



AGENDA

**WASTEWATER SUBCOMMITTEE
JULY 7, 2016 8:30 A.M.
HERCULES CITY HALL, COUNCIL CHAMBERS
111 CIVIC DRIVE
HERCULES, CA 94547**

- I. CALL TO ORDER-PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. INTRODUCTIONS**
- IV. APPROVAL OF MINUTES FROM APRIL 7, 2016 AND JUNE 2, 2016**
- V. CITIZENS TO BE HEARD-FOR ITEMS NOT ON THE AGENDA**
- VI. PH WPCP UPGRADE LOAN STATUS** **HECTOR DE LA ROSA**
DAVID BIGGS
- VII. PH WPCP UPGRADE CONSTRUCTION STATUS (VERBAL)** **MIKE WARRINER**
- VIII. PINOLE DRAFT 2016/17 BUDGET FOR WPCP OPERATIONS (DEPT 648)**
ANDREA MILLER
- IX. OPERATOR'S REPORT (VERBAL)** **RON TOBEY**
- X. ADJOURN TO THE NEXT REGULAR SUB-COMMITTEE AUGUST 4, 2016 IN PINOLE**

**PINOLE / HERCULES
Wastewater Subcommittee**

**Draft Minutes prepared by: Anita Tucci-Smith
April 7, 2016
8:30 A.M.**

The regular meeting was hosted by the City of Pinole in the Council Chambers of City Hall.

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Debbie Long, Pinole Mayor Pro Tem, called the meeting to order at 8:37 A.M.

II. ROLL CALL

Subcommittee Members Present:

Debbie Long, Mayor Pro Tem, City of Pinole
Tim Banuelos, Councilmember, City of Pinole*
Dan Romero, Mayor, City of Hercules
Bill Kelly, Councilmember, City of Hercules

*Arrived after Roll Call

Subcommittee Members Absent:

None

Staff Present:

Hector De La Rosa, Assistant City Manager, Pinole
Tamara Miller, City Engineer, Pinole
Ron Tobey, Plant Operations Manager, Pinole
Mike Roberts, Public Works Director/City Engineer, Hercules

Members of the Public:

None

III. INTRODUCTIONS

IV. APPROVAL OF MINUTES FROM MARCH 3, 2016 MEETING

Action: Motion by Hercules Mayor Romero, seconded by Pinole Mayor Pro Tem Long to approve the minutes of the March 3, 2016 meeting, as submitted, carried by the following vote:

Ayes:	Romero, Long
Noes:	None
Abstain:	Kelly
Absent:	Banuelos

V. CITIZENS TO BE HEARD – FOR ITEMS NOT ON THE AGENDA

There were no comments.

VI. PROJECT / LOAN STATUS

Tamara Miller, City Engineer, Pinole, reported that she had been in contact with the SRF Department of the State Water Resources Control Board which administered the loan program, had been told the application was complete and only the legal consultation remained, and advised that loan documents were expected to be available soon.

Hector De La Rosa, Assistant City Manager, Pinole, reported that on March 22, the Pinole City Council had approved a resolution to award a contract to Kiewit for the construction of the project, which included contingencies, one of which was that both cities had to have received loan approval from the State. Given that loan approval was not expected within the required 120 days from the time the bids had been opened, on April 5 the City Council had rescinded that resolution and had approved a new resolution to eliminate the requirement that both cities had to receive loan approval prior to the award of contract. The contract documents had been sent to Kiewit, it had 15 days to sign the contract, and the City had 10 days thereafter to award the contract. He suggested the cost would be minimal and estimated that each city could spend \$35,000 before receiving the award of application, which might have to be paid outside of the State Revolving Loan Fund.

Mike Roberts, Public Works Director/City Engineer, Hercules, explained that since receiving notice from the State Water Board staff from both cities had worked closely to formulate the recommendation that had been submitted to the Pinole City Council, which would also be reviewed by the Hercules City Council. Having communicated with the Branch Chief at the State Water Board, he did not see any impediments to the approval of the loan although the loan still had to go through formal legal review. He expected loan approval by early May, and anticipated that any costs prior to that time would be reimbursed.

- **Hercules Mayor Romero** referred to Ms. Miller's comments that there were three loans ahead of the cities' loan, one of which was from a city in a similar situation, and requested that the name of the other city be identified to see if there might be some help in that regard.
- **Hercules Councilmember Kelly** verified with Mr. De La Rosa that there was no expectation of fines associated with the delays as long as the cities were in consistent communication with the State and working in good faith.
- **Pinole Councilmember Banuelos** agreed that the name of the other city

in a similar situation might be important if there was a need to address the issue in the future.

