



PINOLE CITY COUNCIL FINANCE SUBCOMMITTEE AGENDA

May 22, 2019

3:00 PM

**Pinole City Hall
Community Room, 1st Floor
2131 Pear Street, Pinole CA 94564**

Sub-Committee Membership:

Mayor Murray; Mayor Pro Tem Swearingen and Treasurer Rosales

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

A. CALL TO ORDER

B. PUBLIC COMMENT

C. CONSENT ITEMS

1. Approval of the Minutes of the May 1, 2019 meeting.

D. BUSINESS ITEMS

1. Review Operating Budget FY 2019/20
[Review and discuss report (A. Miller)]
2. Review Draft Measure S 2014 5-Year Plan
[Review and discuss report (A. Miller)]

No action is requested. The Subcommittee is an advisory committee which makes recommendations to the City Council.

E. ADJOURNMENT

Posted: May 17, 2019 at 10:00 a.m.

**Heather Iopu
City Clerk**

PINOLE FINANCE SUBCOMMITTEE
MINUTES
May 1, 2019

A. CALL TO ORDER

Mayor Murray called the meeting to order at 3:02 P.M. in the City Hall Community Room. 2131 Pear Street Pinole CA.

Board Members Present:

Mayor Murray
Mayor Pro Tem Swearingen
Treasurer Dina Rosales

Staff Members Present:

City Manager, Michelle Fitzer
Finance Director, Andrea Miller
City Clerk, Heather Iopu

B. PUBLIC COMMENT

None

C. CONSENT ITEMS

1. Approval of the Minutes of the May 24, 2017 and July 25, 2018 meetings.

ACTION: Motion by Subcommittee Members Murray/Rosales, the Finance Subcommittee approved the Minutes of May 24, 2017 and July 25, 2018

Vote: Passed
Ayes: Murray, Rosales
Abstain: Swearingen

D. BUSINESS ITEMS

1. Review Cost Allocation Plan
[Review and discuss plan (A. Miller)]

Finance Director Miller presented overview of the plan and outlined the sections of the Cost Allocation Plan.

Subcommittee members asked questions regarding the purpose of and methods used to generate the Plan. Finance Director Miller reviewed the tools and resources used to

create the Plan. City Manager Fitzer explained that the City is implementing use of the Plan as a best practice.

Speakers: Rafael Menis, Ivette Ricco

2. Review Fiscal Policies

[Review and discuss plan (A. Miller)]

Finance Director Miller presented an overview of the fiscal policies. Subcommittee members asked clarifying questions regarding the policies presented.

Finance Director Miller responded to questions.

Speakers: None.

E. ADJOURNMENT

At 3:45p.m., Mayor Murray adjourned the meeting to a future Finance Subcommittee Meeting.

No action is requested. The Subcommittee is an advisory committee which makes recommendations to the City Council.

Submitted by:

Heather Iopu, City Clerk

APPROVED BY FINANCE SUBCOMMITTEE:

CITY OF PINOLE, CALIFORNIA

Fiscal Year 2019-20 Proposed Budget





CITY OF PINOLE
FY 2019-20 PRELIMINARY BUDGET

TABLE OF CONTENTS	Page
<u>INTRODUCTION</u>	
Transmittal Letter	iv
Citywide Officials	A-1
Citywide Organizational Chart.....	A-3
Budget Overview	A-5
Jurisdictional Comparison	A-6
Budget Process.....	A-7
Budget Calendar	A-8
Financial Policies	A-9
Accounting Basis	A-11
Fund Structure	A-11
Major General Fund Revenue Sources.....	A-16
Financial Analysis	A-18
Budget Award.....	A-27
<u>BUDGET SUMMARIES</u>	
Summary of Revenue and Expenditures by Department	B-1
Summary of Debt Obligations	B-9
Schedule of Transfers	B-11

GENERAL GOVERNMENT

City Council.....	C-1
City Manager.....	C-5
City Clerk	C-9
City Treasurer	C-13
City Attorney	C-15
Finance	C-17
Human Resources	C-20
General Government.....	C-23
Information Systems	C-27
Cable Access TV	C-32

POLICE

Police Operations.....	D-1
Police Support Services	D-9
Police Dispatch (WBCC)	D-13
Police Grants	D-16

FIRE

Fire Operations	E-1
-----------------------	-----

PUBLIC WORKS

Administration & Engineering.....	F-1
Road Maintenance	F-5
Facility Maintenance	F-8
NPDES Storm Water.....	F-12
Park Maintenance	F-15
Waste Reduction.....	F-19
Water Pollution Control Plant	F-24

COMMUNITY DEVELOPMENT

Planning	G1
Building Inspection	G-4
Successor Agency Administration.....	G-7
Housing Administration	G-9
Code Enforcement	G-11

RECREATION

Recreation Administration	H-1
Senior Center	H-4
Tiny Tots Child Care	H-8
Youth Center	H-11
Swim Center	H-17
Memorial Center	H-20
Tennis	H-22

CAPITAL PROJECTS

Capital Improvement Program Summary	I-1
Capital Project Revenue and Expense Summary	I-2
Capital Project Description Sheets.....	I-5

APPENDIX

Glossary of Terms.....	J-1
Glossary of Acronyms	J-5
Personnel Position Listing.....	J-7
Labor Cost Allocations	J-9
Resolution Adopting FY 2019-20 Budget	J-11
Resolution Adopting FY 2019-20 Appropriation (GANN) Limit.....	J-13
Resolution Adopting FY 2019-20 Capital Budget.....	J-14

CITY OF PINOLE BUDGET SUMMARIES

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 100 - General Fund						
Revenue						
311 - Property Taxes	3,453,072	4,615,198	3,787,392	2,488,664	4,033,892	
312 - Sales and Use Taxes	3,606,395	3,875,926	3,685,921	2,750,991	3,629,286	
313 - Utility Users Tax	2,066,623	1,926,796	1,930,000	1,412,085	1,898,000	
314 - Franchise Taxes	717,013	747,625	744,128	587,070	744,000	
315 - Other Taxes	812,417	880,271	790,000	730,177	858,900	
321 - Intergovernmental Taxes	1,647,297	1,732,370	1,736,706	907,937	1,819,484	
323 - State Grants	23,435	32,401	55,000	100,667	35,000	
324 - Other Grants	60,467	47,026	59,437	57,026	57,026	
332 - Permits	61,096	98,312	76,700	38,800	73,700	
341 - Review Fees	35124.56	41002.02	30000	30,471	34000	
342 - Other Fees	26,159	73,632	60,500	24,948	12,750	
343 - Abatement Fees	4,242	720	4,000	8,769	3,300	
351 - Fines and Forfeiture	38,876	41,279	59,050	39,997	41,550	
361 - Public Safety Charges	22,823	971,249	1,123,939	676,183	1,229,973	
370 - Interest and Investment Income	2,863	34,244	35,000	133,543	150,000	
381 - Rental Income	81,510	97,027	81,450	61,088	81,450	
383 - Reimbursements	4,171	63,306	97,115	39,571	9,500	
384 - Other Revenue	17,355	148,062	14,000	5,330	9,000	
392 - Proceeds from Sale of Property	16,099	10,017,210	11,000	772	11,000	
Revenue Total:	12,697,038	25,443,655	14,381,338	10,094,087	14,731,811	
399 - Transfer In	-	-	-	6,290,688	-	
399 - Transfer In from Section 115 Trust	-	-	-	-	622,043	
Sources Total:	12,697,038	25,443,655	14,381,338	16,384,776	15,353,853	
Expenditures						
Division: 110 - City Council Total:	81,942	143,788	130,636	71,888	161,110	
Division: 111 - City Manager Total:	112,444	118,949	149,871	118,931	162,783	
Division: 112 - City Clerk Total:	123,878	189,036	249,583	177,394	245,631	
Division: 113 - City Treasurer Total:	5,722	10,560	11,434	8,327	11,330	
Division: 114 - City Attorney Total:	200,331	268,753	96,820	115,873	110,919	
Division: 115 - Finance Department Total:	403,152	425,502	494,175	374,132	473,678	
Division: 116 - Human Resources Total:	275,138	325,655	421,020	290,932	462,141	
Division: 117 - General Government Total:	1,101,421	1,298,658	1,514,337	1,072,510	1,610,226	
Administrative Total:	2,304,028	2,780,900	3,067,876	2,229,987	3,237,819	
Division: 221 - Police Operations Total:	2,566,750	3,063,059	3,249,686	2,657,025	3,488,254	
Division: 222 - Police Support Services Total:	942,507	855,587	1,148,505	539,998	1,151,564	
Division: 223 - Dispatch WBCC Total:	1,116,412	1,641,573	1,598,024	1,262,331	1,720,068	
Division: 231 - Fire Total:	3,266,865	2,428,484	4,018,161	1,718,249	4,418,324	[1]
Public Safety Total:	7,892,534	7,988,704	10,014,375	6,177,603	10,778,210	
Division: 341 - Administration/Engineering Total:	105,332	143,054	137,078	77,171	134,616	
Division: 342 - Road Maintenance Total:	31,926	35,943	55,914	27,476	55,609	
Division: 343 - Facility Maintenance Total:	428,408	472,403	430,507	306,527	518,148	
Division: 345 - Park Maintenance Total:	199,490	185,527	236,311	176,045	255,702	
Public Works Total:	765,157	836,927	859,810	587,218	964,075	
Division: 461 - Planning Total:	7,749	8,206	9,893	6,494	11,852	
Division: 462 - Building Inspection Total:	210	-	-	-	-	
Division: 465 - Code Enforcement Total:	-	-	72,694	24,075	141,490	
Community Development Total:	7,959	8,206	82,587	30,569	153,342	
Division: 554 - Youth Center Total:	5,837	132	-	12	-	
Division: 557 - Swim Center Total:	-	196	-	-	-	
Recreation Total:	5,837	328	-	12	-	
481 - Debt Service	581,443	572,923	520,000	521,131	535,000	
Sub-Total:	11,556,959	12,187,987	14,544,648	9,546,520	15,668,445	
499 - Transfers Out	30,000	34,095	8,387,954	4,605,806	641,580	
Expenditure Total:	11,586,959	12,222,082	22,932,602	14,152,326	16,310,025	
Fund: 100 - General Fund Net Results	1,110,080	13,221,572	(8,551,264)	2,232,450	(956,172)	
Fund Balance, July 1	5,209,670	6,319,750	19,541,322		10,990,058	
Fund Balance, June 30	6,319,750	19,541,322	10,990,058		10,033,886	

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

CITY OF PINOLE BUDGET SUMMARIES

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 105 - Measure S -2006						
Revenue						
312 - Sales and Use Taxes	1,909,172	2,165,664	1,945,600	1,463,200	1,960,800	
370 - Interest and Investment Income	443	12,796	13,000	16,615	13,000	
383 - Reimbursements	-	49,765	-	-	-	
Revenue Total:	1,909,615	2,228,225	1,958,600	1,479,815	1,973,800	
399 - Transfer In from Section 115 Trust	-	-	-	-	49,439	
Sources Total:	1,909,615	2,228,225	1,958,600	1,479,815	2,023,239	
Expenditures						
Division: 115 - Finance Department Total:	-	1,392	-	59	2,433	
Division: 221 - Police Operations Total:	1,055,123	1,216,568	1,785,974	976,395	1,625,224	
Division: 223 - Dispatch WBCC Total:	58,993	143,088	-	-	-	
Division: 231 - Fire Total:	655,666	714,030	846,606	419,145	732,845	
Expenditure Total:	1,769,782	2,075,079	2,632,580	1,395,598	2,360,502	
Fund: 105 - Measure S -2006 Net Results	139,834	153,146	(673,980)	84,217	(337,263)	
Fund Balance, July 1	2,527,270	2,667,103	2,820,249		2,146,269	
Fund Balance, June 30	2,667,103	2,820,249	2,146,269		1,809,006	
Fund: 106 - MEASURE S-2014						
Revenue						
312 - Sales and Use Taxes	1,896,338	2,121,226	1,945,600	1,456,723	1,960,800	
370 - Interest and Investment Income	262	15,527	16,000	24,565	16,000	
383 - Reimbursements	-	-	-	600	-	
Revenue Total:	1,896,600	2,136,753	1,961,600	1,481,888	1,976,800	
399 - Transfer In from Section 115 Trust	-	-	-	-	8,714	
Sources Total:	1,896,600	2,136,753	1,961,600	1,481,888	1,985,514	
Expenditures						
Division: 114 - City Attorney Total:	48,786	77,078	35,000	17,262	35,000	
Division: 115 - Finance Department Total:	2,500	4,192	4,865	59	2,433	
Division: 117 - General Government Total:	961,364	763,888	852,000	427,992	752,500	
Division: 118 - Information Systems Total:	135,848	81,334	125,000	54,964	64,600	
Administrative Total:	1,148,498	926,492	1,016,865	500,276	854,533	
Division: 221 - Police Operations Total:	44,162	38,254	106,306	15,693	150,000	
Division: 222 - Police Support Services Total:	-	-	-	-	59,736	
Division: 223 - Dispatch WBCC Total:	-	-	-	-	25,000	
Division: 231 - Fire Total:	11,589	199,863	324,163	215,325	316,000	
Public Safety Total:	55,752	238,117	430,469	231,017	550,736	
Division: 341 - Administration/Engineering Total:	15,697	47,073	56,237	15,147	77,782	
Division: 342 - Road Maintenance Total:	-	-	-	-	58,000	
Division: 343 - Facility Maintenance Total:	3,229	59,727	447,592	149,146	143,949	
Division: 344 - NPDES Storm Drain Total:	-	-	225,000	-	225,000	
Division: 345 - Park Maintenance Total:	5,882	4,223	429,814	16,092	65,000	
Public Works Total:	24,809	111,023	1,158,643	180,385	569,731	
Division: 465 - Code Enforcement Total:	-	-	-	-	30,000	
Community Development Total:	-	-	-	-	30,000	
Division: 551 - Recreation Administration Total:	6,946	8,130	-	-	-	
Division: 552 - Senior Center Total:	-	-	-	-	7,000	
Division: 553 - Tiny Tots Total:	-	-	-	-	14,800	
Division: 554 - Youth Center Total:	-	-	-	-	8,200	
Recreation Total:	6,946	8,130	-	-	30,000	
Expenditure Total:	1,236,004	1,283,762	2,605,977	911,679	2,035,000	
Fund: 106 - MEASURE S-2014 Net Results	660,596	852,991	(644,377)	570,210	(49,486)	
Fund Balance, July 1	1,488,267	2,148,863	3,001,854		2,357,477	
Fund Balance, June 30	2,148,863	3,001,854	2,357,477		2,307,991	

CITY OF PINOLE BUDGET SUMMARIES

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 160 - EQUIPMENT RESERVE						
Revenue						
385 - Indirect Cost Allocations	120,000	-	80,000	-	85,000	
Revenue Total:	120,000	-	80,000	-	85,000	
Expenditures						
Division: 345 - Park Maintenance Total:	-	-	80,000	-	85,000	
Expenditure Total:	-	-	80,000	-	85,000	
Fund: 160 - EQUIPMENT RESERVE Net Results	120,000	-	-	-	-	
Fund Balance, July 1	26,188	146,188	146,188		146,188	
Fund Balance, June 30	146,188	146,188	146,188		146,188	
Fund: 200 - Gas Tax Fund						
Revenue						
321 - Intergovernmental Taxes	365,347	519,757	804,375	546,000	827,289	
370 - Interest and Investment Income	317	1,973	2,000	3,895	3,000	
Revenue Total:	365,664	521,730	806,375	549,895	830,289	
Expenditures						
Division: 341 - Administration/Engineering Total:	391,415	325,062	-	177,028	-	
Division: 342 - Road Maintenance Total:	-	-	436,601	60,932	502,491	
Division: 343 - Facility Maintenance Total:	747	31,781	481,727	5,982	-	
Expenditure Total:	392,162	356,843	918,328	243,942	502,491	
Fund: 200 - Gas Tax Fund Net Results	(26,498)	164,887	(111,953)	305,953	327,798	
Fund Balance, July 1	302,968	276,470	441,357		329,404	
Fund Balance, June 30	276,470	441,357	329,404		657,202	
Fund: 201 - Restricted Real Estate Maintenance Fund						
Revenue						
342 - Other Fees	2,725	3,625	3,175	1,825	3,175	
381 - Rental Income	36,211	5,784	34,000	34,150	34,000	
384 - Other Revenue	5,274	-	-	-	-	
Revenue Total:	44,211	9,409	37,175	35,975	37,175	
Expenditures						
Division: 343 - Facility Maintenance Total:	23,142	28,681	37,175	13,933	37,175	
Expenditure Total:	23,142	28,681	37,175	13,933	37,175	
Fund: 201 - Restricted RE Maintenance Fund Net Results	21,069	(19,272)	-	22,043	74,350	
Fund Balance, July 1	131,789	152,858	133,586		133,586	
Fund Balance, June 30	152,858	133,586	133,586		207,936	
Fund: 203 - Public Safety Augmentation Fund						
Revenue						
321 - Intergovernmental Taxes	184,740	164,543	174,069	137,970	179,751	
370 - Interest and Investment Income	(4)	1,442	500	2,175	1,500	
Revenue Total:	184,736	165,985	174,569	140,145	181,251	
Expenditures						
Division: 221 - Police Operations Total:	144,472	149,159	151,406	86,561	177,310	
Expenditure Total:	144,472	149,159	151,406	86,561	177,310	
Fund: 203 - Public Safety Augmentation Fund Net Results	40,264	16,826	23,163	53,584	3,941	
Fund Balance, July 1	222,036	262,300	279,126		302,289	
Fund Balance, June 30	262,300	279,126	302,289		306,230	
Fund: 204 - Police Grants						
Revenue						
323 - State Grants	13,118	-	-	-	-	
324 - Other Grants	320,000	328,000	320,000	-	300,000	
384 - Other Revenue	-	-	-	20	-	
Revenue Total:	333,118	328,000	320,000	20	300,000	
399 - Transfer In from Section 115 Trust	-	-	-	-	28,976	
Sources Total:	333,118	328,000	320,000	20	328,976	
Expenditures						
Division: 227 - Police Grants Total:	346,787	324,671	274,003	178,475	343,545	
Expenditure Total:	346,787	324,671	274,003	178,475	343,545	
Fund: 204 - Police Grants Net Results	(13,669)	3,329	45,997	(178,455)	(14,569)	
Fund Balance, July 1	57,682	44,013	47,342		93,339	
Fund Balance, June 30	44,013	47,342	93,339		78,770	

