

CITY OF PINOLE



BUDGET FOR FISCAL YEAR 2012-2013



City of Pinole FY 2012-13 Budget and Contingency Reduction Plan

INTRODUCTION

The provisions of Section 2.04.150 of the Pinole Municipal Code direct the preparation and submission of a proposed annual budget to the City Council for its approval. Staff presented to the City Council and public two proposed budgets for FY 2012-13. The first one included an estimated \$2 million in Utility Users Tax revenues and the second one did not.

Given the uncertainty regarding continuation of the Utility Users Tax levy beyond December 2012, the City conducted a series of three Budget Workshops to inform the General Public of the potential reductions in public services should the tax not be renewed by the Electorate, and to solicit public comment as to budget priorities. The Council held the Public Workshops on May 22, 29 and June 12 regarding the proposed budgets and the various issues related to next year's City Budget.

For the last three years, the City has been in a reduction mode, pulling back projects, reducing expenditures, searching for additional revenue sources, adjusting fees, modifying how we do business to provide service at a less cost, as well as contracting out for efficiency and cost reductions. We have also gone through five rounds of reductions in force including laying off of employees, early retirements, and elimination of vacant positions. This is equivalent to 53 positions, 46 of which were filled by employees. We are now down to 95 Full Time and 11 Part Time resulting in the most basic level of core services now are being provided by minimal staffing.

In addition to the above, City employees have also contributed through labor concessions such as work furloughs, no cost of living increases, paying all of their share of retirement benefits costs, participating in a rate sharing formula for the Employer portion of retirement plan costs, and agreeing to freezing health insurance premiums at 2011 rates.

We also have brought specific services in-house so that Staff could undertake them at less cost and reduced hours of operations and services available to our public. We have also closed the entire first floor of City Hall due to the staff reductions. Finally, last year, we made sure that all recreation programs are cost neutral so there is no dependence on the General Fund for operating and maintenance costs. This has resulted in the Staff working with the community to undertake major fund raising efforts which are underway to preserve recreation programs for our youth, seniors, and the community at large.

Yet, we are still facing further reductions because our revenue base continues to decline faster than we can reduce anymore. Our options are getting harder and

harder to identify, so we are looking at a variety of issues such as alternative fire service delivery and determining the feasibility of additional agencies contracting with us to provide their dispatch.

We are anticipating one more reduction in property values for residential properties which again in turn, means that we will not be collecting the same amount of property taxes to fund existing services. We actually only receive **19% of 1% of the total property tax payments that get distributed back to the City.** The rest is disbursed to the State, School District, Special Districts and the County.

With the exception of this past Budget Year, the City's General Fund revenues have not been adequate to fund General Fund activities and programs. Identifying acceptable staffing reductions to adequately address this problem without resulting in significant adverse impacts on the City's ability to maintain service levels to the community continues to be a daunting challenge.

In order to significantly reduce expenditures and restructure operations to preserve essential public services, a variety of revenue enhancements and cost reductions have been implemented. Reorganization of support functions and deferral of maintenance activities have produced numerous budgetary savings through a series of coordinated spending reductions.

The City has continued with efforts to expand the local tax-base through implementation of economic development efforts utilizing the redevelopment process. Regrettably, despite the enhanced commerce activity generated by these development projects, revenue growth of the City's tax-base has still not been adequate enough to maintain the organization's current service levels. The most recently completed projects include:

- New tenants at the Pinole Valley & Vista Crossings Shopping Centers (2012)
- New restaurants in Old town (2011 & 2012)
- New tenants at Phase-I of the Pinole Shores Business Park (2011)

This latest downturn in the business-cycle has manifested itself locally in a significant recurring decline in the City's two primary General Fund sources of revenue; property tax and sales tax revenues. However, beginning in FY 2011-12 there have been indications of a modest recovery in the City's Sale Tax collections.

Staff has provided the City Council and the public with quarterly updates on the City's financial condition and has made numerous recommendations for adjustments to revenues and expenditures in order to maintain a balanced budget each one of those quarters. Action steps already taken include the following:

- New and revised fees;
- Reductions in line item expenditures;
- Renegotiation of existing vendor contracts;
- Early retirement incentives for ten (10) employees;

- Freezing of vacant non-safety and safety positions;
- Reduction in Force (Layoff) of 18 employees (14.25 FTE); and
- Concessions from labor including 12 days of unpaid furlough or equivalent value reductions in pay for both FY 2009-10 and FY 2010-11, freezing health insurance premiums at the 2011 level, and employees paying all of their share and a portion of the Employer share of retirement costs

It is clear that FY 2012-13 will be difficult to manage and get through, even with the recovery some of the tax increment to the General Fund following elimination of Redevelopment Programs. We estimate that this "return to local government" funding source could be as high as \$550,000 annually in new property tax revenues to the City, starting in FY 2012-13. The Proposed FY 2012-13 Budget includes use of this source of funding regardless of whether or not the Utility Users Tax is renewed.

Dissolution of the former Redevelopment Agency, a fiscal component unit of the City, has a significant impact to the City's operations and debt service budget. Redevelopment agencies throughout the State have been replaced by Successor Agencies, charged with the task of retiring existing debt obligations, disposing of residual assets and closing-out partially completed redevelopment projects. Reassignment of cost allocations for Administrative Support and Project Management Staff have been included in this budget proposal and are limited to no more than \$250,000 annually.

Extension of the current Utility Users Tax is up for renewal this year. It is anticipated that it will be placed on the November 2012 ballot for consideration. Remember that **this is not a new tax, but only a renewal that you have been paying for the last 16 years.** It will not generate any additional funds, but will secure funding of what we have now as long as there are no further revenue decreases or take-aways.

In an effort to maintain a balance budget, significant additional staff reductions (14.5 FTE) are proposed in the Contingency Plan should the Utility Users Tax not be renewed. However, there are no anticipated reductions to either the Recreation and/or Wastewater Activities Enterprises since they are now cost neutral and are self sustaining through user fees, rates, and fund raising efforts.

For Recreation, other than closure of the City's Swim Center and reconfiguration of Pinole Community Television staffing, we made sure that these recreation programs are cost neutral so there is no dependence on the General Fund for operating and maintenance costs. This has resulted in the Staff working with the community to undertake major fund raising efforts which are underway to preserve recreation programs for our youth, seniors, and the community at large.

It is important to note that included in the Contingency Plan, is closure of the City's Swim Center and reconfiguration of Pinole Community Television staffing in order to eliminate any General Fund Subsidy.

OVERVIEW OF PROPOSED SPENDING PLAN WITH THE UTILITY USERS TAX

The FY 2012-13 Operating Budget provides funding for all City services including police, fire, recreation, redevelopment (close-out oversight), public works, building, planning, and administrative services. Once again, the City's primary operating fund, the General Fund, is proposed to be in balance without the use of additional borrowing. Following the direction of the City Council, Recreation Programs are now fully funded through their own user fees and donations generated by community fundraising efforts. The only exceptions are the General Fund subsidies for operation of the Swim Center (\$24,800) and Pinole Community Television (\$44,616).

- **GENERAL FUND (FUND 100)**

The Proposed FY 2012-13 General Fund Budget includes an estimated \$10,929,569 in revenues (including inter-fund transfers/in) and an equal amount of planned expenditures (including inter-fund transfers/out).

Major Revenue Assumptions

The most recent (2008) downturn in the business-economic cycle has manifested itself locally in a significant recurring decline in the City's two primary General Fund sources of revenue, property tax and sales taxes. Staff monitors these two sources with the assistance of a Financial Consultant in order to be ready to make whatever Quarterly Budget Adjustments that may be necessary.

Revenue estimates were determined by evaluating past years' trends and receipts and applying that information to current year anticipated activity and economic conditions. The following are the major assumptions related to projecting citywide revenues for FY 2012-13:

1. Based on Assessment Roll Analysis completed by HdL Coren & Cone, we are forecasting a 2.8% decline (\$46,600) in property taxes for the next budget year. However, additional property taxes will become available to the City, due to the dissolution of the City's former Redevelopment Agency. Preliminary estimates indicate that "return to source" tax revenues may be as much as \$550,000 in the next budget year.
2. Based on the recent addition of new retailers and consistent with statewide trends documented by HdL, we anticipate a 3.5% increase (\$100,925) in sales tax revenues for the next budget year.
3. For purposes of adopting a preliminary budget it has been assumed that the electorate will ratify continuation of the 8% local Utility Users Tax at the November election. Accordingly, the revenue forecast for collection from this tax remains unchanged at approximately \$2.0 million for the twelve months of the fiscal year.

If renewal of this tax is rejected by voters the tax may only be collected through the month of December and the revenue shortfall for the remainder of the budget year will be approximately \$1.0 million.

4. Police Dispatch service reimbursements from neighboring Hercules remain unchanged at approximately \$450,000.
5. The County contract reimbursement for Fire Service Protection to Tara Hills, has been reduced in the amount of an additional \$50,000, down to an annual payment of \$150,000.
6. The amount recommended for transfers-in has been increased by the sum of \$49,398 reflecting release of Police Equipment Reserve funds for payment of the annual equipment lease for the newly acquired interoperability radio equipment. This will be the first of seven annual payments, and the Reserve Account was funded with a refund of replacement moneys accumulated by the City of Richmond (the former equipment provider) from Pinole in the amount of \$128,660.

Major Expenditure Assumptions

In preparing this budget, Staff used a set of expenditure assumptions that include the following:

1. Recommended Staffing Allocation for the City remains unchanged provided continuation of the Utility Users Tax provides sustainable revenues to support the current Staffing Plan.
2. PERS employer's costs remain essentially unchanged from the prior budget. The Public Safety rate will decrease from 21.252% in FY 2011-12 to 20.999% in FY 2012-13 for the 3%-at-55 program; whereas, the Miscellaneous Group increased from 14.489% to 15.218% for the 2.5%-at-55 program. Employees and the City share the financial benefit and burden of changes in the Employer Contribution rate on a 50/50 basis.
3. No salary Cost of Living Adjustments (COLA) after FY 2009-10.
4. Employee Benefit Cost Sharing for both retirement and health insurance contributions beginning FY 2011-12. Employees began paying the entire "employee contribution" for CalPERS Retirement effective July 1, 2011 and the City's contribution towards health insurance premiums has been frozen at the January 1, 2011 premiums contribution level.
5. Deferral of payments on the annual \$2.7 million Redevelopment loan will continue for one more budget year. Payments of \$263,300 will begin in the FY 2013-14 budget year.

In summary, the proposed budget includes:

- A Balanced Budget
- No Further Reductions in Force
- No salary Cost of Living Adjustments (COLA)
- Utilizing approximately 50 % (\$270,000) of the "Return to Source" funds to balance
- Utilizing approximately 50 % (\$280,000) of the "Return to Source" funds to begin a General Fund Reserve
- A Cable Television Subsidy of \$44,616
- A Swim Center Subsidy of \$24,800
- Maintaining 27 Sworn Police Officers
- Continuation of:
 - Brown Out of Fire Station 74
 - Contracted Fire Chief
 - Staffing Level of 15 Firefighters
 - Maintenance of the County Contract for Fire Protection of Tara Hills
- Utilize Interest Earnings from Shopping Center Proceeds to Pay RDA Loan beginning in the 2013-14 budget year.

RECOMMENDED CHANGES TO EXPENDITURE APPROPRIATIONS

- **Administrative Departments**

The recommended overall decline in Administrative Support expenditures for the next budget year is \$296,307. The reduction in expenditure appropriations reflects staffing reductions related to Redevelopment Program Activities and also Clerical Office Support in City Hall, offset by the addition of funding for a municipal election (November 2012) and substitution of General Fund financing in place of redevelopment funding to support Cable Access Television Activities.

Following the decision of the State Supreme Court to uphold the legislative provisions of the Governor's Plan to dissolve California's Redevelopment Agencies, the Agency funded positions of Economic Development Manager and Senior Project Manager were eliminated effective February 1, 2012. Work assignments related to the oversight of the close-out activities of the Successor Agency have been assigned to City Staff (City Manager, Assistant City Manager, City Clerk and

Finance Director) for which Administrative Cost reimbursement is now limited to \$250,000 annually.

Additionally, staffing for a City Hall clerical support position previously allocated at the level of Executive Assistant was downgraded to the level of a part time Office Assistant upon retirement of the former employee, but has been eliminated to provide funding for an on-going subsidy (\$24,800) of the Swim Center

Other notable changes to recommended appropriations include:

- **City Clerk (Department 112)**

Inclusion of the cost estimated to be of holding a “consolidated municipal” election with the State’s General Election in November 2012. In addition to the contest for two Council Seats and the Office of City Treasurer, it is anticipated that the City will propose ratification of extension of the existing Utility Tax by the local electorate.

- **Police Department (Departments 221 & 222)**

The recommended overall decline in Police Department expenditures for the next budget year is \$54,983, reflecting a reduction in service and supply appropriations for reimbursable charges to Contra Costa County related to Jail Booking Activities.

The Staffing Plan provides for the holding of one Sergeant’s position vacant following the promotion of one of the Department’s Sergeants into a management (Commander) position. So, the Police Department will continue to function with the Chief and only one Commander position.

The Governor’s budget realignment proposals for local government included a trade of local sharing of Motor Vehicle Licensing fee for relief of interagency cost reimbursements for inmate intake processing (“booking”) and permanent funding of Supplemental Law Enforcement Staffing Funds (SLESF) to local police departments.

This Budget includes staffing for three School Resource Officer (SRO) positions (2 at Pinole Valley High and 1 at Pinole Middle). At this time assurances have been provided by West Contra County Unified School District that funding for continuation of School Resource Officers will be included in their business plan for the next budget year. The District currently provides funding (\$320,000/year) for two officers and the City matches this grant with funding (\$130,000/year) for one additional officer out of the Measure “S” use tax collections.

For informational purposes only, outlined below is a comparison of the number of sworn positions in FY 2000-01 in comparison to where we are projecting for FY 2012-2013. At the current time, we have the following staffing allocations funded:

	<u>FY 2012-13</u>	<u>FY 2000-01</u>
Chief	1	1
Commander	1	2
Sergeants	6	6
Officers	<u>19</u>	<u>15</u>
Total	27	24

Of the 19 sworn officers, three are funded through Measure S and four are grant funded. We are midway through a three year federal COPS grant totaling \$ 819,850, which provides for the funding of two of these sworn officers. The federal grant provides three years of funding (beginning at mid-year in FY 2010-11).

At our highest staffing level in 2009, we had 35 sworn positions funded. We now have 27 sworn positions in the department. As sworn positions become vacant, we have frozen them in order to realize some additional savings.

- ***Fire Department (Department 229)***

The recommended overall decline in Fire Department expenditures for the next budget year is \$393,549. The reduction in expenditure appropriations reflects a reduction in one-time federal grant funding (\$283,722) for replacement/upgrade of the Department's radio equipment (800mghz) for integration with the East Bay Regional Communications System (EBRCS), coupled with six (6) months less federal (SAFER grant) funding (\$163,688 per year) for reimbursement of the staffing cost of the Department's Battalion Chief position.

Staff is also exploring alternative service delivery in the area of fire services. On March 16, 2011, the City Council directed temporary closure of Fire Station 74 located in Pinole Valley. It is assumed that the Fire Department will operate with one station (Fire Station 73). Fire Station 74 was closed, beginning July 7, 2011 until long-term funding becomes available.

Fire Station 73 remains funded at fourteen sworn positions with minimum crew staffing at three. The Acting Battalion Chief will be funded through December by the federal SAFER grant. This brings the total staffing allocation to 14 plus the Acting Battalion Chief for a grand total of 15. We will continue to share the Fire Chief with the Rodeo-Hercules Fire Protection District.

Continuation of funding for the Administrative Support and Chief Management Service Agreement with the Rodeo-Hercules Fire Protection District is included at \$160,000 in the recommended expenditure appropriations for the next budget year. This is the same funding level as the existing Agreement, which will expire in December of 2012. Additionally, the recommendation for funding for overtime remains unchanged at \$226,800 for the next budget year, predicated on staffing authorization of fifteen (15) full-time firefighting positions.

• **Measure S (Fund 105)**

The recommended expenditure appropriations reaffirm the City Council's commitment to the community for the use of the local transaction tax (authorized in April 2007) known as Measure "S" for Public Safety and for Storm Drain and Public Works Street Maintenance programs. Use Tax revenue forecast for collection in the next budget year have been increased significantly (\$172,790) based on analytical review completed by HdL Associates, and the proposed FY 2012-13 Budget recommends a total of \$1.5 million in expenditures.

This budget year, the funds collected will be primarily used for Public Safety to augment the City's General Fund tax base to minimize the negative impact of the continued decline in financial condition. Specific appropriations being recommended include:

• Enhance Public Safety by the retention of 3 full-time positions (plus supplies) for Beat-3 (Vista Shopping Center Patrol) Operations	\$449,974
• Enhance Public Safety by the retention of 1 Full-time Police Commander	\$179,736
• Enhance Public Safety by the retention of 1 full-time Schools Resource Officer for Pinole Middle School	\$131,815
• Maintain Public Safety by funding all Overtime for Patrol Operations;	\$319,250
• Maintain Public Safety by funding all Overtime for Fire Operations	\$226,800
• Vehicle Maintenance	\$ 65,000
• Fire Operations Supplement for Fire Administrative Costs	\$160,000
• Storm Drain Maintenance	<u>\$ 39,643</u>
Appropriations Total	\$1,572,218

• **Restricted Real Estate (Fund 155)**

Completion of the sale of the Pinole Valley and Pinole Vista Crossings Shopping Centers prior to June 30, 2012, will end the collection of Ground Lease payments of approximately \$530,000 annually, but has resulted in the investment of net proceeds of \$12,788,018 at an aggregate yield of approximately 2.65%, which should generate investment earnings of approximately \$340,000 annually.

This new revenue will not be appropriated for expenditure, until potential legal challenges related to the disposition of assets as prescribed by the Redevelopment Dissolution Legislations (ABx21-26) are resolved. The Finance Subcommittee has recommended that this newly acquired income stream be used to liquidate the City's outstanding borrowing (\$2.5 million) from the its former Redevelopment Agency, for which payments of \$263,300 annually will commence in FY 2013-14.

- **Fire Grants (Fund 208)**

Fire grant revenues will decline effective January 2013 with the expiration of the SAFER federal public safety staffing grant (approximately \$163,750/year), and completion of the Radio Equipment grant (one-time payment of \$283,722).

- **Community Development Activities (Funds 212 / 280 / 750)**

The recommended overall decline in expenditures for the Community Development Departments for the next budget year is \$5,038,140 (this is all debt service). This reduction in expenditure appropriations primarily reflects the dissolution of the former Redevelopment Agency, a component unit of the City's Operating and Debt Service Budget.

Bond payments (both principal and interest) are now accounted for as non-budgetary trust fund transactions as part of Pinole's Successor Agency. Annual payments (approximately \$5 million annually) for the redevelopment bonds will continue to be funded out of "pledged tax revenues" generated within the boundaries of the Project Areas of the former Pinole Redevelopment Agency.

The FY 2012-13 Budget being proposed includes proposed expenditures based on a reduction of Redevelopment funds for cost allocation and administration of the program. It also includes the loss of our historical ability to "charge" redevelopment funds for activities such as Police, Fire, Recreation and Code Enforcement. Additionally, all economic development, housing, and community events and services funded through this source will come to an end.

What remains is an annual allowance capped at \$250,000 for closing out the Agency's operating business. A portion of the salaries of the City Manager, Assistant City Manager, City Clerk, Finance Director, as well as \$13,288 for legal and Oversight Board Meeting support is budgeted for FY 2012-13. Annual Debt Service funding as required for payment of Agency's residual development activity bonds for FY 2012-13 and thereafter, along with other "Enforceable Obligations" are now accounted for as trust activity of the Pinole Successor Agency, and are no longer included the City's Budget.

- **Public Works Departments (Fund 100 / 105 / 200 / 215)**

The recommended overall decline in Public Works Departments expenditures for the next budget year is \$141,264. This decrease in expenditure appropriations reflects the effect of reallocating salary/benefit charges (\$174,000) for the City's Maintenance Crew to the General Fund (\$78,000), Measure "J" (\$56,000) and Measure "S" (\$40,000) resulting from the loss of Ground Lease revenues previously generated by the Pinole Vista Crossings Shopping Center, following sale of the Center in June 2012. Additionally, in this Budget contracted services have been reduced for building custodial service (\$5,300), landscape maintenance (\$10,380) and graffiti abatement (\$75,000), as these activities have been taken over by City employees.