The Subcommittee requested updates when available.

VII. UPDATE – SHARED RODEO DISTRICT OUTFALL

Ms. Miller reported that the City had been asked by the Rodeo Sanitary District to be ready for, and to participate in, the routine review of the outfall to test the cathartic protection of the system. The cost would be split between the cities of Hercules and Pinole and the Rodeo Sanitary District.

Hercules Mayor Romero requested more information on the Rodeo Sanitary District's \$16 million project. He also referred to a 2001 report from ConocoPhillips which had two outfall lines nearby and asked if the shared outfall was hooked up to the ConocoPhillips outfall.

Chair Long recommended that information be requested from ConocoPhillips of the history and background of its outfall.

Mr. Roberts commented that Steven Bell of the Rodeo Sanitary District, who was expected to attend this meeting, would have been able to respond to some of the Subcommittee's questions. He would follow up with Mr. Bell.

Ms. Miller explained that she was aware of the \$16 million project in that Rodeo Sanitary District had successfully received an SRF loan and were working on an INI collection system project.

Hercules Mayor Romero requested an update on the corporation yard, to which **Ms. Miller** stated that in anticipation of the wastewater treatment plant upgrade, the City was in the process of building an alternative complementary facility, had begun construction of the needed facility, and were working on foundations at this point.

Pinole Councilmember Banuelos asked staff to check the website to ensure the accuracy of the meeting times.

VIII. ADJOURN TO THE NEXT REGULAR SUBCOMMITTEE MEETING ON MAY 5, 2016 IN HERCULES

The meeting adjourned ***IN MEMORY OF FORMER PINOLE COMMUNITY SERVICES DIRECTOR DEAN ALLISON*** at approximately 9:00 A.M., to a regular meeting scheduled for Thursday, May 5, 2016 at 8:30 A.M. in the City of Hercules.

**PINOLE / HERCULES
Wastewater Subcommittee**

**Draft Minutes prepared by: Anita Tucci-Smith
June 2, 2016
8:30 A.M.**

The regular meeting was hosted by the City of Pinole in the Council Chambers of City Hall.

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Debbie Long, Pinole Mayor Pro Tem, called the meeting to order at 8:35 A.M.

II. ROLL CALL

Subcommittee Members Present:

Debbie Long, Mayor Pro Tem, City of Pinole
Tim Banuelos, Councilmember, City of Pinole
Dan Romero, Mayor, City of Hercules
Bill Kelly, Councilmember, City of Hercules

Subcommittee Members Absent:

None

Staff Present:

Michelle Fitzer, City Manager, Pinole
Hector De La Rosa, Assistant City Manager, Pinole
Tamara Miller, City Engineer, Pinole
Ron Tobey, Plant Operations Manager, Pinole
Jeff Brown, Public Works Director, Hercules

Members of the Public:

Jim Tillman, Wastewater Advocate, Pinole
Anthony Gutierrez, Pinole

III. INTRODUCTIONS

IV. APPROVAL OF MINUTES FROM APRIL 7, 2016 MEETING

The minutes had not been included in the Subcommittee packet.

V. CITIZENS TO BE HEARD – FOR ITEMS NOT ON THE AGENDA

Jim Tillman, Pinole, urged written reports as opposed to oral reports as part of the Subcommittee agenda, requested that the Council Chambers be opened to the public a half hour prior to the meeting, spoke to his repeated request for a new contract to replace the existing 2001 contract with the City of Hercules, and sought something that was more equitable to the Pinole ratepayer.

Members of the Subcommittee and staff responded to Mr. Tillman's comments.

VI. PINOLE-HERCULES WATER POLLUTION CONTROL PLANT (PH WPCP) UPGRADE LOAN STATUS

Hector De La Rosa, Assistant City Manager, Pinole, reported the City had finally received the Installment Service Agreement the State needed in order to move forward with approval of the State Revolving Loan; and the document had now been submitted for the final review stage with an approved document expected this week for signature, which would approve pre-design and pre-planning costs and allow authorization to move forward with construction, although it would not allow authorization for reimbursement of construction costs, which would not likely occur until mid-July.

Jeff Brown, Public Works Director, Hercules, reported that the Hercules City Attorney was also working with the State, and Hercules was on a duplicate timeline with Pinole on the status of the loan from the State Revolving Loan Fund.

- **Hercules Councilmember Kelly** verified that until those loans had been approved no expenses would be disbursed.
- **Chair Long** verified with City Engineer Miller that the construction cost was fully loaded with labor and wage, and once reviewed the payout schedule for the entire 30 months would be available. She requested that the document, when received, be provided to both cities given the importance of tracking the expenses prior to reimbursement.

