The Recreation Division will review and evaluate the current and future activities and services of the Pinole Youth Center to identify new mechanisms for youth involvement
- Evaluate broadcasting and production software and equipment technology which can handle additional capacity, allow for remote handling, and allow for future growth
- Enhancement of broadcasting option to include as many forms of communication as practical, such as the internet and social media, where appropriate
- Evaluate expansion of services to include broadcasting of community events in conjunction with the assessment of a fee-for-service structure and assessment of the entire cable network to increase efficiency
- Update existing outdated equipment to allow for High Definition (HD) Wide Screen resolution pending Comcast's upgrade of their system

Major Changes in FY 2021/22 Budget

The Community Services Department is a new department being instituted in FY 2021/22. It is composed of functions that had previously been housed in other departments and relatively new functions that had not previously had an organizational home. The FY 2021/22 budget for the department is similar to the FY 2020/21 budgets for the functions it consolidates. There are two major changes in FY 2021/22.

First, the department will have a dedicated full-time department head. The Assistant City Manager had played this role, among others, in the past.

Second, included in the FY 2021/22 budget for the PCTV Division is funding of \$40,000 to evaluate the entire broadcasting and production system and provide recommendations on the purchase of new software and equipment that would handle additional capacity, allow for remote handling, allow for future growth, and enhance broadcasting options to

include as many forms of communication as practical, such as the internet and social media, where appropriate.

Beginning in FY 2021/22, the County Library system will increase its baseline open hours for all branch libraries from 35 hours weekly to 40 hours weekly, at no extra expense to the cities.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Community Services Director	0.00	0.00	0.00	0.00	1.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Cook, <i>part-time/regular</i>	0.75	0.75	0.75	0.75	0.75
Recreation Coordinator	2.60	2.60	2.60	2.60	2.60
Recreation Leader	2.88	2.88	2.88	2.88	2.88
Recreation Leader (Tiny Tots)	1.13	1.13	1.13	1.13	1.13
Rental Facility Custodian, <i>part-time/temporary</i>	1.65	1.65	1.65	1.65	1.65
Senior Recreation Leader	1.50	1.50	1.50	1.50	1.50
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	0.00
Total	14.25	14.25	14.25	14.25	14.50

COMMUNITY SERVICES BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
REVENUE / FUNDING SOURCE							
Measure S 2014 - 106	-	14,593	-	38,957	63,950	24,993	39%
Recreation Fund - 209	1,023,404	1,000,117	558,449	799,283	1,542,050	742,767	48%
Cable Access TV Fund - 505	357,375	374,875	292,112	445,606	421,573	(24,033)	-6%
Total	1,380,779	1,389,585	850,562	1,283,846	2,027,573	743,727	37%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	532,480	506,547	334,923	407,980	939,607	531,627	57%
Overtime - 402	767	3,096	573	1,000	4,000	3,000	75%
Employee Benefits - 410	258,767	286,731	212,692	275,966	453,204	177,238	39%
Total Personnel	792,014	796,375	548,189	684,946	1,396,811	711,865	51%
Services and Supplies							
Professional & Administrative							
Services - 42	201,442	167,385	97,592	198,985	295,369	96,384	33%
Other Operating Expenses - 43	294,167	227,916	42,808	109,176	241,515	132,339	55%
Materials & Supplies - 44	2,379	400	33	350	900	550	61%
Total Services and Supplies	497,988	395,701	140,432	308,511	537,785	229,274	43%
Capital Outlay							
Asset Acquisition/Improvement - 47	21,960	47,921	-	63,531	139,232	75,701	54%
Total Capital Outlay	21,960	47,921	-	63,531	139,232	75,701	54%
Indirect Cost Allocations							
Administrative Credits - 46	-	-	(14,702)	(49,820)	(270,607)	(220,787)	82%
Administrative Debits - 46	-	-	88,997	156,201	90,584	(65,617)	-72%
IS Charges - 46	67,386	70,651	49,001	81,268	86,399	5,130	6%
Legal Charges - 46	1,412	43,843	2,492	926	1,000	74	7%
General Liability Insurance - 46	19	35,094	36,153	38,283	46,370	8,087	17%
Total Indirect Cost Allocations	68,818	149,589	161,940	226,858	(46,254)	(273,113)	590%
Total	1,380,779	1,389,585	850,562	1,283,846	2,027,573	743,727	37%
EXPENDITURES BY PROGRAM							
Recreation Administration - 551	172,230	187,153	178,960	272,696	534,654	261,958	49%
Senior Center - 552	467,615	438,540	136,263	212,601	499,819	287,218	57%
Tiny Tot's - 553	131,602	147,990	74,346	88,302	152,694	64,392	42%
Youth Center - 554	149,165	140,656	81,778	101,745	226,749	125,004	55%
Daycamp Program - 555	3,195	2,087	14,702	49,970	64,317	14,347	22%
Swim Center - 557	92,194	81,400	57,596	96,477	111,167	14,690	13%
Memorial Hall - 558	5,092	10,587	10,877	11,741	10,900	(841)	-8%
Tennis - 559	2,310	6,298	3,927	4,708	5,700	992	17%
Cable Access TV City Services - 119	357,375	374,875	292,112	445,606	372,682	(72,925)	-20%
Cable Access TV Community Budget - 120	-	-	-	-	379	379	100%
Cable Access TV Contract Services - 121	-	-	-	-	48,513	48,513	100%
Total	1,380,779	1,389,585	850,562	1,283,846	2,027,573	743,727	37%

RECREATION FUND - 209**RECREATION ADMINISTRATION - 551****EXPENDITURE SUMMARY**

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	72,711	79,034	60,020	76,604	343,231	266,627	78%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	38,488	37,365	27,405	38,166	169,372	131,206	77%
Total Personnel	111,199	116,399	87,424	114,770	512,603	397,833	78%
Services and Supplies							
Professional & Administrative Services - 42	16,004	15,301	2,802	20,196	26,511	6,315	24%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	16,004	15,301	2,802	20,196	26,511	6,315	24%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	49,530	72,431	-	(72,431)	-100%
Admin Credits - 46121	-	-	-	-	(79,780)	(79,780)	-100%
IS Charges - 46124	45,025	49,887	35,060	61,092	58,680	(2,412)	-4%
Legal Charges - 46126	-	1,498	120	-	-	-	0%
General Liability Insurance - 46201	2	4,067	4,025	4,207	16,640	12,433	75%
Total Indirect Cost Allocations	45,028	55,453	88,734	137,730	(4,460)	(142,190)	3188%
Total	172,230	187,153	178,960	272,696	534,654	261,958	49%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 1,346	\$ 1,346
CPRS Membership	165		
Broadcast Music/ASCAP Services	1,181		
4230X Travel, Training & Meeting Costs		\$ 350	\$ 3,740
Travel & Training/Conf-Registration	\$ 1,300		
Travel & Training/Mileage, Air	\$ 2,320		
Travel & Training/M meal Allowance	\$ 120		
42501 Bank Fees		\$ 150	\$ 300
42514 Special Department Expense		\$ 3,000	\$ 7,075
Postage Machine	\$ 100		
Office Supplies	700		
Recreation Activity Guide & Postage	6,275		
42515 Special Events		\$ 15,350	\$ 14,050
Expenses for Movies and Sounds in the Park	\$ 8,800		
Community Service Commission Events	2,000		
Tree Lighting	3,250		

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	118,902	115,778	64,241	55,000	167,083	112,083	67%
Overtime - 402	148	-	-	-	-	-	0%
Employee Benefits - 410	48,680	56,586	33,006	36,962	51,925	14,963	29%
Total Personnel	167,731	172,364	97,247	91,962	219,008	127,046	58%
Services and Supplies							
Professional & Administrative Services - 42	43,747	28,413	8,076	9,988	34,540	24,552	71%
Other Operating Expenses - 43	252,233	187,289	21,438	71,324	178,820	107,495	60%
Materials & Supplies - 44	1,902	-	-	-	-	-	0%
Total Services and Supplies	297,882	215,702	29,514	81,312	213,360	132,047	62%
Capital Outlay							
Asset Acquisition/Improvement - 47	897	-	-	-	7,678	7,678	100%
Total Capital Outlay	897	-	-	-	7,678	7,678	100%
Indirect Cost Allocations							
Legal Charges - 46126	1,100	42,345	1,056	-	500	500	100%
General Liability Insurance - 46201	5	8,128	8,446	9,327	8,274	(1,053)	-13%
Total Indirect Cost Allocations	1,105	50,474	9,502	9,327	8,774	(553)	-6%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	467,615	438,540	136,263	182,601	448,819	266,218	59%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	30,000	51,000	21,000	41%
Total	-	-	-	30,000	51,000	21,000	41%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 765	\$ 1,785
CPRS Membership	\$ 165		
Costco Membership	120		
Staff Training	500		
WCCUSD Transition Program	1,000		
42107 Equipment Maintenance		\$ 1,199	\$ 3,650
Fire Extinguisher Maintenance	650		
Fridge/Freezer Maintenance	2,000		
Other Maintenance	1,000		

42108 Maintenance Structure/Imp		\$ 4,197	\$ 21,609
Sanitary/Cleaning Supplies	\$ 2,500		
Landscape Maintenance	4,684		
Pest Control Services	816		
Electrical Supplies	500		
Plumbing Supplies	500		
Key Pad/Alarm Service	1,000		
HVAC Service	5,000		
Janitorial	6,609		
42201 Office Expense		\$ 100	\$ 1,200
Office supplies, paper flyers, and tickets	\$ 1,200		
42501 Bank Fee		\$ 150	\$ 2,400
42514 Special Department Expense		\$ 3,577	\$ 3,896
Health Permit	\$ 3,577		
Food handler certificate	8		
Inspection fees	311		
Total Professional/Administrative Services			\$ 34,540
4310X Utilities		\$ 57,000	\$ 57,000
Gas and Electric	\$ 47,000		
Water	10,000		
4320X Taxes		\$ 2,171	\$ 2,300
Taxes/Property Tax	\$ 2,300		
43802 Class Fees		\$ -	\$ 20,980
Instructor Fees	20,600		
Pool Felt	380		
43803 Personal Service		\$ -	\$ -
WestCat tickets (reimbursed when sold)	\$ -		
43804 Food Program		\$ 5,661	\$ 57,850
Food Expense	44,000		
Kitchen Maintenance	12,850		
Snack Bar	1,000		
43805 Travel		\$ -	\$ 7,200
43806 Dance Program		\$ -	\$ 4,260
Entertainment - CW line dance	\$ 3,180		
Entertainment - Ballroom	1,080		
43807 Fundraising		\$ 1,600	\$ 4,000

43808 Gift Shop Sales		\$	-	\$	900
43809 Newsletter		\$	3,135	\$	8,540
Monthly Newsletter	\$ 5,000				
Newsletter monthly postage	3,240				
Newsletter annual bulk mail	300				
43810 Center Maintenance		\$	3,257	\$	12,790
Flooring annual maintenance	\$ 5,000				
Kitchen janitorial service	6,318				
Misc. center maintenance	272				
Trap service	1,200				
43811 Supplies		\$	500	\$	3,000
Misc. Program Supplies & PPE	\$ 3,000				
Total Other Operating Expenses					\$ 178,820
47101 FF&E/Equipment		\$	-	\$	5,463
Window blind replacement	\$ 5,463				
47103 FF&E/Furniture		\$	-	\$	2,215
Chair replacement	\$ 2,215				
MEASURE S - 2014 FUND - 106					
47101 FF&E/Equipment		\$	23,000	\$	51,000
Senior Center Table Replacement (<i>Carryforward</i>)	\$ 23,000				
Senior Center Chair Replacement	28,000				