Additional Gas Tax appropriations (\$71,200) are also recommended to support a reduction in cost allocation of Public Works Administration and Inspection salary and benefits previously charged to the restricted Shopping Center ground lease revenues.

With the appropriation of funding previously utilized for Capital Project Activities from Measures "J" (Transportation Project funding) and Measure "S" (Storm Drainage Project funding), there will be a corresponding deferral of infrastructure maintenance and renovation activity.

- **Pinole Community Television (Fund 228)**

The Council directed Staff to continue funding subsidies for this activity due to the importance of filming council meetings to keep the public informed. At the current time, PCTV operates with two part time benefited positions augmented by hourly camera operators who are cost recoverable from outside contractual obligations.

Because of the dissolution of the City's former Redevelopment Agency a significant portion of the Cable Access Coordinator position (50%, approximately \$56,250) must now be financed by the City's General Fund. This on-going subsidy has been funded by reallocation of a majority of the FY 2011-12 subsidy to Recreation Programs totaling \$54,732.

Recommended funding for the FY 2012-13 Budget is:

○ <u>Revenues</u>	
▪ Contracts	\$102,000
▪ AT&T Franchise Fees	26,856
▪ PEG Access Subscriber Fees	50,228
▪ General Fund Subsidy	44,616
▪ Sponsorships (Advertising Target)	<u>30,000</u>
	Total
	\$253,700
○ <u>Expenditures</u>	
▪ Salary and Benefits	\$182,563

▪ Hourly Cable Operators	26,350
▪ Services/Supplies/Equipment	44,787
Total	\$253,700

• **Recreation Enterprise (Fund 209)**

The recommended overall decline in expenditures for the Recreation Department for the next budget year is \$181,897. The reduction in expenditure (\$152,344) appropriations reflects staffing reductions related to holding the Recreation Director position vacant for FY 2012-13, pending the outcome of the Utility Tax ballot measure, coupled with a reduction in the General Fund Subsidy to recreation programs (\$54,372).

Prior to the FY 2011-12, the Recreation Department had been funded through a combination of user fees, donations, fundraising efforts, grants as well as cost allocation from Redevelopment (\$235,465) and a subsidy from the General Fund (\$259,079) which combined provided as much as \$495,544 in tax base funding.

Included in Recreation is the administration and oversight for the operation and maintenance of the Youth Center, Senior Center, Tiny Tots, School of Performing Arts, athletic field and parks usage, Community Playhouse, Community Services Commission, Youth Commission and park and facility capital improvements funded through Measure WW. All of these programs, with the exception of the Senior Center operations, are cost recoverable.

There were four full-time positions including the Recreation Director, Youth Center Coordinator, Senior Center Coordinator and a Senior Center Custodian. In addition, there are 5 part-time benefitted employees. Three of these are at Tiny Tots and two are at the Senior Center. Further, there are funds set aside for hourly, non-benefitted employees who work specific programs such as the Youth Center and custodial/facility attendants primarily for facility rentals. The hourly, non-benefitted staff is directly cost-recovered through rental and program fees.

At the recommendation of the Finance Subcommittee, the recruitment for the vacant Recreation Director position has been frozen and is not funded in this Budget. Therefore, salary and benefits cost of the Recreation Director are not allocated across all Recreation programs including the Youth Center, Senior Center, Tiny Tots and the School for Performing Arts, in this Budget Plan.

Staff developed a budget plan, based on an "enterprise" approach with the full understanding that the expectation for Recreation is to be 100% cost recovery

• **Sewer Enterprise (Fund 500)**

The recommended overall increase in expenditures for the Sewer Enterprise Departments for the next budget year is \$3,107,886. This increase in expenditure

appropriations reflects a decline (\$213,449) in Treatment Plant Operations offset by a significant increase in project costs for Engineering Design of Treatment Plant Improvements. The cost for both of these activities is shared between Pinole and the City of Hercules. The Fund is balanced and maintains a healthy reserve

CONTINGENCY PLAN IF UTILITY USERS TAX FUNDING NOT RENEWED

As previously mentioned, the Utility Users Tax revenues is estimated at around \$2 million a year. This funding source is up for renewal in November 2012. Should these revenues not be renewed, we have developed a contingency budget reduction plan in order to rebalance the FY 2012-13 Operating Budget at mid-year **at reduced service levels**, and continue operations for all existing City services including: police, fire, recreation, redevelopment (close-out oversight), public works, building, planning, and administrative service.

A re-balanced FY 2012-13 Budget without the Utility Users Tax revenues would be based on the following parameters:

- No General Fund Reserve
- Full Use of "Return to Source" Funds (\$550,000) to balance the budget
- Continued "set-aside" of Interest Earnings from the restricted Real Estate Sale Proceeds Account to be used after the 2012-13 Budget to Repay the \$2.7 million RDA Loan to the City
- 14.5 FTE Reductions in Force Including Sworn Police and Fire
- No Swim Center Subsidy
- Limited Cable TV Subsidy
- Reductions in Several Line Items

Unfortunately, in order to close the gap left by having no Utility Users Tax revenues, this does include "Reductions in Force" of 14 positions, all currently filled. We are planning for a loss of six months of Utility Users Tax revenues from January 1, 2013 to June 30 2013.

SUMMARY COMPARISON - FY2012-13 BUDGET WITH/WITHOUT THE UTILITY USERS TAX

On an annual basis the reduction to Utility Users Tax revenues will be approximately \$2.0 million, which would be offset by a reduction in staffing expenditures. In summary, the staffing position allocations proposed, would be allocated across programs and activities, as follows:

Activity/Function	With UUT	Without UUT	Reduction Amount	Reduction Percent
Administration	8.00	6.00	(2.00)	-25%
Police Services	40.00	33.50	(6.50)	-16%
Fire Services	15.00	13.00	(2.00)	-13%
Public Works Maintenance	9.00	6.00	(3.00)	-33%
Community Development	2.25	2.00	(0.25)	-11%
s/totals w/o Enterprises	74.25	60.50	(13.75)	-19%
PCTV Enterprise	2.50	2.38	(0.12)	-5%
Recreation Enterprise	9.15	9.15	-	0%
Wastewater Enterprise	13.00	13.00	-	0%
Totals for All Activities	98.90	85.03	(13.87)	-14%

If we should find ourselves faced with the staffing reductions as identified above, this would result in a sixth round of personnel reductions in force. In total, the Staffing reductions since the FY 2007-08 Budget would then total a combined 75 positions, for which 60 will have been filled by employees. This would amount to almost a 50% reduction in the City's employees. The City's Full Time Equivalent (FTE) staffing count could fall to as low as 85, resulting in the most basic level of core services now provided at minimum staffing levels. Regrettably, this would be the only staffing level sustainable with the remaining revenues.

The following positions would be eliminated in January 2013 if the Utility Users Tax is not renewed:

Administrative Departments

- One Human Resources & Housing Specialist
- One Information Services Coordinator
- One Cable Television Technician

The reduction of the Cable Television Technician positions would be offset by an increase in the part-time un-benefited Camera Operator staffing hours to perform the contract work for broadcasting of other West County Public Agencies

Police Department

- Five Police Officers (sworn positions),
- One Half-time Community Safety Specialist (civilian position),
- One Support Services Manager (civilian position).

Fire Department

- Fire Engineer
- Firefighter/Paramedic.

In addition to the above, Measure "S" expenditure appropriations allocated to the Fire Department would be reduced by \$160,000/year, by elimination of the Chief and Administrative Support Services Agreement with the Rodeo/Hercules Fire Protection District. Measure "S" would thereafter be used to fund a local Chief Officer's position.

Public Works Departments

- Three Maintenance Workers

Swim Center and Cable Television

Additionally, subsidies for Operation of the Swim Center (\$24,800) and Pinole Community Television (\$44,616), would be eliminated, which results in closure of the Community Pool, and limitation of programming focus for Pinole Community Television to public access to Governmental Meetings, exclusive of broadcasting of community events and cultural programming.

CAPITAL PROJECTS PLAN (CIP)

A public workshop will be scheduled for August 2012 to review and consider reprioritizing and making revisions to the City and Redevelopment Agency's Five-Year Capital Improvement Plan (CIP). In response to continued erosion of our overall cash position, the City Council/Agency Board of Directors will be reviewing the CIP in an effort to re-prioritize projects based on a weakened financial condition and limitations in staffing to work on future projects.

Pending clarification of information related to the State of California's budget deliberations resolving various proposals related to transfers of Redevelopment Tax Increment, another Public Hearing will be scheduled in August for adoption of modifications to the exiting appropriations for Capital Projects activities.

SHORT-TERM BORROWING (CASH FLOW MANAGEMENT)

While the recommended combination of expenditure reductions and revenue enhancements address the structural deficit issue, the City's General Fund is still heavily dependent upon internal borrowing from the City's Pooled Treasury for financing cash flow needs.

Staff is recommending that the continuation of internal borrowing be authorized on a closely supervised **temporary** basis using the settlement proceeds from the Pinole Assisted Living Center construction defect lawsuit.

The recommended terms for authorization of additional temporary borrowing are similar to the lending terms found in the traditional lending model used for California public agencies pledging property tax revenues to secure Tax Revenue Anticipation

Notes (TRAN) short-term financing. Briefly, any funds borrowed will be repaid with interest upon receipt of the next distribution of property taxes by the County to the City, and will not exceed \$3 million at any given time. Continuation of this temporary borrowing must be reauthorized annually (as needed) at the same time as the City's Budget Appropriations for Operating Programs and Debt Service activities.

These temporary cash transfers are necessary to provide adequate funds to cover payroll and vendor expenses. Normally, General Fund cash reserves are used to cover expenditures during the dry periods between the distribution of property tax receipts. However, since we currently do not have a General Fund reserve alternative funding must be utilized.

CONCLUSION

The proposed revisions to the FY 2012-13 Operating Budget provides expenditure appropriations sufficient to sustain a majority of operating programs at a reduced, but sustainable service level, in the combined amount of \$23,555,083.

Be assured, that despite the fiscally conservative budgets we continue to adopt, the City will continue to work towards maintaining a responsive and sustainable level of service to our community. The fiscal discipline required to downsize expenditures in response to substantial deterioration of the City's tax base attests to the perseverance of staff in meeting ongoing fiscal challenges in innovative and creative ways.

Clearly, the financial challenges that we and a multitude of other local agencies are now confronted with cannot be resolved in only one or two budget-cycles, without seriously jeopardizing public safety and other essential community services. Consistent with our original budget reduction plan, we should and will continue to revisit our progress towards our financial objectives at the end of each fiscal quarter, and periodically make those revisions and adjustments as may be appropriate to assure our long-term success in this undertaking.

RESOLUTION NO. 2012-83

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE CITY OF PINOLE'S APPROPRIATIONS LIMIT FOR FISCAL YEAR 2012/2013

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

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

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

1. The Appropriations Limit for 2011/12 was established at \$89,863,892
2. That the adjustments allowable pursuant to the California Constitution which shall be applied to the previous year's limit are the change in population (0.83% increase) and the change in the California per capita personal income (3.77% increase).
3. That the factor has been calculated as follows:
 $1.0377 \times 1.0083 = 1.0464$
4. That said factor, 1.0464 shall be used to adjust the 2011/12 Appropriations Limit.
5. That the Appropriations Limit for 2012/13 fiscal year is hereby established as \$93,845,225.

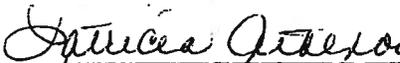
PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 19th day of June 2012 by the following vote:

AYES: COUNCILMEMBERS: Banuelos, Long, Murray, Swearingen

NOES: COUNCILMEMBERS: None

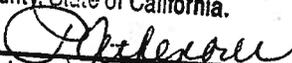
ABSENT: COUNCILMEMBERS: Green

ABSTAIN: COUNCILMEMBERS: None


Patricia Athenour, MMC
City Clerk



I hereby certify that the foregoing is a true and correct copy of the original document on file in the City Clerk's Office, City of Pinole, Contra Costa County, State of California.


Patricia Athenour, City Clerk of the City of Pinole

Date: 6/27/2012

RESOLUTION NO. 2012-84

A JRESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE CITY OPERATIONS AND DEBT SERVICE BUDGETS FOR FISCAL YEAR 2012/13

WHEREAS, the City Manager has presented a proposed Operations and Debt Service Budget and program of services for the City of Pinole for fiscal year 2012/13; and

WHEREAS, the City Council has conducted a public study sessions on the matter of the City Operations and Debt Service Budget and has discussed the individual budgets with city staff members; and

WHEREAS, the City Council has solicited public input on the proposed 2012/13 City Operations and Debt Service Budget.

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

Section 1. The budget and program of services for the City of Pinole for fiscal year 2012/13 commencing July 1, 2012 and ending June 30, 2013 is hereby approved and adopted.

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

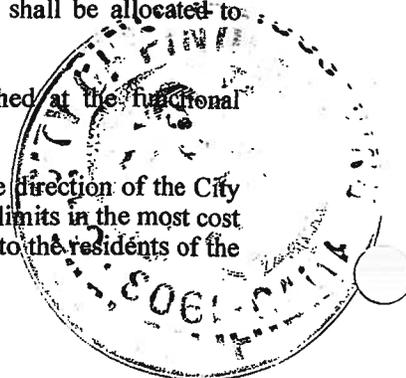
100	General	\$ 10,567,192
105	Measure "S"	1,572,218
155	Restricted Real Estate	86,000
200	Gas Tax	516,129
202	Police Security	30,450
204	Police Grants	511,162
205	Traffic Safety	37,870
206	Supplemental Law Enforcements	100,229
207	N.P.D.E.S.	269,168
208	Fire Grants	81,844
209/211	Recreation Programs	1,202,369
212	Building Inspection	349,168
213	AB939	65,935
228	Pinole Community Television	253,700
280	Housing Programs	30,000
750	Successor Agency Administration	254,154
648/49/50/51	Sewage Collection/Treatment/Debt	<u>7,627,496</u>

TOTAL OPERATIONS/DEBT BUDGET \$23,555,083

Section 3. That the appropriations established for FY 2012/13 by fund shall be allocated to individual department as presented in Exhibit A (Schedule 3).

Section 4. That the control point for expenditures is herein established at the functional department level for each department as set forth in Exhibit A (Schedule 3).

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



Section 6. That the Finance Director will prepare Quarterly Reports to the City Council reporting the budget performance to the control limits herein established, and that expenditures in excess of the control limits will result in suspension of staffing recruitments to fill personnel vacancies until expenditures return to adopted control levels.

Section 7. Estimated revenues anticipated to fund appropriations for expenditures for the 2012/13 fiscal year are presented in Exhibit A (Schedule 2). Department Heads may increase the control limits herein established for expenditure appropriations by generating additional revenues. Such changes to the established control limits will be subject to adoption of resolution of the City Council.

Section 8. Additional mandatory reductions in personnel will be considered by the City Council during the 2012/13 fiscal year, if needed to assure that expenditure appropriations can be supported by sustainable revenues thereafter.

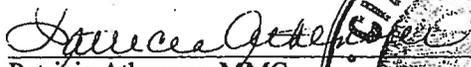
PASSED AND ADOPTED this 19th day June 2012, by the following vote, to-wit:

AYES: COUNCILMEMBERS: **Banuelos, Long, Murray, Swearingen**

NOES: COUNCILMEMBERS: **None**

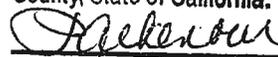
ABSENT: COUNCILMEMBERS: **Green**

ABSTAIN: COUNCILMEMBERS: **None**


Patricia Athenour, MMC
City Clerk



I hereby certify that the foregoing is a true and correct copy of the original document on file in the City Clerk's Office, City of Pinole, Contra Costa County, State of California.


Patricia Athenour, City Clerk of the City of Pinole

Date: 6/27/2012



This Page Intentionally Left Blank

TABLE OF CONTENTS

TABLE OF CONTENTS

	<u>Page</u>
<u>OVERVIEW</u>	
BUDGET OVERVIEW NARRATIVE	i
BUDGET HEARING PRESENTATION SLIDES	1
TABLE OF CONTENTS	9
<u>STAFFING INFORMATION</u>	
CITY ORGANIZATIONAL CHART	13
PERSONNEL POSITION ALLOCATION	14
STAFFING REDUCTION HISTORY	18
POSITION STAFFING COSTS	21
<u>REVENUE ANALYSIS</u>	
OPERATING REVENUE ANALYSIS BY FUND	27
<u>BUDGET SUMMARY SCHEDULES</u>	
SUMMARY OF FUND BALANCE - Schedule 1	35
SUMMARY OF REVENUE BY SOURCE - Schedule 2	37
SUMMARY OF OPERATING ACTIVITIES BY DEPARTMENT – Schedule 3	44
TAX BASED FUNDING WITH UUT CONTINUATION	46
<u>GENERAL GOVERNMENT</u>	
ADMINISTRATIVE OPERATIONS APPROPRIATION SUMMARY	47
110 City Council	48
111 City Manager	51
112 City Clerk	54
113 City Treasurer	57
114 City Attorney	59

115 Finance	61
116 Human Resources	64
117 General Government	67
118 Payroll Benefits Clearing	70
121 Information Systems	73
554 Cable Access TV (Fund 228)	77

POLICE

POLICE OPERATIONS APPROPRIATION SUMMARY	81
221 Police Operations	82
222 Police Support Services	86
223 Police Dispatch (WBCC)	90
224 Police Contracted Security (Shopping Center)	93
227 Police Traffic Safety (Fund 205)	95
227 Supplemental Law Enforcement State Grant (206)	97
227 School Resource Officer Grant(s) (Fund 204)	99
221 Police Operations – Measure “S” (Fund 105)	102
221 Police Equipment Growth Impact Fees (Fund 276)	105
220 Community Preservation & Safety (Fund 250)	107

FIRE

FIRE OPERATIONS APPROPRIATION SUMMARY	109
229 Fire Operations	110
229 Fire Operations – Measure “S” (Fund 105)	115
229 Fire Equipment Growth Impact Fees (Fund 276)	117

PUBLIC WORKS

PUBLIC WORKS OPERATIONS APPROPRIATION SUMMARY	119
341 Administration & Engineering (Fund 200)	120
342 Vehicle Maintenance	123
343 General Maintenance	125
343 General Maintenance (Fund 155 – Restricted-GF)	128
344 National Pollution Discharge Elimination System (Fund 207)	130
345 Traffic Congestion Relief (Fund 201)	133
351 Park Maintenance	135
460 Solid Waste Management AB-939 (Fund 213)	137
648 Water Pollution Control Plant (Shared Cost)	139
649 Sewage Collection System (Pinole Only)	142
650 WPCP / Equipment & Improvements (Shared Cost)	145
651 WPCP / Equipment & Debt Service (Pinole Only)	147