Jim Tillman, Pinole, asked about the funds in the Enterprise Fund and expressed concern as to whether those payments might be able to be paid prior to the opportunity for reimbursement; he also verified with staff that Pinole's loan payoff would be 30 years and the assets would have a 30-year life; Hercules' payoff would be 20 years.

VII. PH WPCP UPGRADE CONSTRUCTION STATUS

Tamara Miller, City Engineer, Pinole, reported that physical work at the site had started this week; most work clearing the site, some prep work, and Kiewit Pacific had opted and absorbed the cost to do ultrasound studies of the buried

assets to map what had been built underground to be safe and to minimize disruption to the operation. She added that Carollo Engineer's crew had set up on site with a field inspector, Mike Warriner had come in as needed, and HDR Engineering, Inc. had been participating in the Wednesday meetings via phone. She explained that HDR was on track to do its existing work as the Engineer of Record and that work was not being expanded.

Hercules Mayor Romero requested that Ms. Miller track the attendance at the meetings so that when invoiced the HDR charges could be verified, and emphasized that anything identifiable as a design flaw should be presented to avoid extra charges.

Anthony Gutierrez, Pinole, asked about the project schedule, noted that the start date was three months after the last schedule identified to the public, and asked if that time would be made up; asked if the ultrasound tests would extend the project; requested that the project plans be posted on-line so that the public would know about the schedule; and commented that it was common practice to use sole source specs to get the actual product.

Ms. Miller explained that sole source was allowable under the SRS although there was no sole sourcing for this project; the current schedule was complex and detailed; the ultrasound was on the schedule and was part of Kiewit's pot holing process and would not impact the schedule; and Kiewit had found opportunities for savings in the time schedule although the three months had been tacked on to the end of the project at this point.

In response to Mr. Tillman, **Mr. De la Rosa** clarified that change orders were not required to get the loan; the Engineer's Report was required and included all the specs; the change orders were after the fact and not part of the loan approval. He added as part of the process and part of the funding, a 7 percent contingency was being sought which would cover the change orders. He clarified the change order protocol for approval.

VIII. RODEO SANITARY DISTRICT OUTFALL INSPECTION PROJECT

Tamara Miller, City Engineer, Pinole, advised that the outfall inspection was routine, done very five years, and Rodeo Sanitary District had provided the bids received from the contractors, the only contractors in the state doing the work.

Action: Motion by Hercules Mayor Romero, seconded by Pinole Councilmember Banuelos to accept the request from Rodeo Sanitary District to participate in the funding cost and to conduct both an underwater inspection and cathodic system evaluation of the outfall pipeline for that portion of the costs that Pinole and Hercules are responsible for in the amount of \$17,045.94, carried by the following vote:

Ayes: Banuelos, Kelly, Romero, Long
Noes: None
Abstain: None
Absent: None

Ron Tobey, Plant Operations Manager, Pinole, reported that Kiewit had broken ground at the plant and he had two meetings with the contractor at this point who had been very cooperative. He was asked to report that he had recently passed his Grade 4 exam and would take his Grade 5 exam in October.

Hercules Councilmember Romero expressed concern that the budget had not been submitted to the Subcommittee for review as it normally was in May or June, and requested that the budget be placed on the next meeting agenda for review and discussion.

IX. ADJOURN TO THE NEXT REGULAR SUBCOMMITTEE MEETING ON JULY 7, 2016 IN HERCULES

The meeting adjourned at approximately 9:50 A.M. to a regular meeting scheduled for Thursday, July 7, 2016 at 8:30 A.M. in the City of Hercules.



AGENDA ITEM 6

TO: WASTEWATER SUBCOMMITTEE

SUBMITTED BY: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

MEETING DATE: JULY 7, 2016

**SUBJECT: UPDATE ON THE STATUS OF THE STATE LOAN -
LOAN APPROVED**

On June 7th the City received the final draft Installment Sale Agreement (ISA) from the State. The agreement reflects the terms and conditions of the low interest loan from the State Revolving Loan Program for the improvements at the Wastewater Pollution Control Plant.

Following a final review of the ISA, the City Manager signed the agreement on June 7th. On June 17, 2016, the State signed the ISA and the City received the agreement on June 23rd.

With the ISA agreement executed by all parties, the City has technically received approval for a loan and can request reimbursement for Pre-design cost only, at this time.

After a conversation with the State, the City was informed that both agencies, Pinole and Hercules, will not receive authorization to request reimbursement on construction cost until such time as both cities have executed ISA's. Thereafter, an amended ISA will be issued for reimbursement of construction costs.