CITY OF PINOLE BUDGET SUMMARIES

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 205 - Traffic Safety Fund						
Revenue						
351 - Fines and Forfeiture	43,889	32,107	57,750	21,378	42,330	
370 - Interest and Investment Income	40	673	500	1,059	500	
Revenue Total:	43,929	32,780	58,250	22,437	42,830	
Expenditures						
Division: 227 - Police Grants Total:	14,256	9,579	18,458	5,148	19,166	
Expenditure Total:	14,256	9,579	18,458	5,148	19,166	
Fund: 205 - Traffic Safety Fund Net Results	29,672	23,201	39,792	17,289	23,664	
Fund Balance, July 1	81,319	110,991	134,192		173,984	
Fund Balance, June 30	110,991	134,192	173,984		197,648	
Fund: 206 - Supplemental Law Enforcement Svc Fund						
Revenue						
323 - State Grants	139,416	100,000	100,000	148,747	100,000	
370 - Interest and Investment Income	35	622	600	1,190	600	
Revenue Total:	139,452	100,622	100,600	149,936	100,600	
Expenditures						
Division: 227 - Police Grants Total:	100,137	92,612	100,000	73,887	129,310	
Expenditure Total:	100,137	92,612	100,000	73,887	129,310	
Fund: 206 - SLESF Net Results	39,315	8,009	600	76,049	(28,710)	
Fund Balance, July 1	71,772	111,087	119,097		119,697	
Fund Balance, June 30	111,087	119,097	119,697		90,987	
Fund: 207 - NPDES Storm Water Fund						
Revenue						
321 - Intergovernmental Taxes	239,503	295,916	315,768	-	266,470	
370 - Interest and Investment Income	(78)	151	150	108	150	
384 - Other Revenue	-	378	-	-	-	
Revenue Total:	239,425	296,445	315,918	108	266,620	
Expenditures						
Division: 344 - NPDES Storm Drain Total:	255,169	273,919	318,173	208,654	367,356	
Expenditure Total:	255,169	273,919	318,173	208,654	367,356	
Fund: 207 - NPDES Storm Water Fund Net Results	(15,744)	22,526	(2,255)	(208,547)	(100,736)	
Fund Balance, July 1	93,720	77,976	100,502		98,247	
Fund Balance, June 30	77,976	100,502	98,247		(2,489)	
Fund: 209 - Recreation Fund						
Revenue						
Division: 551 - Recreation Administration Total:	34,136	25,530	391,902	20,715	514,189	[2]
Division: 552 - Senior Center Total:	507,156	372,734	321,500	284,001	328,300	
Division: 553 - Tiny Tots Total:	192,118	195,505	195,589	151,138	193,368	
Division: 554 - Youth Center Total:	131,894	54,157	76,375	28,770	27,310	
Division: 555 - Day Camp Total:	69,008	37,419	32,000	8,109	20,500	
Division: 556 - Performing Arts Total:	42,298	49,794	48,280	30,085	-	
Division: 557 - Swim Center Total:	53,659	81,444	83,920	23,551	85,500	[2]
Division: 558 - Memorial Hall Total:	10,470	5,000	5,600	1,250	5,600	
Division: 559 - Tennis Total:	714	410	500	250	400	
Revenue Total:	1,041,454	821,994	1,155,666	547,869	1,175,167	
399 - Transfer In from Section 115 Trust	-	-	-	-	23,175	
Sources Total:	1,041,454	821,994	1,155,666	547,869	1,198,342	
Expenditures						
Division: 551 - Recreation Administration Total:	185,100	151,958	192,844	101,693	206,547	
Division: 552 - Senior Center Total:	516,228	427,948	470,458	332,610	497,042	
Division: 553 - Tiny Tots Total:	102,151	110,816	119,030	94,235	137,247	
Division: 554 - Youth Center Total:	159,388	146,125	202,913	106,806	196,545	
Division: 555 - Day Camp Total:	28,530	4,438	37,572	2,324	60,632	
Division: 556 - Performing Arts Total:	36,980	39,624	43,950	32,630	-	
Division: 557 - Swim Center Total:	51,151	81,201	80,811	65,139	91,368	
Division: 558 - Memorial Hall Total:	4,820	3,869	4,838	2,727	4,961	
Division: 559 - Tennis Total:	2,726	3,100	3,250	1,695	4,000	
Expenditure Total:	1,087,073	969,078	1,155,666	739,860	1,198,342	
Fund: 209 - Recreation Fund Net Results	(64,467)	(147,084)	0	(191,991)	(0)	
Fund Balance, July 1	257,245	192,778	45,694		45,694	
Fund Balance, June 30	192,778	45,694	45,694		45,694	

[2] Refer to Schedule of Transfers on B-11.

CITY OF PINOLE BUDGET SUMMARIES

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 212 - Building & Planning						
Revenue						
315 - Other Taxes	1,561	159	1,800	16	1,800	
332 - Permits	497,828	762,459	530,750	264,757	67,000	
341 - Review Fees	130,071	262,891	160,000	166,116	638,250	
342 - Other Fees	46,559	81,516	44,500	63,051	62,500	
343 - Abatement Fees	5,035	6,500	-	-	-	
370 - Interest and Investment Income	43	5,445	5,000	6,369	7,000	
384 - Other Revenue	19,850	19,857	31,000	3,998	21,000	
Revenue Total:	700,946	1,138,827	773,050	504,308	797,550	
399 - Transfer In from Section 115 Trust	-	-	-	-	20,385	
Sources Total:	700,946	1,138,827	773,050	504,308	817,935	
Expenditures						
Division: 461 - Planning Total:	223,545	276,037	413,914	229,586	409,435	
Division: 462 - Building Inspection Total:	558,324	754,848	684,839	368,246	779,177	
Expenditure Total:	781,870	1,030,885	1,098,753	597,832	1,188,612	
Fund: 212 - Building & Planning Net Results	(80,923)	107,942	(325,703)	-93,524.40	(370,677)	
Fund Balance, July 1	734,575	653,652	761,594		435,891	
Fund Balance, June 30	653,652	761,594	435,891		65,214	
Fund: 213 - Refuse Management Fund						
Revenue						
323 - State Grants	70,850	66,513	60,060	45,905	60,060	
370 - Interest and Investment Income	38	4,071	1,000	4,891	4,000	
Revenue Total:	70,888	70,584	61,060	50,796	64,060	
Expenditures						
Division: 344 - NPDES Storm Drain Total:	-	-	296,999	5,278	-	
Division: 346 - Waste Reduction Total:	94,478	99,211	116,508	76,678	125,308	
Expenditure Total:	94,478	99,211	413,507	81,956	125,308	
Fund: 213 - Refuse Management Fund Net Results	(23,590)	(28,628)	(352,447)	(31,160)	(61,248)	
Fund Balance, July 1	736,956	713,366	684,738		332,291	
Fund Balance, June 30	713,366	684,738	332,291		271,043	
Fund: 214 - Solid Waste Fund						
Revenue						
370 - Interest and Investment Income	(107)	3,876	4,000	6,957	4,000	
383 - Reimbursements	234,738	247,457	63,000	220,960	240,000	
Revenue Total:	234,631	251,333	67,000	227,917	244,000	
Expenditures						
Division: 343 - Facility Maintenance Total:	-	-	42,000	3,003	42,000	
Expenditure Total:	-	-	42,000	3,003	42,000	
Fund: 214 - Solid Waste Fund Net Results	234,631	251,333	25,000	224,914	202,000	
Fund Balance, July 1	347,400	582,031	833,365		858,365	
Fund Balance, June 30	582,031	833,365	858,365		1,060,365	
Fund: 215 - Measure C and J Fund						
Revenue						
324 - Other Grants	356,789	366,959	303,590	-	360,000	
370 - Interest and Investment Income	(357)	5,004	5,000	6,792	5,000	
Revenue Total:	356,431	371,963	308,590	6,792	365,000	
Expenditures						
Division: 341 - Administration/Engineering Total:	110,103	127,060	154,861	104,423	168,554	
Division: 342 - Road Maintenance Total:	-	-	-	-	30,000	
Division: 343 - Facility Maintenance Total:	6,326	6,947	493,922	325,272	2,000	
Expenditure Total:	116,429	134,006	648,783	429,695	200,554	
Fund: 215 - Measure C and J Fund Net Results	240,002	237,957	(340,193)	(422,902)	164,446	
Fund Balance, July 1	776,911	1,016,913	1,254,870		914,677	
Fund Balance, June 30	1,016,913	1,254,870	914,677		1,079,123	

CITY OF PINOLE BUDGET SUMMARIES

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 285 - Housing Land Held for Resale						
Revenue						
342 - Other Fees	-	4,700	-	-	-	
370 - Interest and Investment Income	33,332	13,610	35,000	121,810	35,000	
381 - Rental Income	72,253	72,253	72,253	-	72,253	
384 - Other Revenue	35,000	5,500	5,795	5,795	-	
392 - Proceeds from Sale of Property	-	-	1,150	1,150	-	
393 - Loan/Bond Proceeds	26,010	15,024	116,810	154,393	55,000	
Revenue Total:	166,594	111,086	231,008	283,148	162,253	
Expenditures						
Division: 464 - Housing Administration Total:	145,703	563,889	202,136	6,427,686.33	211,079	[3]
Expenditure Total:	145,703	563,889	202,136	6,427,686.33	211,079	
Fund: 285 - Housing Land Held for Resale Net Results	20,892	(452,803)	28,872	-6,144,538.28	(48,826)	
Fund Balance, July 1	1,199,853	1,220,745	767,942		796,814	
Fund Balance, June 30	1,220,745	767,942	796,814		747,988	
Fund: 310 - Lighting & Landscape Districts						
Revenue						
321 - Intergovernmental Taxes	34,222	34,798	-	20,270	-	
362 - Public Works Charges	-	-	43,565	-	43,565	
399 - Transfers In	5,000	5,000	5,000	5,000	5,000	
Revenue Total:	39,222	39,798	48,565	25,270	48,565	
Expenditures						
Division: 347 - Landscape & Lighting PVR North Total:	26,188	17,784	30,976	41,855	30,976	
Division: 348 - Landscape & Lighting PVR South Total:	26,642	12,838	25,661	56,473	25,661	
Expenditure Total:	52,830	30,622	56,637	98,328	56,637	
Fund: 310 - Lighting & Landscape Districts Net Results	(13,608)	9,176	(8,072)	(73,058)	(8,072)	
Fund Balance, July 1	23,910	10,302	19,477		11,405	
Fund Balance, June 30	10,302	19,477	11,405		3,333	
Fund: 317 - Pinole Valley Caretaker Fund						
Revenue						
381 - Rental Income	15,000	15,000	15,000	11,250	15,000	
Revenue Total:	15,000	15,000	15,000	11,250	15,000	
Expenditures						
Division: 345 - Park Maintenance Total:	15,154	15,546	14,777	10,874	14,975	
Expenditure Total:	15,154	15,546	14,777	10,874	14,975	
Fund: 317 - Pinole Valley Caretaker Fund Net Results	(154)	(546)	223	376	25	
Fund Balance, July 1	339	185	(361)		(138)	
Fund Balance, June 30	185	(361)	(138)		(113)	
Fund: 324 - Public Facilities Fund						
Revenue						
399 - Transfers In	25,000	-	-	-	-	
Revenue Total:	25,000	-	-	-	-	
Expenditures						
Division: 343 - Facility Maintenance Total:	3,263	22,738	60,000	39,230	60,000	
Division: 345 - Park Maintenance Total:	-	-	10,000	-	10,000	
Expenditure Total:	3,263	22,738	70,000	39,230	70,000	
Fund: 324 - Public Facilities Fund Net Results	21,737	(22,738)	(70,000)	(39,230)	(70,000)	
Fund Balance, July 1	585,286	607,023	584,285		514,285	
Fund Balance, June 30	607,023	584,285	514,285		444,285	

[3] City funds returned from PALC settlement proceeds.

CITY OF PINOLE BUDGET SUMMARIES

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 325 - City Street Improvements						
Revenue						
323 - State Grants	-	-	-	5,183	-	
351 - Fines and Forfeiture	-	1,000	-	-	-	
399 - Transfers In	250,000	225,000	200,000	200,000	250,000	
Revenue Total:	250,000	226,000	200,000	205,183	250,000	
Expenditures						
Division: 342 - Road Maintenance Total:	20,233	1,781	1,779,103	18,770	-	
Expenditure Total:	20,233	1,781	1,779,103	18,770	-	
Fund: 325 - City Street Improvements Net Results	229,767	224,219	(1,579,103)	186,414	250,000	
Fund Balance, July 1	515,499	745,266	969,485		1,155,898	
Fund Balance, June 30	745,266	969,485	1,155,898		1,405,898	
Fund: 377 - Arterial Streets Rehabilitation Fund						
Revenue						
322 - Federal Grants	70,364	-	-	-	-	
399 - Transfers In	250,000	250,000	200,000	200,000	250,000	
Revenue Total:	320,364	250,000	200,000	200,000	250,000	
Expenditures						
Division: 342 - Road Maintenance Total:	22,340	-	796,000	1,302	-	
Expenditure Total:	22,340	-	796,000	1,302	-	
Fund: 377 - Arterial Streets Rehab Fund Net Results	298,024	250,000	(596,000)	198,698	250,000	
Fund Balance, July 1	(132,570)	165,454	415,454		(180,546)	
Fund Balance, June 30	165,454	415,454	(180,546)		69,454	
Fund: 500 - Sewer Enterprise Fund						
Revenue						
342 - Other Fees	200	-	-	-	-	
344 - Impact Fees	-	26,894	550	10,387	10,000	
363 - Sewer Enterprise Charges	6,282,893	6,494,206	6,937,332	3,630,995	6,952,287	
370 - Interest and Investment Income	808	47,274	50,000	73,178	50,000	
383 - Reimbursements	681	-	650	650	-	
384 - Other Revenue	-	-	100	148	-	
Revenue Total:	6,284,582	6,568,375	6,988,632	3,715,358	7,012,287	
399 - Transfer In from Section 115 Trust	-	-	-	-	236,195	
Sources Total:	6,284,582	6,568,375	6,988,632	3,715,358	7,248,482	
Expense						
Division: 641 - Sewer Treatment Plant/Shared Total:	3,688,607	5,939,802	4,141,168	2,450,257	4,298,475	[4]
Division: 642 - Sewer Collections Total:	657,209	908,691	2,795,251	511,138	2,520,218	
Division: 643 - Sewer Projects/Shared Total:	-	730	-	1,178	-	
Division: 644 - WPCP Equipment/Debt Service Total:	251,978	233,270	526,275	517,097	526,275	
Expense Total:	4,597,793	7,082,492	7,462,694	3,479,669	7,344,967	
Fund: 500 - Sewer Enterprise Fund Net Results	1,686,788	(514,118)	(474,062)	235,688	(96,485)	
Fund Balance, July 1	9,181,703	10,868,491	10,354,374		9,880,312	
Fund Balance, June 30	10,868,491	10,354,374	9,880,312		9,783,827	
Fund: 503 - Plant Expansion Fund						
Revenue						
370 - Interest and Investment Income	2,762	11,684	3,500	13,891	15,000	
383 - Reimbursements	31,790	3,437	6,367,678	4,649,591	7,000,000	
Revenue Total:	34,552	15,122	6,371,178	4,663,482	7,015,000	
Expense						
Division: 643 - Sewer Projects/Shared Total:	(341)	-	7,545,667	14,007	3,500	
Expense Total:	(341)	-	7,545,667	14,007	3,500	
Fund: 503 - Plant Expansion Fund Net Results	34,893	15,122	(1,174,489)	4,649,475	7,011,500	
Fund Balance, July 1	3,022,876	3,057,769	3,072,890		1,898,401	
Fund Balance, June 30	3,057,769	3,072,890	1,898,401		8,909,901	

[4] CIP project carried forward.

CITY OF PINOLE BUDGET SUMMARIES

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
Fund: 505 - Cable Access TV						
Revenue						
314 - Franchise Taxes	45,713	36,910	40,000	25,016	35,000	
365 - Cable TV Charges	145,211	220,758	205,810	75,393	206,963	
384 - Other Revenue	4,550	3,330	3,900	3,900	3,600	
399 - Transfers In	96,364	84,095	178,736	-	205,146	
Revenue Total:	291,838	345,093	428,446	104,309	450,709	
399 - Transfer In from Section 115 Trust	-	-	-	-	14,668	
Sources Total:	291,838	345,093	428,446	104,309	465,377	
Expense						
Division: 119 - Cable Access TV Total:	298,898	338,612	424,546	245,280	465,378	
Expense Total:	298,898	338,612	424,546	245,280	465,378	
Fund: 505 - Cable Access TV Net Results	(7,061)	6,481	3,900	(140,972)	(0)	
Fund Balance, July 1	(30,956)	(38,016)	(31,535)		(27,635)	
Fund Balance, June 30	(38,016)	(31,535)	(27,635)		(27,636)	
Fund: 525 - Information Systems						
Expense						
Division: 118 - Information Systems Total:	666,102	479,441	780,228	470,316	719,840	
461 - Indirect cost allocations	(566,532)	(472,846)	(780,228)	-	(719,840)	
Expense Total:	99,570	479,441	-	470,316	-	
Fund: 525 - Information Systems Net Results	(99,570)	(6,595)	-	470,316	-	
Fund Balance, July 1	(90,004)	(189,574)	(196,169)		(196,169)	
Fund Balance, June 30	(189,574)	(196,169)	(196,169)		(196,169)	
Fund: 750 - Recognized Obligation Retirement Fund						
Revenue						
311 - Property Taxes	250,000	250,000	250,000	250,000	250,000	
370 - Interest and Investment Income	6,380	15,739	-	14,540	-	
384 - Other Revenue	-	-	-	1,232	-	
393 - Loan/Bond Proceeds	109,448	86,435	-	12,146	-	
Revenue Total:	365,828	352,174	250,000	277,918	250,000	
Expense						
Division: 463 - Successor Agency to RDA Total:	231,493	269,150	250,000	172,217	250,000	
Expense Total:	231,493	269,150	250,000	172,217	250,000	
Fund: 750 - RORF Net Results	134,336	83,023	-	105,701	-	
TOTAL APPROPRIATIONS ALL FUNDS	23,435,654	27,853,840	50,930,218		33,538,233	

DEBT OBLIGATIONS

Pension Obligation Bonds

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

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

For the Year Ending, June 30	Principal	Interest
2019	\$ 241,322	\$ 278,678
2020	233,014	301,986
2021	227,389	327,611
2022	221,565	353,435
2023	215,586	379,414
2024-2028	984,628	2,285,372
2029-2033	854,456	2,985,544
2034-2036	458,216	2,161,78490
	\$ 3,436,175	\$ 9,073,825

Capitalized Lease Obligations

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

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

DEBT OBLIGATIONS

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

FY 2019-20 Schedule of Transfers

FUND #	DESCRIPTION	TRANSFER-OUT ACCOUNT #	AMOUNT	FUND #	DESCRIPTION	TRANSFER-IN ACCOUNT #	PURPOSE
100	General Fund	100-117-49901	2,500	310	Lighting & Landscape Fund	310-347-39901	Fund Zone A Business Assistance Program
100	General Fund	100-117-49901	2,500	310	Lighting & Landscape Fund	310-348-39901	Fund Zone B Business Assistance Program
100	General Fund	100-117-49901	150,146	505	Cable Television Fund	505-119-39901	Cable Television contribution [1]
100	General Fund	100-117-49901	486,928	209	Recreation Fund	209-551-39901	Recreation operating contribution [1]
Subtotal Transfers from the General Fund			642,074				
106	Measure S 2014 Fund	106-117-49901	45,000	209	Recreation Fund	209-557-39901	Swim Center contribution [1]
106	Measure S 2014 Fund	106-117-49901	250,000	325	City Street Fund	325-341-39901	Funding for Future Street Projects
106	Measure S 2014 Fund	106-117-49901	250,000	377	Arterial Streets Rehabilitation Fund	377-341-39901	Fund Portion of Arterial Streets Rehabilitation
106	Measure S 2014 Fund	106-117-49901	55,000	505	Cable Television Fund	505-119-39901	Cable Television contribution [1]
106	Measure S 2014 Fund	106-117-49901	7,500	209	Recreation Fund	209-551-39901	Recreation: Cinema, Community Service, Summer Sounds, Tree Lighting.
Subtotal Transfers from Measure S 2014			607,500				
Grand total Transfers			1,249,574				

NOTES:

[1] Only enough to balance will be transferred.