COMMUNITY DEVELOPMENT

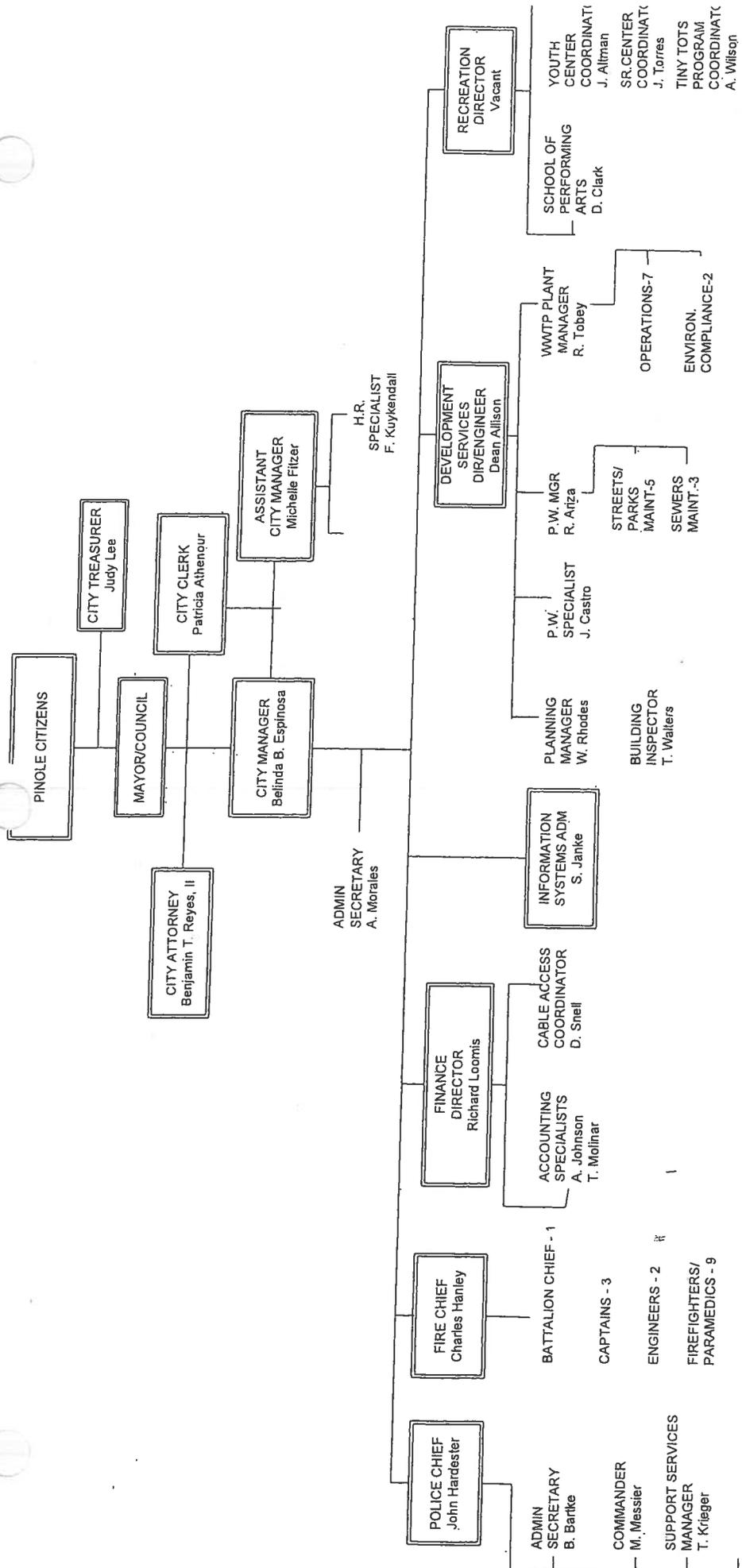
CDD OPERATIONS APPROPRIATION SUMMARY	149
461 Community Development – Planning	150
462 Building Inspection	153
463 Redevelopment Programs Administration	156
464 Housing Administration	158
465 Redevelopment – Programs/Activities	161
9111 Debt Service	162

RECREATION

RECREATION OPERATIONS APPROPRIATION SUMMARY	163
552 Recreation-Administration	164
553 Senior Center Facility	167

553 Senior Center Club Activities (Fund 211)	170
555 Swim Center	172
556 Memorial Hall	174
557 Tiny Tots Child Care	176
559 Performing Arts	179
581 Tennis	181
592 Youth Camps	183
595 Youth Center	184

STAFFING ALLOCATIONS



SERGEANTS - 6

POLICE OFFICERS - 19
PROPERTY SPECIALIST-1
COMM SAFETY - .5
DISPATCH - 7
REC & PROPERTY - 2
CROSSING GUARDS - 2 (PT)

**CITY OF PINOLE
PERSONNEL POSITION ALLOCATION
(As Adopted)**

Position Descriptions Within Departments	Position Allocations Budgeted 2008/09	Position Allocations Budgeted 2009/10	Position Allocations Budgeted 2010/11	Position Allocations Budgeted 2011/12	Position Allocations Budgeted 2012/13
111 City Manager					
City Manager	1.00	1.00	1.00	1.00	1.00
Executive Assistant	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>
Total	2.00	2.00	2.00	1.00	1.00
112 City Clerk	1.00	1.00	1.00	1.00	1.00
115 Finance					
Finance Director	1.00	1.00	1.00	1.00	1.00
Deputy Finance Director	1.00	0.00	0.00	0.00	0.00
Accounting Specialist	2.00	2.00	2.00	2.00	2.00
Accounting Technician	1.00	0.00	0.00	0.00	0.00
Accounting Assistant - <i>part-time, temporary</i>	<u>0.00</u>	<u>0.25</u>	<u>0.25</u>	<u>0.00</u>	<u>0.00</u>
Total	5.00	3.25	3.25	3.00	3.00
116 Human Resources					
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Analyst	<u>1.00</u>	<u>1.00</u>	1.00	0.75	0.00
Human Resources Specialist			<u>0.00</u>	<u>0.00</u>	<u>0.75</u>
Total	2.00	2.00	2.00	1.75	1.75
117 General Government					
Administrative Secretary	1.00	1.00	0.00	0.00	0.00
Executive Assistant	0.00	0.00	1.00	0.50	0.00
Office Assistant - <i>part-time</i>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total	1.00	1.00	1.00	0.50	0.00
121 Information Systems					
Information Systems Administrator	1.00	1.00	1.00	0.75	0.90
IS Technician II	1.00	1.00	1.00	0.00	0.00
IS Technician I	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total	3.00	2.00	2.00	0.75	0.90
221 Police Operations					
Chief of Police	1.00	1.00	1.00	1.00	1.00
Commander	1.00	0.00	0.00	1.00	0.00
Lieutenant	0.00	1.00	1.00	0.00	0.00
Sergeant	5.00	5.00	5.00	5.00	6.00
Police Officer	20.00	19.00	15.00	16.00	14.00
Community Services Officer	3.00	1.00	2.00	0.00	0.00
Crossing Guard - <i>part-time, temporary</i>	0.50	0.50	0.50	0.50 *	0.50 *
Police Officer (SRO)	2.00	2.00	3.00	3.00	3.00
Administrative Secretary	<u>1.50</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>
Total	34.00	30.50	28.50	26.50	24.50
222 Police Services					
Deputy Police Chief	0.00	1.00	0.00	0.00	0.00
Commander	1.00	0.00	0.00	0.00	0.00
Sergeant	1.00	0.00	0.00	0.00	0.00
Police Property Specialist	0.00	1.00	0.00	1.00	1.00
Community Safety Specialist	0.00	0.00	0.00	0.20 *	0.50 *
Services Supervisor	1.00	0.00	0.00	0.00	0.00
Administrative Secretary	0.00	0.00	0.00	1.00	1.00
Lead Records & Property Specialist	0.00	1.00	1.00	0.00	0.00
Records & Property Specialist	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total	6.00	5.00	3.00	4.20	4.50

Position Descriptions Within Departments	Position Allocations Budgeted 2008/09	Position Allocations Budgeted 2009/10	Position Allocations Budgeted 2010/11	Position Allocations Budgeted 2011/12	Position Allocations Budgeted 2012/13
223 West Bay Communications Center					
Support Services Manager	0.00	1.00	1.00	1.00	1.00
Services Supervisor	1.00	0.00	0.00	0.00	0.00
Lead Dispatcher	0.00	1.00	1.00	0.00	0.00
Dispatcher	<u>8.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Total	9.00	9.00	9.00	8.00	8.00
221 Police Operations - Measure "S"					
Commander	0	0.00	0.00	0.00	1.00
Sergeant	0.00	0.00	0.00	1.00	0.00
Police Officer	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>1.00</u>	<u>2.00</u>
Total	3.00	3.00	3.00	2.00	3.00
220 Police Operations - Community Preservation & Safety Unit					
Commander	1.00	1.00	1.00	0.00	0.00
Police Officer	1.00	1.00	1.00	0.00	0.00
Community Safety Specialist - <i>part-time, temporary</i>	2.00	2.00	2.00	0.00	0.00
Code Enforcement Officer	0.00	1.00	1.00	0.00	0.00
Administrative Secretary - <i>part-time, temporary</i>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.00</u>	<u>0.00</u>
Total	4.50	5.50	5.50	0.00	0.00
229 Fire					
Fire Chief	1.00	1.00	1.00	0.00	0.00
Captain	6.00	6.00	5.00	5.00	3.00
Fire Engineer	6.00	6.00	3.00	2.00	2.00
Engineer/Paramedic	0.00	0.00	3.00	3.00	3.00
Firefighter/Paramedic	4.00	4.00	4.00	4.00	5.00
Firefighter	2.00	2.00	1.00	1.00	1.00
Administrative Secretary	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total	20.00	19.00	17.00	15.00	14.00
229 Fire - Measure "S"					
Acting Battalion Chief	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1.00</u>
Total	0.00	0.00	0.00	0.00	1.00
341 Development Services/Engineering					
Development Services Director/City Engineer	1.00	1.00	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	0.00	0.00	0.00
Associate Civil Engineer	1.00	0.00	0.00	0.00	0.00
Management Analyst	1.00	1.00	1.00	0.00	0.00
Public Works Specialist	1.00	1.00	1.00	1.00	1.00
Permit Technician	1.00	0.00	0.00	0.00	0.00
Administrative Secretary	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total	7.00	5.00	4.00	3.00	3.00
342 Public Works-Vehicle Maintenance					
Fleet Maintenance Mechanic	1.00	0.00	0.00	0.00	0.00
343 Public Works-General Maintenance					
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
Maintenance Workers	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>4.00</u>	<u>4.00</u>
Total	5.00	4.00	4.00	6.00	6.00
344 Public Works-NPDES					
Maintenance Worker	1.00	1.00	1.00	0.00	0.00
Field Maintenance Mechanic	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total	2.00	1.00	1.00	0.00	0.00

Position Descriptions Within Departments	Position Allocations Budgeted 2008/09	Position Allocations Budgeted 2009/10	Position Allocations Budgeted 2010/11	Position Allocations Budgeted 2011/12	Position Allocations Budgeted 2012/13
351 Public Works-Park Maintenance					
Senior Maintenance Worker	1.00	1.00	1.00	0.00	0.00
Maintenance Worker	<u>2.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total	3.00	1.00	1.00	0.00	0.00
461 Development Services/Planning					
Community Development Director	1.00	0.00	0.00	0.00	0.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Associate Planner	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>
Total	3.00	2.00	2.00	1.00	1.00
462 Building Inspection					
Building Inspector	1.00	1.00	1.00	1.00	1.00
Rental Inspector	1.00	0.00	0.00	0.00	0.00
Code Enforcement Officer	1.00	0.00	0.00	0.00	0.00
Permit Technician	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>
Total	4.00	2.00	2.00	1.00	1.00
463 Redevelopment					
Economic Development Manager	1.00	1.00	1.00	1.00	0.00
Senior Project Manager	1.00	1.00	1.00	1.00	0.00
Staff Accountant - <i>part-time, temporary</i>	<u>0.00</u>	<u>0.45</u>	<u>0.45</u>	<u>0.00</u> *	<u>0.00</u>
Total	2.00	2.45	2.45	2.00	0.00
464 Housing Administration					
Redevelopment Analyst	1.00	1.00	1.00	1.00	0.25
Accounting Assistant - <i>part-time, temporary</i>	<u>0.00</u>	<u>0.00</u>	<u>0.25</u>	<u>0.00</u> *	<u>0.00</u>
Total	1.00	1.00	1.25	1.00	0.25
552 Recreation Administration					
Recreation Director	1.00	1.00	1.00	1.00	1.00
Office Assistant - <i>part-time, regular</i>	<u>0.00</u>	<u>0.75</u>	<u>0.75</u>	<u>0.00</u>	<u>0.00</u>
Total	1.00	1.75	1.75	1.00	1.00
553 Senior Center					
Senior Center Coordinator	1.00	1.00	1.00	1.00	1.00
Recreation Activities Specialist - <i>part-time, regular</i>	0.75	0.75	0.75	0.75	0.90
Custodian	1.00	1.00	1.00	0.00	0.00
Custodian - <i>part-time, temporary</i>	0.75	0.75	0.75	0.75	0.38
Cook - <i>part time, regular</i>	0.75	0.75	0.75	0.75	0.75
Rental Facility Custodian - <i>part time, temporary</i>	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>	<u>0.40</u> *	<u>0.63</u> *
Total	4.65	4.65	4.65	3.65	3.65
554 Cable Access TV					
Cable Access Coordinator - <i>part-time, regular</i>	1.00	1.00	1.00	0.90	0.90
Cable Access Technician - <i>part-time, regular</i>	2.00	2.00	2.00	0.75	0.75
Cable Equipment Operators - <i>part-time, temporary</i>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.50</u> *	<u>0.88</u> *
Total	4.00	4.00	4.00	2.15	2.53
556 Memorial Hall					
Custodian/Rental Attendant - <i>part-time, temporary</i>	0.30	0.00	0.00	0.00	0.00
557 Tiny Tots					
Tiny Tots Program Coordinator - <i>part time, regular</i>	0.88	0.88	0.88	0.88	0.88
Tiny Tots Sr. Program Assistant - <i>part time, regular</i>	0.74	0.74	0.88	0.88	0.88
Tiny Tots Program Assistant - <i>part time, regular</i>	<u>0.74</u>	<u>0.74</u>	<u>0.60</u>	<u>0.60</u>	<u>0.63</u>
Total	2.36	2.36	2.36	2.36	2.38
595 Youth Center					
Youth Services Coordinator	1.00	1.00	1.00	1.00	1.00
Youth Activities Assistant - <i>part time, regular</i>	0.50	0.00	0.00	0.00	0.00
Recreation Leader - <i>part time, temporary</i>	<u>0.38</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u> *	<u>1.10</u> *
Total	1.88	1.50	1.50	1.50	2.10



Position Descriptions Within Departments	Position Allocations Budgeted 2008/09	Position Allocations Budgeted 2009/10	Position Allocations Budgeted 2010/11	Position Allocations Budgeted 2011/12	Position Allocations Budgeted 2012/13
648 Sewer Treatment Plant					
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	0.00	0.00
Treatment Plant Operations Supervisor	1.00	0.00	0.00	0.00	0.00
Water Pollution Control Plant Supervisor	0.00	2.00	2.00	2.00	1.00
Environmental Compliance Inspector	2.00	1.00	1.00	1.00	2.00
Senior Maintenance Mechanic	1.00	0.00	0.00	0.00	1.00
Senior Operator	1.00	0.00	0.00	0.00	0.00
Operator	4.00	5.00	5.00	5.00	5.00
Laboratory Analyst	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>
Total	12.00	11.00	11.00	10.00	10.00
649 Sewer Collection					
Public Works Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	1.00	0.00	0.00	0.00	1.00
Maintenance Worker	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>	<u>1.00</u>
Total	4.00	4.00	4.00	3.00	3.00
GRAND TOTALS--ALL DEPARTMENTS	149.69	130.96	124.21	101.36	98.55
					94.56 Benefitted
					3.99 Unbenefitted*
<u>Summary by Functional Workgroup</u>					
Administration	14.00	11.25	11.25	8.00	7.65
Police	56.50	53.00	49.00	40.70	40.00
Fire	21.00	19.00	17.00	15.00	15.00
Public Works	34.00	26.00	25.00	22.00	22.00
Community Development	10.00	7.45	7.70	5.00	2.25
Recreation	<u>14.19</u>	<u>14.26</u>	<u>14.26</u>	<u>10.66</u>	<u>11.65</u>
Functional Totals	149.69	130.96	124.21	101.36	98.55



STAFFING REDUCTIONS - FY 08/09 TO 11/12

As of 3/1/12

FY 08-09	NAME	POSITION	DEPARTMENT	FTE
	Lynda Curtis	Accounting Technician	Administration	1
	Ruth Chiu	IS Specialist I	Administration	1
	Celinda Aguilar-Vasquez	Administrative Secretary	Administration (RDA)	1
	Vacant	Police Officer	Police	1
	Vacant	Police Officer	Police	1
	Vacant	Police Sergeant	Police	1
	Candice Turci	Community Services Officer	Police	1
	Paul Hoopaugh	Fleet Maintenance Mechanic	Public Works	1
	Mike Kane	Field Maintenance Mechanic	Public Works	1
	Bill Holton	Maintenance Worker	Public Works	1
	Greg Branson	Maintenance Worker	Public Works	1
	Mark Adams	Maintenance Supervisor	Public Works	1
	Dave Zuerner	Rental Facility Custodian (Memorial Hall)	Recreation	0.3
			Total FTE	12.3

*Reduced Maintenance Worker position in lieu of Maintenance Supervisor

Employee count = 10 (excludes vacant positions)

FY 09-10	NAME	POSITION	DEPARTMENT	FTE
	Christine Swars	IS Intern	Administration	0.5
	Gay Adams	Administrative Intern (RDA)	Administration	0.5
	Mary Roberts	Community Development Director	Community Development	1
	Don Nicks	Rental Inspector	Community Development	1
	Linda Rosedahl	Administrative Secretary	Fire	1
	Ron Gesner	Assistant Fire Chief	Fire	1
	Chuck Durlley	IS Specialist	Police	1
	Guillermo Rocha	Community Services Officer	Police	1
	Graham Wadsworth	Assistant City Engineer	Public Works	1
	Hany Demitri	Associate Civil Engineer	Public Works	1
	Maureen Riley-Villane	Permit Technician	Public Works	1
	Brian McElirone	Public Works Intern	Public Works	0.5
	Jose Garcia	WWTP Intern	Public Works	0.5
	Corneka Leblanc-Jackson	Youth Activities Assistant	Recreation	0.75
			TOTAL FTE	11.75

Employee count = 14

STAFFING REDUCTIONS - FY 08/09 TO 11/12

As of 3/1/12

NAME	POSITION	DEPARTMENT	FTE
Maria Mata	Accounting Assistant	Administration	0.5
Sandy Lucken	RDA Accountant	Administration	0.5
Pam Bridant	Permit Technician	Community Dev	1
Anne Hersch	Associate Planner	Community Dev	1
Vacant	Fire Captain	Fire	1
Vacant	Firefighter	Fire	1
Vacant	Police Officer	Police	1
Vacant	Police Sergeant	Police	1
Shawn Saunders	Community Services Officer	Police	1
Renell Farley	Lead Records & Property Specialist	Police	1
Dan Miller	Lead Dispatcher	Police	1
Linda Radcliffe	Administrative Secretary	Police	0.5
Tom Madigan	Community Safety Specialist	Police	0.5
Pat Pava	Community Safety Specialist	Police	0.5
Vacant	Public Works Maintenance Worker	Public Works	1
Cheryl Echeverria-Leary	Office Assistant	Recreation	0.75
TOTAL FTE			13.25

Employee count = 11 (excludes vacant positions)

FY 11-12	NAME	POSITION	DEPARTMENT	FTE
	Wanda Olson	Executive Assistant	Administration	1
	Vacant	Executive Assistant	Administration	1
	Ed Henderson	IS Technician	Administration	1
	Michall Pendelton	Fire Engineer	Fire	1
	Tyra Harrington	Code Enforcement Officer	Police	1
	Doug Hearn	Code Enforcement Officer	Police	0.5
	John Vaillencourt	Police Officer	Police	1
	Vacant	Police Commander	Police	1
	Vacant	Police Officer	Police	1
	Vacant	Police Officer	Police	1
	Lurene Gallaty	Administrative Secretary	Public Works	1
	Nancy Voisey	Management Analyst	Public Works	1
	Erick Wilson	Cable Access Technician	Recreation	1
	Vacant	Recreation Director	Recreation	1
	Mary Drazba	Economic Development Manager	Redevelopment	1
	Francine Kuykendall	Sr. Project Manager (moved to vacant HR position)	Redevelopment	1
	Vacant	RDA Analyst	Redevelopment	1
			TOTAL FTE	16.50

Employee count = 10 (excludes vacant positions)

TOTAL STAFFING REDUCTION FTE = 53.80

Total positions = 60; Total people = 46

In addition, the Cable Coordinator went to 36 hour workweek; Cable Technician, HR Analyst, & IS Administrator went to 30 hours/week; Executive Assistant went to 20 hours/week

Summary by Department

Administration	10
Community Development	4
Fire	5
Police	18
Public Works	12
Recreation	1.8
Redevelopment	3

Suppression = 4
Sworn = 9

2012/13 PERSONNEL BUDGET

Updated 04/20/12

NAME	POSITION	WAGE TOTAL	BENEFIT TOTAL	
GREEN	COUNCILMEMBER	3,000	15,851	
LONG	COUNCILMEMBER	3,000	7,673	
BANUELOS	COUNCILMEMBER	3,000	20,231	
MURRAY	COUNCILMEMBER	3,000	7,651	
SWEARENGEN	COUNCILMEMBER	3,000	7,673	
100-0110 TOTAL		15,000	59,079	
ESPINOSA	CITY MANAGER	180,800	49,888	1
100-0111 TOTAL		180,800	49,888	
ATHENOUR	CITY CLERK	121,722	44,454	1
100-0112 TOTAL		121,722	44,454	
LEE	CITY TREASURER	3,000	9,273	
100-0113 TOTAL		3,000	9,273	
LOOMIS	FINANCE DIRECTOR	139,113	48,435	
MOLINAR	ACCT SPECIALIST	71,787	25,325	
JOHNSON	ACCT SPECIALIST	71,787	24,676	
100-0115 TOTAL		282,687	98,436	3
FITZER	ASSISTANT CITY MANAGER	123,096	44,361	
KUYKENDALL	HR SPECIALIST	72,365	25,135	
100-0116 TOTAL		195,461	69,496	2
VACANT	P/T OFFICE ASSISTANT	-	-	
100-0117 TOTAL		-	-	0
JANKE (0.90)	INFORMATION SYS ADM	74,368	37,606	
100-0121 TOTAL		74,368	37,606	0.9
HARDESTER	POLICE CHIEF	150,122	61,872	
MESSIER	COMMANDER	124,639	55,101	
CAUWELS	SERGEANT	114,948	49,318	
PALMINI	SERGEANT	118,291	50,164	
AVERY	SERGEANT	112,826	51,353	
LOPEZ	SERGEANT	114,636	38,797	
DECKER	SERGEANT	104,589	37,128	
BLUME	OFFICER	91,417	32,913	
COMBONG	OFFICER - DETECTIVE	96,835	46,931	
TAKACAS	OFFICER	97,493	40,606	