While the City of Hercules has not concluded its review of the ISA, finalization should happen by the week of July 4th.

Kiewit		Pinole-Hercules WPCP Upgrade - Three Week Look Ahead Schedule					28-Jun-16 08:41																																											
Activity ID	Activity Name	Duration	Actual Start	Actual Finish	Planned Start	Planned Finish	Jun 20							Jun 27							Jul 04							Jul 11							Jul 18							Jul 25								
							M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
PINOLE - HERCULES WPCP UPGRADE - Look Ahead Schedule 16		114	01-Jun-16		01-Jun-16	17-Nov-16																																												
General & Milestones		20			27-Jun-16	25-Jul-16																																												
Preconstruction		96			27-Jun-16	17-Nov-16																																												
Construction		40	01-Jun-16		01-Jun-16	27-Jul-16																																												
Headworks & Solid Handling		40	01-Jun-16		01-Jun-16	27-Jul-16																																												
Civil/Site Work and Yard Pipe		40	01-Jun-16		01-Jun-16	27-Jul-16																																												
A6250	Pothole Utilities	23	01-Jun-16		01-Jun-16	01-Jul-16																																												
A9010	SOR for Power Tie-In	1	17-Jun-16	17-Jun-16	17-Jun-16	17-Jun-16																																												
A3260	Install Temp Fencing	3	20-Jun-16	22-Jun-16	20-Jun-16	22-Jun-16																																												
A3330	Demo Existing Asphalt & Minor Concrete	2	20-Jun-16	21-Jun-16	20-Jun-16	21-Jun-16																																												
A3320	Prepare Working Surface for Retaining Wall Sheet Piling	2	21-Jun-16	22-Jun-16	21-Jun-16	22-Jun-16																																												
A4180	Demo Existing Fencing at Retaining Wall	1	22-Jun-16	22-Jun-16	22-Jun-16	22-Jun-16																																												
A4500	Drive Retaining Wall Sheet Pile	5	23-Jun-16		23-Jun-16	29-Jun-16																																												
A5980	Make Grade for Pile Driving at Grit, Generator, Elect Bldg	2			30-Jun-16	01-Jul-16																																												
A3570	Deliver and Set-up Office Trailers	5			06-Jul-16	12-Jul-16																																												
A5050	Build Containment and Relocate Existing Chemical Tanks	3			08-Jul-16	12-Jul-16																																												
A6040	Install and Test Temp Chemical Pipe	2			13-Jul-16	14-Jul-16																																												
A3540	Demolish Restroom at Parking Area	1			14-Jul-16	14-Jul-16																																												
A4550	ELB 30" PI from Grit to PE Junction Box	5			14-Jul-16	20-Jul-16																																												
A5970	Install Temp Power	2			14-Jul-16	15-Jul-16																																												
A3290	Drive Indicator Pile (3 Locations)	3			25-Jul-16	27-Jul-16																																												
Headworks facilities (New)		14			05-Jul-16	22-Jul-16																																												
A5990	Make Grade for Sheet Pile SOE at Headworks	2			05-Jul-16	06-Jul-16																								</																				



AGENDA ITEM 8

TO: WASTEWATER SUBCOMMITTEE

FROM: ANDREA MILLER, FINANCE DIRECTOR

MEETING DATE: JULY 7, 2016

**SUBJECT: CITY OF PINOLE PROPOSED FY 2016-17
SEWER ENTERPRISE OPERATIONS BUDGET**

RECOMMENDATION

It is recommended that Wastewater Subcommittee review the City of Pinole Proposed Fiscal Year (FY) 2016-17 Sewer Enterprise Operations Budget prior to adoption by the Pinole City Council on July 19, 2016.

BACKGROUND

In accordance with Section 2.2 of the Pinole Hercules Joint Powers Agreement, the Wastewater Subcommittee is hereby provided the Proposed FY 2016-17 Sewer Enterprise Operations Budget for review and comment.

The Pinole Finance Subcommittee reviewed the Proposed FY 2016-17 Budget at the meeting on May 25th. The Pinole City Council reviewed the Proposed FY 2016-17 Budget at a workshop held on May 31st, and at a public hearing held on June 21st.

The Proposed FY 2016-17 Sewer Enterprise Operations Budget is status quo for the most part, with exceptions highlighted in the Review and Analysis.

REVIEW AND ANALYSIS

The FY 2016-17 Sewer Enterprise budget is balanced. Revenues will continue to exceed expenditures as rates increase under the long term rate plan which is needed to fund the debt service on the State Revolving Fund loan for the expansion of the Sewer Plant.