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

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

CITY COUNCIL - 110

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

GENERAL FUND - 100
CITY COUNCIL - 110

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages -401	49,994	59,392	41,806	60,638	51,750	(8,888)	-17%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	29,358	32,685	32,575	35,182	41,407	6,225	15%
Total Salary & Benefits	79,352	92,076	74,381	95,820	93,157	(2,663)	-3%
Services and Supplies							
Professional & Administrative Services - 42	14,976	71,848	10,961	56,860	89,030	32,170	36%
Other Operating Expenses -43	1,016	883	575	1,030	1,030	-	0%
Total Services and Supplies	15,992	72,731	11,536	57,890	90,060	32,170	36%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(13,866)	(22,086)	(14,030)	(24,249)	(23,684)	565	-2%
General Liability Insurance - 46201	464	1,066	-	1,175	1,577	402	25%
Total Indirect Cost Allocations	(13,401)	(21,020)	(14,030)	(23,074)	(22,107)	967	-4%
Total	81,942	143,788	71,887	130,636	161,110	30,474	19%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42201 Office Expense		\$ 500	\$ 500
4230X Travel and Training		\$ 6,000	\$ 6,000
ABAG (delegate)	\$250		
Allocated Appropriation (5 @ 500)	2,500		
CCC Mayor's Conference monthly dinners	1,200		
East Bay Division meetings	600		
Funding for council members on league committees	500		
Mayor's travel expenses	600		
Other identified City sponsored events	250		
Mayors Conference-add'l Council attendees	100		
42401 Memberships		\$ 2,000	\$ 2,000
Contra Costa Mayor's Conference	\$1,400		
League of California Cities East Bay Division	400		
Other Memberships	200		
42514 Special Department Expense		\$ 48,360	\$ 80,530
City Council meetings recorded by PCTV	\$54,727		
Mayoral Celebration expense	400		
Misc. supplies and food for meetings	1,000		
Other special department expenses	1,000		
PCTV Special Meetings	22,803		
West County Mayor's Breakfast meetings	600		
Total Professional/Administrative Services			\$ 89,030
4310X Utilities		\$ 1,030	\$ 1,030
Gas/Electric	\$ 980		
Water	50		

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

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

CITY MANAGER - 111

Position Summary

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

GENERAL FUND - 100
CITY MANAGER - 111

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	206,971	213,781	169,669	248,380	257,054	8,674	3%
Employee Benefits - 410	66,437	73,859	85,462	98,564	128,351	29,787	23%
Total Salary & Benefits	273,408	287,641	255,131	346,944	385,405	38,461	10%
Services and Supplies							
Professional & Administrative Services - 42	4,457	6,018	3,230	6,475	6,475	-	0%
Other operating Expenses - 43	1,384	1,215	805	1,425	1,425	-	0%
Total Services and Supplies	5,841	7,233	4,035	7,900	7,900	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(172,993)	(182,645)	(140,235)	(212,946)	(242,530)	(29,584)	12%
General Liability Insurance - 46201	6,187	6,721		7,973	12,008	4,035	34%
Total Internal Cost Allocations	(166,806)	(175,925)	(140,235)	(204,973)	(230,522)	(25,549)	11%
Total	112,444	118,949	118,931	149,871	162,783	12,912	8%

MAJOR NON-PERSONNEL EXPENSE DETAILS

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

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

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

CITY CLERK - 112

Position Summary

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

GENERAL FUND - 100
CITY CLERK - 112

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	91,804	142,124	90,742	153,053	155,356	2,303	1%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits- 410	32,906	58,787	45,260	72,014	84,581	12,567	15%
Total Salary & Benefits	124,710	200,911	136,002	225,067	239,937	14,870	6%
Services and Supplies							
Professional & Administrative Services - 42	12,818	19,254	61,388	58,825	41,240	(17,585)	-43%
Other Operating Expenses - 43	1,503	1,315	854	1,600	1,600	-	0%
Total Services and Supplies	14,321	20,569	62,242	60,425	42,840	(17,585)	-41%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	2,714	-	-	-	-	0%
Total Capital Outlay	-	2,714	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(20,289)	(40,111)	(20,849)	(40,957)	(44,403)	(3,446)	8%
Legal Charges - 46126	182	-	-	-	-	-	0%
General Liability Insurance - 46201	4,955	4,954	-	5,048	7,258	2,210	30%
Total Internal Cost Allocations	(15,152)	(35,157)	(20,849)	(35,909)	(37,145)	(1,236)	3%
Total	123,878	189,037	177,394	249,583	245,632	(3,951)	-2%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		\$ 27,400	\$ 7,600
Filming and imaging of permanent records	\$ 2,000		
Lasherfiche Software training-Citywide	\$ 3,600		
Pinole Municipal Code codification and update	2,000		
42201 Office Expense		\$ 1,600	\$ 1,600
Misc. office expenses & proclamations and certificates	\$1,600		
4230X Travel and Training		\$ 4,000	\$ 6,000
City Clerk's New Law/Election Seminar/misc	\$ 3,400		
Annual Conference	\$ 1,600		
Travel expense / Mileage	1,000		
42401 Memberships		\$ 650	\$ 865
CCAC Dues	\$ 130		
IIMC Member Dues	135		
Notary	600		
42506 Bonds		\$ 175	\$ 175
42514 Special Department Expense		\$ 25,000	\$ 25,000
CCC Elections	\$ 22,500		
Public Notices	2,500		
Total Professional/Administrative Services			\$ 41,240
4310X Utilities		\$ 1,600	\$ 1,600
Gas/Electric	\$ 1,500		
Water	100		

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

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

**GENERAL FUND - 100
CITY TREASURER - 113**

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	2,088	2,995	2,139	3,000	3,000	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	4,570	10,414	8,057	11,215	11,037	(178)	-2%
Total Salary & Benefits	6,658	13,409	10,196	14,215	14,037	(178)	-1%
Services and Supplies							
Professional & Administrative Services - 42	209	275	625	760	760	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	209	275	625	760	760	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(1,239)	(3,220)	(2,494)	(3,641)	(3,607)	34	-1%
General Liability Insurance - 46201	93	95	-	100	140	40	29%
Total Indirect Cost Allocations	(1,146)	(3,125)	(2,494)	(3,541)	(3,467)	74	-2%
Total	5,722	10,560	8,327	11,434	11,330	(104)	-1%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42401 Memberships		\$ 110	\$ 110
CSMFO Dues	\$ 110		
42301 Travel and Training		\$ 400	\$ 400
Misc. training	\$ 400		
42506 Bonds		\$ 250	\$ 250
Bonds	\$ 250		
Total Professional/Administrative Services			\$ 760

Mission

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

Key Objectives for FY 2019- 20

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

Success Indicators

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

Position Summary

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

GENERAL FUND - 100
CITY ATTORNEY - 114

EXPENDITURE SUMMARY

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

MAJOR NON-PERSONNEL EXPENSE DETAILS

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

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

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

Position Summary

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

GENERAL FUND - 100
FINANCE - 115

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	336,424	342,150	251,065	378,165	396,467	18,302	5%
Overtime - 402	1,576	2,102	1,028	2,806	2,500	(306)	-12%
Employee Benefits - 410	105,688	118,163	106,248	131,801	140,889	9,088	6%
Total Salary & Benefits	443,688	462,415	358,341	512,772	539,856	27,084	5%
Services and Supplies							
Professional & Administrative Services - 42	76,483	81,471	136,351	114,305	76,150	(38,155)	-50%
Other Operating Expenses - 43	3,789	3,326	2,157	3,300	3,300	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	80,272	84,797	138,508	117,605	79,450	(38,155)	-48%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(131,089)	(133,454)	(96,698)	(149,170)	(164,250)	(15,080)	9%
Benefits & Insurance - 46123						-	0%
Legal Charges - 46126	734	1,350	1,460	750	750	-	0%
Insurance General Liability - 46201	9,548	10,394	-	12,218	17,872	5,654	32%
Total Indirect Cost Allocations	(120,807)	(121,710)	(95,238)	(136,202)	(145,628)	(9,426)	6%
Total	403,153	425,502	401,612	494,175	473,678	(20,497)	-4%

MEASURE S - 2014 FUND - 106

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

MEASURE S - 2006 FUND - 105

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

MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2018-19 FY 2019-20

42101 Professional Services

\$ 102,500 \$ 63,695

Auditing Services	\$ 44,935
Preparation of State Controllers Report	5,610
GASB 68 PERS Report(5 reports @\$850)	4,250
CA Municipal Statistics (CAFR schedule)	500
HdL Sales Tax Analysis	5,600
Armored car treasury services	2,800

42201 Office Expense

\$ 5,700 \$ 5,700

Miscellaneous Office Expenses	\$ 3,000
Year End Tax Forms	700
Check stock	1,500
Printing Services	500

4230x Travel and Training

\$ 1,800 \$ 2,300

CSMFO annual conference	\$ 1,100
Staff Training	\$ 500
Airfare	700

42401 Memberships

\$ 400 \$ 400

CSMFO dues	\$ 110
GFOA dues	190
AGA Dues	100

42506 Admin Exp/Bonds

\$ 250 \$ 250

Bonds	\$ 250
-------	--------

42510 Software Subscription

\$ 3,000 \$ 3,150

Cost Tree Cost Allocation Software subscription	3,150
---	-------

42514 Special Department Expense

\$ 655 \$ 655

GFOA CAFR review and certification	\$ 505
CSMFO budget review and award	150

Total Professional/Administrative Services \$ 76,150

4310X Utilities

\$ 3,300 \$ 3,300

Water - 43102	\$ 300
Electricity & Power - 43103	3,000

MEASURE S - 2014 FUND - 106

42101 Professional Services

\$ 4,865 \$ 2,433

Measure S Audit (106)	\$ 1,183
Sales Tax Analysis	1,250

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

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

Position Summary

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

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

GENERAL FUND - 100
HUMAN RESOURCES - 116

EXPENDITURE SUMMARY

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel			Thru Mar-19				
Salaries & Wages - 401	260,287	271,678	214,211	300,250	318,620	18,370	6%
Overtime - 402	317	8	519	500	500	-	0%
Employee Benefits - 410	73,815	85,683	84,726	95,002	121,169	26,167	22%
Total Salary & Benefits	334,419	357,368	299,455	395,752	440,289	44,537	10%
Services and Supplies							
Professional & Administrative Services - 42	38,168	71,150	53,497	137,905	146,706	8,801	6%
Other Operating Expenses - 43	1,119	985	638	1,195	1,195	-	0%
Total Services and Supplies	39,287	72,136	54,136	139,100	147,901	8,801	6%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	719		300	-	(300)	-100%
Total Capital Outlay	-	719	-	300	-	(300)	-100%
Indirect Cost Allocations							
Administrative Credits - 46121	(106,031)	(112,509)	(83,289)	(124,053)	(140,644)	(16,591)	12%
Legal Charges - 46126	-	-	20,629	185	-	(185)	-100%
General Liability Insurance - 46201	7,462	7,941	-	9,736	14,595	4,859	33%
Total Indirect Cost Allocations	(98,568)	(104,568)	(62,660)	(114,132)	(126,049)	(11,917)	9%
Total	275,138	325,655	290,931	421,020	462,141	41,121	9%

MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2018-19 FY 2019-20

42101 Professional Services		\$ 53,201	\$ 57,316
Actuarial Services	\$ 1,500		
Basic Pacific Admin	625		
CPS tests	515		
Flexible Spending Plan-TASC	600		
IEDA	25,476		
Misc	1,500		
Pre-employment exams-Concentra	2,100		
Recruitment Services	25,000		
42102 Attorney Services		\$ 60,000	\$ 65,000
Jackson Lewis contract	\$ 50,000		
LCW	15,000		
4110 Fingerprinting		\$ 320	\$ 500
42201 Office Expense		\$ 500	\$ 500
Miscellaneous Office Supplies	\$500		
4230X Travel and Training		\$ 9,294	\$ 8,600
Covers the cost of minimal training workshops covering employee relations issues, workers compensation, ADA and family leave			
Leadership Academy	\$ 1,200		
Other Travel and Training/Conferences	7,400		
42401 Memberships		\$ 1,615	\$ 1,615
ICMA	\$ 1,400		
SHRM	\$ 215		
42506 Bond		\$ 175	\$ 175
Bond	\$ 175		
42510 Software Purchases		\$ 4,200	\$ 4,400
NeoGov Annual License/Maintenance	\$ 4,400		
42514 Special Department Expense		\$ 8,600	\$ 8,600
Employee BBQ	\$1,200		
Employee Recognition	2,500		
Legal Posting	400		
Recruitment Advertising	4,000		
Recruitment Expense	500		
Total Professional/Administrative Services		\$ 146,706	
4310X Utilities		\$ 1,195	\$ 1,195
43103 Gas/Electric	\$ 1,080		
43102 Water	115		

Mission

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

Position Summary

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

GENERAL FUND - 100
GENERAL GOVERNMENT - 117

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	315	34,209	88,290	78,670	85,082	6,412	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	6,234	20,988	52,130	53,885	63,920	10,035	16%
Med Insurance/Retirement - 411	801,065	971,980	730,339	901,000	901,000	-	0%
Benefits & Insurance - 38502	-	-	-	-	-	-	0%
Total Salary & Benefits	807,614	1,027,177	870,759	1,033,555	1,050,002	16,447	2%
Services and Supplies							
Professional & Administrative Services - 42	161,642	188,807	194,570	304,912	388,118	83,206	21%
Other Operating Expenses - 43	12,596	11,019	7,182	12,400	12,400	-	0%
Total Services and Supplies	174,239	199,826	201,752	317,312	400,518	83,206	21%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Debt Service							
Debt Principal - 48101	255,362	250,440	241,322	241,322	233,014	(8,308)	-4%
Debt Interest - 48102	324,939	322,483	278,678	278,678	301,986	23,308	8%
Cost of Issuance - 48103	1,142	-	1,131	-	-	-	0%
Total Debt Service	581,443	572,923	521,131	520,000	535,000	15,000	3%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	2,846	-	-	-	-	-	0%
IS Charges - 46124	94,845	69,465	-	160,861	155,731	(5,130)	-3%
General Liability Insurance - 46201	21,878	2,189	-	2,609	3,975	1,366	34%
Total Indirect Cost Allocations	119,568	71,654	-	163,470	159,706	(3,764)	-2%
Operating Transfers Out - 49901	30,000	34,095	4,605,806	8,387,954	499,638	(7,888,316)	-1579%
Total	1,712,864	1,905,675	6,199,448	10,422,291	2,644,864	(7,777,427)	-294%

MEASURE S - 2014 FUND - 106

Professional & Administrative Services - 42	-	-	20,992	40,000	40,000	-	0%
Equipment Replacement Charges - 46	120,000	-	-	105,000	105,000	-	0%
Transfers Out - 49	841,364	(763,888)	-	8,387,954	607,500	(7,780,454)	-1281%
Total Measure S	961,364	(763,888)	20,992	8,532,954	752,500	(7,780,454)	-1034%

MEASURE J FUND - 215

Professional & Administrative Services - 42	-	-	47,049	47,049	48,930	1,881	4%
Total Measure J	-	-	47,049	47,049	48,930	1,881	4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		\$ 183,037	\$ 324,921
Architectural Drawings (Faria House)	\$ 50,000		
Animal Control Services	122,821		
Library services reimbursement agreement	138,000		
Mural maintenance	10,100		
WCCUSD Summer Intern	4,000		
42107 Equipment Maintenance		\$ 100	\$ 100
42201 Office Expense		\$ 19,200	\$ 19,200
Postage Supplies	\$ 6,200		
Office Supplies	5,000		
Copier Supplies	1,000		
Other Office Expenses	7,000		
4230X Travel & Training		\$ 1,500	\$ 1,500
42401 Memberships		\$ 18,075	\$ 19,397
ABAG Dues	\$ 5,099		
Bay Area News Group subscription	550		
CAER dues	550		
LAFCO dues	6,300		
League of CA Cities	6,898		
42501 Bank Fees		\$ 14,000	\$ 14,000
Mechanics Bank and Bank of the West fees	\$14,000		
42508 Settlement		\$ 60,000	\$ -
42511 Equipment Rent		\$ 3,500	\$ 3,500
Restroom Services (Farmers market & PVP)	\$3,500		
42513 Rent		\$ 2,700	\$ 2,700
Tennent Ave Parking lot. 401-142-012 (AT&T)	\$ 2,700		
42514 Special Department Expense		\$ 2,800	\$ 2,800
Flowers for funerals and special occasions	\$ 300		
Miscellaneous	2,000		
Notary fees and supplies	100		
UPS/FedEx/Misc. shipping	400		
Total Professional/Administrative Services			388,118
4310X Utilities		\$ 12,400	\$ 12,400
43103 Gas/Electric	\$ 11,000		
43102 Water	900		
4310X Comcast	500		

48101 Debt Principal		\$ 241,322	\$ 233,014
Pension Obligation Bond principal	\$ 233,014		

48102 Debt Interest		\$ 278,678	\$ 301,986
Pension Obligation Bond interest	\$ 301,986		

MEASURE S - 2014 FUND - 106

42101 Professional Services		\$ 40,000	\$ 40,000
Architectural Drawings (Faria House) reimbursable	\$ 40,000		

46125 Equipment Replacement Charges		\$ 105,000	\$ 105,000
Initiate ISF- Depreciation for Heavy Equipment	\$ 50,000		
Initiate ISF- Depreciation to Replace 1 PD Vehicle per year	50,000		
Initiate ISF- Depreciation to Replace 2 Dev Svcs Vehicles per year	5,000		

49901 Transfers Out		\$ 8,387,954	\$ 607,500
Arterial Street Rehabilitation Projects	\$ 250,000		
Cable TV Contribution	55,000		
Recreation-Cinema in the Park	2,000		
Recreation-Community Service Commission	2,000		
Recreation-Summer Sounds in the Park	2,500		
Recreation-Swim Center Contribution	45,000		
Recreation-Tree Lighting	1,000		
Street Projects Funding	250,000		

MEASURE J - FUND 215

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

Mission

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

Program Description

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

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

Key Objectives

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

Success Indicators

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

INFORMATION SYSTEMS - 118

Position Summary

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

INFORMATION SYSTEMS FUND - 525
INFORMATION SYSTEMS - 118

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	1,885	-	-	-	-	-	0%
Total Salary & Benefits	1,885	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	527,393	344,612	300,892	555,568	517,680	(37,888)	-7%
Other Operating Expenses - 43	105,533	127,181	98,863	145,160	151,160	6,000	4%
Total Services and Supplies	632,926	471,792	399,754	700,728	668,840	(31,888)	-5%
Capital Outlay							
Asset Acquisition/Improvement - 47	30,012	7,648	70,562	79,500	51,000	(28,500)	-56%
Total Capital Outlay	30,012	7,648	70,562	79,500	51,000	(28,500)	-56%
Indirect Cost Allocations							
Administrative Credits - 46121	(3,163)	-	-	-	-	-	0%
IS Charges - 46124	(563,369)	-	-	(780,228)	(719,840)	60,388	-8%
General Liability Insurance - 46201	1,279	-	-	-	-	-	0%
Total Indirect Cost Allocations	(565,253)	-	-	(780,228)	(719,840)	60,388	-8%
Total	99,570	479,441	470,316	-	-	-	0%
MEASURE S - 2014 FUND - 106							
Computer Equipment - 47102	-	-	-	6,000	2,000	(4,000)	-100%
Software Purchases - 42510	135,848	81,334	54,964	119,000	62,600	(56,400)	-90%
Total Measure S	135,848	81,334	54,964	125,000	64,600	(60,400)	-93%

MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2018-19 FY 2019-20

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

		FY 2018-19	FY 2019-20
42401 Memberships		\$ -	\$ -
Municipal Information System Membership	\$ 160		
42510 Software Purchase & Subscriptions		\$ 61,390	\$ 91,550
Adobe Acrobat upgrade Licenses to 2017	15,000		
Copware Site License	\$ 300		
Office 365 G5 License (150 Licenses)	65,000		
PD background checks (TLO, Transunion)	750		
Pinole Municode	500		
Realquest maintenance	10,000		
Total Professional/Administrative Services			\$ 517,680
43101 Communications		\$ 145,160	\$ 151,160
AT&T voice service	\$ 97,200		
DSL - 911	1,300		
Fire Department pagers	360		
New Internet Service for the Corp Yard	6,000		
Public Safety satellite phones	700		
Tiny Tots solar	600		
Verizon cell service	45,000		
47102 Computer Equipment		\$ 79,500	\$ 51,000
1 Radio for PD Vehicle	\$ 5,000		
1 New Surface Pro for HR	2,500		
4 New computers for PD	6,000		
1 Printer for PD	500		
Computers for PD(14) and Admin (13) Carryover	27,000		
2 Computers at Station 74	10,000		