ENGLE	OFFICER - CORPORAL	101,364	48,180	
FOERDER	SCHOOL RESOURCE OFFICER	94,398	44,113	
LIKOS	OFFICER	98,646	33,244	
LINDBERG	OFFICER	92,917	43,740	
MELAD	OFFICER - CORPORAL	105,969	47,048	
MYOVICH	OFFICER	109,891	37,596	
WALLACE	OFFICER - DETECTIVE	96,293	32,755	
FODOR	OFFICER - CORPORAL	97,446	44,885	
WELLS	OFFICER - CORPORAL	102,856	42,163	
ROGERS, J	OFFICER	98,946	34,819	
100-0221 TOTAL		2,124,522	872,688	20
BARTKE	ADMINISTRATIVE SECRETARY	60,119	30,083	
HENNING	RECORD & PROP SPEC	54,443	31,812	
SILVA	RECORD & PROP SPEC	52,643	26,178	
CUELLAR	POLICE PROPERTY SPECIALIST	55,047	19,974	
CHAVARRIA (0.5)	COMM SAFETY SPECIALIST	31,746	4,877	
100-0222 TOTAL		253,997	112,923	4.5
KRIEGER-FAYED	PD SERV MANAGER	95,004	35,086	
BORGHESANI	DISPATCHER	73,935	24,919	
DOUTHIT	DISPATCHER	72,749	23,111	
ASHLOCK	DISPATCHER	69,178	34,371	
PITCHFORD	DISPATCHER	77,798	24,173	
RUSSO	DISPATCHER	69,178	34,371	
COX	DISPATCHER	70,678	22,740	
MOORE-SKELLRUD	DISPATCHER	72,378	34,985	
OVERTIME		57,000	4,883	
100-0223 TOTAL		657,898	238,640	8
UPDIKE	FEDERAL COPS GRANT OFFICER	86,812	29,617	
MICHAELS	FEDERAL COPS GRANT OFFICER	78,862	29,738	
JENSEN	SERGEANT	104,946	38,407	
JOHANTENG	SCHOOL RESOURCE OFFICER	96,835	34,981	
PISTELLO	SCHOOL RESOURCE OFFICER	97,398	35,124	
204-0227 TOTAL		464,853	167,868	5
PARADELA (0.25)	CROSSING GUARD	5,596	860	
ARMSTRONG (0.25)	CROSSING GUARD	5,596	860	
205-0227 TOTAL		11,191	1,719	0.5
DEAVER	OFFICER (MEASURE S)	91,417	43,358	
NIEVES	OFFICER (MEASURE S)	95,680	31,861	
OVERTIME		319,250	26,156	
105-0221 TOTAL		506,347	101,375	2
CONTRACT	FIRE CHIEF	-	-	

AKRE	CAPTAIN	109,904	47,318	
ELSE	ENGINEER/PARAMEDIC	107,438	42,291	
MADIGAN	CAPTAIN	108,797	45,459	
VOISEY	CAPTAIN	110,327	36,977	
BROOKS	ENGINEER/PARAMEDIC	98,390	40,045	
CROOKS	ENGINEER/PARAMEDIC	108,068	46,717	
DESEVE	FIRFIGHETER/PARMEDIC	93,440	44,703	
FIELD	ENGINEER	97,760	29,480	
THOMPSON	ENGINEER	98,413	44,148	
BALLARD	FIREFIGHTER/PARAMEDIC	95,866	38,559	
DORSEY	FIREFIGHTER/PARAMEDIC	93,469	31,274	
GELHAUS	FIREFIGHTER/PARAMEDIC	95,240	33,222	
SEKERA	FIREFIGHTER/PARAMEDIC	95,240	43,671	
SHORT	FIREFIGHTER	85,910	36,410	
RESERVES	RESERVE FIREFIGHTERS	25,000	3,598	
100-0229 TOTAL		1,423,261	563,873	14

LOWRY	ACTING BATTALION CHIEF	113,296	50,439	
OVERTIME		226,800	18,581	
208/105-0229 TOTAL (FEDERAL SAFER GRANT - 6 MOS.)		340,096	69,020	1

ARIZA	PW MANAGER	81,227	39,182	
OUELLETTE	PW MAINT SUPERVISOR	77,278	36,326	
BROWNRIGG	MAINTENANCE WORKER	57,147	33,723	
LIGHTFOOT	MAINTENANCE WORKER	59,227	28,150	
WILSON, ANTHONY	MAINTENANCE WORKER	56,227	33,745	
ANDERSON	MAINTENANCE WORKER	55,327	28,574	
100-0343 TOTAL		386,432	199,700	6

FROZEN	MAINTENANCE WORKER	-	-	
100-0351 TOTAL		-	-	

RHODES	PLANNING MANAGER	105,600	34,762	
100-0461 TOTAL		105,600	34,762	1

VACANT	RECREATION MANAGER	107,229	45,115	
209-0552 TOTAL		107,229	45,115	1

RETIRED MEDICAL 818,859

PENSION OBLIGATION 430,000

TREATMENT PLANT

BOWIE	PW MAINTENANCE SUPRV	70,669	22,829	
DENIS	MAINTENANCE WORKER	57,827	20,318	
WALKER	SR.MAINTENANCE WORKER	57,327	29,359	

STANDBY BEEPER		12,200	1,000	
500-0649 TOTAL		198,023	73,505	3
TOBEY	PLANT MANAGER	95,000	40,516	
VACANT	ENVIRONMENTAL ASSISTANT	33,232	27,456	
HARLESS	WPCP SUPERVISOR	92,416	39,776	
ODOM	ENVIRONMENTAL ANALYST	74,835	36,116	
GARCIA	OPERATOR	59,385	20,816	
PICA	OPERATOR	59,385	20,816	
WINSOR	OPERATOR	72,183	26,801	
CAMPBELL	OPERATOR	73,983	25,544	
NGUYEN	OPERATOR	72,183	24,903	
VACANT	WWTP MAINTENANCE MECHANIC	52,927	31,556	
OVERTIME		25,000	2,048	
STANDBY BEEPER		12,200	1,000	
500-0648 TOTAL		722,728	297,346	10

SPECIAL REVENUE FUNDS

TORRES	SENIOR CENTER COORDINATOR	55,187	30,810	
DESSELLE (0.9)	REC. ACTIVITIES SPEC.	37,408	22,702	
PANG (0.75)	COOK	26,325	17,554	
LEE	CUSTODIAN	4,140	636	
LYONS (0.375)	CUSTODIAN	10,671	1,639	
LEE / FOWLER (0.625)	RENTAL ATTENDANTS	17,411	2,674	
209-0553 TOTAL		151,142	76,016	3.65
SNELL (0.9)	CABLE ACCESS COORDINATOR	76,678	35,817	
MCCAILE (0.75)	CABLE ACCESS TECHNICIAN	49,320	16,701	
P/T OPERATORS (0.875)	CABLE EQUIP OPERATOR	26,350	4,048	
228-0554 TOTAL		152,348	56,565	2.525
WILSON, ANN (0.875)	TINY TOT PROG COORDINATOR	44,331	23,445	
MELLO (0.875)	TT PROGRAM ASSISTANT	28,767	14,574	
MURRAY (0.625)	TT PROGRAM ASSISTANT	15,351	7,892	
209-0557 TOTAL		88,450	45,911	2.375
ALTMAN	YOUTH SVCS COORD.	66,332	34,028	
LEBLANC-JACKSON (0.5)	RECREATION LEADER	13,787	4,029	
SEASONAL P/T (0.6)		98,000	15,054	
235-0595 TOTAL		178,118	53,111	2.1
ALLISON	DEV SVC DIR/CITY ENGINEER	154,329	43,524	
CASTRO	PW SPECIALIST	73,751	27,159	
MORALES	ADMINISTRATIVE SECRETARY	61,235	34,771	
200-0341 TOTAL		289,314	105,455	3

WALTERS	BLDG INSPECTOR	74,263	31,777	
212-0462 TOTAL		74,263	31,777	1
	MILLER CARETAKER	11,960	1,838	
317-7702 TOTAL		11,960	1,838	
GRAND TOTALS		9,120,811	4,766,560	99
			52%	
			13,887,371	
	Checktotal		<u>12,638,512</u>	
	Vary		1,248,859	
	OPEB		(818,859)	
	PB D/S		<u>(430,000)</u>	
	Rounding		0	

This Page Intentionally Left Blank

REVENUE ANALYSIS

OPERATING REVENUE ANALYSIS

The City finances its Operating Activities to the public with revenue derived from a variety of sources. The following will provide insight to these sources as well as the basis for budget estimates:

Fund 100 - General Fund

The City's General Fund accounts for all unrestricted revenues and pays for the day-to-day operating costs of traditional municipal services like police, fire planning, public works maintenance and administrative support services. The major discretionary funding sources are local taxes levied by the City based on rates that are subject to voter ratification. Recent events highlight how sensitive the local tax base is to changes in the larger Global Economy, which are beyond the control of local elected officials.

31110 Secured Taxes

31120 Unsecured Taxes

Homes, businesses, and other taxable real and personal property are subject to levy of property taxes a fixed statutory rate of 1% of assessed valuation. Assessed value is based on the 1975 property values with subsequent increases limited to 2% or CPI growth, whichever is less. However, when there is a change in property ownership, property renovation or new construction property is reappraised at its full current market value.

The General Fund receives on average 18.85% of the total ad valorem property taxes levied (excluding voter approved tax overrides pledged for the retirement of bonded debt) on property located within its boundaries (exclusive of the Redevelopment Project Areas). FY 2012-13 local property taxes are forecasted to be \$1.8 million coupled with an estimated receipt of "return to source" taxes related to the dissolution of the City's former Redevelopment Agency of \$550,000, which together comprise 23% of the General Fund revenues.

The City retains consulting assistance from HdL Coren & Cone to monitor, analyze and forecast this revenue source. Regrettably, there has been significant erosion in both the residential and commercial property value assessments, commencing in the 2009-10 (11% valuation decrease) fiscal year, which is anticipated to carry over into the FY 2010-11 (an additional 4% reduction in assessment values). The City's Redevelopment Successor Agency will also receive between \$5.2 and \$6.5 million in property taxes "pledged" from assessments falling within the boundaries of the former Redevelopment Project Areas, as may be required to liquidate all remaining *Enforceable Obligations* of the now dissolved Pinole Redevelopment Agency.

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

31125 Supplemental Property Taxes

Includes property taxes apportioned to the City by the County from the 1% Tax Rate of the Supplemental Roll Allocation in accordance with Revenue and Taxation Code 75.50. There was a significant reduction in revenue collections from this source beginning in the 2007-08 fiscal years reflecting the drastic decline in residential property values throughout the State of California and the corresponding decline in "resale" market transactions.

31130 Property Transfer Tax

The City levies a \$0.55 fee for each \$1,000 value of real property transferred in the City; the County Recorder imposes these fees and remits them to the City. Estimates are based on historical experience. There was a significant reduction in revenue collections from this source beginning in the 2007-08 fiscal year reflecting a notable decline in "resale" market transactions, accompanying the overall decline in California's Real Estate Market.

31200 Sales Tax (Fund 100)

Sales tax is the General Fund's single largest revenue source; collections projected for 2012-13 are \$3.0 million, which comprises 29% of the General Fund revenues. This collection amount represents the City's share of sales tax levied on all merchandise (0.75%). These funds are received directly from the State on a monthly basis. Revenues are estimated using economic indicators, historical data and projections for gross sales from newly opened stores and restaurants. Sales tax receipts peaked in 2006-07 (at \$3,614,927) and declined precipitously during the Great Global Recession to a low of only \$2,791,351 (approximately a 22% overall decline) in the 2010-11 fiscal year. A significant component of the recent decline in this revenue source was the closure of Mervyn's California one of the Anchor Tenants at the City's Pinole Vista Crossing Shopping Center. Occupancy of the 80,000 square foot by national clothing retailer Burlington Coat Factory in early fall of 2010, has begun to stabilize and rebuild of the retail sales tax base within Pinole.

31200 Sales Tax (Fund 105)

Includes the voter-approved City's use tax levied on all merchandise (0.5%). These funds are received directly from the State on a monthly basis. Revenues are estimated using economic indicators, historical data and projections for gross sales from newly opened stores and restaurants. Although not legally restricted, these taxes have been pledged by the City Council to fund Public Safety Programs as their highest funding priority. 2012-13 use tax revenues are estimated to generate \$ 1,550,267. Similar, to the discussion above for local sales tax collections, it is anticipated that this revenue source will increase substantially as vacancies in storefronts in both of the City's major shopping centers (Pinole Vista and Pinole Valley) are filled with new retailers.

31301 Franchise Fees - Gas

31302 Franchise Fees - Electric

31303 Franchise Fees - Cable

31304 Franchise Fees - Refuse

The City receives franchise fees from various public utilities and other corporations who furnish gas, electric, water, Cable TV, refuse or similar services to citizens living within city boundaries. The various fees are delineated in franchise agreements and are paid directly to the city by these franchisees. Estimates are based on historical experience, except for Refuse Franchise Fees, which were significantly (\$332,000/year) increased through a 4-year phase-in period (beginning in FY 2008-09) specifically to help address the City's structural budget deficit. The amounts of refuse fee increase scheduled by budget year, as follows:

Estimated Refuse Franchise Fees	
FY 2008-09	\$ 22,000
FY 2009-10	62,000
FY 2010-11	109,500
FY 2011-12	138,500
Thereafter	138,500

31400 Business Licenses

For the privilege of doing business within city limits, all businesses are assessed a business license fee in accordance with Municipal Code Title 5. The City charges business license tax in accordance with the provisions of Government Code 37101. At the present time, there are 1,600 active accounts tracked by the City's Finance Department. The City of Pinole's tax is computed based on a flat tax (currently \$120/year) combined with a variable tax component based on the number of employees engaged in each business enterprise. At the conclusion (March 2012) of the most recent annual billing/renewal cycle, 100 delinquent accounts (including penalty assessments) of approximately \$18,000 have been indentified for referral to the City's collection agent (Credit Bureau Associates) on a percentage recovery fee basis (40% retention) for collection. Despite the financial challenges of this current economic recession, local merchants have paid 93% of the City's business tax levy.

31500 Transient Occupancy Tax (Motel or Bed Tax)

The City levies a 10% tax for the privilege of occupying quarters on a transient basis (Chapter 3.24 of Municipal Code). This tax is imposed upon persons staying 30 days or less in a motel or lodging facility. The tax rate is set at the discretion of the City Council, subject to ratification by the City's electorate. Seventy-five percent (75%) of the City's tax collections are paid by visitors staying at the Motel-6 on Fitzgerald Drive. Tax collections projected for 2012-13 are down to \$230,574 (from "peak" collections of \$247,639 in 2007-08), which comprises approximately 3% of the General Fund revenues.

31600 Utility Taxes

Chapter 3.26 of the Municipal Code, amended in 2004, levies 8% tax on the value public utilities services consumed within the City limits for electricity, natural gas, and telecommunications. Low income households are eligible for exemption from payment. Historically, the tax has been authorized for fixed time intervals of eight years in length and is subject to voter ratification for extension beyond December of 2012. Neighboring communities (Hercules, San Pablo, Richmond and El Cerrito) also impose the tax on water consumption. The City will request that the Electorate ratify renewal of the taxing authority for another eight years at the next General Election set for November 2012. At the current authorized rate the annual taxes collected are approximately \$2.0 million (approximately 21% of the General Fund revenues).

32110 Motor Vehicle In-lieu

City share of motor vehicle license fees levied, collected and apportioned by the state. The vehicle license fee (VLF), also called the "motor vehicle in-lieu tax" is a tax on the ownership of registered motor vehicles which takes the place of taxation of this personal property. The VLF is paid annually at the time vehicle licenses are renewed based on current value adjusted for depreciation. In May 2004, the Legislature permanently reduced the tax rate from 2% to 0.65% with a commitment to "backfill" the revenue lost to local agencies with property tax revenues. The 2004-05 Allocation Base increases annually in proportion to the growth in local assessed valuation. The current year revenue estimate is approximately \$1.2 million (approximately 12% of the General Fund revenues),

32140 State - Homeowner's Property Tax Rebates (HOPTR)

The City is reimbursed for property taxes lost due to the allowance of the homeowner's property tax exemption. Estimates are based on historical experience and county estimates. Payments are funneled through the county from the State to the City and are usually received in April and July.

35110 Dispatch Services – Hercules

The City provides dispatch services to the City of Hercules under an Intergovernmental Service Sharing agreement. The costs of this activity are allocated annually on the basis of “call response” statistics. The current allocation percentages are approximately 45% Hercules and 55% Pinole. Based on recommended expenditures of \$983,710 the anticipated reimbursement from Hercules will be \$449,611.

35146 Fire Services

The County contracts with the City for Fire Protection and Rescue Services in the unincorporated service area known as Tara Hills. This contract, which dates back to 1962, provides for a pro-rata payment of city fire-related costs, adjusted annually for changes in the Consumer Price Index. The cost reimbursement anticipated for the next budget year is \$150,000.

37181 Rent

The principal City Facility Rental is a long-term (15-year) lease of the Pinole Post Office building with the United States Postal Service, which includes cost escalators at five year intervals. The third and final renewal/extension period began on September 1, 2010, at which time the annual rent charges increase to \$85,860.

Fund 155/185 – General Fund Restricted Revenue

39119 Ground Lease Rentals

Represents leases payments for the Pinole Vista Crossings Shopping Center. Anticipating that the City will complete the sale of this property prior to June 30, 2011, no additional revenues are forecast from the center from its former Private Partner (and Property Manager).

Fund 200 - Gas Tax (Highway Users Tax Allocations)

32181 Gas Tax - 2106

32182 Gas Tax - 2107

32183 Gas Tax - 2107.5

32184 Gas Tax - 2105

The State imposes excise taxes (frequently referred to as HUTA revenues) on various transportation fuels (gasoline and diesel fuels) levied on sales within city boundaries. These taxes are distributed primarily on the basis of population pursuant to formulas specified in Streets and Highways Code Sections 2106, 2107, 2107.5, and 2105. Use of Gas Tax is restricted to street and road purposes. Estimates of revenue are provided by the State. A new excise tax (July 2010) replacing the previously authorized “sales taxes” collected on fuel sales (Traffic Congestion Relief program – Fund 201) was implemented in 2010-11 and is estimated at \$212,794 for 2012-13.

Fund 202 - Police Security

33140 Police Security

Reflects the reimbursement received from commercial enterprises for police security services provided. Estimates are based on contracts negotiated by the City, primarily for the Pinole Vista Shopping Center and also the East Bluff Apartment Complex.

Fund 203 - AB 172 Public Safety

32155 Sales Tax

SCA 1 (AB 2788 - Chapter 886 Prop 172) authorized the continued imposition of the one-half cent sales tax commencing 1/1/94, upon approval of the voters. The statewide one-half cent sales tax is allocated based on share of statewide taxable sales. The monies are allocated by the county auditor and are to be deposited into a Public Safety Augmentation Fund, to be used exclusively for public safety. The receipt of these funds is conditioned on maintenance of effort, base year 1992-93. This revenue estimate is based on historical trends and analysis of sales tax trends, and has declined substantially during the recent Great Global Recession, but is expected to return to previous allocation levels.

Fund 205 – Traffic Safety Fund

36160 Traffic Safety Fines

Fines and forfeitures received by the City under Section 1463 of the Penal Code.