Revenue

The Sewer Enterprise Fund remains the most stable operation in the City's budget and is consistent with the City's Rate Analysis model which projects a positive fund balance of \$15.5 million at fiscal year ending June 30, 2016. FY 2016-17 operating revenues are projected at \$7,202,424, of which, \$4,901,704 is "Pinole Only" Sewer Usage Fees, and \$2,300,720 is Sewer Plant Charges for Services to Hercules. The current rate structure was designed to achieve a large fund balance until 2017-18 at which point the fund balance would be reduced by \$600,000 annually to pay a portion of the debt service attributed to the State loan.

These annual revenues will continue to fund operations which are shared on a percentage basis of flow with the City of Hercules. The City commenced construction on the Wastewater Treatment Plant Upgrade Project in May of 2016 and will span over three fiscal years ending in FY 2018-19.

The City of Pinole will be financing the entire portion of their share of the upgrade project through a financing plan that focuses on a low interest loan from the State Revolving Loan Fund. Review of the loan application by the State was recently completed.

Expenses

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

Operational Costs

The total operational budget for FY 2016-17 is \$3,546,498. Of this amount, the City of Pinole's share of the "treatment activities" varies monthly from 47% to 51% based on the flow formula, (51% is \$1,808,714). The City of Pinole bills the City of Hercules on a monthly basis for their share of actual costs.

Operating expenses are projected to increase by a net \$229,455 as compared to FY 2015-16 as follows:

- Personnel costs increased a net \$79,567. There are 10.46 fulltime equivalent employees directly allocated to Sewer Enterprise Operations.
 - Salary increases - staff that are currently at the top step of the salary scale are projected at the next step, includes 3% MOU increases
 - Additional \$15,000 for overtime to accommodate plant upgrade project
 - Clothing allowances are broken out from other operating safety expenses

- Benefit adjustments – 15% increase for Workers Compensation, 10% increase for ERMA (pooled and excess), 15 increase for General Liability, 10% increase for Property Coverage, 5% increase for Vehicle Damage, 1.17% increase in employer PERS contribution rate for Miscellaneous employees (1/2 of full 2.34%), Medical and Dental rates increased by approximately 15% and 7% respectively. Retiree medical and active employee budget is higher than actual costs in the current fiscal year 2015-16 resulting in a net reduction.
- Maintenance Structure Improvements increased \$12,000
 - Inspection services for Rodeo Sanitary District outfall – Pinole Share
- Professional Services increased \$80,000
 - NPDES permit renewal application process and documentation prep - \$40,000
 - Assessment of headlosses in pipe to outfall - \$40,000
- Administrative Debits increased \$38,166 or 15%
 - City Manager position allocated 5%
 - Finance Director position allocated an additional 5%
 - Two Accounting Specialist allocated an additional 5%
- Information Systems Charges decreased \$5,278
- Legal Charges increased \$25,000
 - Increase in services provided related to the Treatment Plant Upgrade Project

Capital Improvement Projects

As previously mentioned, construction on the Wastewater Treatment Plant Upgrade project commenced on May 18, 2016. The cost is estimated at \$53 million which will be shared with the City of Hercules on a 50/50 basis funded over the next three budget years. Capital improvement budget for the Wastewater Treatment Plant Upgrade Project are recorded in a separate Plant Expansion Fund in the amount of \$13,291,987 for FY 2016-17. Projected budget for FY 2016-17 were previously reviewed by the Wastewater Subcommittee.

FISCAL IMPACT

The Proposed Budget is balanced with anticipated revenues projected to equal or exceed recommended expenditures. The total Sewer Enterprise Fund – Operations budget is \$3,560,405.

ATTACHMENT

Proposed FY 2016-17 Sewer Enterprise Operations Budget

*The complete FY 2016-17 Budget is posted on the City of Pinole website at:
<http://www.ci.pinole.ca.us/admin/docs/finance/2016-17-proposed-budget.pdf>

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

Success Indicators

- Permit Compliance
- Certified Staff
- Preventive Maintenance of Assets

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Treatment Plant Operator	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.00	0.00	0.50	0.00	0.00
Water Pollution Control Plant Supervisor	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
Operator	6.00	6.00	6.00	6.00	6.00
Water Pollution Control Plant Intern	0.00	0.00	0.46	0.46	0.46
Total	10.00	10.00	10.96	10.46	10.46