MEASURE S - 2014 FUND - 106

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

INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY

		FY 2018-19	FY 2019-20
46124 IS Charges for Communication & Technology		\$ (780,228)	\$ (719,840)
General Government	[117]	\$ (162,552)	
Police Services	[222]	(228,461)	
Police Dispatch	[223]	(31,024)	
Fire Services	[231]	(57,775)	
Fire Services (106)	[231]	(10,000)	
Public Works	[341]	(57,841)	
Building Inspection	[462]	(44,621)	
Recreation	[551]	(47,116)	
CATV	[118]	(20,004)	
Sewer WPCP	[641]	(27,668)	
Sewer Collection (CY)	[642]	(32,779)	

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

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

Position Summary

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

CABLE ACCESS TV FUND - 505
CABLE ACCESS TV - 119

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages -401	175,674	187,255	137,379	195,704	205,887	10,183	5%
Overtime - 402	121	2,000	-	2,000	2,000	-	0%
Employee Benefits - 410	72,283	82,399	81,518	96,276	115,311	19,035	17%
Total Salary & Benefits	248,078	271,654	218,897	293,980	323,198	29,218	9%
Services and Supplies							
Professional & Administrative Services - 42	21,324	31,418	6,220	33,150	29,400	(3,750)	-13%
Other Operating Expenses - 43	8,575	9,000	10,675	8,000	8,000	-	0%
Materials & Supplies - 44	294	-	237	400	400	-	0%
Total Services and Supplies	30,193	40,418	17,131	41,550	37,800	(3,750)	-10%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	56,900	9,252	58,000	74,750	16,750	22%
Total Capital Outlay	-	56,900	9,252	58,000	74,750	16,750	22%
Indirect Cost Allocations							
IS Charges - 46124	15,000	24,641	-	24,459	19,918	(4,541)	-23%
General Liability Insurance -46201	5,628	5,478	-	6,557	9,712	3,155	32%
Total Indirect Cost Allocations	20,628	30,119	-	31,016	29,630	(1,386)	-5%
Total	298,899	399,091	245,280	424,546	465,378	40,832	9%

[1] PEG funded

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		\$ 19,000	\$ 15,000
Remote programming and support for Leightronix, Scala and General A/V Contractors (90% funded through production fees)	\$ 5,000		
Nexus Fee Study	10,000		
42106 Software Maintenance		\$ 900	\$ 1,150
Scala Annual License	\$ 1,150		
42107 Equipment Maintenance		\$ 3,600	\$ 3,600
Equipment repair	\$ 300		
Equipment repair parts	1,900		
Loaner equipment	170		
Other equipment maintenance	1,230		
42108 Maintenance Structure/Imp		\$ 3,800	\$ 3,800
Cleaning supplies	\$ 500		
Elevator maintenance	1,080		
HVAC maintenance	1,580		
Other maintenance	442		
Pest control	198		
42201 Office Expense		\$ 250	\$ 250
4230X Travel and Training		\$ 2,500	\$ 2,500
NAB Convention for two employees	\$ 2,400		
Other Travel and Training	\$ 100		
42510 Software Purchase		\$ 600	\$ 600
Adobe Editing Software	\$ 600		
42514 Special Department Expense		\$ 2,500	\$ 2,500
Equipment Rental	\$ 100		
Misc specialized supplies	1300		
Other Special Dept Expenses	700		
Recording media	400		
Total Professional/Administrative Services			\$ 29,400
43102 Utilities		\$ 8,000	\$ 8,000
Gas and Electric	\$ 7,000		
Water	500		
Taxes	500		
44301 Fuel		\$ 400	\$ 400

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

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

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

POLICE OPERATIONS - 221

Position Summary

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

GENERAL FUND - 100
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel			Thru Mar-19				
Salaries & Wages - 401	1,830,270	2,065,511	1,713,959	2,252,519	2,279,570	27,051	1%
Overtime - 402	2,864	5,303	2,826	-	-	-	0%
Employee Benefits - 410	744,895	880,986	906,196	960,611	1,190,799	230,188	19%
Total Salary & Benefits	2,578,029	2,951,801	2,622,981	3,213,130	3,470,369	257,239	7%
Services and Supplies							
Professional & Administrative Services - 42	136,211	234,089	142,455	156,712	169,812	13,100	8%
Materials & Supplies - 44	55,384	63,304	71,990	85,500	85,500	-	0%
Total Services and Supplies	191,595	297,393	214,444	242,212	255,312	13,100	5%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	13,345	21,133	24,180	24,180	-	0%
Total Capital Outlay	-	13,345	21,133	24,180	24,180	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(308,325)	(306,793)	(209,369)	(323,357)	(387,090)	(63,733)	16%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Legal Charges - 46126	18,458	10,950	3,384	20,000	20,000	-	0%
General Liability Insurance - 46201	86,992	95,199	4,451	73,521	105,483	31,962	30%
Total Indirect Cost Allocations	(202,874)	(200,643)	(201,534)	(229,836)	(261,607)	(31,771)	12%
Total	2,566,750	3,061,895	2,657,025	3,249,686	3,488,254	238,568	7%

MAJOR NON-PERSONNEL EXPENSE DETAILS

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

MEASURE S-2006 FUND - 105
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel			Thru Mar-19				
Salaries & Wages - 401	354,941	231,718	249,563	631,002	662,443	31,441	5%
Overtime - 402	353,913	469,908	271,811	337,438	353,900	16,462	5%
Employee Benefits - 410	191,268	173,307	257,623	427,860	544,938	117,078	21%
Total Salary & Benefits	900,123	874,933	778,997	1,396,300	1,561,281	164,981	11%
Services and Supplies							
Professional & Administrative Services - 42	1,169	9,047	26,450	70,990	7,300	(63,690)	-872%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	-	-	-	9,500	9,500	-	0%
Total Services and Supplies	1,169	9,047	26,450	80,490	16,800	(63,690)	-379%
Capital Outlay							
Asset Acquisition/Improvement - 47	126,534	302,874	128,138	277,064	-	(277,064)	0%
Total Capital Outlay	126,534	302,874	128,138	277,064	-	(277,064)	0%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	27,298	29,714	-	32,120	47,143	15,023	32%
Total Indirect Cost Allocations	27,298	29,714	-	32,120	47,143	15,023	32%
Total	1,055,123	1,216,568	933,585	1,785,974	1,625,224	(160,750)	-10%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42107 Equipment Maintenance		\$ 4,050	\$ 4,050
MDC Repairs	\$ 1,650		
Vehicle Maintenance	1,350		
Vehicle Repairs	1,050		
42510 Software Purchase		\$ 63,690	\$ -
42514 Special Department Expense		\$ 3,250	\$ 3,250
Gunshot trauma kits	\$ 700		
Miscellaneous Supplies	2,550		
Total Professional/Administrative Services			\$ 7,300

MEASURE S-2014 FUND - 106
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Overtime - 402	-	-	-	-	100,000	100,000	100%
Total Salary & Benefits	-	-	-	-	100,000	100,000	100%
Services and Supplies							
Professional & Administrative Services - 42	1	1	-	50,000	50,000	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Material & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	1	1	-	50,000	50,000	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	55,000	55,000	100%
Total Capital Outlay	-	-	-	-	55,000	55,000	100%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Equipment Repl Charge - 46125	16,679	-	-	-	-	-	0%
General Liability Insurance - 46201	1,411	1,484	-	-	-	-	-100%
Total Indirect Cost Allocations	18,090	1,484	-	-	-	-	-100%
Total	18,091	1,485	-	50,000	150,000	100,000	67%

MAJOR NON-PERSONNEL EXPENSE DETAILS

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

PUBLIC SAFETY AUGMENTATION FUND - 203
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Material & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	-	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	144,472	149,159	86,561	151,406	177,310	25,904	15%
Total Indirect Cost Allocations	144,472	149,159	86,561	151,406	177,310	25,904	15%
Total	144,472	149,159	86,561	151,406	177,310	25,904	15%

Mission

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

Program Description

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

Key Objectives

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

Success Indicators:

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

Position Summary

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

GENERAL FUND - 100
POLICE SUPPORT SERVICES - 222

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	247,211	265,940	188,271	287,698	297,532	9,834	3%
Overtime - 402	0	15,759	52	-	-	-	0%
Employee Benefits - 410	111,169	138,097	113,766	153,237	176,045	22,808	13%
Total Salary & Benefits	358,380	419,795	302,090	440,935	473,577	32,642	7%
Services and Supplies							
Professional & Administrative Services -	196,889	149,909	152,647	363,899	358,000	(5,899)	-2%
Other Operating Expenses - 43	55,514	49,242	34,656	51,800	51,800	-	0%
Materials & Supplies - 44	868	7,192	824	5,400	5,900	500	8%
Total Services and Supplies	253,271	206,342	188,126	421,099	415,700	(5,399)	-1%
Capital Outlay							
Asset Acquisition/Improvement - 47	49,782	93,931	-	400	400	-	0%
Debt Principal & Interest - 48	-	-	49,782	49,782	49,782	-	0%
Total Capital Outlay	49,782	93,931	49,782	50,182	50,182	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	66,303	-	-	-	-	-	0%
IS Charges - 46124	205,916	125,857	-	226,747	198,276	(28,471)	-14%
Legal Charges -46126	-	540	-	-	-	-	0%
General Liability Insurance - 46201	8,854	9,122	-	9,542	13,829	4,287	31%
Total Indirect Cost Allocations	281,073	135,519	-	236,289	212,105	(24,184)	-11%
Total	942,507	855,587	539,998	1,148,505	1,151,564	3,059	0%
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	22,288	31,877	10,693	48,374	50,605	2,231	4%
Employee Benefits - 410	3,783	4,892	5,000	6,328	6,767	439	6%
General Liability Insurance - 46201	-	-	-	1,604	2,364	760	32%
Total Salary & Benefits	26,071	36,769	15,693	56,306	59,736	3,430	0

MAJOR NON-PERSONNEL EXPENSE DETAILS

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

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

Mission

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

Program Description

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

Key Objectives

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

Success Indicators:

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

Position Summary

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

GENERAL FUND - 100
POLICE WEST BAY COMMUNICATIONS CENTER - 223

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	729,441	803,706	635,586	851,090	927,430	76,340	8%
Overtime - 402	70,443	275,950	177,733	110,691	110,691	-	0%
Employee Benefits - 410	217,702	355,214	344,240	401,684	454,151	52,467	12%
Total Salary & Benefits	1,017,586	1,434,870	1,157,559	1,363,465	1,492,272	128,807	9%
Services and Supplies							
Professional & Administrative Services - 42	15,604	64,595	27,972	58,795	59,221	426	1%
Other Operating Expenses - 43	10,653	10,037	8,148	10,400	10,400	-	0%
Total Services and Supplies	26,258	74,632	36,120	69,195	69,621	426	1%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	19,731	27,000	-	(27,000)	-100%
Total Capital Outlay	-	-	19,731	27,000	-	(27,000)	-100%
Indirect Cost Allocations							
Administrative Credits - 46121	(66,303)	-	-	-	-	-	0%
Administrative Debits - 46122	63,716	65,021	48,921	71,997	80,470	8,473	11%
IS Charges - 46124	47,862	40,173	-	35,052	30,896	(4,156)	-13%
Legal Charges - 46126	6,499	-	-	-	-	-	0%
General Liability Insurance - 46126	20,794	26,878	-	31,315	46,809	15,494	33%
Total Indirect Cost Allocations	72,568	132,072	48,921	138,364	158,175	19,811	13%
Total	1,116,412	1,641,573	1,262,331	1,598,024	1,720,068	122,044	7%

MEASURE S - 2006 FUND - 105

Overtime - 40201	25,000	-	-	-	-	-	0%
Professional & Administrative Services - 42	-	3,248	3,248	-	-	-	0%
Asset Acquisition/Improvement -47	33,993	139,841	203,054	-	-	-	0%
Total	58,993	143,088	206,301	-	-	-	0%

MEASURE S - 2014 FUND - 106

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

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		\$ 9,645	\$ 9,645
800 MHz radio system maintenance	\$ 4,265		
EBCRSA Contract - 5 radios	\$ 2,880		
Language Interpretation Services	2,500		
42105 Network Maintenance		\$ 12,000	\$ 11,926
Cad/RMS (City of San Pablo)	\$ 11,926		
42106 Software Maintenance		\$ 12,000	\$ 12,000
Police Dispatch and Records Mgmt Software (Tyler_	\$ 12,000		
42107 Equipment Maintenance		\$ 5,500	\$ 5,500
Dispatch headset/cord replacement	\$ 1,265		
Stencil maintenance	3,000		
General equipment non-contract maintenance	1,235		
42108 Maintenance Structure/Imp		\$ 6,500	\$ 6,500
Elevator Service	\$ 127		
HVAC Maintenance	241		
Janitorial Services	5,318		
Janitorial Supplies	757		
Pest Control Service	56		
42201 Office Expense		\$ 2,000	\$ 2,000
General Office Supplies	\$ 2,000		
4230X Travel and Training		\$ 10,000	\$ 10,000
Non-POST training	\$1,500		
Meetings associated with dispatch function	500		
Conference attendance for APCO, PSAP, CLEWOA	1,000		
POST training	3,000		
Dispatcher Training	4,000		
42401 Memberships		\$ 150	\$ 150
WBCC portion of costs for APCO and CLEWOA participation.	\$ 150		
42514 Special Department Expense		\$ 1,000	\$ 1,500
DOJ fingerprints and background investigations on applicants.	\$ 1,500		
Total Professional/Administrative Services			\$ 59,221
4310X Utilities		\$ 10,400	\$ 10,400
43103 Electricity & Gas (PG&E)	\$ 9,500		
43102 Water (EBMUD)	800		
43105 Cable	100		
47102 Computer Equipment		\$ 27,000	\$ -

Mission

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

Program Description**Traffic Safety**

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

Supplemental Law Enforcement Services

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

Public Safety Augmentation Fund

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

Police Grants

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

Key Objectives

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

Success Indicators

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

Position Summary

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

POLICE GRANT FUND - 204
POLICE GRANTS PROGRAM - 227

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	192,513	225,247	131,578	209,791	209,455	(336)	0%
Overtime - 402	40,322	9,771	3,311	9,000	4,500	(4,500)	-100%
Employee Benefits- 410	102,073	76,034	39,871	43,433	114,221	70,788	62%
Total Salary & Benefits	334,908	311,053	174,759	262,224	328,176	65,952	20%
Services and Supplies							
Professional & Administrative Services -	5,623	7,663	3,716	5,000	5,500	500	9%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	5,623	7,663	3,716	5,000	5,500	500	9%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 38501	-	-	-	-	-	-	0%
General Liability Insurance- 46201	6,256	5,955	-	6,779	9,869	3,090	31%
Total Indirect Cost Allocations	6,256	5,955	-	6,779	9,869	3,090	31%
Total	346,787	324,671	178,475	274,003	343,545	69,542	20%

MAJOR NON-PERSONNEL EXPENSE DETAILS

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

TRAFFIC SAFETY FUND - 205
POLICE GRANTS PROGRAM - 227

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	5,488	5,887	4,323	5,720	6,240	520	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	943	1,050	825	748	834	86	10%
Total Salary & Benefits	6,430	6,937	5,148	6,468	7,074	606	9%
Services and Supplies							
Professional & Administrative Services - 42	7,471	2,280	-	4,300	4,300	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	7,471	2,280	-	4,300	4,300	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	7,500	7,500	-	0%
Total Capital Outlay	-	-	-	7,500	7,500	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance -46201	355	362	-	190	292	102	35%
Total Indirect Cost Allocations	355	362	-	190	292	102	35%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	14,256	9,579	5,148	18,458	19,166	708	4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

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

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative	-	-	-	-	-	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	-	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 38501	-	-	-	-	-	-	0%
Administrative Debits - 46122	100,137	92,612	73,887	100,000	129,310	29,310	23%
Total Indirect Cost Allocations	100,137	92,612	73,887	100,000	129,310	29,310	23%
Total	100,137	92,612	73,887	100,000	129,310	29,310	23%

Mission

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

Key Objectives

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

Success Indicators

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

Position Summary

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

*May require Paramedic certifications.

GENERAL FUND - 100
FIRE OPERATIONS - 231

EXPENDITURE SUMMARY

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel			Thru Mar-19				
Salaries & Wages - 401	1,090,343	1,077,631	759,215	1,256,283	1,334,458	78,175	6%
Overtime - 402	5,108	42,820	36,232	-	-	-	100%
Employee Benefits - 410	500,665	511,837	546,809	747,924	1,049,204	301,280	29%
Total Salary & Benefits	1,596,116	1,632,287	1,342,257	2,004,207	2,383,662	379,455	16%
Services and Supplies							
Professional & Administrative Services - 42	1,470,431	604,805	222,522	667,414	621,544	(45,870)	-7%
Other Operating Expenses -43	59,884	55,366	51,245	53,600	53,600	-	0%
Materials & Supplies - 44	41,778	43,413	3,239	43,400	52,200	8,800	17%
Total Services and Supplies	1,572,093	703,583	277,007	764,414	727,344	(37,070)	-5%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	2,809	1,000,000	1,000,000	-	0%
Total Capital Outlay	-	-	2,809	1,000,000	1,000,000	-	0%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	95,505	145,506	178,406	32,900	18%
IS Charges - 46124	51,186	49,880	-	60,524	57,497	(3,027)	-5%
Legal Services - 46126	4,712	4,682	672	2,500	10,000	7,500	75%
General Liability Insurance - 46201	42,759	38,052	-	41,010	61,415	20,405	33%
Total Indirect Cost Allocations	98,656	92,614	96,177	249,540	307,318	57,778	19%
Total	3,266,865	2,428,484	1,718,249	4,018,161	4,418,324	400,163	9%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		\$ 458,104	\$ 403,104
Annual Physicals	\$ 15,200		
CCC Cupa	500		
CCC Fire Protection District- Dispatch	171,000		
Crisis Resolution	5,000		
EBRCSA Radio contract -29 radios	16,704		
Fire Prevention - 4Leaf	160,000		
Greg Kennedy - Medic IQ Services	24,000		
Maximum Security -Station 74	1,200		
Physio Control Annual Premium	2,500		
Recruitment	7,000		
42104 Paramedic Supplies		\$ 20,585	\$ 42,500
Medical Supplies	\$ 33,500		
Medic CD (\$1,000 x 9)	9,000		
42106 Software Maintenance		\$ 2,000	\$ 5,000
Controlled Substance Software-Annual	\$ 3,000		
Fire RMS Support	\$ 2,000		
42107 Equipment Maintenance		\$ 65,100	\$ 77,100
3-4 Add'l Ipad Communication Radios for Apparatus	\$ 12,000		
Apparatus Maintenance	40,000		
Flow/Hydro testing	10,100		
Miscellaneous tools/parts	10,000		
SCBA Maintenance	5,000		
42108 Maintenance Structure/Imp		\$ 39,000	\$ 14,370
Landscape Contract	\$ 4,320		
Elevator Contract	800		
Heating and air contract	3,850		
Janitorial Supplies	4,950		
Pest Control Contract	450		
42201 Office Expense		\$ 4,000	\$ 4,000
New Office furniture	\$ 4,000		
4230X Travel and Training		\$ 15,000	\$ 21,845
Annual Training	\$ 15,000		
Training for Analyst/Dept	4,000		
EMT Recerts (\$37 x 5)	185		
Paramedic Recerts (\$240 x 9)	2,160		
EMS Reference Books	500		