Fund 206 - Supplemental Law Enforcement Services

32334 AB939

In 1996 AB3229 created the Citizens Option of Public Safety Program through which funds could be annually provided in the State budget for local law enforcement jurisdictions. The minimum allocation for public agencies is \$100,000, which is the amount which has been historically allocated to Pinole. This amount and continuation of allocation of this State subvention is subject to the discretion of the State Legislature and was not funded for 2011-12

Fund 207 - National Pollution Discharge Elimination System (N.P.D.E.S.)

39112 NPDES Assessments

The County collects assessments via the property tax bills pursuant to the National Pollution Discharge Elimination System Regulations, a federally mandated program. Assessments for 2004-05 are levied at \$35 per ERU (Equivalent Runoff Unit); revenue estimates are based on the number of ERU's multiplied by the adopted rate.

Fund 209 - Senior Center

38140 Senior Center Program Fees

The Senior Foundation and the Pinole Senior Club provide a contribution toward the staffing and maintenance costs of the center.

38180 Senior Club Reimbursements

The Senior Club funds the entire cost of the cook for meals provided through the center; billings are rendered each month to the Club and the City is reimbursed for these costs.

39103 Contributions

Community Fundraising Event revenues are coupled with contributions are secured from the Pinole Senior Foundation (a charitable 501-C3 organization) to help the Youth Center operate on a full-cost recovery basis, without tax base revenue subsidies from the City's General Fund.

Fund 212 - Building Inspection

34101 Building Construction Fees

Building requires the securing of a permit pursuant to the Uniform Building Code. Permit fees are specified by the UBC and are collected to cover the cost involved in inspections performed.

34102 Electrical Construction Fees

Permits are required for any electrical work performed within city boundaries. Fees for such permits are collected and used for regulation and inspection services.

34103 Mechanical Construction Fees

Permits are required for such work as heating/air conditioning system installation, ventilation systems, etc. Fees for these permits are used to support this service.

34104 Plumbing Construction Fees

Permits are required for any plumbing work performed within the city boundaries. Fees for such permits are collected and used for regulation and inspection services.

35138 Plan Check Fees

The City engages a consultant to perform the most complex plan checks, which services are paid for through fees charged the applicant.

35148 Rental Property Inspection Fees

The Building Department inspects all residential rental units on a three-year rotation for code compliance. The fee is \$176 per inspection unit.

Fund 213 – AB939

35155 AB 939 Rate Increase

The City, via Richmond Sanitary Service, imposes an AB 939 fee of \$0.83 per can per month on all residential customers in Pinole. These revenues are restricted to programs and activities that encourage and promote recycling of solid waste products and generate source reduction for sanitary landfills used for refuse disposal.

Fund 215 - Measure J

32180 Measure J

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

Fund 225 - Asset Seizure - Adjudicated

36153 Asset Forfeiture

Property seized during drug arrests will eventually be distributed, either back to its owner or in some cases, it is sold and the proceeds divided up among the arresting and prosecuting agencies. Monies shown as revenue in this category have been returned to the City at the culmination of certain cases and can only be used for police activities.

Fund 209 - Swim Center

37183 User Fee

The Pinole Seals Swim Club pay a user fee for use of the swim center.

39103 Contributions

The Pinole Seals also coordinates community fundraising events to keep the Swim Center open. The pool will be managed and operated cooperatively by the Hilltop YMCA and the Pinole Seals through the swim season ending August.

39901 Transfers In

The City's General Fund provides an annual subsidy to augment community fundraising and use fees to keep the Swim Center open from May through August each year.

Fund 209 – Youth Center

39103 Contributions

Contribution of \$6,000 is donated annually by Richmond Sanitary Service, as a condition of their Refuse Collection Franchise with the City. Additional funding contributions are secured from the Pinole Youth Foundation (a charitable 501-C3 organization) to help the Youth Center operate on a full-cost recovery basis, without tax base revenue subsidies from the City's General Fund.

Fund 275 - Parkland Dedication

34140 Parkland Dedication Fees

Chapter 16.28 of the Pinole Municipal Code dictates the collection of an in-lieu fee payment or the dedication of land as a condition of approval of either a final subdivision map or parcel map. Fees expected are difficult to estimate and are dependent on subdivision applications.

Fund 276 - Growth Impact Fees

34150 Growth Impact Fees

Chapter 3.20 of the Pinole Municipal Code requires collection of fees on the value of all new construction; said fees to be used to offset the adverse impact caused by new development on existing streets, public buildings and public services. The most recent update for these fees (Resolution 2008-92, effective 07/01/2008) set the rate for Single Family Residential development units at \$16,569.37, Commercial Development Space at \$3.11 per square foot and Industrial Development Space at \$2.91 per square foot. Revenue estimates are based on anticipated construction in the next fiscal year.

Fund 500 - Sewer Enterprise Fund

35160 Sewer Service Charges

This fee consists of annual fees charged residents and businesses for use of sewer utilities. Sewer use fees are charged in the amount specified by City Council Resolution (Section 13.04.040 PMC). The fees are assessed on the basis of an annual charge for Residential Dwelling Units of \$591, and on the basis of cubic foot of water used for commercial, industrial and institutional users.

35161 Sewer Connection Fees

Chapter 13.04 of the Pinole Municipal Code requires payment of connection fees for initial sewer service.

35163 Sewer Plant Service Fee - Hercules

The City shares its sewer plant capacity with the City of Hercules. Each city pays its share of plant costs based on sewage in flows (as measured at the Treatment Facility Headworks).

35168 Sewer Maintenance – Hercules

The City's collection maintenance department maintains the City of Hercules' sewer system. This represents their costs.

Fund 750 – Redevelopment Successor Agency

This new fund is the Trust Account used to report the close-out financial activities of the former Redevelopment Agency. Pledged property tax revenues will continue to be provided to the City primarily for timely payment of outstanding redevelopment bond debt obligations, but also to reimburse the City for Administrative staff time. These future property tax revenues will be augmented by payments received on loans extended to commercial businesses by the former Redevelopment Agency.

Fund 280 - Housing: Low/Mod

Property tax set-aside revenues are not longer available to fund future housing program activities undertaken by the City, which elected to become the Successor Housing Program sponsor upon dissolution (02/01/12) of the former Redevelopment Agency. Future housing program activities will be limited to the funding that becomes available through the sale of residual real estate assets and payments received on loans extended for residential rehabilitation and first-time homebuyers programs initiated by the former Redevelopment Agency.

BUDGET SUMMARY

**OPERATING ACTIVITIES
SUMMARY OF FUND BALANCES
FY 2012/13**

SCHEDULE 1

FUND	ESTIMATED FUND BALANCE 7/1/2012	2012-13 FORECAST REVENUES	TRANSFERS IN		TOTAL AVAILABLE	2012-13 BUDGETED EXPENSES	TRANSFERS OUT		ESTIMATED FUND BALANCE 6/30/2013
GENERAL OPERATING									
General (100)	(3,400,000)	10,735,715	49,398	A	7,598,985	10,497,776	280,000	D	(3,248,207)
			126,100	B			0	G	
			30,000	C			44,616	H	
			15,000	E			24,800	I	
			42,772	F			0	J	
Measure "S" (105)	1,400,000	1,550,267			2,950,267	1,572,218			1,378,049
General Reserve (150)	22	-	280,000	D	280,022				280,022
Restricted R/E (155/185)	202,000	-			202,000	86,000			116,000
Police Equip. Reserve (160)	128,660	83,000			211,660		49,398	A	162,262
	(1,669,318)	12,368,982	543,270		11,242,934	12,155,994	398,814		(1,311,874)
SPECIAL REVENUE FUNDS									
Gas Tax (200)	0	518,712			518,712	516,129			2,583
Police Security (202)	32,160	44,400			76,560	30,450			46,110
Public Safety (203)	(45,666)	136,182			90,516	-	126,100	B	(35,584)
Police Deployment (204)	(12,000)	535,512			523,512	511,162			12,350
Traffic Safety (205)	37,000	31,050			68,050	37,870	30,000	C	180
Suppl Law Enforce (206)	1,000	100,000			101,000	100,229			772
NPDES (207)	(1,361)	270,000			268,639	269,168			(529)
Fire Grants (208)	0	81,844			81,844	81,844			0
Senior Center (209 / 211)	21,781	558,558			580,339	584,839			(4,500)
Building Inspection (212)	161,257	319,304			480,561	349,168			131,393
AB 939 Fund (213)	104,446	60,060			164,506	65,935	15,000	E	83,571
Measure C (215)	-	42,772			42,772	-	42,772	F	-
Asset Seizure-Adj. (225)	(2,500)	2,557			57	-			57
Penal Code 246.1 (230)	3,610	-			3,610	-			3,610
Littering Fines (231)	1,526	89			1,615	-			1,615
Recreation Adm. (552/209)	0	87,500			87,500	64,455	8,210	L	14,835
Tennis (581/209)	-	2,500			2,500	2,500			0
Memorial Hall (556/209)	-	5,000	0	G	5,000	5,000			0
Tiny Tots (557/209)	-	132,500	8,210	L	140,710	140,710			0
Cable TV (554/228)	-	209,084	44,616	H	253,700	253,700			0
Swim Center (555/209)	-	30,500	24,800	I	55,300	55,304			(4)
Performing Arts (559/209)	-	59,700			59,700	59,680			20
Youth Center (592/595/209)	19,113	303,250	0	J	322,363	289,881			32,482
Growth Impact (276)	-	0			0	-			-
	320,366	3,531,074	77,626		3,929,066	3,418,024	222,082		288,960
REDEVELOPMENT SUCCESSOR AGENCY ACTIVITIES									
Successor Agency Admin.	0	250,000	0	M	250,000	254,154			(4,154)
Housing Admin. (280)	0	18,000			18,000	30,000	0		(12,000)
	0	268,000	0		268,000	284,154	0		(16,154)

**OPERATING ACTIVITIES
SUMMARY OF FUND BALANCES
FY 2012/13**

SCHEDULE 1

FUND	ESTIMATED FUND BALANCE 7/1/2012	2012-13 FORECAST REVENUES	TRANSFERS IN	TOTAL AVAILABLE	2012-13 BUDGETED EXPENSES	TRANSFERS OUT	ESTIMATED FUND BALANCE 6/30/2013
FUND	ESTIMATED FUND BALANCE 7/1/2012	2012-13 FORECAST REVENUES	TRANSFERS IN	TOTAL AVAILABLE	2012-13 BUDGETED EXPENSES	TRANSFERS OUT	ESTIMATED FUND BALANCE 6/30/2013
ENTERPRISE FUND							
Sewer Utility Ops (500)	1,627,515	8,930,059		10,557,574	7,627,496	0	2,930,078
	1,627,515	8,930,059	0	10,557,574	7,627,496	0	2,930,078
SUMMARY (OPERATIONS)	278,563	25,098,115	620,896	25,997,574	23,485,667	620,896	1,891,011
A) Transfer from Police Equipment Reserve Fund for EBRICS Radio Lease Payment.							
B) Transfer Public Safety Augmentation Funds to General Fund to help support police services.							
C) Transfer Traffic Safety Funds to General Fund police for traffic costs.							
D) General Fund transfer General Reserve Account from Redevelopment "Return-to-Source" property tax revenues							
E) Transfer to General Fund from AB939 for administrative charge of funds.							
F) Measure C reimbursement to General Fund for cost of participation in WCCTAC.							
G) Transfer to Memorial Hall Fund for maintenance.							
H) General Fund transfer to subsidize Pinole Community Television.							
I) General Fund transfer to subsidize Swim Center.							
J) General Fund transfer to subsidize Youth Center.							
K) Transfer from Sewer Operations Fund to WWTP Capital Projects Fund for engineering services for facilities upgrades.							
L) Funding transfer from General Recreation to Other Recreation Programs.							
M) Funding transfer from Successor Agency for Administrative Cost Reimbursement							

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
FY 2012/13**

**EXHIBIT A
Schedule 2**

		2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	REVISED	REVENUE
		REVENUE	REVENUE	REVENUE	REVENUE	FORECAST	FORECAST
GENERAL FUND (100)							
31110	SECURED PROPERTY TAXES	1,711,785	1,690,346	1,509,338	1,446,679	1,670,099	✓ 1,623,503
31110	RETURN TO SOURCE PROPERTY TAXES	-	-	-	-	-	✓ 550,000
31120	UNSECURED PROPERTY TAXES	105,348	119,855	133,063	120,940	113,366	✓ 118,883
31125	SUPPLEMENTAL PROPERTY TAXES	131,091	82,294	23,029	48,794	37,555	✓ 13,601
31130	PROPERTY TRANSFER TAX	44,065	46,397	44,699	52,049	25,000	✓ 25,000
31200	SALES TAX	3,374,584	2,968,576	2,836,087	2,791,351	2,883,593	✓ 2,984,519
31301	FRANCHISE - GAS	50,780	49,121	41,874	39,601	39,600	39,600
31302	FRANCHISE - ELECTRIC	61,767	64,363	66,975	70,461	70,465	70,465
31303	FRANCHISE - CABLE	231,955	178,478	235,903	250,261	242,000	225,288
31304	FRANCHISE - GARBAGE	46,171	51,942	132,563	160,123	311,924	284,292
31400	BUSINESS LICENSES	218,567	226,464	247,304	269,339	260,000	✓ 244,250
31500	TRANSIENT OCCUPANCY TAX	247,639	223,294	187,746	198,027	200,000	✓ 230,574
31600	UTILITY TAXES	1,996,181	2,150,325	2,030,198	1,966,077	2,050,000	✓ 2,062,614
32110	STATE - MOTOR VEHICLE IN-LIEU	1,495,975	1,480,306	1,394,474	1,347,838	1,257,772	1,207,905
32140	STATE - HOMEOWNERS PROPERTY TAX RELIEF	37,596	37,197	37,217	37,163	37,250	✓ 37,250
32160	STATE - POST	15,334	16,417	11,995	21,341	15,000	15,000
32165	STATE - MEASURE H	20,572	44,456	77,883	103,736	60,000	60,000
32170	STATE - MANDATED COSTS	3,807	170	265	3,333	0	0
32349	BULLETPROOF VEST PROGRAM	0	0	0	0	1,545	1,545
32399	MISCELLANEOUS GRANT	0	66,062	80,000	130,000	15,000	0
32410	STATE-AB 4114 ABANDONED VEHICLE ABATEMENT	11,471	17,426	57,185	54,251	20,119	20,119
33150	PUBLIC SAFETY SUPPORT	162,365	165,612	149,533	39,563	35,307	35,300
34105	CONSTRUCTION FEES - SIDEWALK FEES	11,920	32,050	18,815	12,554	20,000	20,000
34109	CONSTRUCTION FEES - STREET OPENING PERMIT	900	0	5,000	2,455	1,200	1,200
34121	CONSTRUCTION FEES - ENCROACHMENTS	0	0	0	0	0	0
34215	SUBDIVISION FEES - MAP FILING	0	2,774	1,100	11,983	1,250	1,250
34218	SUBDIVISION GRADING FEES	0	(13,574)	(44,823)	0	0	0
34321	PUBLIC AMUSEMENT FEES	0	6,968	7,200	0	7,000	7,000
34323	GUN SALE PERMITS	325	325	275	325	275	275
35110	DISPATCH SERVICES TO HERCULES	379,997	417,568	435,000	459,974	446,506	449,611
35131	DESIGN REVIEW - SIGN PERMIT	19,730	14,361	2,745	(3,647)	10,000	10,000
35132	VARIANCE FEES	8,679	0	2,034	2,685	2,500	2,500
35134	MAP/PLANS SALES	0	1,170	1,347	0	1,100	1,100
35135	USE PERMIT FEES	4,878	9,329	17,694	24,835	5,000	8,855
35136	LOT CLEANING FEES	225	225	0	0	0	0
35137	SALE OF COPIES	1,202	735	143	244	1,000	1,000
35138	PLAN CHECK FEES	40	2,250	1,750	2,991	1,750	1,750
35139	EIR FEES	0	0	0	400	525	525

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
FY 2012/13**

**EXHIBIT A
Schedule 2**

	2007/08 ACTUAL REVENUE	2008/09 ACTUAL REVENUE	2009/10 ACTUAL REVENUE	2010/11 ACTUAL REVENUE	2011/12 REVISED FORECAST	2012/13 REVENUE FORECAST
35140 GEN/SPECIFIC PLAN AMENDMENT	378	8,247	21,330	22,046	500	9,835
35141 PLANNED DEVELOPMENT FEES	0	0	1,000	2,500	1,000	5,343
35142 REZONING FEES	0	0	(1,280)	0	0	0
35144 FIRE CODE PLAN - PERMIT	12,539	14,017	20,585	17,465	20,000	20,000
35145 EXTENSIONS/ADJUSTMENTS	0	93	0	1,952	0	0
35146 FIRE SERVICES PRFD	305,625	324,953	325,796	338,828	200,000	150,000
35148 INSPECTION FEES/RENTAL PROPERTIES	13,904	5,614	1,279	1,196	1,275	1,575
35164 NUISANCE ABATEMENT	1,562	13,270	2,272	15,501	7,000	7,000
36151 VEHICLE CODE FINES	1,763	1,605	1,033	463	1,035	1,035
36152 OTHER FINES	58,495	42,264	51,851	17,020	51,850	12,784
36157 TOW RELEASE FEES	28,981	20,985	15,650	15,839	16,000	17,000
36158 FRANCHISE TOW TRUCK FEES	2,100	3,600	900	1,500	900	2,400
36159 AB 408 PARKING FINES	11,985	9,877	24,035	15,846	17,500	4,384
36161 PREFERENTIAL LANE FINES	3,707	5,663	7,127	3,868	6,650	6,650
36162 NARCOTIC COURT FINES	12	32	9	11	0	0
36163 VC 27360 (CAR SEAT)	2,996	106	34	65	0	0
37180 INVESTMENT EARNINGS	0	(50,940)	(6,977)	(6,224)	0	0
37181 RENTS	74,538	74,520	74,520	83,970	85,860	85,860
37182 OTHER RENTS	7,554	1,350	0	0	0	0
37183 FIELD USAGE FEES	7,440	Moved to 209	Moved to 209	Moved to 209	Moved to 209	Moved to 209
37184 LEASE PAYMENTS	13,439	7,075	7,075	7,191	7,075	7,075
39104 CONTRIBUTIONS - SPECIAL EVENTS	0	350	0	0	0	0
39102 REFUNDS/REBATES	0	63,763	12,404	151	0	0
39199 OTHER REVENUE	38,960	30,247	41,923	66,579	35,000	35,000
39106 DAMAGE RECOVERIES	1,405	2,582	133,485	2,068	0	0
39108 SALE OF PROPERTY	543,574	4,940	3,488	14,373	10,000	10,000
39110 RESTITUTION - POLICE	5,112	1,101	5,496	2,465	5,000	5,000
39118 PROCEEDS FROM DEBT	444,870	0	0	0	0	0
39901 TRANSFERS FROM OTHER FUNDS FOR OPS	625,000	1,420,679	358,656	358,022	213,872	263,270
39902 TRANSFERS TO OTHER FUNDS FOR OPERATIONS	(445,458)	(455,658)	(249,940)	(288,406)	(115,032)	(69,416)
TOTAL GENERAL FUND	12,155,430	11,703,617	10,597,362	10,360,015	10,409,186	10,929,569
GEN'L FUND RESTRICTED REVENUES & RESERVE TRANSFERS (155 / 160 / 175)						
39119 GROUND LEASE & LOAN PAYMENTS (RESTRICTED)	0	0	0	175,993	397,500	18,000
39102 REFUNDS / REBATES	0	0	0	0	128,660	83,000
31110 SUCCESSOR AGENCY ADMINISTRATIVE FEE (750)	0	0	0	0	135,000	250,000
39902 TRANSFERS OUT (160)	(148,400)	(31,725)	(37,824)	0	0	(49,398)
TOTAL PUBLIC SAFETY RESERVE	(148,400)	(31,725)	(37,824)	175,993	661,160	301,602