RECREATION FUND - 209
TINY TOTS - 553**EXPENDITURE SUMMARY**

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	85,666	77,121	41,239	43,735	82,921	39,186	47%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	23,305	29,935	20,773	26,578	37,202	10,624	29%
Total Personnel	108,971	107,057	62,011	70,313	120,123	49,810	41%
Services and Supplies							
Professional & Administrative Services - 42	20,695	18,645	7,898	10,467	21,515	11,048	51%
Other Operating Expenses - 43	1,934	3,675	260	2,400	3,800	1,400	37%
Total Services and Supplies	22,629	22,320	8,158	12,867	25,315	12,448	49%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	200	200	100%
Total Capital Outlay	-	-	-	-	200	200	100%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
General Liability Insurance - 46201	2	4,019	4,177	4,365	4,106	(259)	-6%
Total Indirect Cost Allocations	2	4,019	4,177	4,365	4,106	(259)	-6%
Total	131,602	133,396	74,346	87,545	149,744	62,199	42%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	14,593	-	757	2,950	2,193	74%
Total	-	14,593	-	757	2,950	2,193	74%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42107 Equipment Maintenance		\$ -	\$ 300
Copier and other equipment maintenance	\$ 300		
42108 Maintenance Structure/Imp		\$ 7,155	\$ 10,303
Alarm Monitoring	972		
Building Maintenance	500		
HVAC Maintenance	300		
Janitorial (2 times weekly)	5,237		
Landscape Maintenance	2,472		
Pest Control	372		
Sanitary Supplies	450		
42201 Office Expense		\$ 600	\$ 1,500
Toner, ink, other office supplies	\$ 1,500		
42302 Travel & Training		\$ -	\$ 500
CPR staff training	\$ 500		
42501 Bank Fees		\$ 1,000	\$ 4,200
42514 Special Department Expense		\$ 1,712	\$ 4,712
Holiday paper and craft supplies	650		
Paper and craft supplies	1,562		
Toy replacement	2,000		
T-Shirt fundraiser	500		
Total Professional/Administrative Services			\$ 21,515
4310X Utilities		\$ 400	\$ 1,000
Gas and Electric	\$ 800		
Water	200		
43201 Property Tax		\$ 2,000	\$ 2,800
47103 FF&E/Furniture		\$ -	\$ 200
Tiny Tots dishwasher replacement	\$ 200		
MEASURE S - 2014 FUND - 106			
47103 FF&E/Furniture		\$ 757	\$ 2,950
Tiny Tots dishwasher replacement	\$ 550		
Tiny Tots outdoor shade	2,400		

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	69,740	63,438	39,845	58,293	162,385	104,092	64%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	44,552	40,897	28,097	42,437	46,838	4,401	9%
Total Personnel	114,291	104,336	67,942	100,730	209,223	108,493	52%
Services and Supplies							
Professional & Administrative Services - 42	23,996	20,211	17,048	26,551	28,763	2,213	8%
Other Operating Expenses - 43	10,479	8,039	3,124	4,466	16,304	11,838	73%
Materials & Supplies - 44	83	19	-	-	400	400	100%
Total Services and Supplies	34,558	28,269	20,171	31,017	45,467	14,451	32%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	2,874	4,709	1,835	39%
Total Capital Outlay	-	-	-	2,874	4,709	1,835	39%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	(14,702)	(49,820)	(50,691)	(871)	2%
Legal Charges - 46126	312	-	-	-	-	-	0%
General Liability Insurance - 46201	4	8,052	8,367	8,744	8,041	(703)	-9%
Total Indirect Cost Allocations	316	8,052	(6,335)	(41,076)	(42,650)	(1,574)	4%
Total	149,165	140,656	81,778	93,545	216,749	123,204	57%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	8,200	10,000	1,800	18%
Total	-	-	-	8,200	10,000	1,800	18%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42107 Equipment Maintenance		\$ -	\$ 1,000
Vehicle Maintenance	\$ 1,000		
42108 Maintenance Structure/Imp		\$ 21,436	\$ 21,778
Building Maintenance	\$ 9,980		
Elevator Maintenance	2,500		
Fire Extinguisher Maintenance	160		
Fire Sprinkler Inspection	375		
Janitorial Service	5,636		
JanPro floor cleaning	1,207		
Misc. other supplies	1,700		
Pest Control	220		
42201 Office Expense		\$ 100	\$ 450
Miscellaneous Office Supplies	\$ 450		
4230X Travel and Training		\$ 250	\$ 1,870
Travel&Training/Conf. Registration	\$ 650		
Travel&Training/Milage, Air & Hotel	\$ 1,160		
Travel&Training/Meal Allowance	\$ 60		
42401 Memberships		\$ 165	\$ 165
CPRS Membership	\$ 165		
42501 Bank Fees		\$ 100	\$ 1,000
42504 Recruitment Costs		\$ -	\$ -
42514 Special Department Expense		\$ 4,500	\$ 2,500
Carnivals	\$ 1,700		
Egg Hunt	\$ 800		
Total Professional/Administrative Services			\$ 28,763
4310X Utilities		\$ 2,861	\$ 5,100
Gas and Electric	\$ 4,600		
Water	500		
42301 Property Taxes		\$ 1,200	\$ 1,200

43812 Youth Center		\$	405	\$	10,004
Instructor invoices	9,504				
Program supplies	500				
Total Other Operating Expenses				\$	16,304
44301 Fuel		\$	-	\$	400
47101 FF&E/Equipment		\$	-	\$	4,709
Replacement of Tables, Chairs, and storage	\$ 4,709				
MEASURE S - 2014 FUND - 106					
47101 FF&E/Equipment		\$	8,200	\$	10,000
Replace vinyl floor at Youth Center	\$ -				

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	2,851	656	-	-	500	500	100%
Other Operating Expenses - 43	300	1,379	-	-	12,974	12,974	100%
Materials & Supplies - 44	43	51	-	150	150	-	0%
Total Services and Supplies	3,195	2,087	-	150	13,624	13,474	99%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	14,702	49,820	50,693	873	2%
Total Indirect Cost Allocations	-	-	14,702	49,820	50,693	873	2%
Total	3,195	2,087	14,702	49,970	64,317	14,347	22%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42501 Recreation Bank Fee Day Camp		\$ -	\$ 500
Credit Card Charges	\$ 500		-
43801 Program Costs/Youth Center		\$ -	\$ 12,974
Program Supplies	\$ 500		
Instructor Invoices	12,474		
4430X Other Supplies and Materials		\$ 150	\$ 150
Other Mat & Sup/Fuel	150		

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	79,671	71,418	48,554	80,177	96,167	15,990	17%
Other Operating Expenses - 43	12,523	9,983	8,651	16,300	14,500	(1,800)	-12%
Total Services and Supplies	92,194	81,400	57,206	96,477	110,667	14,190	13%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Legal Charges - 46126	-	-	390	-	500	500	100%
Total Indirect Cost Allocations	-	-	390	-	500	500	100%
Total	92,194	81,400	57,596	96,477	111,167	14,690	113%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 46,527	\$ 62,517
Swim Center Operations Contract	\$ 62,517	
42108 Maintenance Structure/Imp	\$ 30,000	\$ 31,150
Annual Fire Sprinkler Maintenance	250	
Building Maintenance	5,000	
Janitorial	6,400	
Landscape Maintenance	2,640	
Pool Maintenance	\$ 8,860	
Pool Supplies	8,000	
42514 Special Department Expense	\$ 3,650	\$ 2,500
Health Permits	\$ 2,500	
Total Professional/Administrative Services	\$ 96,167	
4310X Utilities	\$ 13,500	\$ 11,700
43103 Gas and Electric	\$ 5,700	
43102 Water	6,000	
43201 Property Taxes	\$ 2,800	\$ 2,800

RECREATION FUND - 209
MEMORIAL HALL - 558**EXPENDITURE SUMMARY**

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	2,211	7,878	9,516	9,741	8,200	(1,541)	-19%
Other Operating Expenses - 43	2,881	2,709	1,361	2,000	2,700	700	26%
Total Services and Supplies	5,092	10,587	10,877	11,741	10,900	(841)	-8%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	-	-	-	-	-	-	0%
Total	5,092	10,587	10,877	11,741	10,900	(841)	-8%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42107 Equipment Maintenance		\$ -	\$ -
42108 Maintenance Structure/Imp		\$ 9,641	\$ 8,000
Building Maintenance	\$ 5,000		
Misc. Maintenance	1,850		
Pest Control	450		
Plumbing Supplies	300		
Sanitary Supplies	400		
42501 Bank Fees		\$ 100	\$ 200
Total Professional/Administrative Services		\$	\$ 8,200
4310X Utilities		\$ 2,000	\$ 2,700
Gas and Electric	\$ 500		
Water	2,200		

RECREATION FUND - 209

TENNIS - 559

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	100	100	-	0%
Other Operating Expenses - 43	2,310	6,298	3,927	4,608	5,600	992	18%
Total Services and Supplies	2,310	6,298	3,927	4,708	5,700	992	17%
Total	2,310	6,298	3,927	4,708	5,700	992	17%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42108 Maintenance Structure/Imp		\$ 100	\$ 100
Building Maintenance	\$ 100		
4310X Utilities		\$ 4,608	\$ 5,600
Gas and Electric	\$ 5,100		
Water	500		

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages -401	185,462	171,175	129,579	174,348	183,987	9,639	5%
Overtime - 402	618	3,096	573	1,000	4,000	3,000	75%
Employee Benefits - 410	103,742	121,948	103,412	131,823	147,867	16,044	11%
Total Personnel	289,821	296,219	233,564	307,171	335,854	28,683	9%
Services and Supplies							
Professional & Administrative Services - 42	12,267	4,862	3,697	41,765	57,598	15,833	27%
Other Operating Expenses - 43	11,506	8,544	4,048	8,078	4,048	(4,030)	-100%
Materials & Supplies - 44	351	330	33	200	208	8	4%
Total Services and Supplies	24,124	13,736	7,778	50,043	61,854	11,811	19%
Capital Outlay							
Asset Acquisition/Improvement - 47	21,063	33,327	-	\$21,700	62,091	40,391	65%
Total Capital Outlay	21,063	33,327	-	21,700	62,091	40,391	65%
Indirect Cost Allocations							
Admin Credits - 46121	-	-	-	-	(140,136)	(140,136)	100%
Admin Debits - 46122	-	-	24,765	33,950	23,695	(10,255)	-43%
IS Charges - 46124	22,361	20,764	13,942	20,176	20,014	(162)	-1%
Legal Charges - 46126	-	-	926	926	-	(926)	-100%
General Liability Insurance -46201	6	10,828	11,138	11,640	9,309	(2,331)	-25%
Total Indirect Cost Allocations	22,367	31,592	50,770	66,692	(87,118)	(153,810)	177%
Total	357,375	374,875	292,112	445,606	372,682	(72,925)	-20%

[1] PEG funded

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 30,000	\$ 48,760
Remote programming and support for Leightronix, Scala and General A/V Contractors (90% funded through production fees)	\$ 25,000		
Equipment Master Plan consultant	23,760		
42106 Software Maintenance		\$ 1,504	\$ 1,515
Scala Annual License	\$ 1,515		
42107 Equipment Maintenance		\$ 2,000	\$ 2,500
Equipment repair	\$ 300		
Equipment repair parts	2,000		
Loaner equipment	200		
42108 Maintenance Structure/Imp		\$ 3,401	\$ 1,616
Cleaning supplies	\$ 297		
Elevator maintenance	713		
HVAC maintenance	475		
Pest control	131		
42201 Office Expense		\$ 460	\$ 238
4230X Travel and Training		\$ 2,500	\$ 2,079
NAB Convention for two employees	\$ 1,485		
Other Travel and Training	\$ 594		
42510 Software Purchase		\$ 600	\$ -
Adobe Editing Software	\$ -		
42514 Special Department Expense		\$ 1,300	\$ 891
Misc. specialized supplies	594		
Other Special Dept Expenses	297		
Total Professional/Administrative Services			\$ 57,598
43102 Utilities		\$ 8,078	\$ 4,048
Gas and Electric	\$ 2,970		
Water	306		
Taxes	772		
44301 Fuel		\$ 200	\$ 208

47101 Equipment		\$21,000	\$	61,200
4th Council Chambers camera	\$11,000			
A/D cross over units	4,000			
Chambers audio mixer	5,000			
Chambers microphones	5,000			
DJI UAV	3,200			
Install HD projector/video wall system for Council Chambers	15,000			
SDI audio embedders and de-embedders	3,000			
Video monitors	3,000			
Video router	12,000			
47103 Furniture		\$700	\$	891
2 office desk chairs	\$891			

CABLE ACCESS TV FUND - 505

CABLE ACCESS TV COMMUNITY BUDGET- 120

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual	Revised	Proposed	Proposed to	Proposed to
			Thru Mar-21	Budget	Budget	Revised	Revised
						\$ Change	% Change
Services and Supplies							
Professional & Administrative Services - 42	0	0	-	-	177	177	100%
Other Operating Expenses - 43	-	-	-	-	23	23	100%
Materials & Supplies - 44	-	-	-	-	1	1	100%
Total Services and Supplies	-	-	-	-	202	202	100%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	-	-	120	120	100%
IS Charges - 46124	-	-	-	-	57	57	100%
Total Indirect Cost Allocations	-	-	-	-	177	177	100%
Total	-	-	-	-	379	379	100%