42401 Memberships		\$	625	\$	625
42512 Weed Abatement		\$	55,000	\$	45,000
Increased abatement for brush removal (City property)	\$ 42,000				
Weed Abatement Campaign (private property)	3,000				
42514 Special Department Expense		\$	8,000	\$	8,000
Miscellaneous Special Department Expenses	8,000				
			Total Professional/Administrative Services		\$ 621,544
4310X Utilities		\$	50,600	\$	50,600
43103 PG&E	\$ 40,000				
43102 EBMUD	10,000				
43101 Comcast	500				
43101 Telephone	100				
43201 Property Tax		\$	3,000	\$	3,000
44301 Fuel		\$	12,400	\$	16,200
44410 Safety Clothing		\$	31,000	\$	36,000
Safety Clothing	\$ 5,000				
Gloves and harness	5,000				
Replacement Turn-out Gear (6-sets)	21,000				
Foul Weather Gear	5,000				

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	240,098	145,236	132,780	201,794	261,132	59,338	23%
Overtime - 402	239,641	421,228	206,997	247,067	298,793	51,726	17%
Employee Benefits - 410	89,491	63,901	104,439	107,951	190,969	83,018	43%
Total Salary & Benefits	569,231	630,365	444,216	556,812	750,894	194,082	26%
Services and Supplies							
Professional & Administrative Services - 42	10	9	-	125,000	-	(125,000)	-100%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	10	9	-	125,000	-	(125,000)	-100%
Capital Outlay							
Asset Acquisition/Improvement - 47	7,197	-	-	225,560	64,000	(161,560)	-252%
Debt Principal - 48101	63,734	65,347	67,000	67,000	67,000	0	0%
Debt Interest - 48102	6,699	5,086	3,433	3,433	3,433	0	0%
Total Capital Outlay	77,630	70,433	70,433	295,993	134,433	(161,560)	-120%
Indirect Cost Allocations							
Administrative Credits - 46121	(5,149)	-	(95,505)	(145,506)	(178,406)	(32,900)	18%
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	13,943	13,223	-	14,307	25,924	11,617	45%
Total Indirect Cost Allocations	8,795	13,223	(95,505)	(131,199)	(152,482)	(21,283)	14%
Total	655,666	714,030	419,145	846,606	732,845	(113,761)	-16%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2018-19	FY 2019-20
42101 Professional Services	\$ 70,000	\$ -
42107 Equipment Maintenance	\$ 55,000	\$ -
Total Professional/Administrative Services	\$ -	\$ -
48101 Debt Principal	\$ 67,000	\$ 67,000
Type-1 Vehicle Apparatus (Commercial Lease - Principal)	\$ 67,000	
48102 Debt Interest	\$ 3,433	\$ 3,433
Type-1 Vehicle Apparatus (Commercial Lease - Interest)	\$ 3,433	

MEASURE S-2014 FUND - 106
FIRE OPERATIONS - 231

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	145,502	137,399	194,989	210,295	15,306	7%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	6,902	28,840	33,058	38,446	43,717	5,271	12%
Total Salary & Benefits	6,902	174,342	170,456	233,435	254,012	20,577	8%
Services and Supplies							
Professional & Administrative Services - 42	-	20,004	-	29,500	42,500	13,000	31%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	-	20,004	-	29,500	42,500	13,000	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	44,868	55,000	-	(55,000)	-100%
Total Capital Outlay	-	-	44,868	55,000	-	(55,000)	-100%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	-	-	-	-	10,000	10,000	100%
General Liability Insurance - 46201	4,687	5,517	-	6,228	9,488	3,260	34%
Total Indirect Cost Allocations	4,687	5,517	-	6,228	19,488	13,260	68%
Total	11,589	199,863	215,325	324,163	316,000	(8,163)	-3%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
4230X Travel & Training		\$ 20,000	\$ 42,500
Fire Training Academy- 2 participants	\$ 30,000		
General Training	\$ 10,000		
Training Props	\$ 2,500		
Total Professional/Administrative Services			\$ 42,500
47101 Equipment		\$ 45,000	\$ -
	\$ -		
47102 Computer Equipment		\$ 10,000	\$ -
	\$ -		

Mission

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

Program Description

Design, administer, and supervise capital improvement projects for:

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

Key Objectives

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

Success Indicators

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

Position Summary

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

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salary & Wages - 401	336,677	393,368	268,363	432,056	453,471	21,415	5%
Overtime - 402	192	26	815	-	-	-	0%
Employee Benefits - 410	127,374	161,458	148,386	185,118	267,618	82,500	31%
Total Salary & Benefits	464,242	554,852	417,563	617,174	721,089	103,915	14%
Services and Supplies							
Professional & Administrative Services - 42	1,932	2,796	826	12,575	12,781	206	2%
Materials and Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	1,932	2,796	826	12,575	12,781	206	2%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	6,288	-	-	-	-	0%
Total Capital Outlay	-	6,288	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(423,355)	(484,934)	(342,564)	(581,319)	(685,793)	(104,474)	15%
IS Charges - 46124	39,487	49,498	-	66,557	57,691	(8,866)	-15%
Legal Charges - 46126	-	108	1,346	8,000	8,000	-	0%
General Liability Insurance - 46201	23,026	14,445	-	14,091	20,848	6,757	32%
Total Indirect Cost Allocations	(360,842)	(420,883)	(341,218)	(492,671)	(599,254)	(106,583)	18%
Total	105,332	143,054	77,171	137,078	134,616	(2,462)	-2%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	15,697	47,073	15,147	56,237	77,782	21,545	28%
Equipment Repl Charges - 46125	-	-	-	-	-	-	0%
Total Measure S - 2014	15,697	47,073	15,147	56,237	77,782	21,545	28%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		\$ 10,000	\$ 10,000
General engineering services	\$ 10,000		
42107 Equipment Maintenance		\$ 500	\$ 500
Maintenance of office equipment.	\$ 500		
42201 Office Expense		\$ 500	\$ 500
General office supplies	\$ 500		
4230X Travel and Training		\$ 1,400	\$ 1,400
	\$ 1,400		
42401 Memberships		\$ -	\$ 206
American Public Works Association (APWA)	\$ 206		
42506 Bonds		\$ 175	\$ 175
	\$ 175		
Total Professional/Administrative Services			\$ 12,575

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	39,675	42,772	-	-	-	-	0%
Other Operating Expenses - 43	440	5,405	3,432	4,400	4,400	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	40,115	48,177	3,432	4,400	4,400	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47*	6,326	6,947	325,271	493,922	32,000	(461,922)	0%
Total Capital Outlay	6,326	6,947	325,271	493,922	32,000	(461,922)	0%
Indirect Cost Allocations							
Administrative Debits - 46122	15,754	78,883	53,941	103,412	115,224	11,812	10%
IS Charges - 46124	54,233	-	-	-	-	-	0%
Total Indirect Cost Allocations	69,987	78,883	53,941	103,412	115,224	11,812	10%
Total	116,429	134,006	382,644	601,734	151,624	(450,110)	-297%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2018-19	FY 2019-20
4310X Utilities	\$ 4,400	\$ 4,400
43101 Telephone	\$ 4,000	
43103 Electricity & Power	400	
ROAD MAINTENANCE - 342		
47202 Improvements/Landscape-Medians	\$ 2,000	\$ 2,000
Sign Replacement Program	\$ 2,000	
47204 Improvements/Sidewalks	\$ 15,000	\$ 15,000
Sidewalk Maintenance Program	\$ 15,000	
47205 Improvements/Streets	\$ 15,000	\$ 15,000

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

Pavement Condition Index maintained at current level: 70.

Position Summary

No personnel are directly assigned to this division.

GAS TAX FUND - 200
ROAD MAINTENANCE - 342

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	48	-	-	-	-	-	0%
Total Salary & Benefits	48	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services -	20,360	10,655	59,822	112,522	112,522	-	0%
Other Operating Expenses - 43	240,829	184,367	-	181,000	181,000	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	261,189	195,022	59,822	293,522	293,522	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	997	31,781	426	-	55,000	55,000	0%
Total Capital Outlay	997	31,781	426	-	55,000	55,000	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	112,733	115,161	-	135,079	145,969	10,890	7%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	17,195	14,879	684	8,000	8,000	-	0%
Total Indirect Cost Allocations	129,928	130,040	684	143,079	153,969	10,890	7%
Total	392,162	356,843	60,932	436,601	502,491	65,890	13%
GENERAL FUND - 100							
Professional & Administrative Services -	9,917	2,051	10,901	32,000	32,000	-	0%
Materials & Supplies - 44	2,911	17,348	2,187	-	-	-	0%
Administrative Debits - 46122	19,098	16,543	14,388	23,914	23,609	(305)	-1%
	31,926	35,942	27,476	55,914	55,609	(305)	-1%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	-	38,000	38,000	100%
Total Measure S - 2014	-	-	-	-	38,000	38,000	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		\$ 101,000	\$ 101,000
Audit Services	\$ 1,000		
General engineering survey contract	10,000		
Professional engineering support	20,000		
Traffic and signal maintenance	70,000		
42108 Maintenance Structure/Imp		\$ 7,500	\$ 7,500
Hardware supplies and median maintenance	\$ 7,500		
42514 Special Department Expense		\$ 4,022	\$ 4,022
CCTA congestion management plan administration	\$ 4,022		
Pinole's share of CTA Congestion Management Plan administrative costs.			
Total Professional/Administrative Services			\$ 112,522
4310X Utilities		\$ 181,000	\$ 181,000
Electricity costs for street lights, traffic lights and controls			
Electricity & Gas (PG&E)	\$ 180,000		
EBMUD median irrigation	1,000		
47205 Improvements/Streets		\$ -	\$ 55,000
Pothole Repair Program	\$ 40,000		
Roadway Stripping Program	15,000		
GENERAL FUND - 100			
42101 Professional Services		\$ -	\$ -
42514 Special Department Expense		\$ 32,000	\$ 32,000
Maintenance materials and supplies	\$ 29,000		
Street sign replacement program	3,000		
MEASURE S - 2014 FUND - 106			
47202 Improvements/Landscape-Medians		\$ -	\$ 38,000
Street sign Replacement Program	\$ 18,000		
Tree Trimming Program	20,000		

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

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

Position Summary

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

GENERAL FUND - 100
PUBLIC WORKS - FACILITY MAINTENANCE - 343

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	424,112	421,642	363,622	508,369	534,498	26,129	5%
Overtime - 402	2,249	3,609	6,071	362	362	-	0%
Employee Benefits - 410	211,531	200,228	201,555	304,825	301,774	(3,051)	-1%
Total Salary & Benefits	637,891	625,479	571,248	813,556	836,635	23,079	3%
Services and Supplies							
Professional & Administrative Services - 42	150,812	213,927	79,091	145,377	104,977	(40,400)	-38%
Other Operating Expenses - 43	37,493	43,186	26,893	41,000	41,000	-	0%
Materials & Supplies - 44	8,773	1,362	6,836	28,200	28,200	-	0%
Total Services and Supplies	197,078	258,476	112,821	214,577	174,177	(40,400)	-23%
Indirect Cost Allocations							
Administrative Credits - 46121	(422,712)	(448,229)	(359,822)	(614,260)	(539,004)	75,256	-14%
IS Charges - 46124	-	-	-	-	-	-	0%
General Liability Insurance - 46201	16,152	36,678	1,599	16,634	24,340	7,706	32%
Total Indirect Cost Allocations	(406,561)	(411,551)	(358,223)	(597,626)	(514,664)	82,962	-16%
Total	428,408	472,403	328,849	452,507	518,148	65,641	13%

MEASURE S - 2014 FUND - 106

Administrative Debits - 46122	-	-	64,156	97,592	82,973	(14,619)	-18%
Asset Acquisition/Improvement - 47	3,229	59,727	19,270	350,000	35,000	(315,000)	-900%
	3,229	59,727	83,426	447,592	117,973	(329,619)	-279%

SOLID WASTE FUND - 214

Professional & Administrative Services - 42	-	-	-	19,297	19,297	-	0%
Legal Charges - 46126	-	-	3,003	2,703	2,703	-	0%
	-	-	3,003	22,000	22,000	-	0%

PUBLIC FACILITIES FUND - 324

Asset Acquisition/Improvement - 47	-	-	-	60,000	60,000	-	0%
------------------------------------	---	---	---	--------	--------	---	----

MAJOR NON-PERSONNEL EXPENSE DETAILS

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

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

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

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

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

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

Total Professional/Administrative Services \$ 104,977

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

43201 Property Tax		\$ 4,000	\$ 4,000
---------------------------	--	-----------------	-----------------

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		\$ 38,000	\$ 35,000
Paint City Hall (inside and outside)	\$ 35,000		

PUBLIC FACILITIES FUND - 324

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

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	11,017	15,856	5,933	21,175	21,175	-	0%
Other Operating Expenses - 43	9,661	12,825	8,000	11,000	11,000	-	0%
Total Services and Supplies	20,678	28,681	13,933	32,175	32,175	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	2,464	-	-	5,000	5,000	-	0%
Total Indirect Cost Allocations	2,464	-	-	5,000	5,000	-	0%
Total	23,142	28,681	13,933	37,175	37,175	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

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

Mission

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

Program Description

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

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

Key Objectives

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

Success Indicators

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

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-		-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services -	50,855	40,570	55,901	88,181	122,882	34,701	28%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	11,184	18,191	940	9,600	9,600	-	0%
Total Services and Supplies	62,039	58,761	56,840	97,781	132,482	34,701	26%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	179,043	195,870	141,044	214,392	228,874	14,482	6%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	-	6,462	892	6,000	6,000	-	0%
Total Indirect Cost Allocations	179,043	202,332	141,936	220,392	234,874	14,482	6%
Total	241,082	261,093	198,776	318,173	367,356	49,183	13%

MAJOR NON-PERSONNEL EXPENSE DETAILS

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

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

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

Position Summary

No personnel are directly assigned to this division.

GENERAL FUND - 100
PUBLIC WORKS - PARK MAINTENANCE - 345

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	104,776	92,975	88,628	119,827	139,827	20,000	17%
Other Operating Expenses - 43	55,845	58,513	48,543	68,156	68,156	-	0%
Materials & Supplies - 44	672	952	538	500	500	-	100%
Total Services and Supplies	161,293	152,440	137,709	188,483	208,483	20,000	11%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	38,197	33,087	25,637	47,828	47,219	(609)	-1%
IS Charges - 46124	-	-	8,808	-	-	-	0%
Total Indirect Cost Allocations	38,197	33,087	34,445	47,828	47,219	(609)	-1%
Total	199,490	185,527	172,154	236,311	255,702	19,391	8%
MEASURE S-2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	10,000	65,000	55,000	0%
Total Capital Outlay	-	-	-	10,000	65,000	55,000	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		\$ 5,000	\$ 25,000
Professional maintenance contract	\$ 5,000		
Park Pedestrian Bridges	\$ 20,000		
42107 Equipment Maintenance		\$ 4,500	\$ 4,500
Off road equipment maintenance	\$ 4,500		
42108 Maintenance/Structure Imp		\$ 110,000	\$ 110,000
Landscape maintenance contract	\$ 100,000		
Materials for parks, restrooms and play area	10,000		
42401 Memberships		\$ 127	\$ 127
CAPCA (California Agricultural Production Consultants Association)	\$ 100		
P.A.P.A. (Pest Applicators Association)	\$ 27		
42511 Equipment Rental		\$ 200	\$ 200
Cost to rent infrequently used equipment.	\$ 200		
Total Professional/Administrative Services			\$ 139,827
4310X Utilities		\$ 68,000	\$ 68,000
Gas/Electricity	\$ 10,000		
Water	58,000		
43201 Property Tax		\$ 156	\$ 156
44301 Fuel		\$ 500	\$ 500
MEASURE S-2014 FUND - 106			
47203 Improvements/Parks		\$ 10,000	\$ 65,000
Soccer Field Maintenance	\$ 10,000		
Park Funding for Benches and Picnic tables	5,000		
Replace Chips with Rubber matting at select park locations	50,000		
OTHER FUNDS			
47203 Improvements/Parks		\$ 40,000	\$ 40,000
Rehabilitation of Play Fields at Fernandez Park <i>carryforward</i> (Fund 275)	\$ 15,509		
Rehabilitation of Play Fields at Fernandez Park <i>carryforward</i> (Fund 327)	24,491		

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	11,776	12,174	8,526	11,960	11,960	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	1,446	1,556	1,686	1,564	1,600	36	2%
Total Salary & Benefits	13,222	13,730	10,212	13,524	13,560	36	0%
Services and Supplies							
Professional & Administrative Services - 42	806	263	-	-	-	-	0%
Other Operating Expenses -43	756	660	662	856	856	-	0%
Total Services and Supplies	1,562	923	662	856	856	-	0%
Capital Outlay							
Equipment - 42107	-	515	-	-	-	-	0%
Total Capital Outlay	-	515	-	-	-	-	0%
Internal Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	370	378	-	397	559	162	41%
Total Internal Cost Allocations	370	378	-	397	559	162	41%
Total	15,154	15,546	10,874	14,777	14,975	198	1%

MAJOR NON-PERSONNEL EXPENSE DETAILS

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

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

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

Position Summary

No personnel are directly assigned to this division.

AB 939 REFUSE MANAGEMENT FUND - 213
WASTE REDUCTION - 346

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	13,994	13,831	13,901	22,500	22,500	-	0%
Other Operating Expenses -43	-	-	-	-	-	-	0%
Total Services and Supplies	13,994	13,831	13,901	22,500	22,500	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	76,115	80,829	60,129	91,508	100,308	8,800	9%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Services - 46126	4,369	4,551	2,648	2,500	2,500	-	0%
Total Indirect Cost Allocations	80,484	85,380	62,777	94,008	102,808	8,800	9%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	94,478	99,211	76,678	116,508	125,308	8,800	7%

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

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

MAJOR NON-PERSONNEL EXPENSE DETAILS

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

Mission

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

Program Description

The City currently maintains two Lighting and Landscape Districts:

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

Key Objectives

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

Success Indicators

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

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	39,080	17,896	10,424	30,850	30,850	-	0%
Other Operating Expenses - 43	3,129	10,038	86,201	10,000	10,000	-	0%
Total Services and Supplies	42,208	27,934	96,625	40,850	40,850	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	10,622	1,101	1,703	15,787	15,787	-	0%
Total Capital Outlay	10,622	1,101	1,703	15,787	15,787	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
Legal Charges - 46126	-	1,587	-	-	-	-	0%
Total Indirect Cost Allocations	-	1,587	-	-	-	-	0%
Total	52,830	30,622	98,328	56,637	56,637	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42108 Maintenance Structures/Imp		\$ 1,850	\$ 1,850
Landscaping maintenance - Zone A	\$ 900		
Landscaping maintenance - Zone B	950		
42101 Professional Services		\$ 29,000	\$ 29,000
Contra Costa County traffic signal maintenance - Zone A	\$ 19,000		
Special District Services - Zone A			
Contra Costa County traffic signal maintenance - Zone B	10,000		
Special District Services - Zone B			
Preparation of Engineer's Report for annual assessment(50/50)	-		
Total Professional/Administrative Services			\$ 30,850
4310X Utilities		\$ 10,000	\$ 10,000
Water (EBMUD) - Zone A	\$ 1,000		
Electricity & Power - Zone A	4,000		
Water (EBMUD) - Zone B	1,000		
Electricity & Power - Zone B	4,000		
47202 Kaiser Medians		\$ 15,787	\$ 15,787
PG&E Traffic control service/lighting- Zone A	\$ 6,076		
PG&E Street and highway lighting - Zone B	\$ 9,711		