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
FY 2012/13**

**EXHIBIT A
Schedule 2**

		2007/08 ACTUAL REVENUE	2008/09 ACTUAL REVENUE	2009/10 ACTUAL REVENUE	2010/11 ACTUAL REVENUE	2011/12 REVISED FORECAST	2012/13 REVENUE FORECAST
	GAS TAX (200)						
32181	GAS TAX 2106	78,484	72,325	74,247	68,837	68,879	68,176
32182	GAS TAX 2107	154,939	140,036	142,466	132,618	135,879	135,987
32183	GAS TAX 2107.5	4,000	4,000	4,000	4,000	4,000	4,000
32184	GAS TAX 2105	115,785	105,215	106,894	99,508	95,776	94,755
32399	EXCISE TAX 7360	0	400,000	0	185,608	206,729	212,794
35134	SALE OF MAPS & PLANS	3,560	3,262	6,738	1,234	3,000	3,000
37180	INTEREST EARNINGS	0	9,914	(2,654)	371	0	0
39902	TRANSFERS OUT		(284,410)				
	TOTAL GAS TAX FOR OPERATIONS	356,768	450,342	331,691	492,176	514,263	518,712
	TRAFFIC CONGESTION RELIEF (201)						
32186	GAS TAX 2182	0	162,779	175,713	Moved to 200	Moved to 200	Moved to 200
37180	INVESTMENT EARNINGS		5,843	423	328	0	0
39902	TRANSFERS OUT	0	(192,588)	0	0	(192,588)	0
	TOTAL TRAFFIC CONGESTION	0	(23,966)	176,136	328	(192,588)	0
	POLICE SECURITY SERVICES (202)						
33140	SPECIAL OPERATIONS - POLICE SECURITY	37,000	44,400	44,400	44,400	44,400	44,400
39901	TRANSFER IN	0	0	0	0	0	0
	TOTAL POLICE SECURITY	37,000	44,400	44,400	44,400	44,400	44,400
	AB 172 PUBLIC SAFETY (203)						
32155	SALES TAX	149,244	116,950	122,191	132,305	126,100	136,182
37180	INVESTMENT EARNINGS	0	1,246	191	(325)	0	0
39902	TRANSFERS TO GENERAL	(325,000)	(153,000)	(156,060)	(159,181)	(126,100)	(126,100)
	TOTAL AB 172 PUBLIC SAFETY	(175,756)	(34,804)	(33,678)	(27,201)	0	10,082
	POLICE & FIRE GRANTS (204)						
32336	COPS-USDOJ BLOCK GRANT	47,494	0	0	121,492	262,526	215,512
32399	STATE GRANT - SCHOOLS RESOURCE OFFICER	213,181	147,500	240,000	320,000	320,000	320,000
32399	FIRE - FEMA & SAFER GRANT(S)	0	0	0	94,217	418,625	81,844
37180	INVESTMENT EARNINGS	2,000	41	0	0	0	0
	TOTAL POLICE DEPLOYMENT	262,675	147,541	240,000	535,709	1,001,151	617,356
	TRAFFIC SAFETY (205)						
36160	TRAFFIC SAFETY FINES	54,268	47,210	39,426	17,376	36,900	31,050
37180	INVESTMENT EARNINGS	0	2,559	1,833	469	500	0
39902	TRANSFERS OUT	(100,000)	(5,000)	(15,000)	(30,000)	(30,000)	(30,000)

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
FY 2012/13**

**EXHIBIT A
Schedule 2**

	2007/08 ACTUAL REVENUE	2008/09 ACTUAL REVENUE	2009/10 ACTUAL REVENUE	2010/11 ACTUAL REVENUE	2011/12 REVISED FORECAST	2012/13 REVENUE FORECAST
TOTAL TRAFFIC SAFETY	(45,732)	44,769	26,259	(12,155)	7,400	1,050
SLESF AB 3229 GRANT (206)						
32334 AB3229 (SLESF)	100,000	100,000	100,000	100,000	100,000	100,000
32347 CLETEP GRANT	0	0	0	0	0	0
37180 INVESTMENT EARNINGS	500	(1,936)	(926)	(487)	(926)	0
39902 TRANSFERS OUT	0	0	0	0	0	0
TOTAL SLESF AB 3229 GRANT	100,500	98,064	99,074	99,513	99,074	100,000
N.P.D.E.S. (207)						
32174 FEMA	0	0	0	0	0	0
37180 INVESTMENT EARNINGS	0	(2,466)	(323)	31	0	0
39112 NPDES ASSESSMENT	225,030	233,695	263,173	275,196	270,000	270,000
39199 MISCELLANEOUS REVENUE (STATE GRANTS)	0	0	0	0	0	0
39902 TRANSFERS OUT	0	0	0	0	0	0
39901 TRANSFERS IN (FROM CITY GENERAL FUND)	0	0	0	0	0	0
TOTAL NPDES	225,030	231,229	262,850	275,227	270,000	270,000
RECR. ADMIN. & SENIOR CENTER (209 / 211)						
37180 INVESTMENT EARNINGS		(7,607)	1,806	(249)		
37181 RENTS	42,464	40,135	53,079	57,576	50,000	50,000
37183 FIELD USAGE FEES	Was in 100	10,564	18,833	41,200	49,460	72,500
35165 RENTAL ASSISTANCE	13,481	13,892	0	0	0	0
38140 SENIOR CENTER PROGRAM FEES	50,000	50,000	100,000	60,000	135,000	100,000
38180 SENIOR CLUB REIMBURSEMENTS (COOK)	41,353	46,023	46,493	45,473	48,058	48,058
39199 ACTIVITY REVENUES (211)	225,000	271,050	306,779	311,155	290,600	305,500
39103 CONTRIBUTIONS (FUNDRAISING)	0	0	0	100	60,000	70,000
39901 TRANSFERS IN / (OUT)	170,525	189,905	131,494	156,624	54,372	(8,210)
TOTAL SENIOR CENTER	542,823	613,962	656,678	672,128	687,490	637,848
BUILDING INSPECTION (212)						
34101 BUILDING CONSTRUCTION FEES	221,088	207,875	228,739	228,657	200,000	217,272
34102 ELECTRICAL CONSTRUCTION FEES	17,963	16,730	12,701	16,034	17,500	16,186
34103 MECHANICAL CONSTRUCTION FEES	9,963	10,904	9,873	13,125	12,500	11,273
34104 PLUMBING CONSTRUCTION FEES	14,539	17,682	10,569	12,407	19,000	14,839
34108 SEISMIC	0	1,747	821	1,313	0	776
35138 PLAN CHECK FEES	11,076	7,212	15,430	7,347	8,000	9,813
35148 RENTAL INSPECTION FEES	22,563	35,703	53,552	17,648	63,000	38,493
35157 MICROFILMING SERVICES	11,312	8,364	3,050	3,986	8,500	7,042

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
FY 2012/13**

**EXHIBIT A
Schedule 2**

		2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	REVISED	REVENUE
		REVENUE	REVENUE	REVENUE	REVENUE	FORECAST	FORECAST
35164	NUISANCE ABATEMENT	0	3,495	0	0	5,000	1,699
35166	CODE ENFORCEMENT	0	200	200	0	1,000	280
37180	INVESTMENT EARNINGS	30,000	3,118	965	170	1,500	1,438
39106	DAMAGE & RECOVERIES	0	0	0	0	0	0
39199	MISCELLANEOUS REVENUE	0	0	0	960	0	192
39901	TRANSFERS IN	0	0	0	0	0	0
39902	TRANSFERS OUT	0	0	0	0	0	0
	TOTAL BUILDING INSPECTION	338,504	313,030	335,900	301,647	336,000	319,304
	AB 939 FUND (213)						
35155	AB 939 RATE INCREASE	56,294	60,726	63,120	54,231	60,000	60,060
32351	RECYCLING (DEPT OF CONSERVATION)	5,173	0	5,000	5,413	0	0
37180	INVESTMENT EARNINGS	25,000	10,363	7,277	(15)	0	0
39901	TRANSFERS OUT	(6,000)	(6,000)	(7,000)	(15,000)	(15,000)	(15,000)
	TOTAL AB 939 FUND	80,467	65,089	68,397	44,629	45,000	45,060
	TENNIS (217)						
38110	RECREATION FEES	2,791	2,265	2,936	2,797	2,500	2,500
39901	TRANSFERS IN	0	0	0	0	0	0
	TOTAL TENNIS	2,791	2,265	2,936	2,797	2,500	2,500
	MEMORIAL HALL (223)						
37181	RENT	4,715	4,506	5,223	5,300	5,000	5,000
39199	MISCELLANEOUS	0	0	0	0	0	0
39901	TRANSFERS IN	3,455	4,275	2,312	2,312	0	0
	TOTAL MEMORIAL HALL	8,170	8,781	7,535	7,612	5,000	5,000
	DRAMA WORKSHOP (224)						
38110	RECREATIONAL FEES	88,607	58,874	69,588	55,366	82,581	56,500
39103	CONTRIBUTIONS	0	0	15,421	14,040	0	3,200
39901	TRANSFERS IN	24,000	0	0	0	0	0
	TOTAL DRAMA WORKSHOP	112,607	58,874	85,009	69,406	82,581	59,700
	ASSET FORFEITURE - ADJUDICATED (225)						
36153	ASSET FORFEITURE-STATE	985	547	3,829	6,126	1,000	2,557
36154	ASSET FORFEITURE-FEDERAL	0	16,728	0	0	0	0
39199	MISCELLANEOUS REVENUE	0	0	0	0	0	0
37180	INVESTMENT EARNINGS	300	751	593	(33)	0	0
39902	TRANSFERS OUT	0	0	0	(11,069)	0	0

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
FY 2012/13**

**EXHIBIT A
Schedule 2**

	2007/08 ACTUAL REVENUE	2008/09 ACTUAL REVENUE	2009/10 ACTUAL REVENUE	2010/11 ACTUAL REVENUE	2011/12 REVISED FORECAST	2012/13 REVENUE FORECAST
TOTAL ASSET FORFEITURE	1,285	18,026	4,422	(4,976)	1,000	2,557
TINY TOTS (227)						
38110 RECREATIONAL FEES	95,131	97,537	100,094	129,691	162,786	132,500
39901 TRANSFERS IN	0	0	0	0	0	0
39902 TRANSFERS OUT	(24,000)	0	0	0	0	8,210
TOTAL TINY TOTS	71,131	97,537	100,094	129,691	162,786	140,710
CABLE ACCESS TV (228)						
31300 FRANCHISE FEES (AT&T LIGHTSPEED)	0	0	0	5,952	0	26,856
35167 VIDEO PRODUCTIONS / PUBLIC MEETINGS	87,543	126,915	123,528	82,776	102,000	102,000
39104 SPONSORSHIPS / ADVERTISING	11,225	6,150	8,780	14,333	30,000	30,000
39199 MISCELLANEOUS (PEG ACCESS)	53,273	52,278	47,536	43,789	49,000	50,228
39901 TRANSFERS IN (FROM GENERAL FUND)	44,076	44,076	43,898	78,552	0	44,616
39902 TRANSFERS OUT	0	0	0	0	27,160	0
TOTAL CABLE ACCESS TV	196,117	229,419	223,742	225,402	208,160	253,700
SWIM CENTER (229)						
38110 RECREATIONAL FEES	0	0	0	0	0	0
37183 USER FEE	10,273	7,810	7,525	7,500	0	7,500
39103 CONTRIBUTIONS	0	0	0	15,216	0	23,000
39901 TRANSFERS IN	49,289	49,289	46,548	35,704	33,500	24,800
TOTAL SWIM CENTER	59,562	57,099	54,073	58,420	33,500	55,300
PENAL CODE 246.1 (230)						
39202 TRANSFERS OUT	0	0	0	0	0	0
TOTAL PENAL CODE 246.1	0	0	0	0	0	0
LITTERING FINES (231)						
36152 FINES	93	89	123	52	89	89
TOTAL LITTERING FINES	93	89	123	52	89	89
YOUTH CENTER (235)						
323xx GRANTS	0	0	0	0	0	0
35170 MEMBERSHIP FEES	16,109	39,507	80,734	84,556	92,500	95,000
37181 WORKSHOP ROOM RENTALS	9,685	4,178	7,129	10,954	10,000	10,000
38133 YOUTH CAMP	65,146	122,641	123,800	122,576	137,500	137,500
38421 CLASS FEES	0	15,325	8,127	223	0	750
38440 DANCE PROGRAM	3,680	990	1,245	180	0	0

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
FY 2012/13**

**EXHIBIT A
Schedule 2**

		2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	REVISED	REVENUE
		REVENUE	REVENUE	REVENUE	REVENUE	FORECAST	FORECAST
38160	VENDING MACHINES	4,625	13,554	21,656	22,009	15,000	22,000
38450	FUNDRAISING EVENTS	6,286	0	0	0	0	0
39103	DONATIONS	26,423	29,207	21,374	6,880	63,750	38,000
39104	DONATIONS FOR SPECIAL EVENTS	2,650	0	0	0	0	0
39199	OTHER REVENUES	0	15,083	(2,332)	0	0	0
39901	TRANSFERS IN	178,113	178,113	25,688	15,214	0	0
	TOTAL YOUTH CENTER	312,717	418,598	287,421	262,592	318,750	303,250
	GROWTH IMPACT (276)						
34150	GROWTH IMPACT FEES	173,878	0	22,800	12,444	65,945	0
37180	INTEREST EARNINGS	16,419	(1,404)	(3,890)	724	0	0
	TOTAL GROWTH IMPACT FEES	190,297	(1,404)	18,910	13,168	65,945	0
	MEASURE "S" LOCAL USERS TAX (105)						
31200	SALES/TRANSACTION TAX	1,561,527	1,474,414	1,356,901	1,550,267	1,377,297	1,550,267
37180	INVESTMENT EARNINGS	24,117	22,699	16,571	5,839	0	0
39902	TRANSFERS OUT		(75,000)				
	TOTAL MEASURE "S" USERS TAX	1,585,644	1,422,113	1,373,472	1,556,106	1,377,297	1,550,267
	SEWER ENTERPRISE (500)						
35160	SEWER USAGE CHARGES	2,846,838	2,848,795	3,237,955	3,652,922	4,077,637	4,042,504
35161	SEWER CONNECTION FEES	4,200	908	7,265	0	908	0
35163	SEWER PLANT - HERCULES	1,871,174	1,911,688	1,830,454	1,806,972	2,087,611	1,715,587
35168	SEWER MAINTENANCE - HERCULES	52,797	40,929	23,985	1,693	41,748	1,693
35169	CAPITAL IMPROVEMENTS - HERCULES	0	0	58,691	0	0	3,150,275
37180	INVESTMENT EARNINGS	272,310	(2,152)	29,441	29,712	0	20,000
39199	OTHER REVENUE	2,559	4,128	1,407	4,723	800	0
39902	TRANSFERS OUT		(100,000)	(100,000)	(100,000)	(800,000)	0
	TOTAL SEWER OPERATIONS	5,049,878	4,704,296	5,089,198	5,396,022	5,408,704	8,930,059
	GRAND TOTAL REVENUE & TRANSFERS	21,129,304	20,638,645	19,995,270	20,665,533	21,548,848	25,098,115

**OPERATING ACTIVITIES
BY DEPARTMENT
2007/08 -2012/13**

**EXHIBIT A
SCHEDULE 3**

		2007-08 ACTUAL EXPENDED	2008-09 ACTUAL EXPENDED	2009-10 ACTUAL EXPENDED	2010-11 ACTUAL EXPENDED	2011-12 REVISED BUDGET	2012-13 CM RECOMMENDED
110	CITY COUNCIL (100)	103,974	70,551	45,907	47,644	68,533	68,481
111	CITY MANAGER (100)	150,636	112,413	121,887	140,139	114,063	59,131
112	CITY CLERK (100)	109,843	88,948	77,845	91,252	108,508	150,159
113	CITY TREASURER (100)	19,806	14,838	9,281	10,405	10,757	11,105
114	CITY ATTORNEY (100)	164,003	128,782	195,070	173,916	161,499	161,499
115	FINANCE (100)	308,062	283,644	248,613	226,600	226,820	323,238
116	PERSONNEL (100)	277,189	207,639	154,546	142,559	152,510	219,159
117	GENERAL GOVERNMENT (100)	319,794	297,511	282,810	310,577	539,095	389,185
118	EMPLOYEE BENS / INSURE(100)	(450)	476,368	468,376	654,767	833,403	861,875
121	INFORMATION SYSTEMS (100)	107,374	107,969	73,666	31,212	1,738	(8,450)
221	POLICE OPERATIONS (100)	4,882,674	3,918,041	3,484,697	3,332,000	3,160,941	2,780,128
222	POLICE SERVICES (100)	1,046,896	867,564	823,635	810,994	905,380	966,379
223	POLICE-WBCC (100)	948,241	1,012,730	1,079,357	1,037,759	987,691	994,370
229	FIRE OPERATIONS (100)	3,680,254	3,227,719	3,033,210	2,897,976	2,444,882	2,513,200
351	PUBLIC WORKS-PARK MAINT. (100)	405,726	302,456	231,925	153,299	201,412	200,738
461	COM. DEV./PLANNING (100)	369,093	165,578	95,479	96,080	20,279	19,639
342	PUBLIC WORKS-VEHICLE MAINT.	99,486	147,594	14,185	15,688	40,104	39,357
343	PUBLIC WORKS-GENERAL MAINT.	532,538	387,467	340,656	344,415	204,835	318,584
552	RECREATION-ADMIN. (100)	10,606	(175)	115,833	97,793	0	0
55x	RECREATION-PROGRAMS (xtrs)	445,458	455,658	249,940	288,406	115,032	69,416
118	DEBT SERVICE PAYMENTS (100)	0	301,041	391,877	403,594	415,000	430,000
	TOTAL GENERAL FUND	13,981,203	12,574,336	11,538,795	11,307,075	10,712,482	10,567,192
221	POLICE SERVICES	474,437	878,402	991,898	871,051	890,497	1,080,775
229	FIRE & EMERGENCY SERVICES	270,079	471,608	506,978	537,378	454,800	451,800
343	INFRASTRUCTURE MAINTENANCE	393,750	0	0	0	0	39,643
	TOTAL MEASURE "S"	1,138,268	1,350,010	1,498,876	1,408,429	1,345,297	1,572,218
224	POLICE SECURITY (202)	37,970	47,626	42,343	36,573	30,450	30,450
227	SUPPLEMENTAL LAW ENF.(206)	110,054	145,825	103,006	47,071	100,000	100,229
227	POLICE REDEPLOYMENT PRG(204)	260,930	154,811	245,009	378,393	451,365	511,162
227	TRAFFIC SAFETY FUND (205)	35,359	45,607	15,024	14,578	30,021	37,870
229	FIRE GRANTS (208)	295,063	0	99,237	16,025	474,766	81,844
341	PUBLIC WORKS-ADM/ENGRG (200)	498,666	393,777	403,907	379,841	487,838	516,129
343	RESTRICTED MAINTENANCE (155)	0	0	0	0	425,246	86,000
344	PUBLIC WORKS-NPDES (207)	346,455	283,791	158,260	150,810	270,049	269,168
345	PW TRAFFIC CONG. RELIEF (201)	60,707	108,815	84,459	85,516	0	0
460	AB 939 FUND (213)	63,177	102,453	68,210	82,287	47,334	65,935
462	BUILDING INSPECTION (212)	665,519	584,157	311,548	308,759	341,000	349,168
552	RECREATION-ADMIN. (209)	0	0	0	0	94,584	64,455
553	SENIOR CENTER (209/211)	612,054	572,678	650,062	631,630	604,997	584,839
554	CABLE ACCESS TV (554/228)	298,399	245,726	219,060	222,630	192,799	253,700
555	SWIM CENTER (555/209)	70,362	61,380	63,329	58,186	58,236	55,304
556	MEMORIAL HALL (556/209)	18,006	15,363	4,030	7,208	5,000	5,000
557	TINY TOTS (557/209)	123,345	110,296	99,912	97,716	147,621	140,710
559	PERFORMING ARTS (559/209)	123,742	99,775	90,528	57,429	82,545	59,680
581	TENNIS (581/209)	2,507	3,162	2,652	2,020	2,500	2,500
592	YOUTH CAMP PROGRAM. (592/209)	89,399	87,467	103,822	73,975	93,442	0
595	YOUTH CENTER (595/209)	274,448	262,389	211,376	164,967	224,926	289,881
221/229	GROWTH IMPACT FEES (276)	171,979	238,517	221,619	65,945	65,945	0
	TOTAL SPECIAL REVENUE FUNDS	4,158,141	3,563,615	3,197,393	2,881,559	4,230,664	3,504,024
463	Administrative Services (250)	873,581	848,574	859,168	883,373	544,817	254,154