SEWER ENTERPRISE FUND - 500
SEWER TREATMENT PLANT - 648

EXPENDITURE SUMMARY

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel							
Full-time Salary - 41101	651,737	647,086	644,908	710,463	778,744	68,281	9%
Overtime - 41102	24,389	24,355	20,952	39,000	54,000	15,000	28%
Holiday Pay - 41103	7,668	7,068	7,503	-	-	-	0%
Part-time Salary - 41104	287,925	223,457	14,136	20,000	20,000	-	0%
Vacation Accrued - 41105	27,070	14,477	36,250	-	-	-	0%
Long-Term Disability - 41114	-	-	214,207	-	-	-	0%
Clothing Allowance - 41123					2,000	2,000	100%
Benefits & Insurance - 41423	310,415	348,979	380,387	434,824	429,110	(5,714)	-1%
Total Salary & Benefits	1,309,204	1,265,422	1,318,343	1,204,287	1,283,854	79,567	6%
Services and Supplies							
Safety Clothing - 41221	12,990	15,305	12,889	15,040	15,040	-	0%
Equipment Maintenance - 41231	233,134	208,097	170,875	269,080	269,080	-	0%
Maintenance Structure/Imp - 41232	10,230	7,330	16,029	30,000	42,000	12,000	29%
Memberships - 41233	1,277	2,018	2,015	5,000	5,000	-	0%
Office Expense - 41234	4,656	2,423	5,395	5,000	5,000	-	0%
Professional Services - 41235	81,153	49,131	31,733	10,000	90,000	80,000	89%
Equipment Rental - 41236	-	-	-	1,000	1,000	-	0%
Special Department Expense - 41241	840	3,894	-	-	-	-	0%
Travel & Training - 41242	2,753	4,429	1,897	7,000	7,000	-	0%
Utilities - 41243	561,844	485,957	526,157	575,000	575,000	-	0%
Compliance Inspections - 41246	19,040	24,759	9,671	25,000	25,000	-	0%
WPCP Sludge Removal - 41801	53,183	83,505	80,230	85,000	85,000	-	0%
WPCP Chemicals - 41802	628,159	692,166	582,946	688,000	688,000	-	0%
WPCP Permit Fees - 41803	48,500	44,832	38,274	50,000	50,000	-	0%
WPCP Lab Operations - 41804	75,495	78,780	87,522	85,000	85,000	-	0%
Total Services and Supplies	1,733,254	1,702,626	1,565,633	1,850,120	1,942,120	92,000	5%
Capital Outlay							
Equipment - 41312	-	-	38,116	-	-	-	0%
Total Capital Outlay	-	-	38,116	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	(62,751)	-	-	-	-	-	0%
Administrative Debits - 41422	286,339	233,777	200,212	222,978	261,144	38,166	15%
IS Charges - 41424	24,510	28,366	25,679	28,565	23,287	(5,278)	-23%
Legal Charges - 41427	-	-	-	25,000	50,000	25,000	50%
Total Internal Cost Allocations	248,098	262,143	225,891	276,543	334,431	57,888	17%
Total	3,290,556	3,230,191	3,147,983	3,330,950	3,560,405	229,455	6%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41221 Safety Clothing		\$ 15,040	\$ 15,040
Laundry service for uniforms, safety shoes/boots, gloves, etc.	\$ 15,040		
41231 Equipment Maintenance		\$ 269,080	\$ 269,080
Repairs as needed to treatment plant equipment: pumps, motors, machine work, instrumentation, electric parts, gas, oil, tires hose replacement, etc.	\$ 269,080		
41232 Maintenance Structure/Imp		\$ 30,000	\$ 42,000
Maintenance and repairs to grounds and facilities.			
Janitorial services	\$ 10,000		
Bio-Assay structure refurbishment	20,000		
Inspection services for Rodeo Sanitary District outfall - Pinole Share	12,000		
41233 Memberships		\$ 5,000	\$ 5,000
CA Water Environment Association (CWEA)	\$ 5,000		
Traffic Control Supervisors Association (TCSA)			
Water Environment Federation (WEF)			
State Water Resources Control Board fee			
Technical publications			
41234 Office Expense		\$ 5,000	\$ 5,000
Basic stationery, supplies, fax paper, copying paper, computer paper, books, maps and periodicals, etc.	\$ 5,000		
41235 Professional Services		\$ 10,000	\$ 90,000
Engineering Services	\$ 10,000		
NPDES permit renewal application process and documentation prep	40,000		
Assessment of headlosses in pipe to outfall	40,000		
41236 Equipment Rental		\$ 1,000	\$ 1,000
	\$ 1,000		
41242 Travel and Training		\$ 7,000	\$ 7,000
Training of State Certified Operators in new procedures related to upgrades.	\$ 7,000		
41243 Utilities		\$ 575,000	\$ 575,000
PG&E	\$ 534,750		
EBMUD	40,250		
41246 Compliance Inspections		\$ 25,000	\$ 25,000
Public outreach materials, Sampling and analysis, laboratory supplies and safety equipment.	\$ 25,000		