[1] PEG funded

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ -	\$ 136
Equipment Master Plan consultant	136		
42106 Software Maintenance		\$ -	\$ 5
Scala Annual License	\$ 5		
42107 Equipment Maintenance		\$ -	\$ 9
Equipment repair	\$ 1		
Equipment repair parts	7		
Loaner equipment	1		
42108 Maintenance Structure/Imp		\$ -	\$ 9
Cleaning supplies	\$ 2		
Elevator maintenance	4		
HVAC maintenance	3		
Pest control	1		
42201 Office Expense		\$ -	\$ 1
	\$ 1		
4230X Travel and Training		\$ -	\$ 12
NAB Convention for two employees	\$ 9		
Other Travel and Training	\$ 3		
42510 Software Purchase		\$ -	\$ -
Adobe Editing Software	\$ -		
42514 Special Department Expense		\$ -	\$ 5
Misc. specialized supplies	3.4		
Other Special Dept Expenses	1.7		
Total Professional/Administrative Services			\$ 177
43102 Utilities		\$ -	\$ 23
Gas and Electric	\$ 17		
Water	2		
Taxes	4		
44301 Fuel		\$ -	\$ 1

CABLE ACCESS TV FUND - 505**CABLE ACCESS TV CONTRACT SERVICES- 121****EXPENDITURE SUMMARY**

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	0	0	-	-	21,297	21,297	100%
Other Operating Expenses - 43	-	-	-	-	2,746	2,746	100%
Materials & Supplies - 44	-	-	-	-	141	141	100%
Total Services and Supplies	-	-	-	-	24,185	24,185	100%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	605	605	100%
Total Capital Outlay	-	-	-	-	605	605	100%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	-	-	16,076	16,076	100%
IS Charges - 46124	-	-	-	-	7,648	7,648	100%
Total Indirect Cost Allocations	-	-	-	-	23,724	23,724	100%
Total	-	-	-	-	48,513	48,513	100%

[1] PEG funded

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ -	\$ 16,120
Equipment Master Plan consultant	16,120		
42106 Software Maintenance		\$ -	\$ 611
Scala Annual License	\$ 611		
42107 Equipment Maintenance		\$ -	\$ 1,008
Equipment repair	\$ 121		
Equipment repair parts	806		
Loaner equipment	81		
42108 Maintenance Structure/Imp		\$ -	\$ 1,096
Cleaning supplies	\$ 202		
Elevator maintenance	484		
HVAC maintenance	322		
Pest control	89		
42201 Office Expense		\$ -	\$ 161
4230X Travel and Training		\$ -	\$ 1,411
NAB Convention for two employees	\$ 1,008		
Other Travel and Training	\$ 403		
42510 Software Purchase		\$ -	\$ -
Adobe Editing Software	\$ -		
42514 Special Department Expense		\$ -	\$ 891
Misc. specialized supplies	594		
Other Special Dept Expenses	297		
Total Professional/Administrative Services			\$ 21,297
43102 Utilities		\$ -	\$ 2,746
Gas and Electric	\$ 2,015		
Water	208		
Taxes	524		
44301 Fuel		\$ -	\$ 141
47103 Furniture		\$0	\$ 605
2 office desk chairs	\$605		

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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.

Major Services and Functions

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

FY 2020/21 Key Accomplishments

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

FY 2021/22 Key Priorities and Projects

- Continue to account for internal service functions

Major Changes in FY 2021/22 Budget

There are not any major changes to the General Government department budget for FY2021/22.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Management Analyst	1.00	1.00	1.00	0.00	0.00
Total	1.00	1.00	1.00	0.00	0.00

Note that the Management Analyst position that was budgeted in the department up until FY 2019/20, and performs miscellaneous special projects, was moved to the City Manager department budget in FY 2020/21 to better reflect its primary tasks.

GENERAL GOVERNMENT BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	23,293,714	2,803,216	1,751,559	2,986,938	3,022,979	36,041	1%
Measure S 2014 - 106	544,918	692,500	591,250	693,000	715,500	22,500	3%
Measure J - 215	47,049		48,930	48,930	48,930	-	0%
Total	23,885,681	3,495,716	2,391,739	3,728,868	3,787,409	58,541	2%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	70,673	83,093	-	-	-	-	0%
Employee Benefits - 410	62,275	65,351	-	-	-	-	0%
Med Insurance/Retirement - 411	972,834	1,012,196	765,937	1,098,500	1,120,470	21,970	2%
Total Personnel	1,105,782	1,160,641	765,937	1,098,500	1,120,470	21,970	2%
Services and Supplies							
Professional & Administrative Services - 42	370,368	337,293	191,396	442,710	408,334	(34,376)	-8%
Other Operating Expenses - 43	10,170	12,884	12,946	12,400	16,700	4,300	26%
Total Services and Supplies	380,538	350,177	204,342	455,110	425,034	(30,076)	-7%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	10,325	-	-	-	-	0%
Total Capital Outlay	-	10,325	-	-	-	-	0%
Debt Service							
Debt Principal - 48101	241,322	233,014	227,389	227,389	221,565	(5,824)	-3%
Debt Interest - 48102	278,678	301,986	327,611	327,611	353,435	25,824	7%
Cost of Issuance - 48103	3,631	1,120	1,107	1,107	1,107	-	0%
Total Debt Service	523,631	536,120	556,107	556,107	576,107	20,000	3%
Indirect Cost Allocations							
Information Systems (IS) Charges - 46	142,894	178,963	130,045	196,389	212,538	16,149	8%
General Liability Insurance - 46201	2	4,432	-	-	-	-	0%
Total Indirect Cost Allocations	142,897	183,395	130,045	196,389	212,538	16,149	8%
Operating Transfers Out - 49901	21,732,833	1,255,058	735,308	1,422,762	1,418,455	(4,307)	0%
Total	23,885,681	3,495,716	2,391,739	3,728,868	3,752,604	23,736	1%
EXPENDITURES BY PROGRAM							
General Government - 117	23,885,681	3,495,716	2,391,739	3,728,868	3,752,604	23,736	1%
Total	23,885,681	3,495,716	2,391,739	3,728,868	3,752,604	23,736	1%

MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2020-21 FY 2021-22

42101 Professional Services**\$ 326,797 \$ 312,025**

Architectural Drawings (Faria House)	\$ 21,000
HdL Economic Development (<i>Moved to City Manager dept</i>)	\$ -
Animal Control Services	130,114
Library services reimbursement agreement -40 Base	146,811
Mural maintenance	10,100
WCCUSD Summer Intern	4,000

42107 Equipment Maintenance**\$ 100 \$ 100****42201 Office Expense****\$ 13,000 \$ 13,000**

Office Supplies	5,000
Copier Supplies	1,000
Other Office Expenses	7,000

42203 Office Expense/Shipping & Mailing**\$ 9,779 \$ 9,779**

Postage Equipment	\$ 6,779
Postage & Shipping	3,000

4230X Travel & Training**\$ 1,500 \$ 1,500****42401 Memberships****\$ 19,604 \$ -**

ABAG Dues	\$ -
Bay Area News Group subscription	-
CAER dues	-
LAFCO dues	-
League of CA Cities	-
<i>(Memberships were moved to the City Council dept)</i>	

42501 Bank Fees**\$ 14,000 \$ 14,000**

Mechanics Bank and Bank of the West fees	\$14,000
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42511 Equipment Rent**\$ 3,500 \$ 3,500**

Restroom Services (Farmers market & PVP)	\$3,500
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42513 Rent**\$ 2,700 \$ 2,700**

Tennent Ave Parking lot. 401-142-012 (AT&T)	\$ 2,700
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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**359,404**

4310X Utilities		\$ 12,400	\$ 16,700
43103 Gas/Electric	\$ 15,300		
43102 Water	900		
4310X Comcast	500		
48101 Debt Principal		\$ 227,389	\$ 221,565
Pension Obligation Bond principal	\$ 227,389		
48102 Debt Interest		\$ 327,611	\$ 353,435
Pension Obligation Bond interest	\$ 327,611		
49901 Transfers Out		\$ 729,762	\$ 702,955
PCTV Operating contribution	105,124		
Recreation operation contribution	597,831		

MEASURE S - 2014 FUND - 106

49901 Transfers Out		\$ 693,000	\$ 715,500
Arterial Street Rehabilitation Projects	\$ 250,000		
Cable TV Contribution	55,000		
Recreation-Cinema in the Park	2,500		
Recreation-Community Service Commission	2,000		
Recreation-Summer Sounds in the Park	3,500		
Recreation-Swim Center Contribution	65,000		
Recreation-Tree Lighting	2,500		
Reserve to replace 2 PW vehicles per year	30,000		
Street Projects Funding	250,000		
Initiate ISF- Depreciation for Heavy Equipment	\$ 50,000		
Initiate ISF- Depreciation to Replace 2 Dev Svcs Vehicles per year	5,000		

MEASURE J - FUND 215

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

The General Fund provides annual contributions to the Recreation and Pinole Community Television (PCTV) programs to fund any operational deficiencies. Only the amounts necessary to fund operations are transferred towards the end of the fiscal year. Measure S 2014 funds annual contributions to the Equipment Reserve Fund for future equipment replacement needs, as well as sets aside funds for the arterial street rehabilitation and street improvement projects. Special community events, such as the annual tree lighting, are also funded by Measure S 2014.

FY 2021/22 Schedule of Transfers

FUND #	DESCRIPTION	TRANSFER-OUT ACCOUNT #	AMOUNT	FUND #	DESCRIPTION	TRANSFER-IN ACCOUNT #	PURPOSE
100	General Fund	100-117-49901	105,124	505	Cable Television Fund	505-119-39901	Cable Television contribution [1]
100	General Fund	100-117-49901	597,831	209	Recreation Fund	209-551-39901	Recreation operating contribution [1]
Subtotal Transfers from the General Fund			702,955				
106	Measure S 2014 Fund	106-117-49901	65,000	209	Recreation Fund	209-557-39901	Swim Center contribution [1]
106	Measure S 2014 Fund	106-117-49901	250,000	325	City Street Fund	325-341-39901	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	10,500	209	Recreation Fund	209-551-39901	Recreation: Cinema, Community Service, Summer Sounds, Tree Lighting.
Subtotal Transfers from Measure S 2014			630,500				
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			1,418,455				

NOTES:

[1] Only enough to balance will be transferred.

A best practice in public finance is to show the City's debt obligations in its budget. The City has just three long-term debt obligations, other than those of the Redevelopment Successor Agency.

Pension Obligation Bonds

On June 1, 2006, the City Council authorized the issuance of \$16,800,000 of Taxable Pension Obligation Bonds, 2006 Series A-2 (Capital Appreciation Bonds). The bonds in the aggregate principal of \$6,214,630 were issued to raise funds, presumably at a lower cost, to pay down the City's unfunded accrued actuarial liability with CalPERS. The bonds bear compounded interest which is due semi-annually on June 1 and December 1 through 2036. Principal payments are due annually on June 1 through 2036. 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
2021	\$ 227,389	\$ 327,611
2022	221,565	353,435
2023	215,586	379,414
2024	207,790	402,210
2025	203,321	431,679
*2026-2030	929,280	2,555,719
*2031-2035	808,705	3,291,296
2036	148,203	751,797
	<u>\$ 2,961,839</u>	<u>\$ 8,493,161</u>

**The total principal and total interest will be spread over the five-year period.*

2016 Wastewater Revenue Refunding Bonds

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

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

For the Year Ending, June 30	Principal	Interest
2021	\$ 318,000	\$ 200,866
2022	329,000	191,323
2023	341,000	181,440
2024	347,000	171,292
2025	362,000	160,834
2026-2030	1,968,000	635,607
2031-2035	2,287,000	322,656
2036-2037	1,016,000	30,238
	<u>\$ 6,968,000</u>	<u>\$ 1,894,255</u>

2016 Clean Water State Revolving Fund

In May 2016, the City entered into a loan agreement with the State of California Water Resources Control Board to provide funding for its 50% share of upgrades to the Pinole-Hercules Wastewater Pollution Control Plant to achieve compliance with Regional Water Quality Board NPDES. Funds are drawn on the agreement as work is completed up to a maximum amount of \$26.7 million plus any construction period interest. The loan accrues interest at a rate of 1.7 percent annually. Annual principal payments are due each July 1, commencing July 1, 2020. Final payment is due July 2049. Net revenues, defined as all sewer enterprise fund revenues less operations and maintenance costs (excluding depreciation and amortization expenses), are pledged for future debt service. As of June 30, 2020, the total debt outstanding on the loan is \$25,456,833. Additional loan principal of \$3,715,262 was added to the outstanding loan balance during the fiscal year ended June 30, 2020, and as such, the table below includes future debt service requirements related to this amount.