**OPERATING ACTIVITIES
BY DEPARTMENT
2007/08 -2012/13**

**EXHIBIT A
SCHEDULE 3**

	2007-08 ACTUAL EXPENDED	2008-09 ACTUAL EXPENDED	2009-10 ACTUAL EXPENDED	2010-11 ACTUAL EXPENDED	2011-12 REVISED BUDGET	2012-13 CM RECOMMENDED
463 Police Administration (250)	330,861	176,918	189,768	139,246	0	0
220 Community Perservation (250)	2,778	398,115	613,083	432,685	0	0
463 Fire Administration (250)	41,896	97,494	55,834	31,972	0	0
463 Community Development (250)	299,467	1,053,256	903,950	819,870	0	0
463 Public Works Operations (250)	90,609	11,296	11,890	12,165	0	0
463 Public Works Project Adm. (250)	485,464	491,224	402,077	269,467	0	0
463 Recreation Administration (250)	241,468	231,159	449,206	485,173	0	0
464 Housing Programs (280)	357,676	325,711	3,906,302	1,031,263	165,910	30,000
465 Programs / Activities (250/280)	260,891	245,168	471,082	345,711	68,118	0
9111 Bond Debt Service (250/280)	5,007,834	5,025,527	5,243,291	5,142,976	5,125,043	0
TOTAL REDEVELOPMENT ADMIN.	7,992,525	8,904,442	13,105,650	9,593,900	5,903,888	284,154
648 SEWER TREATMENT PLANT (500)	3,598,508	3,681,964	3,394,047	3,504,080	3,556,544	3,343,095
649 SEWER COLLECTION (500)	608,267	403,865	410,077	396,770	315,593	419,653
650 SHARED - SEWER EQUIPMENT (500)	75,931	39,924	126,188	301,581	0	3,150,275
651 PINOLE - SEWER EQUIP/DEBT (500)	447,972	501,550	611,436	641,271	647,473	714,473
TOTAL SEWER FUND	4,730,678	4,627,303	4,541,748	4,843,702	4,519,610	7,627,496
GRAND TOTALS	32,000,813	31,019,706	33,882,462	30,034,665	26,711,941	23,555,083
ANALYSIS OF CHANGE 2007/08 TO 2012/13						
NET CHANGE BY YEAR (BUDGET REDUCTIONS)		(981,107)	2,862,756	(3,847,797)	(3,322,725)	(3,156,858)
CUMMULATIVE CHANGES (BUDGET REDUCTIONS)		(981,107)	1,881,649	(1,966,148)	(5,288,873)	(8,445,730)
BUDGETED TOTALS BY YEAR:	2008-09	2009-10	2010-11	2011-12	2012-13	BUDGET RECOVERY ADJMTS
GENERAL FUND	12,574,336	11,538,795	11,307,075	10,712,482	10,567,192	(3,414,011)
MEASURE S & RESTRICTED R/E	1,350,010	1,498,876	1,408,429	1,345,297	1,572,218	433,952
SPECIAL REVENUE FUNDS	3,563,615	3,197,393	2,881,559	4,230,664	3,504,024	(654,117)
RDA / SUCCESSOR AGENCY	8,904,442	13,105,650	9,593,900	5,903,888	284,154	(7,708,371)
SEWER ENTERPRISE OPERATIONS	4,627,303	4,541,748	4,843,702	4,519,610	7,627,496	2,896,818
	31,019,706	33,882,462	30,034,665	26,711,941	23,555,083	
			SUB TOTAL OF NET CHANGE			(8,445,730)
BREAKDOWN OF CHANGE BY ACTIVITY CENTER:						
	MEASURE S AND R/E RESTRICTED	SPECIAL REV FUNDS	RDA	SEWER FUND		S/TOTALS
ADMINISTRATION	(197,781)	(44,699)	(619,427)			(861,907)
RETIREE HEALTH INSURANCE	862,325					862,325
POLICE	(1,530,597)	180,569	(333,639)			(1,683,668)
FIRE	(985,334)	(329,176)	(41,896)			(1,356,406)
PUBLIC WORKS	(833,178)	(31,774)	(576,073)			(1,441,024)
COMMUNITY DEVELOPMENT	(349,454)	(316,351)	(5,895,868)			(6,561,673)
RECREATION	(376,042)	(122,099)	(241,468)			(739,609)
DEBT SERVICE (POB)	430,000					430,000
SEWAGE TREATMENT PLANT				3,085,432		3,085,432
SEWAGE COLLECTION SYSTEM				(188,614)		(188,614)
	(2,980,060)	(663,530)	(7,708,371)	2,896,818		(8,455,143)

ADMINISTRATION

Admin Operations Appropriation Summary

	Actual 2007/08	Actual 2008/09	Actual 2009/10	Actual 2010/11	Revised 2011/12	City Manager Recommended 2012/13	Budget Recovery Adjustment
110 City Council	103,974	70,551	45,907	47,644	68,533	68,481	(35,493)
111 City Manager	150,636	112,413	121,887	140,139	114,063	59,131	(91,505)
112 City Clerk	109,843	88,948	77,845	91,252	108,508	150,159	40,316
113 City Treasurer	19,806	14,838	9,281	10,405	10,757	11,105	(8,701)
114 City Attorney	164,003	128,782	195,070	173,916	161,499	161,499	(2,504)
115 Finance	308,062	283,644	248,613	226,600	226,820	323,238	15,176
116 Human Resources	277,189	207,639	154,546	142,559	152,510	219,159	(58,030)
117 General Government	319,794	297,511	282,810	310,577	539,095	389,185	69,391
121 Information Systems	107,374	107,969	73,666	31,212	1,738	(8,450)	(115,824)
552 Recreation Administration	10,606	(175)	115,833	97,793	0	0	(10,606)
General Fund	1,571,287	1,312,120	1,325,458	1,272,097	1,383,523	1,373,506	(197,781)
118 Employee Benefits (Retiree Health)	(450)	476,368	468,376	654,767	833,403	861,875	862,325
118 Employee Benefits (Pension Bonds)	-	301,041	391,877	403,594	415,000	430,000	430,000
Employee Benefits not Allocated	(450)	777,409	860,253	1,058,361	1,248,403	1,291,875	1,292,325
554 Cable Access Television	298,399	245,726	219,060	222,630	192,799	253,700	(44,699)
Non General Fund	298,399	245,726	219,060	222,630	192,799	253,700	(44,699)
463 RDA Administration	873,581	848,574	859,168	883,373	644,817	254,154	(619,427)
Redevelopment Fund	873,581	848,574	859,168	883,373	644,817	254,154	(619,427)
Admin Operations Total	2,742,817	3,183,829	3,263,939	3,436,461	3,469,542	3,173,235	430,418
Year Over Year Change		441,012	80,110	172,522	33,081	(296,307)	430,418

Department/Division: 110 City Council

Fund 100
General Fund

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41104 Part-time Salaries	17,705	18,319	18,210	18,000	15,000
Total Salaries	17,705	18,319	18,210	18,000	15,000
SERVICES AND SUPPLIES					
41231 Equipment Maintenance	0	0	0	500	500
41233 Memberships	2,210	1,357	954	1,430	1,430
41234 Office Expense	596	264	34	1,275	1,325
41235 Professional Services	0	0	0	0	0
41241 Special Department Expense	3,546	705	506	2,550	2,550
41242 Travel & Training	3,512	887	700	1,445	1,445
41243 Utilities	749	797	859	600	600
41244 Special Events	375	1,015	(1,322)	1,322	1,322
Total Services & Supplies	10,988	5,025	1,731	9,122	9,172
FIXED ASSETS					
41312 Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(3,000)	(9,263)	(25,985)	(16,873)	(14,770)
41423 Benefit & Insurance Charges	39,130	30,921	53,688	58,284	59,078
41424 ISF Charge for Technology	494	905	0		0
41425 Facilities Replacement Charge	0	0	0		0
41426 Equipment Replacement Charge	0	0	0		0
41427 Operating Carry Forward	5,234				
Total Expenditure Transfers	41,858	22,563	27,703	41,411	44,309
TOTAL BUDGET	70,551	45,907	47,644	68,533	68,481
			Year Over Year Change		(52)

41241 Special Department Expense	\$2,550
Misc supplies and food for meetings	\$435
West County Mayor breakfast	300
Mayoral Celebration Meeting	71
Contra Costa Business Devel Ctr Sponsorship	-
Sponsorship for Ed Fund	500
Other Special Department Expenses	1,244
	<u>\$2,550</u>

41242 Travel and Training \$1,445

Note: Item #2 -- Travel and training related to functioning as a city delegate or appointee would be appropriated as general unallocated travel and Item #7 -- After those particular costs, each councilmember is allocated \$1,800 for travel and training, to be used for conferences, seminars, workshops, etc., of their choosing. **Both have been suspended at this time.**

1) CCC Mayors' Conference Monthly Dinners	\$600
2) Delegate's attendance at Annual League of CA Cities Conference	0
3) East Bay Division Meetings.	595
4) ABAG (delegate)	250
5) Various dinners/award ceremonies (Mayor)	0
6) Additional funding for council members on league committees	0
7) Allocated Appropriation (5 @1800)	0
8) Other Travel and Training	0

TOTAL \$1,445

41243 Utilities \$600
Utilities (PG&E)

41244 Special Events \$1,322
Mayor's Conference

41421 Administrative Credits	(\$14,770)
Salary Stipend for Redevelopment	\$0
25% Benefit Allocation to Sewer Enterprise Fund	(14,770)
	<u>(14,770)</u>

41423 Benefit Charges \$ 59,078

This line item represents the City Council's departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

Medical Insurance-Active	\$31,408
Medical Redirect	18,000
Life Insurance/A.D.D.	504
Medicare Tax	479
Dental Insurance	6,803
Vision	874
Liability Insurance	520
Benefit Concessions	0
Workers Compensation	490
TOTAL	<u>\$ 59,078</u>

Department/Division: 111 City Manager			Fund 100 General Fund		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	222,526	221,449	228,851	227,907	180,800
41102 Overtime	0		0	0	0
41105 Accrued Vacation	0	5,397	4,048	0	0
Total Salaries	222,526	226,846	232,899	227,907	180,800
SERVICES AND SUPPLIES					
41233 Memberships	2,359	1,715	0	2,000	2,168
41234 Office Expense	354	477	345	750	750
41235 Professional Services	470	0	0	0	0
41241 Special Departmental	46	0	0	0	0
41242 Travel & Training	4,156	6,918	4,650	5,400	0
41243 Utilities	1,022	1,086	706	850	850
41251 IS Communications	0	0	0	0	0
Total Services & Supplies	8,407	10,196	5,701	9,000	3,768
FIXED ASSETS					
41312 Equipment	0	0	0	0	0
41313 Computer Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(183,821)	(190,167)	(131,665)	(202,067)	(175,317)
41423 Benefit & Insurance Charges	62,459	74,299	33,204	79,223	49,880
41424 ISF Charge for Technology	1,063	713	0	0	0
41425 Facilities Replacement Chg	0				
41426 Equipment Replacement Chg	0				
41427 Operating Carry Forward	1,779				
Total Expenditure Transfers	(118,520)	(115,155)	(98,461)	(122,844)	(125,437)
TOTAL BUDGET	112,413	121,887	140,139	114,063	59,131
			Year Over Year Change		(54,932)

111 - CITY MANAGER

Mission Statement

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 public services.

Activity/Program Description

The City Manager is the Chief Administrative Officer of the City and is responsible for the enforcement of all laws and ordinances and the City Council policy directives. Responsibilities of the City Manager include coordination of all departments and divisions within the City to ensure that the City Council's goals and policies are implemented and monitored. The City Manager also serves as the Executive Director of the Successor Agency. The City Manager is designated the "Appointing Authority" for all City employees.

Workload Prioritization

Mandates

- ◊ Business License Review Project
- ◊ Participate in League of California Cities- Legislative Issues Currently Serving on Employee Relations Policy Committee

High Priority

- ◊ Fire Service Delivery Options Study

Line-Item Detail

41101 Salaries \$180,800

Positions budgeted in this department include:

City Manager	\$	180,800
Executive Assistant		0
TOTAL	\$	<u>180,800</u>

41233 Memberships \$ 2,168

CCC Public Managers Association	\$	468
ICMA City Managers Membership Dues		1,400
Annual Mayors' Conference Dues		300
	\$	<u>2,168</u>

41234 Office Expense \$ 750

Miscellaneous Office Expenses	\$	166
Printing Expenses		16
Other Office Expenses		568
	\$	<u>750</u>

41242 Travel and Training \$ -

Auto Allowance (City Manager)	\$	-
-------------------------------	----	---

41243 Utilities \$ 850

Utilities (PG&E)	\$	850
------------------	----	-----

41421 Administrative Credits (Transfers to Other Departments)

(\$175,317)

The City Manager's staff performs functions benefiting other departments. The cost of labor and benefits as well as a portion of services and supply costs from this department are credited to the City Manager's budget using this line item and then charged to other departments as follows:

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	<u>Benefiting Department</u>
City Manager	\$180,800	\$49,880	26	\$59,977	Successor Agency
			0	-	Housing Administration
			0	-	NPDES
			0	-	Building
			50	115,340	Sewer Fund
TOTAL CREDITS				<u>\$175,317</u>	

41423 Benefit Charges \$ 49,880

This line item represents the City Manager's departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$ 20,816
Medical Insurance-Active	6,828
Life Insurance/A.D.D.	101
Unemployment Insurance	1,750
Long Term Disability Insurance	331
Medicare	2,622
Dental Insurance	755
Employee Assistance Program	47
Bonds	175
Liability Insurance	6,272
Vision	218
Leave Buy-back	4,048
Benefit Concessions	-
Worker's Compensation	5,917
TOTAL	<u>\$ 49,880</u>

Department/Division: 112 City Clerk

**Fund 100
General Fund**

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	111,738	114,363	111,860	121,002	121,722
41102 Overtime	0	0	0	0	0
41104 Part-time Salaries	0	0	0	0	0
41105 Accrued Vacation	0	4,212	4,380	0	0
Total Salaries	111,738	118,575	116,240	121,002	121,722
SERVICES AND SUPPLIES					
41233 Memberships	315	492	255	640	640
41234 Office Expense	202	85	95	350	350
41235 Professional Services	6,394	3,620	12,454	12,150	12,150
41241 Special Department Expense	20,919	2,972	14,118	2,500	29,500
41242 Travel & Training	1,127	91	57	1,000	1,000
41243 Utilities	1,109	1,180	1,272	1,000	1,000
41251 IS Communication	0	0	0	0	0
Total Services & Supplies	30,066	8,440	28,251	17,640	44,640
FIXED ASSETS					
41312 Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(100,345)	(100,892)	(101,906)	(67,212)	(60,652)
41423 Benefit & Insurance Charges	44,867	47,172	48,667	37,078	44,449
41424 ISF Charge for Technology	2,622	4,550	0	0	0
41425 Facilities Replacement Charge	0				
41426 Equipment Replacement Chg	0				
41427 Operating Carry Forward	0				
Total Expenditure Transfers	(52,856)	(49,170)	(53,239)	(30,134)	(16,203)
TOTAL BUDGET	88,948	77,845	91,252	108,508	150,159
			Year Over Year Change		41,651

112 - CITY CLERK

Mission Statement

The City Clerk's Office is a service department. The City Clerk is an appointed officer of the City and is responsible for conducting City elections, scheduling and preparing for City Council meetings, producing the official records of Council decisions, maximizing public access to municipal government and is the official custodian of the records of the City.

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.

Activity/Program Description

The primary duties of the City Clerk's office are to be the custodians of official records and records manager for the City and its Successor Agency. The City Clerk attends all meetings of the Governing Body, coordinates, prepares, and posts meeting agendas, prepares Resolution and Ordinance documents, maintains the codification of the Municipal Code, attests to official signatures, coordinates municipal elections (election officer), and is the filing official for election campaign filings and statements of economic interests. The City Clerk also administers claims and municipal liens.

Workload Prioritization

Mandates

- ◊ Council/Board Agenda Packet Management
- ◊ Administration of Local Elections
- ◊ Finance Sub-committee Packets and Minutes

Other Priorities

- ◊ Council/Board Minutes Preparation - changing from the current practice of summary minutes to procedurally prescribed action minutes
- ◊ Oversight of Citywide Records Management Program

Unfunded Priorities

- ◊ Enhancement of a City Clerk Web Page
- ◊ Codification of new Ordinances

<u>Cost Estimate</u>
\$ 1,000
\$ 1,000

Line-Item Detail

41101 Salaries **\$ 121,722**

The City Clerk is a full-time position in this department.

41233 Memberships **\$ 640**

CCAC Dues	\$ 120
IIMC Member Dues	135
Other Dues	385
	<u>\$ 640</u>

41234 Office Expense **\$ 350**

Misc Expense	\$ 10
Other Expenses	340
	<u>\$ 350</u>

41235 Professional Services	\$12,150	
Codification and updating service for Pinole Municipal Code		\$ 6,950
Filming/Imaging of permanent records		2,000
Legal Services		2,400
Other Professional Services		800
		<u>\$ 12,150</u>

41241 Special Dept. Expense	\$29,500	
Public Notices		\$ 2,500
CCC Elections		27,000
		<u>\$ 29,500</u>

41242 Travel and Training	\$ 1,000	
Attendance City Clerk's Law Election seminar, California City Clerk's annual conf., and cost of business meetings and training.		\$ 975
Misc. Travel and Training		25
		<u>\$ 1,000</u>

41243 Utilities	\$ 1,000	
Utilities (PG&E)		

41421 Administrative Credits (costs transferred to other departments) (\$60,652)

The City Clerk's office performs services for other city departments. Labor and benefit costs, as well as a portion of the Services and Supplies Cost for those workers performing these services are charged on a set percentage basis to the benefiting department and correspondingly credited to the City Clerk through this account. This credit is composed of the following:

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	<u>Benefiting Department</u>
City Clerk	\$ 121,722	\$ 44,449	36.5	\$ 60,652	Successor Agency
				<u>\$ 60,652</u>	

41423 Benefit Charges \$ 44,449

This line item represents the City Clerk's departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$ 14,446
Medicare	1,765
Worker's Compensation	3,984
Liability Insurance	4,222
Employee Assistance Program	47
Unemployment Insurance	1,178
Long Term Disability	331
Medical Insurance	13,656
Dental Insurance	1,630
Vision Insurance	218
Life Insurance	101
Leave Buy-back	2,696
Benefit Concession	0
Bonds	175
TOTAL	<u><u>\$ 44,449</u></u>

Department/Division: 113 City Treasurer		Fund 100 General Fund			
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41104 Part-time Salaries	2,950	3,076	3,012	3,000	3,000
Total Salaries	2,950	3,076	3,012	3,000	3,000
SERVICES AND SUPPLIES					
41233 Memberships	205	545	330	425	425
41234 Office Expense	58	0	78	25	25
41241 Special Department Expense	315	(1,493)	122	630	630
41242 Travel & Training	406	45	50	70	70
Total Services & Supplies	984	(903)	580	1,150	1,150
EXPENDITURE TRANSFERS					
41421 Administrative Credits			(5,015)	(2,400)	(2,318)
41423 Benefit & Insurance Charges	10,904	7,108	11,828	9,007	9,273
41427 Operating Carry Forward					
Total Expenditure Transfers	10,904	7,108	6,813	6,607	6,955
TOTAL BUDGET	14,838	9,281	10,405	10,757	11,105
			Year Over Year Change		348

113 - CITY TREASURER

Mission Statement

The elected position of the City Treasurer is charged with receiving and safely keeping all monies of the City, paying out City monies only on commercial checks signed by legally designated persons and periodic reporting of both the City's investments and financial position to the City Council (Government Code

Line-Item Detail

41104 Part-Time Salaries	\$ 3,000	
<hr/>		
41233 Memberships	\$ 425	
CSMFO Membership Dues	\$ 110	
GFOA Membership Dues	190	
CMTA Membership Dues	125	
	<u>425</u>	
<hr/>		
41234 Office Expense	\$ 25	
Miscellaneous Office Expenses	\$ 78	
Other Office Expenses	(53)	
	<u>\$ 25</u>	
<hr/>		
41241 Special Department Expense	\$ 630	
CAFR Review and Certification	\$ 435	
Miscellaneous Expenses	20	
Other Expenses	175	
	<u>\$ 630</u>	
<hr/>		
41242 Travel and Training	\$ 70	
<hr/>		
41421 Administrative Credits	\$ (2,318)	
25% Benefit Allocation to Sewer Enterprise	\$ (2,318)	
	<u>\$ (2,318)</u>	
<hr/>		
41423 Benefit Charges	\$9,273	

This line item represents the City Treasurer's departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

Workers' Compensation	98
Medicare	44
Bonds	250
Liability Insurance	104
Medical Insurance	6,828
Dental Insurance	1,630
Vision	218
Benefit Concession	0
Life Insurance	101
TOTAL	<u><u>\$9,273</u></u>

Department/Division: 114 City Attorney		Fund 100 General Fund			
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SERVICES AND SUPPLIES					
41235 Professional Services	128,782	195,070	173,916	161,499	161,499
Total Services & Supplies	128,782	195,070	173,916	161,499	161,499
EXPENDITURE TRANSFERS					
41421 Administrative Credits	0	0	0	0	0
41427 Operating Carry Forward					
Total Expenditure Transfers	0	0	0	0	0
TOTAL BUDGET	128,782	195,070	173,916	161,499	161,499

114 - CITY ATTORNEY

Mission Statement

The City Attorney provides legal advice to the City Council, City officials and employees. The City Attorney reviews ordinances, resolutions and contracts for City Council consideration, represents the City in legal actions and acts as general counsel for the Pinole Redevelopment Agency. The City Attorney also prepares opinions at staff's request.