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

- Permit Compliance
- Certified Staff
- Preventive Maintenance of Assets

Position Summary

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

SEWER ENTERPRISE FUND - 500
SEWER TREATMENT PLANT - 641

EXPENDITURE SUMMARY

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel			Thru Mar-19				
Salaries & Wages - 401	802,694	680,241	479,097	833,765	840,382	6,617	1%
Overtime - 402	32,744	30,347	35,897	36,500	36,500	-	0%
Employee Benefits - 410	539,611	700,580	294,916	491,063	502,659	11,596	2%
Medical Retirees - 411	30,387	1,820,363	43,610	-	-	-	0%
Total Salary & Benefits	1,405,436	3,231,531	853,520	1,361,328	1,379,541	18,213	1%
Services and Supplies							
Professional & Administrative Services - 42	195,149	161,664	114,007	401,130	412,445	11,315	3%
Other Operating Expenses - 43	569,450	584,877	478,740	600,000	600,000	-	0%
Materials & Supplies - 44	811,868	826,981	643,203	952,588	1,032,588	80,000	8%
Total Services and Supplies	1,576,467	1,573,522	1,235,951	1,953,718	2,045,033	91,315	4%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	8,225	443,851	443,851	-	0%
Total Capital Outlay	-	-	8,225	443,851	443,851	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	2,153	251,111	197,426	305,877	341,519	35,642	10%
IS Charges - 46124	25,009	25,075	-	32,709	32,693	(16)	0%
Legal Charges - 46126	-	767	-	15,000	15,000	-	0%
General Liability Insurance - 46201	26,393	26,860	-	28,685	40,838	12,153	30%
Total Indirect Cost Allocations	53,554	303,812	197,426	382,271	430,050	47,779	11%
Depreciation							
Depreciation Expense - 47401	632,447	810,256	141,259	-	-	-	0%
Total Depreciation	632,447	810,256	141,259	-	-	-	0%
Total	3,667,905	5,919,122	2,436,382	4,141,168	4,298,475	157,307	4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		\$ 53,500	\$ 53,500
Engineering contract services	\$ 10,000		
PCTV quarterly subcommittee meeting	3,500		
Solids handling alternatives feasibility study	20,000		
Railroad Ave. bridge right of way study	20,000		
42107 Equipment Maintenance		\$ 263,080	\$ 263,080
Equipment parts and supplies	\$ 131,580		
Equipment service	131,500		
42108 Maintenance Structure/Imp		\$ 42,000	\$ 30,000
Janitorial services	\$ 10,000		
Various structure refurbishment	20,000		
42109 Compliance Inspections		\$ 25,000	\$ 25,000
Laboratory supplies and safety equipment	\$ 10,000		
Public outreach materials	5,000		
Sampling analysis	10,000		
42201 Office Expense		\$ 5,000	\$ 5,000
Miscellaneous office supplies	\$ 5,000		
4230X Travel and Training		\$ 7,000	\$ 7,000
42301 State Certified operators training	\$ 6,000		
42302 Mileage, Air	1,000		
42401 Memberships		\$ 4,550	\$ 27,865
Bay Area Clean Water Assoc.(BACWA)	\$ 10,390		
BAAQMD	12,925		
Joint CWEA/WEF membership	2,550		
Technical publications	2,000		
42511 Equipment Rental		\$ 1,000	\$ 1,000
	\$ 1,000		
Total Professional/Administrative Services			\$ 412,445
4310X Utilities		\$ 600,000	\$ 600,000
PG&E	\$ 590,000		
EBMUD	10,000		
Total Other Operating Expenses			\$ 600,000

44301 Fuel	\$	10,000	\$	10,000
44302 Sludge Removal	\$	90,000	\$	108,000
Digester Cleaning		\$ 108,000		
44303 Chemicals	\$	688,000	\$	750,000
Chemicals for Plant Operations		\$ 750,000		
44304 Permit Fees	\$	64,588	\$	64,588
NPDES permit fee renewal		\$ 64,588		
44305 Laboratory Operations	\$	85,000	\$	85,000
Laboratory supplies		\$ 70,000		
Accelerated Chronic Toxicity Testing		15,000		
44410 Safety Clothing	\$	15,000	\$	15,000
Laundry service for uniforms, safety shoes/boots, gloves, etc.		\$ 15,000		
Total Materials and Supplies				\$ 1,032,588
47101 Equipment	\$	340,000	\$	340,000
Depreciation- Pinole only		\$ 340,000		

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

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

Position Summary

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

SEWER ENTERPRISE FUND - 500
SEWER COLLECTION - 642

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	217,718	216,970	156,082	229,816	238,538	8,722	4%
Overtime - 402	1,459	2,499	3,127	2,200	2,200	-	0%
Benefits & Insurance - 410	65,785	65,674	72,609	84,381	108,471	24,090	22%
Total Salary & Benefits	284,962	285,143	231,818	316,397	349,209	32,812	9%
Services and Supplies							
Professional & Administrative Services - 42	29,921	71,279	21,302	152,150	147,150	(5,000)	-3%
Other Operating Expenses - 43	10,028	10,026	6,845	13,500	13,500	-	0%
Materials & Supplies - 44	9,328	10,240	7,950	10,200	12,500	2,300	18%
Total Services and Supplies	49,278	91,545	36,097	175,850	173,150	(2,700)	-2%
Capital Outlay							
Asset Acquisition/Improvement - 47	30,163	-	-	1,945,000	1,595,000	(350,000)	-22%
Total Capital Outlay	30,163	-	-	1,945,000	1,595,000	(350,000)	-22%
Indirect Cost Allocations							
Administrative Credits - 46121	(71,965)	(69,939)	(51,993)	(77,570)	(86,550)	(8,980)	10%
Administrative Debits - 46122	334,954	349,019	253,082	396,729	436,149	39,420	9%
IS Charges - 46124	13,106	11,251	-	16,508	27,518	11,010	40%
Legal Charges - 46126	402	3,538	646	15,000	15,000	-	0%
General Liability Insurance - 46201	6,416	6,722	-	7,337	10,742	3,405	32%
Total Indirect Cost Allocations	282,913	300,591	201,735	358,004	402,859	44,855	11%
Depreciation							
Depreciation Expense - 47401	9,893	219,624	41,487	-	-	-	0%
Total Depreciation	9,893	219,624	41,487	-	-	-	0%
Total	657,209	896,902	511,138	2,795,251	2,520,218	(275,033)	-11%

MAJOR NON-PERSONNEL EXPENSE DETAILS

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

Mission

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

Program Description

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

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

Key Objectives

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

Success Indicators

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

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	(440)	1,596,500	21,818	251,884	251,884	-	0%
Total Services and Supplies	(440)	1,596,500	21,818	251,884	251,884	-	0%
Capital Outlay							
Asset Acquisition /Improvement - 47	-560	16,668,800	1,575,755	7,290,283	6,115,794	(1,174,489)	-19%
Total Capital Outlay	(560)	16,668,800	1,575,755	7,290,283	6,115,794	(1,174,489)	-19%
Indirect Cost Allocations							
Legal Charges - 46126	525	-	110	-	-	-	0%
Total Indirect Cost Allocations	525	-	110	-	-	-	0%
Total	(475)	18,265,300	1,597,682	7,542,167	6,367,678	(1,174,489)	-19%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2018-19	FY 2019-20
42101 Professional Services	\$ 251,884	\$ 251,884
Construction Management of Plant Upgrades	\$ 503,768	
Hercules-Construction management of plan	(251,884)	
47101 Equipment	\$ -	\$ -
Equipment Replacement:	\$ -	
General Equipment Replacement		
47201 Building	\$ 7,290,283	\$ 6,115,794
WPCP upgrades- Contingency	\$ 1,350,000	
WPCP upgrades- HDR	\$ 331,381	
WPCP upgrades- Hercules Share	\$ (6,115,794)	
WPCP upgrades- Kiewit	10,550,207	

Mission

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

Program Description

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

Success Indicators

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

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	2,000	5,500	-	9,178	9,178	-	0%
Total Services and Supplies	2,000	5,500	-	9,178	9,178	-	0%
Debt Service							
Debt Principal - 48101	-	-	-	-	-	-	0%
Debt Interest - 48102	233,566	227,770	298,000	298,000	298,000	-	0%
Cost of Issuance - 48103	-	-	219,097	219,097	219,097	-	0%
Total Debt Service	233,566	227,770	517,097	517,097	517,097	-	0%
Indirect Cost Allocations							
Legal Charges - 46126	16,412	-	-	-	-	-	0%
Total Indirect Cost Allocations	16,412	-	-	-	-	-	0%
Total	251,978	233,270	517,097	526,275	526,275	-	-

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

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

MAJOR NON-PERSONNEL EXPENSE DETAILS

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

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

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

Mission

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

Program Description

The Planning Division administers and implements the General Plan for the City, and provides Zoning Code administration and development application processing. Land use and development applications include use permits; design review requests; and subdivisions. The Planning Division seeks to deliver on its mission with the highest regard for time, accuracy, completion, customer satisfaction, and overall well-being of the City consistent with local, State, and Federal laws.

Planning staff assist in the coordination of city-wide development activities that enhance the community services available and contribute to the general safety and welfare of the community. These activities include providing project environmental review, development permit software and communications support and participation in multi-modal transportation and circulation planning.

Key Objectives

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

Success Indicators

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

Position Summary

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

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	125,873	133,321	101,986	145,850	142,752	(3,098)	-2%
Employee Benefits - 410	30,416	34,374	39,841	47,407	87,628	40,221	46%
Total Salary & Benefits	156,289	167,695	141,828	193,257	230,380	37,123	16%
Services and Supplies							
Professional & Administrative Services - 42	55,123	80,877	63,933	205,940	167,040	(38,900)	-23%
Other Operating Expenses - 43	1,634	1,421	924	1,550	1,550	-	0%
Materials & Supplies - 44	1,092	593	880	500	500	-	0%
Total Services and Supplies	57,849	82,891	65,737	207,990	169,090	(38,900)	-23%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	4,273	-	2,000	2,000	-	0%
Total Capital Outlay	-	4,273	-	2,000	2,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(15,499)	(16,412)	(12,988)	(18,932)	(23,704)	(4,772)	20%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Legal Charges - 46126	18,695	33,742	35,010	25,000	25,000	-	0%
General Liability Insurance - 46201	3,643	3,848	-	4,599	6,669	2,070	31%
Total Indirect Cost Allocations	6,839	21,178	22,022	10,667	7,965	(2,702)	-34%
Total	220,978	276,037	229,587	413,914	409,435	(4,479)	-1%

GENERAL FUND - 100

Administrative Debits - 46122	7,749	8,206	6,494	9,893	11,852	1,959	17%
-------------------------------	-------	-------	-------	-------	--------	-------	-----

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2018-19	FY 2019-20
42101 Professional Services	\$ 141,000	\$ 125,000
Nexus Fee Study (<i>carry forward</i>)	\$ 20,000	
Parking Study (<i>carry forward</i>)	25,000	
Contract Planner	80,000	
42107 Equipment Maintenance	\$ 1,600	\$ 1,600
Maintenance costs for two vehicles	\$ 1,600	
42201 Office Expense	\$ 1,000	\$ 1,000
Miscellaneous office supplies	\$ 1,000	

42301 Travel and Training		\$ 9,000	\$ 9,000
Training and seminars for staff	\$ 2,000		
Planning Commissioner training	7,000		
42401 Memberships		\$ 1,000	\$ 1,000
American Institute of Certified Planners (AICP)	\$ 300		
American Planning Assoc (APA)	350		
Assoc of Environmental Planners (AEP)	350		
42504 Recruitment Costs		\$ 22,900	\$ -
42514 Special Department Expense		\$ 29,440	\$ 29,440
Publishing Legal Notices	\$ 2,000		
PCTV Planning Commission Meetings	19,440		
Meeting Minute Preparation	8,000		
Total Professional/Administrative Services			\$ 167,040
4310X Utilities		\$ 1,550	\$ 1,550
PG&E	\$ 1,400		
EBMUD	150		
44301 Fuel		\$ 500	\$ 500

Mission

The mission of the Development Services - Building Division is to improve public health and safety within the City of Pinole through the application and enforcement of construction and property maintenance codes.

Program Description

This function is fiscally self supporting through the assessment and collection of user fees. Building Division issues construction permits and provides building, electrical, mechanical, plumbing, Title-24 and accessibility inspections for new construction, additions, and alterations of commercial, residential, and public projects upon request of the Development Services Director / City Engineer to insure a safe environment for the residents, businesses, and employees in the City. The division investigates citizens' complaints relating to construction code compliance and/or health and safety issues in a prompt and courteous manner.

Key Objectives

- Coordinate required construction inspection functions to more effectively respond to the needs of the private development community
- Compliance with the Construction Codes
- Provide thorough Plan Checks for private development
- Issue required private construction permits
- Conduct Building and Rental Inspection and document results
- Provide Code Enforcement

Success Indicators

- Perform Inspections within one business day
- Maintenance of housing stock
- Provide online access to inspection services
- Plan check times matched to complexity of project
 - Same day
 - Reroof, Water Heater, Furnace Replacement
 - 48 hours
 - Solar
- Code compliant private construction

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Building Inspector/Code Enforcement	0.00	0.00	1.00	0.00	0.00
Senior Building Inspector	0.00	0.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	0.00	0.00	0.00
Permit Technician, (1 FT/1PT)	0.95	1.48	1.48	1.48	1.48
Total	1.95	2.48	3.48	2.48	2.48

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	84,811	66,657	48,837	104,982	175,742	70,760	40%
Overtime - 402	296	59	82	77	77	-	0%
Employee Benefits - 410	53,482	49,788	37,935	89,229	96,535	7,306	8%
Total Salary & Benefits	138,589	116,504	86,854	194,288	272,354	78,066	29%
Services and Supplies							
Professional & Administrative Services - 42	307,988	507,778	230,217	288,250	288,250	-	0%
Other Operating Expenses - 43	4,108	3,591	2,334	4,500	4,500	-	0%
Materials & Supplies - 44	-	-	-	300	1,300	1,000	77%
Total Services and Supplies	312,096	511,369	232,551	293,050	294,050	1,000	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	2,469	-	-	-	-	0%
Total Capital Outlay	-	2,469	-	-	-	-	-100%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	61,570	57,758	46,143	133,576	150,028	16,452	11%
IS Charges - 46124	28,929	44,692	-	48,185	44,535	(3,650)	-8%
Legal Charges - 46126	11,997	14,779	2,697	10,000	10,000	-	0%
General Liability Insurance - 46201	5,143	7,277	-	5,740	8,210	2,470	30%
Total Indirect Cost Allocations	107,639	124,505	48,840	197,501	212,773	15,272	7%
Total	558,324	754,848	368,245	684,839	779,177	94,338	12%
GENERAL FUND - 100							
Administrative Debits - 46122	210	-	-	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		\$ 258,000	\$ 258,000
Contract Inspection Services	\$ 168,000		
Contract Plan Check Services	90,000		
42107 Equipment Maintenance		\$ 1,100	\$ 1,100
Equipment and vehicle maintenance	\$ 1,000		
Digital microfilm machine maintenance	\$ 100		
42108 Building-Structure Maintenance		\$ 500	\$ 500
42201 Office Expense		\$ 2,000	\$ 2,000
Miscellaneous Office Expenses	2000		
4230X Travel and Training		\$ 6,000	\$ 6,000
Training required for building code updates	\$ 6,000		
42401 Memberships		\$ 1,650	\$ 1,650
International Conference of Building Officials (ICBO)	\$ 1,200		
California Building Officials (CALBO)	300		
Int'l Association of Mechanical and Plumbing Officials (IAMPO)	150		
42501 Bank Fees		\$ 10,000	\$ 10,000
42514 Special Department Expense		\$ 9,000	\$ 9,000
Updates of the assessor parcel information	\$ 1,500		
Blueprints and permits to be scanned.	7,500		
Total Professional/Administrative Services			\$ 288,250
4310X Utilities		\$ 4,500	\$ 4,500
PG&E	\$ 4,000		
EBMUD	500		
44410 Safety Clothing		\$ 300	\$ 1,300
Safety clothing (safety boots, hard hat, protective eye ware, protective handwear, etc.) for the two Inspector's who perform inspections at job site locations.	\$ 300		
Small tools	\$ 1,000		

Mission

The mission of the Successor Agency is to effectively administer the "close-out" of business affairs of the former Pinole Redevelopment Agency.

Success Indicators

- Processed debt service payments in accordance with debt service schedules.
- Maintained Long Range Property Management Plan which was approved by the Oversight Board in November of 2015.
- Prepared annual Recognized Obligation Payment Schedules (ROPS) covering the period, July 1, 2018 – June 30, 2019

Position Summary

No personnel are directly assigned to the division.

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	27,027	20,179	11,933	3,500	1,680	(1,820)	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	27,027	20,179	11,933	3,500	1,680	(1,820)	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	-100%
Total Capital Outlay	-	-	-	-	-	-	-100%
Indirect Cost Allocations							
Administrative Debits - 46122	202,969	230,023	150,487	234,467	238,320	3,853	0%
Legal Charges - 46126	1,497	18,948	9,797	12,033	10,000	-	0%
Total Indirect Cost Allocations	204,465	248,971	160,284	246,500	248,320	1,820	1%
Total	231,493	269,150	172,217	250,000	250,000	-	0%

**Funded as an Enforceable Obligation not subject to the \$250,000 reimbursement limitation.*

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2018-19	FY 2019-20
42101 Professional Services	\$ 3,500	\$ 1,680
*Auditing services provided by Mann, Urritia, and Nelson CPA's	\$ 1,680	
46122 Administrative Debits	\$ 234,467	\$ 238,320
Payroll cost allocations for administrative staff support of the Pinole Successor Agency:	\$ 238,320	
City Manager - 25%		
Assistant City Manager - 25%		
Finance Director - 26%		
City Clerk - 25%		
46126 Legal Charges	\$ 12,033	\$ 10,000
Estimated legal costs	\$ 10,000	

Mission

To effectively manage and develop housing programs that meet or exceed the needs of our customers, and to maintain effective relationships with our residents and customers with which we interact. Staff assigned to Housing Administration carries out the Implementation Plan as it relates to the use of Housing Set Aside Funds and the provision of affordable housing within the community.

Program Description

Human Resources staff manages the City's Housing functions, including overseeing annual affordable housing audits, verifying compliance with Regulatory Agreements, training landlords on how to pre-certify/certify tenants and other related tasks.

Success Indicators

- Assured that the annual audits on the Affordable Housing Covenants are completed timely.
- Hired and obtained proposals from Architects for construction improvement to the Faria House.
- Issued a request for proposal (RFP) for several properties.
- Working on an RFP to sell and develop 811 San Pablo Avenue as a Housing project.

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	78,724	41,916	82,966	118,920	118,920	-	0%
Other Operating Expenses - 43	1,352	1,180	768	2,100	2,100	-	0%
Total Services and Supplies	80,076	43,096	83,733	121,020	121,020	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	381,531	-	-	-	-	0%
Total Capital Outlay	-	381,531	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	43,767	49,978	40,734	61,116	70,059	8,943	13%
Legal Charges - 41427	21,860	89,284	12,531	20,000	20,000	-	0%
Total Indirect Cost Allocations	65,626	139,262	53,265	81,116	90,059	8,943	10%
Total	145,703	563,889	136,998	202,136	211,079	8,943	4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		\$ 118,920	\$ 118,920
AmeriNat loan servicing	\$ 3,000		
Affordable housing monitoring	14,000		
Annual housing certification report	5,000		
Fiscal and land acquisition activities	3,920		
Tree Grove Maintenance	34,000		
811 San Pablo Ave RFP	59,000		
4310X Utilities		\$ 2,100	\$ 2,100
PG&E	\$ 2,000		
EBMUD	100		

Mission

The mission of the Development Services Code Enforcement Division is to promote health and safety within the City of Pinole through the application and enforcement of various City and State codes.

Program Description

The Code Enforcement division investigates citizens' complaints of health and safety issues. These issues include blight abatement, graffiti abatement, abandoned vehicles, and illegal dumping. At this time the Division is complaint driven, with a goal to achieve a more proactive approach as time and resources are available.

Key Objectives

- Hire the assigned Building Inspector/Code Enforcement Officer in this fiscal year.
- Respond to Code Enforcement complaints within no more than 96 hours, depending on the severity of the health/safety aspect of the issue.
- Work with other City departments as needed to ensure code compliance is achieved.
- Increase proactive enforcements, as time and resources permit.

Success Indicators

- Blight eliminated in a reasonable period of time, within the legal framework of the Municipal Code and State statutes.