Year Ending June 30,	Principal	Interest
2021	\$ 682,858	406,326
2022	668,026	421,158
2023	679,383	409,801
2024	690,932	398,252
2025	702,678	386,506
2026-2030	3,696,687	1,749,232
2031-2035	4,021,772	1,424,147
2036-2040	4,375,445	1,070,475
2041-2045	4,760,220	685,700
2046-2049	5,178,832	267,088
	<u>\$ 25,456,833</u>	<u>\$ 7,218,685</u>

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Appendix

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

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

To achieve these goals, the following Financial and Investment Policies have been established. Below is a summary of the actual policies, which were last updated and approved by the City Council on October 6, 2020 and can be found here: [Financial and Investment Policies.pdf \(pinole.ca.us\)](https://www.pinole.ca.us/Financial%20and%20Investment%20Policies.pdf).

1. Structurally Balanced Budget Policy

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

2. Reserves Policy

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

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

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

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

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

4. Revenue Policy – User Fees and Charges

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

5. Expenditure and Budget Policy

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

6. Debt Policy

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

7. Receivables Policy

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

8. Grants Policy

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

9. Capital Assets Policy

Purchased and donated assets meeting the City's capitalization definition and threshold will be classified and recorded in the City's financial records as capital

assets. The value of the asset must meet the City's capitalization threshold of \$5,000 to be recorded as a capital asset.

10. Unclaimed Funds Policy

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

11. Investment Policy

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

12. Pension Investment Policy

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

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

	City of Pinole	City of Hercules	City of San Pablo	City of El Cerrito
Form of Government	Council-Manager General Law	Council-Manager General Law	Council-Manager General Law	Council-Manager General Law
Year Incorporated	1903	1900	1948	1917
Budget Comparison				
General Fund Revenue	21,359,487	16,479,509	42,544,649	39,980,730
General Fund Expenditures	18,705,024	14,899,744	36,148,378	39,686,283
Total Full Time Equivalents (FTE)	115.36*	57	182.5	174
Sworn Personnel FTE	42	26**	55**	80.6
Demographics				
Population	19,369	25,864	31,041	24,846
Annual Percent Change	-.1	1.5	-.1	0.00
Median Age	43.2	41.2	33.5	42.7
Population per FTE	168*	454	170	143
Population per Sworn FTE	461	995	564	308
Housing Units	7,169	9,056	9,549	11,038
Average Household Size	2.84	3.04	3.31	2.52
Labor Force	9,700	13,700	13,300	13,100
Unemployment Rate	6.7%	6.7%	8%	5.2%
Median Household Income	\$100,315	\$117,018	\$53,198	\$108,298
Per Capita Income	\$41,915	\$45,392	\$20,769	\$56,379

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

*The City of Pinole includes Wastewater Treatment Plant personnel; the City operates a Wastewater Treatment Plant which services the Pinole and Hercules areas. The City of San Pablo and El Cerrito are serviced by West County Wastewater District and EBMUD, respectively.

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

EMPLOYEE COMPENSATION BENEFITS

Salaries and Benefits

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

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

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

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

Pension Plans

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

Funding Policy: Miscellaneous Plan participants are required to contribute 8% of their annual covered salary, while Safety Plan participants are required to contribute 9% of their annual covered salary. The City as employer is required to contribute for the period July 1, 2021 to June 30, 2022 at an actuarially determined rate of 58.84% and 77.20% of annual covered payroll for miscellaneous and safety employees respectively.

The City entered into cost-sharing agreements with its union-represented and unrepresented employees whereby miscellaneous and safety employees total CalPERS contribution (combined Employee Contribution and Employee's Share of the City's contribution) are capped at 16% (8% employee portion and 8% employer portion) and 20% (9% employee portion and 11% employer portion) respectively. In the event the annual CalPERS Employer Contribution increase exceeds 4.0% of the prior years' contribution rate, the additional amount above the 4.0% shall be shared equally between the City and the employee, and the cap will be adjusted accordingly for miscellaneous employees. Similarly, in the event the annual CalPERS Employer Contribution increase

exceeds 5.0% of the prior years' contribution rate, the additional amount above the 5.0% shall be shared equally between the City and the employee, and the cap will be adjusted accordingly for safety employees. The City pays the employer contribution above employee share of 50.452% (58.840% – 8.388%) and 64.265% (77.200% – 12.935%) for its miscellaneous and safety employees respectively.

The City established the City of Pinole Employee Benefit Pension Plan (the “Plan”), a Section 115 Trust in July of 2018. The goal of the Plan’s investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System (“CalPERS”) for those eligible employees who meet the specified age and service requirements. Assets in the Plan will seek to mitigate the impact of future rate increases from CalPERS.

Other Post-Employment Benefits

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

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

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

20 or more	100%
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Funding Policy: The City's contribution for each retiree is capped at the Kaiser Bay Area/Sacramento family premium. The premium as of July 1, 2019 is \$2,027.64 per month. The City is currently funding the benefits on a pay-as-you-go basis.

Risk Management

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

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

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

RESOLUTION NO. 2021-__**A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ADOPTING THE FINAL PROPOSED FISCAL YEAR (FY) 2021/22 OPERATING AND CAPITAL BUDGET**

WHEREAS, the City Manager has presented a Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget for the City of Pinole; and

WHEREAS, the City Council has held a public meeting on the matter of the Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget and has discussed the individual department and fund budgets with City staff members; and

WHEREAS, the City Council has solicited public input on the Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget.

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

Section 1. The Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget commencing July 1, 2021 and ending June 30, 2022 is hereby approved and adopted.

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

100	General Fund	\$18,426,711
105	Measure S - 2006 Fund	2,528,352
106	Measure S - 2014 Fund	3,552,871
160	Equipment Reserve Fund	279,000
200	Gas Tax Fund	895,365
201	Restricted Real Estate Maintenance Fund	26,000
203	Public Safety Augmentation Fund	204,574
205	Traffic Safety Fund	20,261
206	Supplemental Law Enforcement Svc Fund	104,188
207	NPDES Storm Water Fund	420,685
209	Recreation Fund	1,542,048
212	Building & Planning Fund	1,727,753
213	Refuse Management Fund	140,858
214	Solid Waste Fund	336,445
215	Measure C and J Fund	937,189
225	Asset Seizure-Adjudicated Fund	86,562
276	Growth Impact Fund	258,000
285	Housing Land Held for Resale Fund	228,798
310	Lighting & Landscape District Fund	62,125
317	Pinole Valley Caretaker Fund	14,755
324	Public Facilities Fund	70,000
325	City Street Improvements Fund	1,133,105
327	Park Grants (Measure WW) Fund	189,758
377	Arterial Streets Rehabilitation Fund	775,297
500	Sewer Enterprise Fund	9,265,093
505	Cable Access TV Fund	561,711

525	Information Systems Fund	1,011,527
750	Recognized Obligation Retirement Fund	194,899

TOTAL OPERATIONS BUDGET \$44,993,931

Section 3. That the appropriations established for FY 2021/22 by fund shall be allocated to individual departments as presented in Exhibit A (Budget Summaries). In addition, the unspent balance of capital projects authorized in the prior fiscal year are authorized to be carried over to FY 2021/22.

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

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

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

Section 7. Estimated revenues and transfers anticipated to fund appropriations for expenditures for the FY 2021/22 Fiscal Year are presented in Exhibit A (Budget Summaries). Any changes to the established control limits will be subject to approval by resolution of the City Council.

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

PASSED AND ADOPTED this 15th day **June 2021**, 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 15th day of **June, 2021**.

Heather Iopu, CMC
City Clerk

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Fiscal Year (FY) 2021/22 Operating and Capital Budget
Budget Summaries - Revenue, Expenditures, and Fund Balance by Fund