41801 WPCP Sludge Removal		\$ 85,000	\$ 85,000
Sludge hauling to EBMUD and Landfill.	\$ 85,000		
41802 WPCP Chemicals		\$ 688,000	\$ 688,000
Chemicals for Plant Operations	\$ 688,000		
41803 WPCP Permit Fees		\$ 50,000	\$ 50,000
NPDES renewal permit fee	\$ 50,000		
County Fuel Tank Fees, and Air Toxic Fees.			
41804 WPCP Laboratory Operations		\$ 85,000	\$ 85,000
A-Laboratory supplies	\$ 70,000		
B-Accelerated Chronic Toxicity Testing	15,000		

CITY OF PINOLE
FY 2016-17 BUDGET SUMMARIES

SEWER ENTERPRISE FUND - 500

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
REVENUE:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	PROPOSED
Charges for Services	5,961,000	5,670,160	6,024,646	6,291,753	7,202,424
Other Revenue	6,490	5,219	8,692	5,200	0
TOTAL SEWER ENTERPRISE REVENUE	5,967,490	5,675,379	6,033,338	6,296,953	7,202,424
EXPENSES:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	PROPOSED
Sewer Treatment Plant	3,290,556	3,230,191	3,147,983	3,330,950	3,560,405
Sewer Collection	450,692	535,184	623,780	1,091,275	1,050,649
Sewer Projects	391,025	10,543	0	0	0
WPCP Equipment & Debt Service	435,566	424,406	410,772	661,488	636,488
Depreciation Expense	687,931	660,644	646,842	0	0
TOTAL SEWER ENTERPRISE EXPENSES	5,256,066	4,860,968	4,829,377	5,083,713	5,247,542
NET RESULTS	711,424	814,411	1,203,961	1,213,240	1,954,882
FUND BALANCE, JULY 1	11,565,050	12,276,474	13,090,885	14,294,846	15,508,086
ESTIMATED FUND BALANCE, JUNE 30	12,276,474	13,090,885	14,294,846	15,508,086	17,462,968

PROPOSED BUDGET
FY 2016-17
LABOR COST ALLOCATIONS

Position Title	Total Wages and Benefits	General Fund	Sewer Enterprise (WWTP)	Sewer Enterprise (Corp Yard)	Successor Agency	Housing Admin	Gas Tax Fund	Building Fund	Measure "S-2014"	PSAF	SLESF	Strom Water	Refuse Mgmt	Measure "J"	Total
Council Members (5)	58,209	43,657	-	14,552	-	-	-	-	-	-	-	-	-	-	58,209
City Manager	278,140	97,349	13,907	69,535	69,535	13,907	-	13,907	-	-	-	-	-	-	278,140
City Clerk	193,908	145,431	-	-	48,477	-	-	-	-	-	-	-	-	-	193,908
Treasurer	14,869	11,152	-	3,717	-	-	-	-	-	-	-	-	-	-	14,869
Finance Director	211,641	115,155	31,746	-	55,891	10,582	-	-	-	-	-	-	-	-	213,374
Accounting Specialist (2)	204,053	173,445	30,608	-	-	-	-	-	-	-	-	-	-	-	204,053
Accounting Intern	17,498	14,873	2,625	-	-	-	-	-	-	-	-	-	-	-	17,498
Assistant City Manager	236,389	141,833	23,639	-	59,097	11,819	-	-	-	-	-	-	-	-	236,389
HR Specialist	101,141	85,970	10,114	-	-	5,057	-	-	-	-	-	-	-	-	101,141
IS Administrator	109,150	98,235	10,915	-	-	-	-	-	-	-	-	-	-	-	109,150
Police Officer (Canine)	137,604	123,844	-	-	-	-	-	-	-	-	13,760	-	-	-	137,604
Police Officer	142,315	64,042	-	-	-	-	-	-	-	-	78,273	-	-	-	142,315
Police Officer	142,855	7,143	-	-	-	-	-	-	-	135,712	-	-	-	-	142,855
PW Director/City Eng	222,008	11,100	111,004	11,100	-	-	22,201	22,201	-	-	-	22,201	22,201	-	222,008
PW Specialist	110,746	22,149	-	27,687	-	-	16,612	22,149	-	-	-	11,075	11,075	-	110,746
Admin Secretary	106,346	10,635	26,587	53,173	-	-	15,952	-	-	-	-	-	-	-	106,346
Public Works Manager	142,919	71,460	-	28,584	-	-	7,146	-	-	-	-	28,584	7,146	-	142,919
PW Maint. Supervisor	132,030	59,414	-	33,008	-	-	6,602	-	-	-	-	26,406	6,602	-	132,030
Maintenance Workers (4)	374,589	112,377	-	74,918	-	-	37,459	-	-	-	-	74,918	18,729	56,188	374,589
Maintenance Worker (1)	92,454	-	-	-	-	-	-	-	92,454	-	-	-	-	-	92,454
PW Maint. Supervisor	110,945	-	-	83,209	-	-	5,547	-	-	-	-	11,095	5,547	5,547	110,945
Maintenance Workers (2)	178,243	-	-	133,682	-	-	8,912	-	-	-	-	17,824	8,912	8,912	178,243
Planning Manager	161,683	8,084	-	-	-	8,084	-	145,515	-	-	-	-	-	-	161,683
Project Manager	140,133	-	-	35,033	-	-	-	-	70,067	-	-	-	-	35,033	140,133
															-
	\$ 3,619,868	1,417,346	261,144	568,198	233,000	49,450	120,430	203,772	162,521		92,034	192,102	80,212	105,681	\$ 3,621,601