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Building Inspector/Code Enforcement	0.00	0.00	0.00	1.00	1.00
Total	0.00	0.00	0.00	1.00	1.00

GENERAL FUND - 100
CODE ENFORCEMENT - 465

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	76,967	76,967	100%
Employee Benefits - 410	-	-	6,308	6,308	60,417	54,109	90%
Total Salary & Benefits	-	-	6,308	6,308	137,384	131,076	95%
Services and Supplies							
Professional & Administrative Services - 42	-	-	5,643	127,661	71,000	(56,661)	-80%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	5,643	127,661	71,000	(56,661)	-80%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	(63,696)	(70,490)	(6,794)	0%
Legal Charges - 46126	-	-	12,124	-	-	-	0%
General Liability Insurance - 46201	-	-	-	2,421	3,596	1,175	33%
Total Indirect Cost Allocations	-	-	12,124	(61,275)	(66,894)	(5,619)	8%
Total	-	-	24,075	72,694	141,490	68,796	49%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		\$ 124,000	\$ 62,000
Contract Inspection Services	\$ 62,000		
42201 Office Expense		\$ -	\$ 1,000
Citation books and misc. expenses	\$ 1,000		
4230X Travel & Training		\$ -	\$ 2,000
Conference registration	\$ 2,000		
42512 Abatement		\$ 3,661	\$ 6,000
Abatement Services	\$ -		

Mission

The mission of the Recreation Department is to create community through people, parks and programs. The Department aims to provide safe, high-quality parks and recreation facilities that meet the needs of the diverse Pinole community. The City has 14 parks totaling 358 acres with recreational facilities including the Senior Center, Swim Center, Tennis Courts, Youth Center and Community Playhouse.

Key Objectives

- Staff the Community Services Commission
- Fundraising Activities for Full Cost Recovery for all Recreation programs
- Strive to achieve 100% Cost Recovery for Park and Facility Rentals
- Design and Publish Community Activity Guide (2 times/year)
- Continue to facilitate the implementation of community events, including the Tree Lighting Festival through fundraising efforts

Success Indicators

- Supported the implementation of site specific programming and fundraising efforts
- Supported and Developed Coordinating Staff
- Movies in the Park (3), Sounds in the Park(2) Tree Lighting
- Received \$7,000 in donations from community businesses

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Gym Rental Attendant, <i>PT/Regular</i>	0.45	0.00	0.00	0.00	0.00
Total	1.45	1.00	1.00	1.00	1.00

RECREATION FUND - 209
RECREATION ADMINISTRATION - 551

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	80,068	51,563	51,882	72,207	78,092	5,885	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	34,473	37,313	30,388	38,504	39,158	654	2%
Total Salary & Benefits	114,541	88,877	82,270	110,711	117,250	6,539	6%
Services and Supplies							
Professional & Administrative Services - 42	13,530	9,752	13,670	21,515	27,426	5,911	22%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	13,530	9,752	13,670	21,515	27,426	5,911	22%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
IS Charges - 46124	42,030	40,448	-	58,223	58,223	-	0%
Legal Charges - 46126	924	1,231	-	-	-	-	0%
General Liability Insurance - 46201	2,223	2,485	-	2,395	3,648	1,253	34%
Total Indirect Cost Allocations	45,177	44,164	-	60,618	61,871	1,253	2%
Total	173,249	142,793	95,940	192,844	206,547	13,703	7%

MEASURE S - 2014 FUND - 106

Professional & Administrative Services - 42	6,833	8,130	1,250	-	-	-	0%
Total	180,081	150,923	97,190	192,844	206,547	13,703	7%

*GF subsidize the difference.

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		\$ 10,865	\$ 10,865
CPRS Membership	165		
Broadcast Music/ASCAP Services	700		
Nexus Fee Study	10,000		
42107 Equipment Maintenance		\$ -	\$ -
Copier and other equipment maintenance	\$ -		
4230X Travel, Training & Meeting Costs		\$ -	\$ 1,600
Travel & Training/Conf-Registration	\$ 490		
Travel & Training/Mileage, Air	\$ 1,060		
Travel & Training/Meal Allowance	\$ 50		
42501 Bank Fees		\$ 200	\$ 300
42514 Special Department Expense		\$ 6,200	\$ 6,400
Postage Machine	\$ 100		
Office Supplies	700		
Recreation Activity Guide & Postage	5,600		
42515 Special Events		\$ 4,250	\$ 8,261
Expenses for Movies and Sounds in the Park	\$ 4,000		
Community Service Commission Events	\$ 2,000		
Tree Lighting	\$ 2,261		
MEASURE S - 2014 FUND - 106			
42514 Special Department Expense		\$ -	\$ -

*GF subsidize the difference.

Mission

The mission of the Senior Center is to provide adults, age 50 and over, with a full service active Senior Center that serves Pinole and other local cities. The Center provides members with social activities, classes, fitness, health and wellness, daily hot lunches, homebound services, salon services, local, domestic and international trips and special services including insurance counseling, and support services.

Program Description

The Center currently provides social, educational, recreational, health, and consumer services and activities to our more than 1,500 yearly participants through programs, activities, fundraising, and facility rentals. Under the guidance and leadership of an 11-member Board of Directors (elected by the membership), over 150 volunteers provide hands-on assistance with all aspects of the Center's programs and fundraising.

Key Objectives

- Increase promotion and outreach efforts to make local senior citizens aware of the programs and services offered at the Pinole Senior Center facility.
- Provide programs that are both affordable for senior citizens, and cost-effective for the Center.
- Maintain a customer-service oriented operation that continuously enhances every individual's experience at the Pinole Senior Center.

Success Indicators

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

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Recreation Coordinator	0.90	0.90	0.90	0.90	0.90
Senior Recreation Leader	0.48	0.48	0.48	0.48	0.48
Recreation Leader	0.50	0.50	0.50	0.50	0.50
Cook, <i>PT/Regular</i>	0.75	0.75	0.75	0.75	0.75
Rental Facility Custodian, <i>PT/Temp</i> (3,120 Hours)	1.65	1.65	1.65	1.65	1.65
Total	4.28	4.28	4.28	4.28	4.28

RECREATION FUND - 209
SENIOR CENTER - 552

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	97,661	115,569	82,533	152,354	156,057	3,703	2%
Overtime - 402	-	68	148	-	-	-	0%
Employee Benefits - 410	31,822	51,927	38,217	43,136	54,339	11,203	21%
Total Salary & Benefits	129,482	167,565	120,899	195,490	210,396	14,906	7%
Services and Supplies							
Professional & Administrative Services - 42	25,707	18,297	29,864	28,510	31,285	2,775	9%
Other Operating Expenses - 43	64,087	226,546	179,694	241,405	237,571	(3,834)	-2%
Materials & Supplies - 44	1,849	2,444	1,144	0	0	-	0
Total Services and Supplies	91,643	247,287	210,702	269,915	268,856	(1,059)	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	8,566	897	-	10,000	10,000	100%
Total Capital Outlay	-	8,566	897	-	10,000	10,000	0%
Indirect Cost Allocations							
Legal Charges - 46126	826	357	112	-	500	500	100%
General Liability Insurance - 46201	4,452	4,698	-	5,053	7,290	2,237	31%
Total Indirect Cost Allocations	5,278	5,055	112	5,053	7,790	2,737	35%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	226,403	428,472	332,610	470,458	497,042	26,584	5%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	-	7,000	7,000	100%
Total	226,403	428,472	332,610	470,458	504,042	33,584	7%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2018-19	FY 2019-20
42101 Professional Services	\$ 785	\$ 1,785
CPRS Membership	\$ 165	
Costco Membership	120	
Staff Training	500	
WCCUSD Transition Program	1000	
42107 Equipment Maintenance	\$ 1,875	\$ 3,650
Fire Extinguisher Maintenance	650	
Fridge/Freezer Maintenance	2,000	
Other Maintenance	1,000	

42108 Maintenance Structure/Imp		\$ 20,000	\$ 20,000
Sanitary/Cleaning Supplies	\$ 2,500		
Landscape Maintenance	4,684		
Pest Control Services	816		
Electrical Supplies	500		
Plumbing Supplies	500		
Key Pad/Alarm Service	1,000		
HVAC Service	5,000		
Janitorial	5,000		
42201 Office Expense		\$ 1,500	\$ 1,500
Office supplies, paper flyers, and tickets	\$ 1,500		
42501 Bank Fee		\$ 2,400	\$ 2,400
42514 Special Department Expense		\$ 1,950	\$ 1,950
Health Permit	\$ 1,950		
Total Professional/Administrative Services		\$ 41,285	
4310X Utilities		\$ 52,100	\$ 53,800
Gas and Electric	\$ 45,000		
Water	8,800		
4320X Taxes		\$ -	\$ 2,171
Taxes/Property Tax	\$ 2,171		
43802 Class Fees		\$ 34,000	\$ 35,000
43803 Personal Service		\$ 2,500	\$ 2,000
WestCat tickets (reimbursed when sold)	\$ 2,000		
43804 Food Program		\$ 63,000	\$ 68,000
43805 Travel		\$ 35,000	\$ 35,000
43806 Dance Program		\$ 7,800	\$ 7,400
Band	\$ 5,000		
Bar Supplies	600		
CW Line Dance	1800		
43807 Fundraising		\$ 10,000	\$ 10,000
43808 Gift Shop Sales		\$ 2,200	\$ 2,200
43809 Newsletter		\$ 5,000	\$ 5,000
Monthly Newsletter	\$ 5,000		

43810 Center Maintenance		\$ 22,805	\$ 10,000
Kitchen Deep Clean	\$ 5,000		
Flooring annual maintenance	5000		

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

Total Other Operating Expenses \$ 237,571

47101 FF&E/Equipment		\$ -	\$ 10,000
Sensor Lights	\$ 5,000		
Window blind replacement	5000		

MEASURE S - 2014 FUND - 106

47101 FF&E/Equipment		\$ -	\$ 7,000
Replace Dishwasher	\$ 7,000		

Mission

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

Key Objectives

- To provide a safe haven for the children within the Pinole Community.
- Conduct fundraising activities that generate \$500 annually.
- Maintain a trained staff to provide enrichment services to youth participants.

Success Indicators

- Maintained quarterly enrollment of average 80 in the Tiny Tots Recreation program during the program year through the offering of Morning and Afternoon sessions.
- Hosted annual community events which support program promotion, including:
 - Spring Open House
 - Fall PreviewThis event is open to the public and should provide services to a minimum of 25 patrons.
- Sold-out of its Annual T-shirt fundraiser

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Tiny Tots Program Coordinator, <i>PT/Regular</i>	0.90	0.80	0.80	0.80	0.80
Tiny Tots Recreation Leader, <i>PT/Regular (3 – 15 hrs)</i>	1.10	1.125	1.125	1.125	1.125
Total	2.00	1.925	1.925	1.925	1.925

RECREATION FUND - 209
TINY TOTS - 553

EXPENDITURE SUMMARY

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel			Thru Mar-19				
Salaries & Wages - 401	66,584	73,695	61,976	74,805	82,782	7,977	10%
Overtime - 402	-	1,037	-	-	-	-	0%
Employee Benefits - 410	14,624	15,725	18,579	18,012	25,103	7,091	28%
Total Salary & Benefits	81,208	90,458	80,555	92,817	107,885	15,068	14%
Services and Supplies							
Professional & Administrative Services - 42	16,164	15,432	11,948	20,524	22,682	2,158	10%
Other Operating Expenses - 43	2,892	2,804	1,731	3,394	3,075	(319)	-10%
Total Services and Supplies	19,056	18,236	13,680	23,918	25,757	1,839	7%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
General Liability Insurance - 46201	1,887	2,122	-	2,295	3,605	1,310	36%
Total Indirect Cost Allocations	1,887	2,122	-	2,295	3,605	1,310	36%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	102,151	110,816	94,235	119,030	137,247	18,217	13%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	-	14,800	14,800	100%
Total	102,151	110,816	94,235	119,030	152,047	33,017	1

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42107 Equipment Maintenance		\$ 300	\$ 300
Copier and other equipment maintenance	\$ 300		
42108 Maintenance Structure/Imp		\$ 9,662	\$ 9,770
Alarm Monitoring	876		
Building Maintenance	500		
HVAC Maintenance	300		
Janitorial (2 times weekly)	5,000		
Landscape Maintenance	2,472		
Pest Control	372		
Sanitary Supplies	250		
42201 Office Expense		\$ 1,500	\$ 1,500
Toner, ink, other office supplies	\$ 1,500		
42302 Travel & Training		\$ 300	\$ 300
CPR staff training	\$ 300		
42501 Bank Fees		\$ 5,000	\$ 6,000
42514 Special Department Expense		\$ 3,762	\$ 4,812
Holiday paper and craft supplies	450		
Industrial Mats	200		
Paper and craft supplies	1,062		
Projector and Screen	600		
Toy replacement	2,000		
T-Shirt fundraiser	500		
Total Professional/Administrative Services			\$ 22,682
4310X Utilities		\$ 1,075	\$ 1,075
Gas and Electric	\$ 875		
Water	200		
43201 Property Tax		\$ 2,319	\$ 2,000
MEASURE S - 2014 FUND - 106			
47103 FF&E/Furniture		\$ -	\$ 14,800
Replace Furniture, tables, shelves	\$ 14,800		

Mission

The mission of the Youth Center is to provide a safe environment and programs that extend the learning opportunities outside of school time that help children develop interests, passions, new talents, and leadership skills. The Pinole Youth Center provides a variety of programs and classes such as Enrichment classes, School Break Camps, Sports, and Leaders In Training (L.I.T.) for youth ages 6-18. Services are offered at the Youth Center at 635 Tennent Avenue, Stewart Elementary School, and Fernandez Park.

Program Description

The Youth programs include a variety of enrichment classes that promote academic, social, athletic, and special interest such as Watercolor Mixed Media Art, Coding, Cooking, Sports, S.T.E.A.M., “Smarties”-homework help, “Discovery Zone”-create and explore class, and “Recess Hour”-structured playtime and group games..

The School Break Camps provides day camp during Thanksgiving Break, Winter Recess, President’s Week, Spring Break, and Summer Camp. Camp is filled with at least 4 constructive and structured activities per day to keep the campers busy while creating new friendships.

The LIT Program is for teens entering 9th through 12th grade. This program helps the teens gain community service hours, job and leadership skills.

Key Objectives

- To provide recreational, enrichment, and day camps for youth of Pinole and the surrounding Pinole Community.
- Conduct youth events that build community and create future leaders through youth involvement
- Maintain trained staff to provide programs and classes to youth participants

Success Indicators

- Provided programming that features each of the following focus areas during the calendar year for the children attending the Enrichment and Camp Programs.
 - Recreation
 - Education
 - Social Development
 - Physical Development
- Hosted annual community events which support program promotion, including, Spring Egg Hunt, Halloween, and the Kids Expo. These events are open to the public and should provide services to a minimum of 200 patrons.
- Developed new enrichment programming for the fall, winter and spring sessions.

Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
Recreation Coordinator	0.90	0.90	0.90	0.90	0.90
Senior Recreation Leader (2 – 19 hr), <i>PT</i>	1.00	0.95	0.95	0.95	0.95
Recreation Leader (3 – 15 hr), <i>PT/Regular</i>	1.13	1.125	1.125	1.125	1.125
Recreation Leader (5 – 10 hr), <i>PT/Seasonal</i>	2.25	1.25	1.25	1.25	1.25
Total	5.28	4.225	4.225	4.225	4.225

RECREATION FUND - 209
YOUTH CENTER - 554

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-18	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	83,847	79,964	48,256	145,491	154,587	9,096	6%
Overtime - 402	744	263	-	-	-	-	0%
Employee Benefits - 410	29,005	38,480	36,302	47,685	48,971	1,286	3%
Total Salary & Benefits	113,596	118,707	84,559	193,176	203,558	10,382	5%
Services and Supplies							
Professional & Administrative Services -	42,729	21,375	12,794	23,949	22,592	(1,357)	-6%
Other Operating Expenses - 43	6,171	1,480	9,370	6,155	11,655	5,500	47%
Materials & Supplies - 44	1,663	117	83	500	200	(300)	100%
Total Services and Supplies	50,563	22,972	22,247	30,604	34,447	3,843	11%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(9,248)	-	-	(25,692)	(48,832)	(23,140)	47%
Legal Charges - 46126	-	135	-	-	150	150	-100%
General Liability Insurance - 46201	4,477	4,310	-	4,825	7,222	2,397	33%
Total Indirect Cost Allocations	(4,771)	4,445	-	(20,867)	(41,460)	(20,593)	50%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	159,388	146,125	106,806	202,913	196,545	(6,368)	-3%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	-	8,200	8,200	100%
Total	159,388	146,125	106,806	202,913	204,745	1,832	1

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		\$ -	\$ -
42107 Equipment Maintenance		\$ 1,000	\$ 1,300
Vehicle Maintenance	\$ 1,300		
42108 Maintenance Structure/Imp		\$ 19,164	\$ 15,492
Building Maintenance	\$ 5,395		
Elevator Maintenance	1,356		
Fire Extinguisher Maintenance	68		
Fire Sprinkler Inspection	375		
Janitorial Service	5,388		
JanPro floor cleaning	1,172		
Misc. other supplies	1,518		
Pest Control	220		
42201 Office Expense		\$ 450	\$ 450
Miscellaneous Office Supplies	\$ 450		
42301 Travel and Training		\$ 750	\$ 1,085
Costs of seminars, conferences, staff training, first aid/CPR training	\$ 750		
42401 Memberships		\$ 250	\$ 165
CPRS Membership	\$ 165		
42501 Bank Fees		\$ 2,000	\$ 2,000
42504 Recruitment Costs		\$ 335	\$ -
42514 Admin Exp/Special Depaty		\$ -	\$ 2,100
Carnivals	\$ 1,300		
Cookies and Canvas	\$ 200		
Egg Hunt	\$ 600		
Total Professional/Administrative Services			\$ 22,592
4310X Utilities		\$ 3,350	\$ 8,850
Gas and Electric	\$ 8,500		
Water	350		
42301 Property Taxes		\$ 665	\$ 665

43812 Youth Center		\$ 2,140	\$ 2,140
Break Week	\$ 1,040		
Program Costs	900		
Program Supplies	200		
	Total Other Operating Expenses		\$ 11,655
44301 Fuel		\$ 500	\$ 200
MEASURE S - 2014 FUND - 106			
47101 FF&E/Equipment		\$ -	\$ 8,200
Replace Commercial refrigerator, freezer & Stove	\$ 8,200		

RECREATION FUND - 209
DAYCAMP PROGRAM - 555

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	19,282	4,383	2,031	880	500	(380)	-76%
Other Operating Expenses - 43	-	54	260	11,000	11,000	-	0%
Materials & Supplies - 44	-	-	33	-	300	300	0%
Total Services and Supplies	19,282	4,438	2,324	11,880	11,800	(80)	-1%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	9,248	-	-	25,692	48,832	23,140	47%
Total Indirect Cost Allocations	9,248	-	-	25,692	48,832	23,140	47%
Total	28,530	4,438	2,324	37,572	60,632	23,060	38%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42501 Recreation Bank Fee Day Camp		\$ 880	\$ 500
Credit Card Charges	\$ 500		-
43801 Program Costs/Youth Center		\$ 11,000	\$ 11,000
Bus Tickets	\$ 750		
Camp Shirts	700		
Fieldtrips	5,000		
Misc. Supplies	1,900		
Project Supplies	1,900		
Snack Bar	750		
4430X Other Supplies and Materials		\$ -	\$ 300
Other Mat & Sup/Fuel	300		

Mission

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

RECREATION FUND - 209
SWIM CENTER - 557

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services -	36,952	67,239	57,822	67,406	75,868	8,462	11%
Other Operating Expenses - 43	10,653	13,962	7,317	13,405	15,500	2,095	14%
Total Services and Supplies	47,604	81,201	65,139	80,811	91,368	10,557	12%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Legal Charges - 46126	3,547	-	-	-	-	-	0%
Total Indirect Cost Allocations	3,547	-	-	-	-	-	0%
Total	51,151	81,201	65,139	80,811	91,368	10,557	12%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42101 Professional Services		\$ 41,873	\$ 41,873
Swim Center Operations Contract	\$ 41,873		
42108 Maintenance Structure/Imp		\$ 24,033	\$ 30,345
Pool Maintenance	\$ 15,000		
Pool Supplies	6,000		
Landscape Maintenance	2,595		
Janitorial	5,000		
Building Maintenance	1,500		
Annual Fire Sprinkler Maintenance	250		
42514 Special Department Expense		\$ 1,500	\$ 3,650
County Hazardous Material Fee, Annual	\$ 1,631		
Health Permits	\$ 2,019		
Total Professional/Administrative Services			\$ 75,868
4310X Utilities		\$ 11,300	\$ 13,500
43103 Gas and Electric	\$ 7,500		
43102 Water	6,000		
43201 Property Taxes		\$ 2,105	\$ 2,000

Pinole Community Playhouse (Memorial Center) -558

The Pinole Community Playhouse (Memorial Center) is maintained as a community theatre for performing arts programs for youth and adults. The facility is leased to the Pinole Community Players, a local nonprofit organization, under an exclusive use agreement. The Pinole Community Players currently host six or more performances annually. The Pinole Community Players pay for utility costs (gas, electricity, water and wastewater) as well as other maintenance costs. The City is responsible for all other costs.