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 100 - General Fund									
Revenue									
311 - Property Taxes	4,615,198	3,837,167	4,514,755	4,146,109	4,146,109	2,720,329	4,146,109	4,230,122	2%
<i>Basic 1% Property Tax</i>	<i>2,300,253</i>	<i>2,461,344</i>	<i>2,595,604</i>	<i>2,856,109</i>	<i>2,856,109</i>	<i>1,563,476</i>	<i>2,856,109</i>	<i>3,072,882</i>	8%
<i>RPTTF and Passthrough Payments</i>	<i>2,314,944</i>	<i>1,375,823</i>	<i>1,919,151</i>	<i>1,290,000</i>	<i>1,290,000</i>	<i>1,156,853</i>	<i>1,290,000</i>	<i>1,157,240</i>	-10%
312 - Sales and Use Taxes	3,875,926	3,994,720	3,788,080	3,345,879	3,991,200	2,720,755	3,991,200	4,224,661	6%
313 - Utility Users Tax	1,926,796	1,812,844	1,809,832	1,896,000	1,896,000	1,375,581	1,896,000	1,915,000	1%
314 - Franchise Taxes	747,625	735,311	750,002	750,000	750,000	606,495	750,000	779,000	4%
315 - Other Taxes	880,271	884,902	826,504	785,000	785,000	645,641	785,000	800,000	2%
<i>Other Tax/Transient Occupancy Tax</i>	<i>513,368</i>	<i>485,499</i>	<i>444,453</i>	<i>410,000</i>	<i>410,000</i>	<i>305,785</i>	<i>410,000</i>	<i>418,000</i>	2%
<i>Other Tax/Business License</i>	<i>366,903</i>	<i>399,403</i>	<i>382,051</i>	<i>375,000</i>	<i>375,000</i>	<i>339,855</i>	<i>375,000</i>	<i>382,000</i>	2%
321 - Intergovernmental Taxes	1,732,370	1,836,501	1,952,717	2,006,163	2,006,163	1,009,595	2,006,163	2,082,883	4%
322 - Federal Grants	-	-	-	-	322,800	-	322,800	-	-100%
323 - State Grants	32,401	109,993	40,193	45,000	45,000	8,731	45,000	40,000	-11%
324 - Other Grants	47,026	57,026	47,026	47,026	287,857	240,831	287,857	47,026	-84%
332 - Permits	98,312	57,354	65,987	66,700	66,700	60,642	66,700	68,700	3%
341 - Review Fees	41,002	44,484	13,730	27,000	27,000	26,385	27,000	28,000	4%
342 - Other Fees	73,632	69,934	41,929	39,500	39,500	20,007	39,500	40,694	3%
343 - Abatement Fees	720	15,893	46,060	13,800	13,800	3,172	13,800	7,000	-49%
351 - Fines and Forfeiture	41,279	51,741	16,874	36,050	36,050	8,366	20,000	22,050	-39%
361 - Public Safety Charges	60,812	42,563	4,051	33,548	33,548	27,227	33,548	33,548	0%
<i>361 - Public Safety Charges/Dispatch</i>	<i>910,437</i>	<i>924,755</i>	<i>1,255,962</i>	<i>1,272,567</i>	<i>1,272,567</i>	<i>979,686</i>	<i>1,272,567</i>	<i>1,306,248</i>	3%
370 - Interest and Investment Income	34,244	209,773	176,093	100,000	100,000	15,379	100,000	100,000	0%
381 - Rental Income	97,027	89,500	89,661	89,896	89,896	64,889	89,896	89,896	0%
383 - Reimbursements	63,306	92,767	23,257	15,000	15,928	71,985	78,928	15,928	0%
384 - Other Revenue	148,062	7,077	47,205	8,100	8,100	2,901	8,100	5,100	-37%
392 - Proceeds from Sale of Property	10,017,210	1,290	13,855	1,000	56,197	83,209	56,197	601,000	969%
393 - Loan/Bond Proceeds	-	1,500,000	500,000	-	-	55,197	55,197	-	0%
Revenue Total	25,443,655	16,375,596	16,023,772	14,724,338	15,989,415	10,747,004	16,091,562	16,436,856	3%
399 - Transfers In	-	6,290,688	-	-	-	-	-	-	-
399 - Transfers In from Section 115 Pension Fund	-	-	-	882,013	882,013	476,366	882,013	853,686	-3%
Sources Total	25,443,655	22,666,285	16,023,772	15,606,351	16,871,428	11,223,370	16,973,575	17,290,542	2%
Expenditures									
Division: 110 - City Council Total:	143,788	141,626	163,703	145,482	173,382	143,813	173,382	176,609	2%
Division: 111 - City Manager Total:	118,949	163,510	206,565	437,043	539,543	468,364	588,592	562,708	4%
Division: 112 - City Clerk Total:	189,036	235,966	183,241	250,145	250,145	174,298	250,145	450,391	80%
Division: 113 - City Treasurer Total:	10,560	10,866	8,592	6,779	9,479	5,679	9,479	8,692	-8%
Division: 114 - City Attorney Total:	269,917	308,240	462,151	149,136	384,136	226,796	302,393	310,200	-19%
<i>114 - City Attorney Services</i>	<i>480,746</i>	<i>509,176</i>	<i>721,388</i>	<i>464,010</i>	<i>699,010</i>	<i>375,835</i>	<i>501,113</i>	<i>564,000</i>	-19%
<i>114 - City Attorney Indirect Cost Allocations</i>	<i>(210,829)</i>	<i>(200,935)</i>	<i>(259,237)</i>	<i>(314,874)</i>	<i>(314,874)</i>	<i>(149,039)</i>	<i>(198,720)</i>	<i>(253,800)</i>	-19%
Division: 115 - Finance Department Total:	425,502	482,018	477,675	510,212	537,712	419,755	537,712	554,890	3%
Division: 116 - Human Resources Total:	325,655	392,207	430,578	276,434	308,934	178,584	308,934	473,624	53%
Division: 117 - General Government Total:	1,298,657	1,544,324	1,704,538	1,701,069	1,701,069	1,051,394	1,701,069	1,709,113	0%
Administrative Total	2,782,063	3,278,757	3,637,043	3,476,300	3,904,400	2,668,683	3,871,706	4,246,227	9%
Division: 221 - Police Operations Total:	3,061,895	3,624,605	3,306,132	4,219,201	4,286,801	2,722,665	3,630,220	4,260,699	-1%
Division: 222 - Police Support Services Total:	855,587	902,310	908,771	1,109,191	1,109,191	631,400	841,867	1,194,650	8%
Division: 223 - Dispatch WBCC Total:	1,641,573	1,718,128	1,878,391	1,920,952	2,042,352	1,458,734	1,944,979	2,077,089	2%
Division: 231 - Fire Total:	2,441,039	2,716,433	3,195,023	4,471,322	4,605,122	3,371,461	4,495,281	3,925,759	-15%
Public Safety Total	8,000,094	8,961,475	9,288,317	11,720,666	12,043,466	8,184,259	10,912,347	11,458,197	-5%
Division: 341 - Administration/Engineering Total:	143,054	183,755	273,487	161,065	161,065	103,357	161,065	201,404	25%
Division: 342 - Road Maintenance Total:	35,943	50,173	28,451	64,283	64,283	17,503	64,283	55,288	-14%
Division: 343 - Facility Maintenance Total:	419,159	480,771	457,490	416,636	416,636	339,643	489,124	473,760	14%
Division: 345 - Park Maintenance Total:	185,510	226,290	228,811	284,823	284,823	167,350	284,823	422,887	48%
Public Works Total	783,666	940,988	988,239	926,807	926,807	627,854	999,295	1,153,339	24%
Division: 461 - Planning Total:	8,206	9,072	4,683	10,021	10,021	6,662	10,021	87,938	778%
Division: 465 - Code Enforcement Total:	-	70,924	169,010	217,180	217,180	114,769	161,907	201,949	-7%
Community Development Total	8,206	79,996	173,693	227,201	227,201	121,430	171,928	289,887	28%
Division: 554 - Youth Center Total:	132	-	-	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	196	-	-	-	-	-	-	-	0%
Recreation Total	328	-	-	-	-	-	-	-	0%
481 - Debt Service	572,923	523,631	536,120	555,000	556,107	556,107	556,107	576,107	4%
Sub-Total	12,147,280	13,784,846	14,623,412	16,905,973	17,657,980	12,158,334	16,511,383	17,723,756	0%
499 - Transfers Out	34,095	21,225,833	562,558	702,955	729,762	144,058	729,762	702,955	-4%
Expenditure Total:	12,181,375	35,010,680	15,185,971	17,608,928	18,387,742	12,302,392	17,241,145	18,426,711	0%
Fund: 100 - General Fund Net Results	13,262,279	(12,344,395)	837,802	(2,002,578)	(1,516,315)	(1,079,022)	(267,570)	(1,136,170)	
Fund Balance, July 1	6,319,750	19,582,029	5,812,041	6,649,843	6,649,843		6,649,843	6,382,272	
Fund Balance, June 30	19,582,029	7,237,635	6,649,843	4,647,265	5,133,528		6,382,272	5,246,102	

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 105 - Measure S -2006									
Revenue									
312 - Sales and Use Taxes	2,165,664	2,146,708	1,951,039	1,825,669	2,046,000	1,448,031	2,046,000	2,142,000	5%
370 - Interest and Investment Income	12,796	24,151	35,471	20,000	20,000	4,636	9,000	20,000	0%
383 - Reimbursements	49,765	-	-	-	1,746	4,000	4,000	1,746	0%
Revenue Total:	2,228,225	2,170,860	1,986,510	1,845,669	2,067,746	1,456,667	2,059,000	2,163,746	5%
399 - Transfers In from Section 115 Pension Fund	-	-	-	294,558	-	182,670	-	-	0%
Sources Total	2,228,225	2,170,860	1,986,510	2,140,227	2,067,746	1,639,337	2,059,000	2,163,746	5%
Expenditures									
Division: 115 - Finance Department Total:	1,392	616	2,246	2,433	2,433	300	2,433	2,450	1%
Division: 221 - Police Operations Total:	1,216,568	1,428,127	1,476,686	1,402,432	1,408,432	1,043,568	1,363,753	1,514,158	8%
Division: 222 - Police Support Services Total:	-	-	-	-	-	-	-	330,510	0%
Division: 223 - Dispatch WBCC Total:	143,088	-	1,955	-	-	-	-	-	0%
Division: 231 - Fire Total:	714,030	743,819	1,018,699	760,659	760,659	277,335	489,754	681,234	-10%
Expenditure Total:	2,075,079	2,172,561	2,499,586	2,165,524	2,171,524	1,321,203	1,855,940	2,528,352	16%
Fund: 105 - Measure S -2006 Net Results	153,146	(1,702)	(513,076)	(25,297)	(103,778)	318,134	203,060	(364,606)	
Fund Balance, July 1	2,667,103	2,820,249	2,298,951	1,785,875	1,785,875		1,785,875	1,988,935	
Fund Balance, June 30	2,820,249	2,818,547	1,785,875	1,760,578	1,682,097		1,988,935	1,624,329	
Fund: 106 - MEASURE S-2014									
Revenue									
312 - Sales and Use Taxes	2,121,226	2,139,620	1,950,798	1,825,669	2,046,000	1,453,491	2,046,000	2,142,000	5%
370 - Interest and Investment Income	15,527	35,583	77,760	30,000	30,000	13,775	30,000	30,000	0%
383 - Reimbursements	-	600	-	-	1,000	1,000	1,000	1,000	0%
Revenue Total:	2,136,753	2,175,803	2,028,558	1,855,669	2,077,000	1,468,266	2,077,000	2,173,000	5%
399 - Transfers In from Section 115 Pension Fund	-	-	-	96,887	-	532	532	-	0%
Sources Total	2,136,753	2,175,803	2,028,558	1,952,556	2,077,000	1,468,798	2,077,532	2,173,000	5%
Expenditures									
Division: 110 - City Council Total:	-	12,800	46,600	-	5,900	5,900	5,900	5,900	0%
Division: 114 - City Attorney Total:	77,078	25,282	27,318	-	-	-	-	-	0%
Division: 115 - Finance Department Total:	4,192	1,450	2,246	2,433	2,433	300	2,433	2,450	1%
Division: 117 - General Government Total:	763,888	544,918	692,500	693,000	693,000	591,250	693,000	715,500	3%
Division: 118 - Information Systems Total:	81,334	54,964	21,748	42,600	36,700	-	-	42,600	16%
Administrative Total	926,492	639,414	790,412	738,033	738,033	597,450	701,333	766,450	4%
Division: 221 - Police Operations Total:	38,254	15,695	363,908	110,000	110,000	54,616	72,821	110,000	0%
Division: 222 - Police Support Services Total:	-	-	67,734	83,641	83,641	72,132	95,831	111,513	33%
Division: 223 - Dispatch WBCC Total:	-	-	25,000	-	-	-	-	-	0%
Division: 231 - Fire Total:	199,863	298,801	301,089	444,489	444,489	227,892	314,833	445,249	0%
Public Safety Total	238,117	314,497	757,731	638,130	638,130	354,640	483,485	666,762	4%
Division: 341 - Administration/Engineering Total:	47,073	15,147	-	64,255	64,255	44,015	64,255	65,458	2%
Division: 342 - Road Maintenance Total:	-	-	29,210	140,000	206,000	46,590	55,907	322,708	57%
Division: 343 - Facility Maintenance Total:	59,727	227,101	131,848	344,064	906,064	120,263	159,310	960,301	6%
Division: 344 - NPDES Storm Drain Total:	-	7,061	13,759	175,000	367,000	2,472	10,000	217,000	-41%
Division: 345 - Park Maintenance Total:	4,223	74,897	358,722	85,000	690,242	27,156	36,208	490,242	-29%
Public Works Total	111,023	324,207	533,539	808,319	2,233,561	240,497	325,680	2,055,709	-8%
Division: 461 - Planning Total:	-	-	14,030	-	-	-	-	-	0%
Division: 465 - Code Enforcement Total:	-	-	29,430	-	-	-	-	-	0%
Community Development Total	-	-	43,460	-	-	-	-	-	0%
Division: 551 - Recreation Administration Total:	8,130	-	-	-	-	-	-	-	0%
Division: 552 - Senior Center Total:	-	-	-	23,000	30,000	-	-	51,000	70%
Division: 553 - Tiny Tots Total:	-	-	14,593	550	757	-	-	2,950	290%
Division: 554 - Youth Center Total:	-	-	-	-	8,200	-	-	10,000	22%
Recreation Total	8,130	-	14,593	23,550	38,957	-	-	63,950	64%
Expenditure Total:	1,283,762	1,278,117	2,139,735	2,208,032	3,648,681	1,192,587	1,510,498	3,552,871	-3%
Fund: 106 - MEASURE S-2014 Net Results	852,991	897,686	(111,177)	(255,476)	(1,571,681)	276,211	567,034	(1,379,871)	
Fund Balance, July 1	2,148,863	3,001,854	3,872,007	3,760,830	3,760,830		3,760,830	4,327,864	
Fund Balance, June 30	3,001,854	3,899,540	3,760,830	3,505,354	2,189,149		4,327,864	2,947,993	
Fund: 150 - General Reserve									
Revenue									
370 - Interest and Investment Income	14,183	151,668	319,153	-	-	29,170	333,515	-	
399 - Transfers In	200,000	4,600,906	-	-	-	-	948,601	-	
Revenue Total:	214,183	4,752,474	319,153	-	-	29,170	1,282,116	-	
Expenditures									
Expenditure Total:	-	-	-	-	-	-	-	-	
Fund: 150 - General Reserve Net Results	214,183	4,752,474	319,153	-	-	29,170	1,282,116	-	
Fund Balance, July 1	2,171,306	2,385,489	7,137,963	7,457,116	7,457,116		7,457,116	8,739,232	
Fund Balance, June 30	2,385,489	7,137,963	7,457,116	7,457,116	7,457,116		8,739,232	8,739,232	
Fund: 160 - EQUIPMENT RESERVE									
Revenue									
384 - Other Revenue	-	-	-	-	-	43,459	43,459	-	
399 - Transfers In	-	-	85,000	85,000	85,000	85,000	85,000	85,000	0%
Revenue Total:	-	-	85,000	85,000	85,000	128,459	128,459	85,000	0%
Expenditures									
Division: 221 - Police Operations Total:	-	33,936	-	-	-	-	-	194,000	
Division: 342 - Road Maintenance Total:	-	-	-	-	194,000	-	-	194,000	
Division: 345 - Park Maintenance Total:	-	82,303	-	80,000	80,000	-	-	80,000	0%
Division: 461 - Planning Total:	-	-	-	5,000	5,000	-	-	5,000	0%
Expenditure Total:	-	116,239	-	85,000	279,000	-	-	279,000	0%
Fund: 160 - EQUIPMENT RESERVE Net Results	-	(116,239)	85,000	-	(194,000)	128,459	128,459	(194,000)	
Fund Balance, July 1	146,188	146,188	29,949	114,949	114,949		114,949	243,408	
Fund Balance, June 30	146,188	29,949	114,949	114,949	(79,051)		243,408	49,408	