PERCENTAGE OF TOTAL 39% 7% 16% 6% 1% 3% 6% 4% 3% 5% 2% 3% 96%

General Fund	Special Revenue	Sewer Enterprise	Successor Agency	Measure S
1,417,346	\$ 843,680	\$ 829,342	\$ 233,000	\$ 162,521

	100-0221	100-0222	100-0223	100-0342	100-0343	100-0351	209-0595	209-0592	Total
Police Chief	186,806		62,269						249,075
Dispatcher (1)		29,524	88,573						118,097
Support Services Manager		34,815	104,444						139,259
Recreation Leaders (Seasonal)							18,021	40,000	58,021
Maintenance Workers (4)				22,475	44,951	44,951			112,377

**PROPOSED BUDGET
FY 2016-17
LABOR COST ALLOCATION PERCENTAGES**

Position Title	Total Wages and Benefits	General Fund*	Sewer Enterprise (WWTP)	Sewer Enterprise (Corp Yard)	Successor Agency	Housing Admin	Gas Tax Fund	Building Fund	Measure "S-2014"	PSAF	SLESF	Storm Water	Refuse Mgmt	Measure "J"	Total
Council Members (5)	58,209	75%		25%											100%
City Manager	278,140	35%	5%	25%	25%	5%		5%							100%
City Clerk	193,908	75%			25%										100%
Treasurer	14,869	75%		25%											100%
Finance Director	211,641	54%	15%		26%	5%									100%
Accounting Specialist (2)	204,053	85%	15%												100%
Accounting Intern	17,498	85%	15%												100%
Assistant City Manager	236,389	60%	10%		25%	5%									100%
HR Specialist	101,141	85%	10%			5%									100%
IS Administrator	109,150	90%	10%												100%
Police Officer (Canine)	137,604	90%									10%				100%
Police Officer	142,315	45%									55%				100%
Police Officer	142,855	5%								95%					100%
PW Director/City Eng	222,008	5%	50%	5%			10%	10%				10%	10%		100%
PW Specialist	110,746	20%		25%			15%	20%				10%	10%		100%
Admin Secretary	106,346	10%	25%	50%			15%								100%
Public Works Manager	142,919	50%		20%			5%					20%	5%		100%
PW Maint. Supervisor	132,030	45%		25%			5%					20%	5%		100%
Maintenance Workers (4)	374,589	30%		20%			10%					20%	5%	15%	100%
Maintenance Worker (1)	92,454	0%							100%						100%
PW Maint. Supervisor	110,945	0%		75%			5%					10%	5%	5%	100%
Maintenance Workers (2)	178,243	0%		75%			5%					10%	5%	5%	100%
Planning Manager	161,683	5%				5%		90%							100%
Project Manager	140,133	0%		25%					50%					25%	100%
															-
	\$ 3,619,868	39%	7%	16%	6%	1%	3%	6%	4%		3%	5%	2%	3%	96%

	100-0221	100-0222	100-0223	100-0342	100-0343	100-0351	209-0595	209-0592	Total
Police Chief	75%		25%						100%
Dispatcher (1)		25%	75%						100%
Support Services Manager		25%	75%						100%
Recreation Leaders (Seasonal)							31%	69%	100%
Maintenance Workers (4)				6%	12%	12%			30%