RECREATION FUND - 209
MEMORIAL HALL - 558

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-18	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	2,659	1,434	600	2,375	2,461	86	3%
Other Operating Expenses - 43	2,161	2,435	2,127	2,463	2,500	37	1%
Total Services and Supplies	4,820	3,869	2,727	4,838	4,961	123	2%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	-	-	-	-	-	-	0%
Total	4,820	3,869	2,727	4,838	4,961	123	2%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42107 Equipment Maintenance		\$ -	\$ -
	\$ -		
42108 Maintenance Structure/Imp		\$ 2,375	\$ 2,461
Building Maintenance	\$ 1,300		
Fire Alarm Service	280		
Misc. Maintenance	200		
Pest Control	416		
Plumbing Supplies	90		
Sanitary Supplies	175		
Total Professional/Administrative Services			\$ 2,461
4310X Utilities		\$ 2,463	\$ 2,500
Gas and Electric	\$ 500		
Water	2,000		

TENNIS PROGRAM - 559

Mission

The mission of the Tennis Program is to provide high-quality recreational use of tennis courts with the goal of managing clean, well-lit tennis courts for community public use. Funding is generated by tennis court reservation fees.

	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Proposed	FY 2018-19 Proposed	FY 2019-20 Proposed
Services and Supplies					
Maintenance Structure/Imp - 42108	500	500	500	500	500
Utilities – 4310X	2,000	2,000	2,995	2,750	3,500
Total Services and Supplies	2,500	2,500	3,495	3,250	4,000
Total	2,500	2,500	3,495	3,250	4,000

RECREATION FUND - 209
TENNIS - 559

EXPENDITURE SUMMARY

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services -	-	-	-	500	500	-	0%
Other Operating Expenses - 43	2,726	3,099	1,695	2,750	3,500	750	21%
Total Services and Supplies	2,726	3,099	1,695	3,250	4,000	750	19%
Total	2,726	3,099	1,695	3,250	4,000	750	19%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
42108 Maintenance Structure/Imp		\$ 500	\$ 500
Building Maintenance	\$ 500		
4310X Utilities		\$ 2,750	\$ 3,500
Gas and Electric	\$ 3,000		
Water	500		

GLOSSARY OF BUDGET TERMS & ACRONYMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF BUDGET TERMS & ACRONYMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF BUDGET TERMS & ACRONYMS

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF BUDGET TERMS & ACRONYMS

Reserve - An account used to record a portion of the fund balance as legally segregated for a specific use.

Resolution - A special order of the City Council which has a lower legal standing than an Ordinance.

Return to Source Funds - Residual moneys from former Redevelopment Agency's tax levy's that are redistributed to the Cities after the Agency's debt obligations have been paid off. These funds are non-restricted and are distributed by the State in January and July of every year.

Revenues - Amount received for taxes, fees, permits, licenses, interest, intergovernmental sources, and other sources during the fiscal year.

Revenue Bonds - A type of bonds usually issued to construct facilities. The bonds are repaid from the revenue produced by the operation of these facilities.

Salaries and Benefits - A budget category which generally accounts for full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

Special Revenue Funds - This fund type collects revenues that are restricted by the City, State, or Federal Government as to how the City might spend them.

Successor Agency to the Pinole Redevelopment Agency - Trust agency formed for the purpose of reporting close-out financial activities of the former Redevelopment Agency.

Unfunded Liability - Amount of future obligations not covered by assets currently set aside for that purpose, such as accrued vacation leave payable at termination or actuarial-determined future insurance claims.

User Fees - Charges of a voluntary nature paid by persons receiving a service in exchange for the fee (such as recreation activities or wastewater service fees).

GLOSSARY OF BUDGET TERMS & ACRONYMS

ACRONYMS

ABAG	Association of Bay Area Government
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

GLOSSARY OF BUDGET TERMS & ACRONYMS

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

CITY OF PINOLE
MULTI-YEAR POSITION LISTING

Department	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
CITY MANAGER					
City Manager	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	1.00	1.00	1.00
CITY CLERK					
City Clerk	1.00	1.00	1.00	1.00	1.00
Administrative Secretary, <i>part-time</i>	0.46	0.46	0.46	0.46	0.46
Total Full-Time Equivalents (FTEs)	1.46	1.46	1.46	1.46	1.46
FINANCE DEPARTMENT					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	0.00	0.00	0.00	1.00	1.00
Accounting Specialist	2.00	2.00	2.00	1.00	1.00
Accounting Technician, <i>part-time</i>	0.00	0.00	0.00	0.48	0.48
Accounting Intern, <i>part-time/temporary</i>	0.48	0.48	0.48	0.00	0.00
Total Full-Time Equivalents (FTEs)	3.48	3.48	3.48	3.48	3.48
HUMAN RESOURCES					
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	2.00	2.00	2.00	2.00	2.00
GENERAL GOVERNMENT					
Management Analyst	0.48	0.48	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	0.48	0.48	1.00	1.00	1.00
INFORMATION SYSTEMS					
Information Systems Administrator	1.00	0.00	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	1.00	0.00	0.00	0.00	0.00
CABLE ACCESS TV					
Cable Access Coordinator	1.00	1.00	1.00	1.00	1.00
Cable Access Technician	1.00	1.00	1.00	1.00	1.00
Cable Equipment Operators	0.75	0.75	0.75	0.75	0.75
Total Full-Time Equivalents (FTEs)	2.75	2.75	2.75	2.75	2.75
POLICE DEPARTMENT					
SWORN					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	0.00	0.00	0.00
Police Lieutenant	0.00	0.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	6.00	6.00	6.00
Police Officer	19.00	19.00	19.00	19.00	19.00
Sub-total Sworn	27.00	27.00	28.00	28.00	28.00
NON-SWORN					
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	0.96	0.96	0.96	0.96	1.00
Community Service Officer	0.96	0.96	0.96	0.96	0.96
Crossing Guards, <i>part-time/temporary</i>	0.50	0.50	0.50	0.50	0.50
Dispatcher	7.00	7.00	11.00	10.50	11.50
Lead Dispatcher	0.00	0.00	0.00	1.00	1.00
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Support Services Manager	1.00	1.00	0.00	0.00	0.00
Sub-total Non-Sworn	14.42	14.42	17.42	17.92	18.96
Total Full-Time Equivalents (FTEs)	41.42	41.42	45.42	45.92	46.96

CITY OF PINOLE
MULTI-YEAR POSITION LISTING

Department	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
FIRE DEPARTMENT					
SWORN					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Administrative Battalion Chief	1.00	1.00	0.00	0.00	0.00
Battalion Chief	1.00	1.00	1.00	1.00	1.00
Fire Captain	3.00	3.00	3.00	3.00	3.00
Fire Engineer	3.00	3.00	3.00	3.00	3.00
Fire Fighter/Paramedic	3.00	3.00	3.00	3.00	3.00
Fire Fighter	3.00	3.00	3.00	3.00	3.00
Sub-total Sworn	15.00	15.00	14.00	14.00	14.00
NON-SWORN					
Administrative Secretary	0.48	0.48	0.48	0.00	0.00
Management Analyst	0.00	0.00	0.00	1.00	1.00
Sub-total Non-Sworn	0.48	0.48	0.48	1.00	1.00
Total Full-Time Equivalents (FTEs)	15.48	15.48	14.48	15.00	15.00
PUBLIC WORKS					
Development Services Director/City Engineer	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Park Caretaker	0.25	0.25	0.25	0.25	0.25
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	2.00	2.00	2.00	2.00
Public Works Maintenance Workers	7.00	7.00	7.00	7.00	7.00
Public Works Specialist	1.00	1.00	1.00	1.00	1.00
Senior Project Manager	1.00	1.00	1.00	1.00	1.00
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
WWTP Maintenance Mechanic	0.00	1.00	1.00	1.00	1.00
WWTP Operator	6.00	5.00	5.00	5.00	5.00
Water Pollution Control Plant Intern	0.46	0.46	0.46	0.46	0.46
Water Pollution Control Plant Supervisor	1.00	1.00	0.00	0.00	0.00
Water Pollution Control Plant Operation Supervisor	0.00	0.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	24.71	24.71	24.71	24.71	24.71
COMMUNITY DEVELOPMENT					
Planning Manager	1.00	1.00	1.00	1.00	1.00
Building Inspector/Code Enforcement	0.00	0.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	0.00	0.00	0.00
Permit Technician	0.95	1.48	1.48	1.48	1.48
Senior Building Inspector	0.00	0.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	2.95	3.48	3.48	3.48	3.48
RECREATION DEPARTMENT					
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Cook, <i>part-time/regular</i>	0.75	0.75	0.75	0.75	0.75
Gym Rental Attendant, <i>part-time/regular</i>	0.45	0.00	0.00	0.00	0.00
Recreation Coordinator	2.70	2.60	2.60	2.60	2.60
Recreation Leader	3.88	2.88	2.88	2.88	2.88
Recreation Leader [Tiny Tots]	1.10	1.13	1.13	1.13	1.13
Rental Facility Custodian, <i>part-time/temporary</i>	1.65	1.65	1.65	1.65	1.65
Senior Recreation Leader	1.50	1.50	1.50	1.50	1.50
Total Full-Time Equivalents (FTEs)	13.03	11.51	11.50	11.50	11.50
GRAND TOTAL ALL DEPARTMENTS	109.76	107.77	111.28	112.30	113.34



FINANCE SUBCOMMITTEE REPORT

D2

DATE: MAY 22, 2019

TO: FINANCE SUBCOMMITTEE MEMBERS

FROM: MICHELLE FITZER, CITY MANAGER

**SUBJECT: MEASURE S 2014 5-YEAR FUNDING PLAN FOR FISCAL YEARS
2019/20 – 2023/24**

RECOMMENDATION

Review and discuss the updated Measure S 2014 5-Year Funding Plan for fiscal years 2019/20 – 2023/24.

BACKGROUND

In November 2014 the voters in Pinole passed a one-half cent sales transaction and use tax. The City refers to this funding source as Measure S 2014. This is a general tax measure, with the proceeds available for use at the City's discretion.

Following approval of the measure the Council directed staff to develop a 5-year spending plan. The focus of the allocations were to be deferred facility and vehicle maintenance, CIP projects, vehicle and equipment replacement, contributions to PCTV and Recreation programs, limited staffing, special projects, and building the General Fund reserve. The initial Plan was for Fiscal Years 2014/15 – 2018/19.

REVIEW AND ANALYSIS

The Plan has been reviewed annually by the Council as part of the operating budget. However, since FY 2018/19 was the last year of the initial Plan period, it is time to update the document for the next 5-year cycle.

For the anticipated revenue, we have used 95% of the HdL projected revenue while also accounting for the loss of Toys R Us, Orchard Supply, and Kmart. Due to these losses \$100,000 in expenditures were also transferred here from Measure S 2006 in order to balance that fund.

The attached proposed Measure S 5-Year Funding Plan is for FY 2019/20 – 2023/24. The same spending priorities have been followed, with the elimination of

the General Fund Reserve contribution since the City was able to reach our target Reserve amount in the current fiscal year.

For FY 2019/20 the anticipated revenue is approximately \$1.9 million, and the requested expenditures from current revenue are \$1,858,161.

For FY 2019/20 there are several expenditures requested that will be one-time use of Fund Balance. Some of them are carried forward from prior fiscal years and some are new requests. These expenditure requests total \$915,217. The Fund Balance as of June 30, 2018 was \$3,001,854.

Although this is a general tax measure, the City tracks the monies in a separate fund. All of the revenue and expenditures can be easily found in our annual operating budget in Fund 106.

FISCAL IMPACT

The proposed FY 2019/20 Funding Plan expenditures are incorporated into the City's draft operating budget. Subsequent years will continue to be evaluated annually with the budget review. At this time, there are sufficient funds in the anticipated revenue to cover the recommended expenditures for all 5 years of the Plan. There is also sufficient Fund Balance to cover the recommended one-time uses.

ATTACHMENTS

- A: Proposed City of Pinole Measure S 2014 Five-Year Funding Plan for FY 2019/20 – 2023/24

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

Annual Available Funding Approx \$1.9 Million based on 95% of HdL Projections

Had to move \$100,000 in MS 06 allocation to MS 14 due to the loss of 3 large retailers

Functional Area	Notes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Cable Television						
Operating Contribution		\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Total		\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
City Facilities						
Roof Repairs/Replace Roof Flashing - All City Facilities	[1]	\$ -	\$ 272,000	\$ 140,000	\$ -	\$ -
Replace HVAC & Associated Roof at Senior Center	[1]	\$ 110,000	\$ -	\$ -	\$ -	\$ -
Replace HVAC at City Hall	[2]	\$ 120,000	\$ -	\$ -	\$ -	\$ -
Faria House Architectural Drawings	[1]	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Paint City Hall Inside and Outside	[1]	\$ -	\$ 70,000	\$ -	\$ -	\$ -
Total		\$ 270,000	\$ 342,000	\$ 140,000	\$ -	\$ -
City Hall						
Annual Measure S 2014 Audit		\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Laserfiche Training in City Clerk budget	[1]	\$ 3,600	\$ -	\$ -	\$ -	\$ -
Replacement of document scanner in IT budget	[2]	\$ 20,000	\$ -	\$ -	\$ -	\$ -
HdL Contract for Sales Tax Analysis		\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Total		\$ 26,050	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,450
Recreation						
Operating Subsidy - Swim Center		\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Ancillary Equip/Software for Rec Desk	[1]	\$ 39,000				
Summer Sounds in the Park- Twice a Summer		\$ 2,500	\$ 3,000	\$ 3,500	\$ 4,000	\$ 4,500
Cinema in the Park-3 Times a Summer		\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500
Community Service Commission		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Annual Tree Lighting		\$ 1,000	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500
Replace Senior Center Equipment: FY 19/20 = Dishwasher;						
20/21 = Tables; 21/22 = Chairs		\$ 7,000	\$ 23,000	\$ 28,000	\$ -	\$ -
Replace Commercial Refrigerator, Freezer & Stove at Youth Center		\$ 8,200	\$ -	\$ -	\$ -	\$ -
Replace Vinyl Floor at Youth Center		\$ -	\$ -	\$ 10,000	\$ -	\$ -
Tiny Tots: FY 19/20 = Furniture, Tables, Shelves						
Replacement; 20/21 = Dishwasher; 21/22 = Shade; 22/23 =						
Countertop; 23/24 = Restroom Walls/Floor Repair/Replace.		\$ 14,800	\$ 550	\$ 2,400	\$ 1,900	\$ 11,000
Total		\$ 121,500	\$ 77,550	\$ 95,900	\$ 57,900	\$ 67,500
Development Services						
Project Manager (Full Time 50% Measure S and 50% from Other Funding Sources)		\$ 77,815	\$ 83,262	\$ 89,090	\$ 95,327	\$ 102,000
Initiate Internal Services Fund-Depreciation to Replace 2 Vehicles/Year Excludes Heavy Equipment		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Downtown Parking Study & Pedestrian Safety Improvements	[2]	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Code Enforcement Vehicle		\$ 30,000	\$ -	\$ -	\$ -	\$ -
Tablet for Code Enforcement		\$ 2,000	\$ -	\$ -	\$ -	\$ -
Total		\$ 214,815	\$ 88,262	\$ 94,090	\$ 100,327	\$ 107,000
Parks						
Annual re sod @ two Soccer Fields		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Replace Chips/Rubber Matting at various locations (carryover)	[1]	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Annual bench/table repairs/replacement		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Replace Fernandez Park turf & annual repairs		\$ 40,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
New Restrooms at Fernandez Park	[1]	\$ 282,618	\$ -	\$ -	\$ -	\$ -
Total		\$ 387,618	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Public Works						

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

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

Functional Area	Notes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
1 Maintenance Worker (Full Time)		\$ 109,146	\$ 116,786	\$ 124,961	\$ 133,709	\$ 143,068
Initiate Internal Services Fund-Depreciation to Replace 2 Vehicles/Year Excludes Heavy Equipment		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Initiate Internal Services Fund-Depreciation for Heavy Equipment		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Residential/Arterial Street Maintenance Program		\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Storm Drainage Master Plan - Phased		\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ -
Storm Drainage Annual Rehabilitation		\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Replacement of Traffic Signs		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Public Tree Maintenance		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Sidewalk Maintenance		\$ 20,000	\$ 20,000	\$ 2,000	\$ 20,000	\$ 20,000
Pedestrian Bridge Inspection & Maintenance	[2]	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Total		\$ 1,024,146	\$ 931,786	\$ 921,961	\$ 923,709	\$ 933,068
Police						
Community Safety Specialist (1 Full Time)	[3]	\$ 103,095	\$ 110,312	\$ 118,033	\$ 126,296	\$ 135,137
1 Vehicle Replacement		\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Patrol Overtime (reallocated from MS '06)		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Dispatch Overtime		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Emergency Preparedness	[1]	\$ 50,000				
Total		\$ 333,095	\$ 290,312	\$ 298,033	\$ 306,296	\$ 315,137
Fire						
Full Time Fire Chief		\$ 263,655	\$ 282,111	\$ 301,859	\$ 322,989	\$ 345,598
Station 73 & 74 Maintenance		\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Fire Training Academy		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Annual Dept Training Requirements		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Replace Training Props		\$ 2,500	\$ -	\$ -	\$ -	\$ -
Total		\$ 306,155	\$ 332,111	\$ 351,859	\$ 372,989	\$ 395,598
City Attorney						
Municipal Code Update		\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Total		\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Grand Total		\$ 2,773,379	\$ 2,174,471	\$ 2,014,294	\$ 1,873,670	\$ 1,930,752
One-time use of Fund Balance		\$ 915,218	\$ 342,000	\$ 140,000		
Net Current FY Revenue Required		\$ 1,858,161	\$ 1,832,471	\$ 1,874,294	\$ 1,873,670	\$ 1,930,752
Total Fund Balance as of 6/30/18		\$ 3,001,854				
Net Allocated Fund Balance as of 3/31/19 [4]		\$ 162,077				
Estimated Unallocated Fund Balance as of 6/30/19		\$ 2,839,777				
Requested Use of Unallocated Fund Balance for FY 19/20		\$ 340,000				
Estimated Fund Balance as of June 30, 2020		\$ 2,499,777				

NOTES:

[1] Carried over from prior FYs; to be paid out of Fund Balance.

[2] One-time expense recommended to be paid from Fund Balance

[3] Was funded as 2 part-time in prior years; requesting to make it 1 F/T

[4] This amount is net of FY 2018/19 revenue increases & the items carried over from prior FYs (Note 1 items) + 1 new request from May 2019