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 200 - Gas Tax Fund									
Revenue									
321 - Intergovernmental Taxes	519,757	754,674	789,998	861,465	861,465	538,023	861,465	906,667	5%
370 - Interest and Investment Income	1,973	5,879	18,024	5,000	5,000	1,888	3,600	5,000	0%
383 - Reimbursements					7,636	7,636	7,636	7,636	0%
Revenue Total:	521,730	760,554	808,022	866,465	874,101	547,547	872,701	919,303	5%
Expenditures									
Division: 341 - Administration/Engineering Total:					1,449	2,023	2,023		-100%
Division: 342 - Road Maintenance Total:					1,606,607	1,096,928	1,606,607	895,365	-44%
Expenditure Total:	-	403,967	577,100	514,175	1,606,607	1,096,928	1,606,607	895,365	-44%
Fund: 200 - Gas Tax Fund Net Results	521,730	356,586	230,922	352,290	(732,506)	(549,381)	(733,906)	23,938	
Fund Balance, July 1	276,470	798,200	696,522	927,444	927,444		927,444	193,538	
Fund Balance, June 30	798,200	1,154,787	927,444	1,279,734	194,938		193,538	217,476	
Fund: 201 - Restricted Real Estate Maintenance Fund									
Revenue									
342 - Other Fees	3,625	1,825	475	3,175	3,175	475	475	3,175	0%
381 - Rental Income	5,784	70,833	3,787	36,816	36,816	34,150	36,816	36,816	0%
Revenue Total:	9,409	72,658	4,262	39,991	39,991	34,625	37,291	39,991	0%
Expenditures									
Division: 343 - Facility Maintenance Total:	28,681	19,413	24,476	37,175	37,175	12,902	37,175	26,000	-30%
Expenditure Total:	28,681	19,413	24,476	37,175	37,175	12,902	37,175	26,000	-30%
Fund: 201 - Restricted RE Maintenance Fund Net Result	(19,272)	53,245	(20,213)	2,816	2,816	21,724	116	13,991	
Fund Balance, July 1	152,858	133,586	186,832	166,618	166,618		166,618	166,734	
Fund Balance, June 30	133,586	186,832	166,618	169,434	169,434		166,734	180,725	
Fund: 203 - Public Safety Augmentation Fund									
Revenue									
321 - Intergovernmental Taxes	164,543	202,489	185,306	170,266	170,266	126,708	170,266	170,266	0%
370 - Interest and Investment Income	1,442	3,201	7,117	2,500	2,500	1,281	2,500	2,500	0%
Revenue Total:	165,985	205,691	192,423	172,766	172,766	127,989	172,766	172,766	0%
Expenditures									
Division: 221 - Police Operations Total:	149,159	131,658	179,741	189,512	189,512	113,792	189,512	204,574	8%
Expenditure Total:	149,159	131,658	179,741	189,512	189,512	113,792	189,512	204,574	8%
Fund: 203 - Public Safety Augmentation Fund Net Resu	16,826	74,032	12,682	(16,746)	(16,746)	14,197	(16,746)	(31,808)	
Fund Balance, July 1	262,300	279,126	353,158	365,840	365,840		365,840	349,094	
Fund Balance, June 30	279,126	353,158	365,840	349,094	349,094		349,094	317,286	
Fund: 204 - Police Grants									
Revenue									
323 - State Grants			9,197						0%
324 - Other Grants	328,000	328,000	300,500	150,000					0%
384 - Other Revenue		120							0%
Revenue Total:	328,000	328,120	309,697	150,000	-	-	-	-	0%
399 - Transfers In	-	-		-	26,807	2,621	-	-	-100%
Sources Total	328,000	328,120	309,697	150,000	26,807	2,621	-	-	-100%
Expenditures									
Division: 227 - Police Grants Total:	324,671	255,638	304,023	152,305	152,305	102,033	-	-	-100%
Expenditure Total:	324,671	255,638	304,023	152,305	152,305	102,033	-	-	-100%
Fund: 204 - Police Grants Net Results	3,329	72,482	5,674	(2,305)	(125,498)	(99,412)	-	-	
Fund Balance, July 1	44,013	47,342	119,824	125,498	125,498		-	-	
Fund Balance, June 30	47,342	119,824	125,498	123,193	0		-	-	
Fund: 205 - Traffic Safety Fund									
Revenue									
351 - Fines and Forfeiture	32,107	35,181	46,640	45,000	45,000	17,593	45,000	45,000	0%
370 - Interest and Investment Income	673	1,541	3,821	1,500	1,500	757	1,500	1,500	0%
Revenue Total:	32,780	36,722	50,461	46,500	46,500	18,350	46,500	46,500	0%
Expenditures									
Division: 227 - Police Grants Total:	9,579	7,674	6,399	19,719	19,719	565	19,719	20,261	3%
Expenditure Total:	9,579	7,674	6,399	19,719	19,719	565	19,719	20,261	3%
Fund: 205 - Traffic Safety Fund Net Results	23,201	29,048	44,062	26,781	26,781	17,786	26,781	26,239	
Fund Balance, July 1	110,991	134,192	163,240	207,302	207,302		207,302	234,083	
Fund Balance, June 30	134,192	163,240	207,302	234,083	234,083		234,083	260,322	
Fund: 206 - Supplemental Law Enforcement Svc Fund									
Revenue									
323 - State Grants	100,000	148,747	155,948	100,000	156,727	156,727	156,727	156,727	0%
370 - Interest and Investment Income	622	1,769	4,955	1,600	1,600	1,092	1,600	1,600	0%
Revenue Total:	100,622	150,515	160,903	101,600	158,327	157,818	158,327	158,327	0%
Expenditures									
Division: 227 - Police Grants Total:	92,612	101,008	60,196	97,897	97,897	70,862	97,897	104,188	6%
Expenditure Total:	92,612	101,008	60,196	97,897	97,897	70,862	97,897	104,188	6%
Fund: 206 - Supplemental Law Enforcement Svc Fund	8,009	49,507	100,707	3,703	60,430	86,956	60,430	54,139	
Fund Balance, July 1	111,087	119,096	168,604	269,310	269,310		269,310	329,740	
Fund Balance, June 30	119,096	168,604	269,310	273,013	329,740		329,740	383,879	

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 207 - NPDES Storm Water Fund									
Revenue									
321 - Intergovernmental Taxes	295,916	251,004	259,103	273,132	324,505	9,365	273,132	323,978	0%
370 - Interest and Investment Income	151	29	(190)	150	150	48	150	150	0%
384 - Other Revenue	378	-	-	-	-	-	-	-	0%
Revenue Total:	296,445	251,032	258,913	273,282	324,655	9,412	273,282	324,128	0%
Expenditures									
Division: 117 - General Government Total:						2,222	2,222		0%
Division: 342 - Road Maintenance Total:								28,874	0%
Division: 344 - NPDES Storm Drain Total:	273,919	304,913	289,103	377,717	377,717	203,438	274,676	391,844	4%
Expenditure Total:	273,919	304,913	289,103	377,717	377,717	205,660	274,676	420,718	11%
Fund: 207 - NPDES Storm Water Fund Net Results	22,526	(53,881)	(30,190)	(104,435)	(53,062)	(196,248)	(1,394)	(96,590)	
Fund Balance, July 1	77,976	100,502	46,622	16,432	16,432		16,432	15,038	
Fund Balance, June 30	100,502	46,622	16,432	(88,003)	(36,630)		15,038	(81,552)	
Fund: 209 - Recreation Fund									
Revenue									
Division: 551 - Recreation Administration Total:	25,530	17,950	490,358	18,550	10,915	4,138	5,500	17,550	61%
Division: 552 - Senior Center Total:	372,734	384,153	270,294	339,200	31,664	18,305	24,401	224,220	608%
Division: 553 - Tiny Tots Total:	195,505	200,673	110,474	164,722	27,425	18,457	24,609	140,125	411%
Division: 554 - Youth Center Total:	54,157	36,277	26,713	34,065	5,700	1,336	1,781	34,340	502%
Division: 555 - Day Camp Total:	37,419	25,551	14,406	17,820	-	-	-	20,790	0%
Division: 556 - Performing Arts Total:	49,794	46,784	2,630	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	47,556	57,208	76,407	52,300	24,503	14,002	18,669	139,953	471%
Division: 558 - Memorial Hall Total:	5,000	1,250	10,982	7,832	-	2,500	3,333	7,594	0%
Division: 559 - Tennis Total:	410	370	674	500	-	32	42	350	0%
Revenue Total:	788,106	770,216	1,002,938	634,989	100,207	58,769	78,335	584,922	484%
399 - Transfers In	33,888	307,214	-	651,831	651,831	157,642	651,831	608,331	-7%
399 - Transfers In from Section 115 Pension Fund	-	-	-	11,704	-	-	-	-	0%
Sources Total	821,994	1,077,430	1,002,938	1,298,524	752,038	216,411	730,166	1,193,253	59%
Expenditures									
Division: 551 - Recreation Administration Total:	151,958	179,931	195,133	275,691	272,696	184,996	272,696	534,654	96%
Division: 552 - Senior Center Total:	428,472	467,615	438,540	497,560	182,601	136,263	182,601	448,819	146%
Division: 553 - Tiny Tots Total:	110,816	131,602	133,396	141,281	87,545	74,346	87,545	149,744	71%
Division: 554 - Youth Center Total:	146,125	149,165	140,656	215,255	93,545	81,778	93,545	216,749	132%
Division: 555 - Day Camp Total:	4,438	3,195	2,087	57,407	49,970	14,702	49,970	64,317	29%
Division: 556 - Performing Arts Total:	39,624	46,868	221	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	81,201	92,194	81,400	99,950	96,477	57,596	96,477	111,167	15%
Division: 558 - Memorial Hall Total:	3,869	5,092	10,587	7,380	11,741	10,877	11,741	10,900	-7%
Division: 559 - Tennis Total:	3,100	2,310	6,359	4,000	4,708	3,928	4,708	5,700	21%
Expenditure Total:	969,602	1,077,973	1,008,380	1,298,524	799,283	564,486	799,283	1,542,050	93%
Fund: 209 - Recreation Fund Net Results	(147,608)	(543)	(5,442)	-	(47,246)	(348,075)	(69,117)	(348,797)	
Fund Balance, July 1	192,778	45,170	63,585	58,143	58,143		58,143	(10,974)	
Fund Balance, June 30	45,170	44,627	58,143	58,143	10,898		(10,974)	(359,771)	
Fund: 212 - Building & Planning									
Revenue									
315 - Other Taxes	159	21	2	-	-	-	-	-	0%
323 - State Grants	-	-	-	160,000	160,000	-	160,000	205,000	28%
332 - Permits	762,459	386,019	310,704	342,000	342,000	210,200	342,000	487,000	42%
341 - Review Fees	262,891	226,729	353,919	255,000	255,000	169,556	255,000	850,000	233%
342 - Other Fees	81,516	85,479	63,816	50,700	50,700	30,581	50,700	50,700	0%
343 - Abatement Fees	6,500	-	-	-	-	-	-	-	0%
344 - Impact Fees	-	3,524	-	-	-	1,443	1,443	-	0%
370 - Interest and Investment Income	5,445	8,569	12,265	7,000	7,000	(422)	-	7,000	0%
383 - Reimbursements	-	-	7,360	-	-	-	-	-	0%
384 - Other Revenue	19,857	3,998	(449)	6,000	6,000	-	-	6,000	0%
Revenue Total:	1,138,827	714,339	747,616	820,700	820,700	411,359	809,143	1,605,700	96%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	1,138,827	714,339	747,616	820,700	820,700	411,359	809,143	1,605,700	96%
Expenditures									
Division: 461 - Planning Total:	276,037	423,288	431,016	499,903	499,903	270,393	344,039	838,219	68%
Division: 462 - Building Inspection Total:	754,848	565,775	645,050	811,435	811,435	375,296	496,156	889,537	10%
Division: 465 - Code Enforcement Total:	-	31	-	-	-	-	-	-	0%
Expenditure Total:	1,030,885	989,094	1,076,066	1,311,338	1,311,338	645,688	840,196	1,727,755	32%
Fund: 212 - Building & Planning Net Results	107,942	(274,755)	(328,450)	(490,638)	(490,638)	(234,329)	(31,053)	(122,055)	
Fund Balance, July 1	653,652	761,594	486,839	158,389	158,389		158,389	127,337	
Fund Balance, June 30	761,594	486,839	158,389	(332,248)	(332,248)		127,337	5,281	

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 213 - Refuse Management Fund									
Revenue									
323 - State Grants	66,513	66,161	111,950	60,060	60,060	46,116	60,060	60,060	0%
370 - Interest and Investment Income	4,071	6,383	7,176	6,000	6,000	1,014	6,000	6,000	0%
392 - Proceeds from Sale of Property	-	700	-	-	-	-	-	-	0%
Revenue Total:	70,584	73,244	119,125	66,060	66,060	47,130	66,060	66,060	0%
Expenditures									
Division: 344 - NPDES Storm Drain Total:	-	307,432	-	-	-	-	-	-	-
Division: 346 - Waste Reduction Total:	99,211	103,347	93,143	126,417	126,417	77,737	126,417	140,858	11%
Expenditure Total:	99,211	410,778	93,143	126,417	126,417	77,737	126,417	140,858	11%
Fund: 213 - Refuse Management Fund Net Results	(28,628)	(337,535)	25,983	(60,357)	(60,357)	(30,608)	(60,357)	(74,798)	
Fund Balance, July 1	713,366	684,738	309,195	335,178	335,178		335,178	274,821	
Fund Balance, June 30	684,738	347,204	335,178	274,821	274,821		274,821	200,023	
Fund: 214 - Solid Waste Fund									
Revenue									
370 - Interest and Investment Income	3,876	10,164	27,628	8,000	8,000	5,861	8,000	8,000	0%
383 - Reimbursements	247,457	314,229	375,749	360,000	360,000	281,999	360,000	360,000	0%
Revenue Total:	251,333	324,392	403,377	368,000	368,000	287,860	368,000	368,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	-	3,003	-	20,000	237,800	-	-	336,445	41%
Division: 343 - Facility Maintenance Total:	-	-	-	-	-	-	-	-	0%
Expenditure Total:	-	3,003	-	20,000	-	-	-	336,445	0%
Fund: 214 - Solid Waste Fund Net Results	251,333	321,390	403,377	348,000	368,000	287,860	368,000	31,555	
Fund Balance, July 1	582,031	833,364	1,154,754	1,558,131	1,558,131		1,558,131	1,926,131	
Fund Balance, June 30	833,364	1,154,754	1,558,131	1,906,131	1,926,131		1,926,131	1,957,686	
Fund: 215 - Measure C and J Fund									
Revenue									
324 - Other Grants	366,959	379,583	405,252	380,000	390,147	390,147	390,147	390,147	0%
370 - Interest and Investment Income	5,004	9,353	23,857	8,000	8,000	6,354	8,000	8,000	0%
Revenue Total:	371,963	388,936	429,109	388,000	398,147	396,501	398,147	398,147	0%
Expenditures									
Division: 117 - General Government Total:	-	47,049	-	48,930	48,930	48,930	48,930	48,930	0%
Division: 341 - Administration/Engineering Total:	127,060	77,280	82,819	113,668	113,668	82,035	113,668	120,487	6%
Division: 342 - Road Maintenance Total:	-	-	18,651	30,000	616,000	-	-	765,772	24%
Division: 343 - Facility Maintenance Total:	6,947	25,542	-	2,000	2,000	-	2,000	2,000	0%
Expenditure Total:	134,006	149,871	101,471	194,598	780,598	130,965	164,598	937,189	20%
Fund: 215 - Measure C and J Fund Net Results	237,957	239,065	327,638	193,402	(382,451)	265,537	233,549	(539,042)	
Fund Balance, July 1	1,016,913	1,254,870	1,493,935	1,821,573	1,821,573		1,821,573	2,055,122	
Fund Balance, June 30	1,254,870	1,493,935	1,821,573	2,014,975	1,439,122		2,055,122	1,516,080	
Fund: 225 - Asset Seizure-Adjudicated Fund									
Revenue									
351 - Fines and Forfeiture	1,251	2,989	5,000	-	-	-	-	-	0%
370 - Interest and Investment Income	826	1,339	2,139	-	-	238	500	-	0%
Revenue Total:	2,077	4,328	7,139	-	-	238	500	-	0%
Expenditures									
Division: 221 - Police Operations Total:	18,216	32,639	23,079	-	-	-	-	86,562	0%
Expenditure Total:	18,216	32,639	23,079	-	-	-	-	86,562	0%
Fund: 225 - Asset Seizure-Adjudicated Fund Net Results:	(16,139)	(28,311)	(15,940)	-	-	238	500	(86,562)	
Fund Balance, July 1			102,502	86,562	86,562		86,562	87,062	
Fund Balance, June 30			86,562	86,562	86,562		87,062	500	
Fund: 276 - Growth Impact Fund									
Revenue									
344 - Impact Fees	-	81,747	33,716	-	-	32,090	32,090	229,834	0%
370 - Interest and Investment Income	-	733	1,842	-	-	481	525	-	0%
Revenue Total:	-	82,480	35,557	-	-	32,572	32,615	229,834	0%
Expenditures									
Division: 344 - NPDES Storm Drain Total:	-	-	-	8,000	8,000	-	-	258,000	3125%
Expenditure Total:	-	-	-	8,000	8,000	-	-	258,000	3125%
Fund: 276 - Growth Impact Fund Net Results	-	82,480	35,557	(8,000)	(8,000)	32,572	32,615	(28,166)	
Fund Balance, July 1			73,367	108,924	108,924		108,924	141,539	
Fund Balance, June 30			108,924	100,924	100,924		141,539	113,373	
Fund: 285 - Housing Land Held for Resale									
Revenue									
342 - Other Fees	4,700	-	-	-	-	-	-	-	0%
370 - Interest and Investment Income	13,610	128,942	62,291	50,000	50,000	7,517	12,000	50,000	0%
381 - Rental Income	72,253	-	-	-	-	-	-	-	0%
384 - Other Revenue	5,500	5,795	750	-	-	-	-	-	0%
392 - Proceeds from Sale of Property	-	1,150	-	-	-	-	-	-	0%
393 - Loan/Bond Proceeds	15,024	156,645	44,892	55,000	1,805,000	52,694	1,805,000	1,683,692	-7%
Revenue Total:	111,086	292,531	107,933	105,000	1,855,000	60,211	1,817,000	1,733,692	-7%
Expenditures									
Division: 461 - Planning Total:	-	-	-	-	-	-	-	77,740	0%
Division: 464 - Housing Administration Total:	563,889	170,110	69,688	174,903	174,903	25,571	35,000	151,058	-14%
Expenditure Total:	563,889	170,110	69,688	174,903	174,903	25,571	35,000	228,798	31%
Fund: 285 - Housing Land Held for Resale Net Results	(452,803)	122,421	38,245	(69,903)	1,680,097	34,640	1,782,000	1,504,894	
Fund Balance, July 1	1,220,745	767,942	890,363	928,608	928,608		928,608	2,710,608	
Fund Balance, June 30	767,942	890,363	928,608	858,705	2,608,705		2,710,608	4,215,502	

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 310 - Lighting & Landscape Districts									
Revenue									
321 - Intergovernmental Taxes	34,798	36,854	39,746	42,780	42,780	23,389	42,780	54,768	28%
383 - Reimbursements						14,491	14,491	7,500	0%
399 - Transfers In	5,000	5,000	-	-	-	-	-	-	0%
Revenue Total:	39,798	41,854	39,746	42,780	42,780	37,880	57,271	62,268	46%
Expenditures									
Division: 347 - Landscape & Lighting PVR North Total:	17,784	17,776	18,297	21,380	21,380	11,910	15,880	32,315	51%
Division: 348 - Landscape & Lighting PVR South Total:	12,838	17,668	19,875	21,400	21,400	29,068	38,757	29,810	39%
Expenditure Total:	30,622	35,444	38,172	42,780	42,780	40,978	54,637	62,125	45%
Fund: 310 - Lighting & Landscape Districts Net Results	9,176	6,410	1,575	-	-	(3,098)	2,634	143	
Fund Balance, July 1	10,302	19,478	30,613	32,188	32,188		32,188	34,821	
Fund Balance, June 30	19,478	25,887	32,188	32,188	32,188		34,821	34,964	
Fund: 317 - Pinole Valley Caretaker Fund									
Revenue									
381 - Rental Income	15,000	15,000	15,000	15,000	15,000	11,250	15,000	15,000	0%
Revenue Total:	15,000	15,000	15,000	15,000	15,000	11,250	15,000	15,000	0%
Expenditures									
Division: 345 - Park Maintenance Total:	15,546	14,589	15,360	14,867	14,867	10,772	14,867	14,755	-1%
Expenditure Total:	15,546	14,589	15,360	14,867	14,867	10,772	14,867	14,755	-1%
Fund: 317 - Pinole Valley Caretaker Fund Net Results	(546)	411	(360)	133	133	478	133	245	
Fund Balance, July 1	185	(361)	51	(309)	(309)		(309)	(176)	
Fund Balance, June 30	(361)	51	(309)	(176)	(176)		(176)	69	
Fund: 324 - Public Facilities Fund									
Expenditures									
Division: 343 - Facility Maintenance Total:	22,738	39,230	50	60,000	60,000			60,000	0%
Division: 345 - Park Maintenance Total:	-	-	-	10,000	10,000			10,000	0%
Expenditure Total:	22,738	39,230	50	70,000	70,000	-	-	70,000	0%
Fund: 324 - Public Facilities Fund Net Results	(22,738)	(39,230)	(50)	(70,000)	(70,000)	-	-	(70,000)	
Fund Balance, July 1	607,023	584,285	545,055	545,005	545,005		545,005	545,005	
Fund Balance, June 30	584,285	545,055	545,005	475,005	475,005		545,005	475,005	
Fund: 325 - City Street Improvements									
Revenue									
323 - State Grants	-	5,183	535	-	-	36,348	36,348	-	0%
351 - Fines and Forfeiture	1,000	-	18	-	-	-	-	-	0%
383 - Reimbursements	-	20,609	-	-	-	1,417	1,417	-	0%
399 - Transfers In	225,000	200,000	250,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	226,000	225,792	250,553	250,000	250,000	287,764	287,765	250,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	1,781	57,421	45,622	1,779,103	1,335,698	207,310	276,413	1,133,105	-15%
Expenditure Total:	1,781	57,421	45,622	1,779,103	1,335,698	207,310	276,413	1,133,105	-15%
Fund: 325 - City Street Improvements Net Results	224,219	168,371	204,930	(1,529,103)	(1,085,698)	80,455	11,352	(883,105)	
Fund Balance, July 1	745,266	969,485	1,089,984	1,294,914	1,294,914		1,294,914	1,306,266	
Fund Balance, June 30	969,485	1,137,856	1,294,914	(234,189)	209,216		1,306,266	423,161	
Fund: 327 - Parks Grants (Measure WW)									
Revenue									
370 - Interest and Investment Income	146	266	533	-	-	84	84	-	
Revenue Total:	146	266	533	-	-	84	84	-	
Expenditures									
Division: 345 - Park Maintenance Total:	-	-	-	189,758	189,758	-	-	189,758	0%
Expenditure Total:	-	-	-	189,758	189,758	-	-	189,758	0%
Fund: 327 - Parks Grants (Measure WW) Fund Net Resu	146	266	533	(189,758)	(189,758)	84	84	(189,758)	
Fund Balance, July 1	24,493	24,638	24,904	25,437	25,437		25,437	25,522	
Fund Balance, June 30	24,638	24,904	25,437	(164,321)	(164,321)		25,522	(164,236)	
Fund: 377 - Arterial Streets Rehabilitation Fund									
Revenue									
383 - Reimbursements	-	35,631	-	-	-	-	-	-	0%
399 - Transfers In	250,000	200,000	250,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	250,000	235,631	250,000	250,000	250,000	250,000	250,000	250,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	-	1,302	125,202	796,000	643,281	219,732	292,977	775,297	21%
Expenditure Total:	-	1,302	125,202	796,000	643,281	219,732	292,977	775,297	21%
Fund: 377 - Arterial Streets Rehabilitation Fund Net Res	250,000	234,329	124,798	(546,000)	(393,281)	30,268	(42,977)	(525,297)	
Fund Balance, July 1	165,454	415,454	649,783	774,581	774,581		774,581	731,604	
Fund Balance, June 30	415,454	649,783	774,581	228,581	381,300		731,604	206,307	

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 500 - Sewer Enterprise Fund									
Revenue									
344 - Impact Fees	26,894	-	-	-	-	-	-	-	0%
363 - Sewer Enterprise Charges	6,494,206	7,210,207	7,093,734	7,535,971	7,728,471	4,411,589	7,728,471	7,797,500	1%
370 - Interest and Investment Income	47,274	109,003	277,807	113,000	100,000	44,584	100,000	100,000	0%
383 - Reimbursements	-	1,479	-	-	-	22,717	-	-	0%
384 - Other Revenue	-	148	-	-	-	-	-	-	0%
Revenue Total:	6,568,375	7,320,836	7,371,541	7,648,971	7,828,471	4,478,889	7,828,471	7,897,500	1%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	6,568,375	7,320,836	7,371,541	7,648,971	7,828,471	4,478,889	7,828,471	7,897,500	1%
Expense									
Division: 641 - Sewer Treatment Plant/Shared Total:	5,940,532	3,822,279	3,996,185	4,756,727	5,243,926	2,764,346	5,243,926	5,463,995	4%
Division: 642 - Sewer Collections Total:	908,691	892,637	906,883	2,531,388	3,399,288	656,766	3,399,288	2,191,594	-36%
Division: 644 - WPCP Equipment/Debt Service Total:	233,270	215,195	612,491	518,866	1,607,970	1,608,049	1,608,049	1,609,506	0%
Expense Total:	7,082,492	4,930,110	5,515,558	7,806,981	10,251,183	5,029,161	10,251,263	9,265,095	-10%
Fund: 500 - Sewer Enterprise Fund Net Results	(514,118)	2,390,726	1,855,983	(158,010)	(2,422,713)	(550,272)	(2,422,792)	(1,367,595)	
Fund Balance, July 1	10,868,491	10,354,373	17,928,844	19,784,827	19,784,827		19,784,827	17,362,035	
Fund Balance, June 30	10,354,373	12,745,099	19,784,827	19,626,817	17,362,114		17,362,035	15,994,440	
Fund: 505 - Cable Access TV									
Revenue									
314 - Franchise Taxes	36,910	32,702	28,833	35,000	26,486	19,506	26,486	52,972	100%
365 - Cable TV Charges	220,758	188,351	191,537	313,695	134,010	137,947	171,125	316,956	137%
383 - Reimbursements	-	-	-	-	-	341	341	-	0%
384 - Other Revenue	3,330	4,020	3,000	3,600	3,600	-	-	5,000	39%
399 - Transfers In	84,095	132,303	147,804	160,124	160,124	14,729	182,679	160,124	0%
Revenue Total:	345,093	357,375	371,175	512,419	324,220	172,523	380,631	535,052	65%
399 - Transfers In from Section 115 Pension Fund	-	-	-	26,890	-	-	-	-	0%
Sources Total	345,093	357,375	371,175	539,309	324,220	172,523	380,631	535,052	65%
Expense									
Division: 119 - Cable Access TV Total:	338,612	357,375	374,875	539,309	445,606	292,112	380,631	374,307	-16%
Division: 120 - Cable Access-Community Services Total:	-	-	-	-	-	-	-	1,401	0%
Division: 121 - Cable Access-Contract Services Total:	-	-	-	-	-	-	-	186,002	0%
Expense Total:	338,612	357,375	374,875	539,309	445,606	292,112	380,631	561,709	26%
Fund: 505 - Cable Access TV Net Results	6,481	-	(3,700)	-	(121,386)	(119,590)	(0)	(26,657)	
Fund Balance, July 1	(38,016)	(31,535)	(31,535)	(35,235)	(35,235)		(35,235)	(35,235)	
Fund Balance, June 30	(31,535)	(31,535)	(35,235)	(35,235)	(156,621)		(35,235)	(61,893)	
Fund: 525 - Information Systems									
Expense									
Division: 118 - Information Systems Total:	479,441	609,715	795,641	802,890	802,890	475,419	802,890	1,011,527	26%
461 - Indirect cost allocations	(472,846)	(609,715)	(795,641)	(802,890)	(802,890)	(475,419)	(802,890)	(1,011,527)	26%
Expense Total:	6,595	-	-	-	-	(0)	-	-	0%
Fund: 525 - Information Systems Surplus (Deficit):	(6,595)	-	-	-	-	0	-	-	
Fund Balance, July 1	(189,574)	(196,169)	(196,169)	(196,169)	(196,169)		(196,169)	(196,169)	
Fund Balance, June 30	(196,169)	(196,169)	(196,169)	(196,169)	(196,169)		(196,169)	(196,169)	
Fund: 700 - Pension Fund									
Revenue									
370 - Interest and Investment Income	-	924,669	1,010,988	-	-	2,004,493	2,120,754	-	0%
399 - Transfers In	-	16,287,510	-	-	-	-	-	-	0%
Revenue Total:	-	17,212,179	1,010,988	-	-	2,004,493	2,120,754	-	0%
Expense									
Division: 117 - General Government Total:	-	52,921	81,434	-	-	748,692	2,018,945	-	0%
Expense Total:	-	52,921	81,434	-	-	748,692	2,018,945	-	0%
Fund: 700 - Pension Fund Net Results	-	17,159,258	929,554	-	-	1,255,801	101,809	-	
Fund Balance, July 1	-	-	17,159,258	18,088,812	18,088,812		18,088,812	18,190,621	
Fund Balance, June 30	-	17,159,258	18,088,812	18,088,812	18,088,812		18,190,621	18,190,621	
Fund: 750 - Recognized Obligation Retirement Fund									
Revenue									
311 - Property Taxes	250,000	250,000	250,000	250,000	250,000	265,900	265,900	250,000	0%
370 - Interest and Investment Income	15,739	26,800	82,725	-	-	3,228	3,521	-	0%
384 - Other Revenue	-	1,232	-	-	-	-	-	-	0%
393 - Loan/Bond Proceeds	86,435	16,096	14,452	-	-	9,777	9,777	-	0%
Revenue Total:	352,174	294,128	347,176	250,000	250,000	278,905	279,198	250,000	0%
Expense									
Division: 463 - Successor Agency to RDA Total:	269,150	237,071	300,640	250,000	250,000	275,588	279,088	194,897	-22%
Expense Total:	269,150	237,071	300,640	250,000	250,000	275,588	279,088	194,897	-22%
Fund: 750 - Recognized Obligation Retirement Fund Net Results	83,023	57,057	46,536	-	-	3,317	110	55,103	

Department	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
CITY MANAGER					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	0.00	0.00	1.00	0.00
Management Analyst	0.00	0.00	0.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	1.00	4.00	3.00
CITY CLERK					
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	0.00	0.00	0.00	1.00
Administrative Assistant, <i>part-time</i>	0.48	0.48	0.48	0.48	0.48
Total Full-Time Equivalents (FTEs)	1.48	1.48	1.48	1.48	2.48
FINANCE DEPARTMENT					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	0.00	1.00	1.00	1.00	1.00
Accounting Specialist	2.00	1.00	1.00	1.00	1.00
Accounting Technician, <i>part-time</i>	0.00	0.48	0.48	0.48	0.48
Accounting Intern, <i>part-time/temporary</i>	0.48	0.00	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	3.48	3.48	3.48	3.48	3.48
HUMAN RESOURCES					
Assistant City Manager	1.00	1.00	1.00	0.00	0.00
Human Resources Director	0.00	0.00	0.00	0.00	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	1.00	2.00
GENERAL GOVERNMENT					
Management Analyst	1.00	1.00	1.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	1.00	0.00	0.00
POLICE DEPARTMENT					
SWORN					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	2.00	2.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	6.00	6.00	6.00
Police Officer	19.00	19.00	19.00	19.00	19.00
Sub-total Sworn	28.00	28.00	28.00	28.00	28.00
NON-SWORN					
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	0.96	0.96	1.00	1.00	1.00
Community Service Officer	0.96	0.96	0.96	0.96	0.96
Crossing Guards, <i>part-time/temporary</i>	0.50	0.50	0.50	0.50	0.50
Dispatcher	11.00	11.00	11.00	11.00	11.00
Lead Dispatcher	0.00	1.00	1.00	1.00	1.00
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Sub-total Non-Sworn	17.42	18.42	18.46	18.46	18.46
Total Full-Time Equivalents (FTEs)	45.42	46.42	46.46	46.46	46.46

Department	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
FIRE DEPARTMENT					
SWORN					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Battalion Chief	1.00	1.00	1.00	1.00	1.00
Fire Captain	3.00	3.00	3.00	3.00	5.00
Fire Engineer	3.00	3.00	3.00	3.00	3.00
Fire Fighter/Paramedic	3.00	3.00	3.00	3.00	3.00
Fire Fighter	3.00	3.00	3.00	3.00	3.00
Sub-total Sworn	14.00	14.00	14.00	14.00	16.00
NON-SWORN					
Administrative Assistant	0.48	0.00	0.00	0.00	0.00
Management Analyst	0.00	1.00	1.00	1.00	1.00
Sub-total Non-Sworn	0.48	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	14.48	15.00	15.00	15.00	17.00
PUBLIC WORKS					
Development Services Director/City Engineer	0.50	0.50	0.50	0.50	1.00
Management Analyst	0.00	0.00	0.00	0.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.00	0.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Park Caretaker	0.25	0.25	0.25	0.25	0.25
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	2.00	2.00	2.00	3.00
Public Works Maintenance Workers	7.00	7.00	7.00	7.00	8.00
Public Works Specialist	1.00	1.00	1.00	1.00	1.00
Senior Project Manager	1.00	1.00	1.00	1.00	1.00
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
WWTP Maintenance Mechanic	1.00	1.00	1.00	1.00	2.00
WWTP Operator	5.00	5.00	5.00	5.00	5.00
Water Pollution Control Plant Intern	0.46	0.46	0.46	0.46	0.46
Water Pollution Control Plant Operation Supervisor	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	24.21	24.21	24.21	23.21	27.71
COMMUNITY DEVELOPMENT					
Community Development Director	0.50	0.50	0.50	0.50	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
Building Inspector	0.00	0.00	0.00	1.00	1.00
Permit Technician	1.48	1.48	2.00	2.00	2.00
Senior Building Inspector	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	4.98	4.98	5.50	6.50	7.00
COMMUNITY SERVICES DEPARTMENT					
RECREATION					
Community Services Director	0.00	0.00	0.00	0.00	1.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Cook, <i>part-time/regular</i>	0.75	0.75	0.75	0.75	0.75
Recreation Coordinator	2.60	2.60	2.60	2.60	2.60
Recreation Leader	2.88	2.88	2.88	2.88	2.88
Recreation Leader [Tiny Tots]	1.13	1.13	1.13	1.13	1.13
Rental Facility Custodian, <i>part-time/temporary</i>	1.65	1.65	1.65	1.65	1.65
Senior Recreation Leader	1.50	1.50	1.50	1.50	1.50
Sub-total Recreation	11.50	11.50	11.50	11.50	12.50
PINOLE COMMUNITY TELEVISION (PCTV)					
Cable Access Coordinator	1.00	1.00	1.00	1.00	1.00
Cable Access Technician	1.00	1.00	1.00	1.00	1.00
Cable Equipment Operators	0.75	0.75	0.75	0.75	0.00
Sub-total Cable Access Television	2.75	2.75	2.75	2.75	2.00
Total Full-Time Equivalents (FTEs)	14.25	14.25	14.25	14.25	14.50
GRAND TOTAL ALL DEPARTMENTS	112.30	113.82	114.38	115.38	123.63