Workload Prioritization

<u>Unfunded Priorities</u>	<u>Cost Estimate</u>
◊ Noise Ordinance	\$3,000
◊ Rental Inspection Ordinance Update	\$6,500
◊ Subdivision Ordinance Update	\$7,500
◊ Municipal Code Update (comprehensive)	\$25,000
	<u>\$42,000</u>

Line-Item Detail

41235 Professional Services \$161,499

Legal services for 2012/13 and thereafter.

Department/Division: 115 Finance			Fund 100 General Fund		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	444,629	274,307	272,871	281,967	282,687
41102 Overtime	0	1,840	2,317	0	0
41103 Holiday Pay	0	1,142	0	0	0
41104 Part-time Salaries	0	50,606	26,748	0	0
41105 Vacation Accrued	0	6,770	4,226	0	0
Total Salaries	444,629	334,665	306,162	281,967	282,687
SERVICES AND SUPPLIES					
41233 Memberships	0	190	0	0	0
41234 Office Expense	6,785	4,189	1,456	3,750	3,750
41235 Professional Services	43,454	37,321	43,256	33,900	33,900
41241 Special Department Expense	900	6	0	0	0
41242 Travel & Training	636	50	0	300	300
41243 Utilities	2,798	2,974	3,209	2,300	2,300
Total Services & Supplies	54,573	44,730	47,921	40,250	40,250
FIXED ASSETS					
41312 Equipment	0	0	0		0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(354,697)	(249,055)	(234,261)	(174,249)	(98,123)
41422 Administrative Debits	0	0	0	0	0
41423 Benefit & Insurance Charges	121,390	106,509	106,778	78,852	98,424
41424 ISF Charge for Technology	17,749	11,764	0		0
41425 Facilities Replacement Chg	0	0	0		0
41426 Equipment Replacement Chg	0	0	0		0
Total Expenditure Transfers	(215,558)	(130,782)	(127,483)	(95,397)	301
TOTAL BUDGET	283,644	248,613	226,600	226,820	323,238
				Year Over Year Change	96,418

115 - FINANCE

Mission Statement

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, budgeting, accounting and protection of assets. This is accomplished through services provided by the Finance Department as follows: accounting, payroll, accounts payable, treasury, business licenses, budgets, debt and bond administration and long range financial planning.

Workload Priorities

Mandates

- ◊ Citywide Budget Analysis
- ◊ Annual Preparation of Comprehensive Annual Financial Report (CAFR)

High Priority

- ◊ Analyze Financing Options for WWTP Improvements
- ◊ Develop Policy on Establishing and using Reserves

Line-item Detail

41101 Salaries	\$282,687		
1 Finance Director			
2 Accounting Specialists			
		Regular Salaries	\$ 282,687
41234 Office Expense	\$ 3,750		
Miscellaneous Office Expenses			\$ 2,984
Year End Tax Forms			463
Printing Services			303
			<u>\$ 3,750</u>
41235 Professional Services	\$ 33,900		
Auditing Services			30,600
Legal Services			3,300
			<u>33,900</u>
41242 Travel and Training	\$ 300		
41243 Utilities	\$ 2,300		
Utilities (PG&E)			

41421 Administrative Credits (costs transferred to other departments) (\$98,123)

The Finance Department performs services for other City departments. Labor and benefit costs as well as a portion of the Services and Supplies Cost for those workers performing these services are charged on a set percentage basis to the benefiting department and correspondingly credited to Finance through this account. This credit is composed of the following:

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	<u>Benefiting Department</u>
Finance Director	\$ 139,113	\$ 48,429	32	\$ 60,013	Successor Agency
			0	-	Housing Admin.
			10	18,754	Sewer Fund
Accounting Specialist	71,787	25,322	0	-	Successor Agency
			10	9,711	Sewer Fund
Accounting Specialist	71,787	24,673	0	-	Successor Agency
			10	9,646	Sewer Fund
				<u>\$ 98,123</u>	
Total Costs Transferred					

41423 Benefit Charges \$ 98,424

This line item represents the Finance's departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$ 33,108
Medical Insurance-Active	20,484
Medical Redirect	5,400
Vacation Buy-back	6,929
Life Insurance/A.D.D.	303
Unemployment Insurance	2,737
Long Term Disability	994
Medicare	4,177
Dental Insurance	4,014
Employee Assistance Program	141
Bonds	425
Liability Insurance	9,806
Vision	654
Benefit Concessions	0
Worker's Compensation	9,252
TOTAL	<u>\$ 98,424</u>

Department/Division: 116 Human Resources			Fund 100 General		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Full-Time	185,892	187,135	185,426	176,063	195,461
41104 Part-time	0	0	0	0	0
41105 Vacation Accrued	0	14,922	5,469	0	0
Total Salaries	185,892	202,057	190,895	176,063	195,461
SERVICES AND SUPPLIES					
41233 Memberships	0	0	0	60	0
41234 Office Expense	519	562	593	750	750
41235 Professional Services	32,524	28,954	26,720	33,500	33,500
41241 Special Department Expense	2,082	2,717	1,521	3,240	2,300
41242 Travel & Training	4,190	1,511	22	2,750	3,750
41243 Utilities	827	878	948	688	688
Total Services & Supplies	40,142	34,622	29,804	40,988	40,988
FIXED ASSETS					
41312 Equipment	0	0	0	0	0
Total Services & Supplies	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(86,415)	(153,566)	(151,335)	(115,864)	(86,778)
41422 Administrative Debits	0	0	0	0	0
41423 Benefit & Insurance Charges	65,395	70,760	73,195	51,323	69,488
41424 ISF Charge for Technology	2,625	673	0	0	0
41425 Facilities Replacement Chg	0	0	0	0	0
41426 Equipment Replacement Chg	0	0	0	0	0
41427 Operating Carry Forward					
Total Expenditure Transfers	(18,395)	(82,133)	(78,140)	(64,541)	(17,290)
TOTAL BUDGET	207,639	154,546	142,559	152,510	219,159
				Year Over Year Change	66,649

116 - HUMAN RESOURCES

Mission Statement

The mission of the Human Resources Department is to ensure 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. Human Resources also works with our managers and labor representatives in developing citywide policies and procedures, and ensuring uniform interpretation and implementation.

Activity/Project 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.

Workload Prioritization

Mandates

- ◊ Labor Negotiations (4 Unions)
- ◊ Long-term First Service Delivery Model
- ◊ Employer / Employee Relations

Line-item Detail

41101 Salaries **\$195,461**

Positions budgeted in this department include:

1 Assistant City Manager	\$	123,096
1 Human Resource Specialist (0.75)	\$	72,365
Total Salaries	\$	195,461

41234 Office Expense **\$ 750**

Miscellaneous Office Supplies	\$	400
Business Envelopes		110
Printing Services		75
Other Office Expenses		165
	<u>\$</u>	<u>750</u>

41235 Professional Services **\$ 33,500**

The Human Resources Department utilizes various professional services during recruitment, testing and qualifying candidates for city employment.

Pre-employment physicals, drug-screens, DOT physicals	\$	1,071
Specialized testing & grading services for applicant testing		-
Attorney Consultations		185
IEDA's negotiation services		21,811
External Recruitment Assistance		-
Miscellaneous Services		427
Other Services		10,006
	<u>\$</u>	<u>33,500</u>

41241 Special Department Expense	\$ 2,300	
Oral board and incidental recruitment expenses	\$ 468	
Recruitment advertising	35	
Employee BBQ		
Employee Recognition Breakfast and Awards	491	
Wellness program supplies		
Legal Postings	344	
Workshop Registration	125	
Miscellaneous Expenses	58	
Other Spcl Dept Expenses	779	
	<u>\$ 2,300</u>	

41242 Travel and Training **\$ 3,750**

Covers the cost of minimal training workshops covering employee relations issues, workers compensation, ADA, family leave and the CAL-PELRA conference, .

CAL-PELRA Conference	\$ 3,000
Miscellaneous Reimbursements	22
Other Travel and Training	728
	<u>\$ 3,750</u>

41243 Utilities **\$688**

41421 Administrative Credits **\$ (86,778)**

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Ass't City Manager	\$123,096	\$44,356	36	\$ 60,283	Successor Agency
			10	16,745	Sewer Fund
HR Specialist	\$72,365	\$25,132	0	-	Housing
			10	9,750	Sewer Fund
				<u>\$ 86,778</u>	

41423 Benefit & Insurance Charges **\$69,488**

This line item represents the Human Resource's departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to

Pers Retirement	\$ 22,756
Medical Insurance-Active	13,656
Medical Redirect	7,200
Life Insurance/A.D.D.	202
Unemployment Insurance	1,892
Long Term Disability	662
Medicare	2,939
Dental Insurance	3,544
Employee Assistance Program	94
Bonds	175
Liability Insurance	6,780
Vision	436
Leave Buy-back	2,755
Benefit Concessions	0
Worker's Compensation	6,397
TOTAL	<u>\$ 69,488</u>

Department/Division: 117 General Government

Fund 100
General Fund

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Full-Time	52,795	53,275	53,966	28,125	0
41102 Overtime	0	0	0	0	0
41104 Part-time	0	1,731	0	0	0
41105 Vacation Accr.	0	0	0	0	0
Total Salaries	52,795	55,006	53,966	28,125	0
SERVICES AND SUPPLIES					
41231 Equipment Maintenance	0	0	0	100	100
41233 Memberships	10,529	11,176	10,533	10,642	10,653
41234 Office Expense	19,925	13,600	8,295	19,350	19,350
41235 Professional Services	136,024	143,924	145,696	145,696	140,795
41240 Rental	1,600	0	0	2,700	2,700
41241 Special Department Expense	798	450	85	450	450
41242 Travel & Training	0	0	0	0	0
41243 Utilities	8,969	9,537	10,286	7,500	7,500
Total Services & Supplies	177,845	178,687	174,895	186,438	181,548
FIXED ASSETS					
41312 Equipment	0	0	0	0	0
41313 Computer Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
OTHER					
41502 Interest on Debt	0	0	0	0	0
41700 Contingency	0	0	0	0	0
Total Other	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(35,398)	(35,516)	(35,854)	0	0
41422 Administrative Debits	37,000	40,897	40,992	11,243	111,896
41423 Benefit & Insurance Charges	22,630	20,884	21,625	11,187	18,115
41424 ISF Charge for Technology	42,276	22,852	54,953	302,102	77,626
41425 Facilities Replacement Chg	0				
41426 Equipment Replacement Chg	0				
41427 Operating Carry Forward	363				
Total Expenditure Transfers	66,871	49,117	81,716	324,532	207,637
TOTAL BUDGET	297,511	282,810	310,577	539,095	389,185
				Year Over Year Change	(149,910)

117 - GENERAL GOVERNMENT

Mission Statement

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.

Line-item Detail

41104 Part-time Salaries \$0

Positions budgeted in this department include:

1 - Office Assistant (Frozen 2011-12 @ 0.5 FTE)

41231 Equipment Maintenance \$ 100

Other Equipment Maintenance

41233 Memberships \$ 10,653

League of CA Cities Dues	\$ 6,402
ABAG Dues	4,050
Pinole Chamber of Commerce Dues	100
Subscription Bay Area News Group	101
	<u>\$ 10,653</u>

41234 Office Expense \$ 19,350

Postage Supplies	\$ 5,520
Office Supplies	2,122
Copier Supplies	130
Miscellaneous Office Expenses	13
Other Office Expenses	11,565
	<u>\$ 19,350</u>

41235 Professional Services \$ 140,795

Included are specialized contracts and outside services of a general, non-specific nature, as follows:

1) Animal Control Services

The City has entered into an agreement with Contra Costa County for animal control services. The County retains all collected fees. The city pays \$5.31 per capita.

\$ 98,023

2) WCCTAC (West Contra County Transportation Advisory Committee)

The City is a participating member of WCCTAC through a joint powers agreement.

42,772

41240 Rental \$ 2,700

\$ 140,795

41241 Special Department Expense \$ 450

Notary fees and supplies	\$ 50
UPS/FedEx and other special mailing needs	100
Water Dispenser rental & drinking water	-
Flowers for funerals and special occasions	300
Volunteer Recognition Breakfast and Certificates	-
	<u>\$ 450</u>

41243 Utilities \$ 7,500

41421 Administrative Credits (costs transferred to other departments) \$ -

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Office Assistant	\$15,600	\$5,929	0	\$ -	Successor Agency

41422 Administrative Debits \$ 111,896

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Info Systems Staff	\$75,149	\$36,747	100	\$ 111,896	Info Sys [0121]

41423 Benefit Charges \$18,115

This line item represents the General Government's departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

Social Security	\$ 967
Medical Insurance	0
Life Insurance/A.D.D.	0
Unemployment Insurance	15,751
Long Term Disability	72
Medicare	226
Dental Insurance	0
Employee Assistance Program	47
Vision	0
Liability Insurance	511
Benefit Concession	0
Worker's Compensation	541
TOTAL	<u>\$18,115</u>

41424 ISF Charge for Technology \$ 77,626

This line item represents the departmental share of communication and technology services provided by the Information Services Department. These costs are charged in total to a clearing account (#0121) and redistributed back to department cost centers based on a cost distribution formula.

Department/Division: 118 Employee Benefits/Insurance Clearing				Fund 100 General Fund	
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SERVICES AND SUPPLIES					
41107 PERS Retirement	2,180,819	1,959,638	1,875,899	2,349,630	1,143,156
41108 Medical Insurance - Retirees	514,774	563,566	686,197	708,684	818,859
41109 Medical Insurance - Active	1,494,425	1,395,143	1,413,796	1,413,926	1,073,061
41109 Medical Redirect - Actives	was in 41109	was in 41109	was in 41109	152,732	152,732
41110 Workers Compensation	346,744	212,562	74,051	30,917	298,689
41111 Life Insurance/A.D.D.	9,774	13,084	9,338	12,296	10,301
41113 Unemployment Insurance	10,809	51,699	61,324	49,377	81,604
41114 Long Term Disability Insurance	36,132	32,581	22,543	27,993	26,272
41115 Medicare	171,928	152,272	141,727	139,175	131,609
41116 Dental Insurance	166,432	157,385	149,318	146,663	139,801
41117 Social Security	40,578	33,824	30,794	7,705	16,483
41118 Employee Assistance Program	6,747	5,654	5,337	4,739	4,504
41119 ICMA Deferred Compensation	0	0	8,655	0	0
41120 Vision Care	28,489	25,091	23,866	22,140	21,199
41258 Liability Insurance	176,857	470,526	708,706	483,151	354,407
41260 Bonds	15,279	1,596	1,596	1,375	1,772
41502 Debt Service	301,041	391,877	403,594	415,000	430,000
Total Services & Supplies	5,500,828	5,466,498	5,616,741	5,965,503	4,704,449
EXPENDITURE TRANSFERS					
41423 Benefit & Insurance Charges	(4,723,419)	(4,606,245)	(4,558,380)	(4,717,100)	(3,412,574)
Total Expenditure Transfers	(4,723,419)	(4,606,245)	(4,558,380)	(4,717,100)	(3,412,574)
TOTAL BUDGET	777,409	860,253	1,058,361	1,248,403	1,291,875
			Year Over Year Change		43,472

118 - EMPLOYEE BENEFITS & INSURANCE CLEARING

Mission Statement

All employee benefit costs and insurance will be charged to and paid from this budget. These costs will then be distributed to the benefiting department or division based on a cost distribution formula.

Line-item Detail

41107 Retirement \$1,143,156

This account reflects the total cost to the City for membership in the Public Employees Retirement System. PERS has notified the City that the City share for 2012/13 will be 15.218% of all miscellaneous members' gross salaries and 20.999% of all safety members' gross salaries. Beginning in 2011-12 the City will no longer pay either the 8.0% miscellaneous employee's share of PERS nor the 9% safety employees' contribution. Additionally, safety employee's reimburse the City 4.750% of the employer's share and miscellaneous members reimburse 3.359%.

41108 Medical Insurance – Retirees \$818,859

The City is required under PERS statutes to contribute an amount toward the retiree's health premium which is equal to that contributed to the active employee.

41109 Health Insurance - Active Employees \$1,073,061

The City provides Health Insurance coverage to its employees and their dependents, with premium funding capped at the Calendar 2010 contribution levels. The City offers medical coverage through the PERS Health Care Program. The City contribution to medical coverage is capped at the Kaiser rate per coverage status.

41109 Health Insurance - Medical Redirect \$152,732

Covers the cost of medical redirect payments to city workers who opt to receive cash instead of medical coverage.

41110 Worker's Compensation \$298,689

The City is currently self-insured through a joint powers agreement with 16 other cities, a group called "Municipal Pooling Authority (MPA). The Authority estimates Pinole's 2012/13 cost at \$3,620 per \$100 gross payroll, modified by an 1.153 factor, and offset by a *non-recurring retained earning distribution of \$98,952*.

41111 Life Insurance / A.D.D. \$ 10,301

The City purchases varying levels of life insurance for its permanent employees and elected officials. Life insurance is purchased through MPA. It is anticipated that the City will provide the following coverage based on existing labor agreement provisions: \$40,000 coverage.

The rate charged for life insurance is \$0.15 per \$1,000 per month.
Accidental Death and Dismemberment coverage costs an additional \$0.035 per \$1,000 per month.

41113 Unemployment Insurance \$81,604

The City pays actual unemployment costs on the direct cost reimbursement method to EDD. Unemployment costs for 2012/13 are estimated on previous year's experience.

41114 LTD Insurance \$26,272

The City provides long-term disability (LTD) coverage for some of its work force based on bargained provisions of various labor agreements.

41115 Medicare \$131,609

As of April 1, 1986, all new hires must be covered by Medicare. This cost is shared by employer and employee with each contributing 1.45% of gross earnings.

41116 Dental Insurance \$139,801

The City provides dental & orthodontic insurance for its employees and their dependents.

41117 Social Security \$16,483

Federal statute requires all employees not covered by a qualifying retirement system to be covered by Social Security. Therefore, temporary/extra help employees, such as seasonal recreation workers, etc., are covered at a cost of 6.2% of gross salaries, with both employer and employee contributing this rate.

41118 Employee Assistance Program \$4,504

The City contracts with PacifiCare Behavioral Health Corp for its Employee Assistance Program on an August through July year basis. The City provides eight free counseling sessions per family per incident. The contract cost is based on the number of covered workers.

41120 Vision Care \$21,199

Vision care coverage is provided to permanent employees and their dependents under this program with the City's contribution not to exceed \$17.50 per employee per month.

41257 Auto Insurance \$0

The City insures its vehicles for collision and comprehensive coverage through MPA . A deductible of \$3,000 exists for police vehicles and \$2,000 deductible for all other vehicles. This appropriation is now included with the Liability Insurance Premium amount (moved to 41258 for 2008-09 and thereafter).

41258 Liability Insurance \$311,391

The City insures its liability exposure through MPA. The premium is based on a rate of \$1.835 per \$100 of payroll modified by an experience modifier of 1.025, and offset by a *non-recurring retained earning distribution of \$110,071*. The City has retained a \$25,000 per incident deductible.

41259 Property/Fire Coverage \$43,016

Property/Fire Insurance is purchased through MPA. The coverage provides for replacement cost after a \$10,000 deductible (\$5,000 of this will be self-funded by the Authority). (moved to 41258 for 2008-09 and thereafter).

41260 Bonds \$1,772

The City purchases bonds for the Treasurer and Finance Director for \$250 each, the City Manager, Assistant City Manager, City Clerk, Public Works Director and Accounting Specialist, for \$175 per position and an employee blanket bond of \$221.50 for the remainder of the workforce.

41502 Debt Service \$430,000

Pension Obligation Bonds

41423 Benefit/Insurance Credits (\$3,412,574)

All user departments/divisions receive their respective share of employee benefit and insurance costs. These costs appear in each individual budget as Account 41423. General Fund retiree medical and debt service on pension obligation bonds are excluded from the benefit/insurance credits applied.

Department/Division: 121 Information Systems

**Fund 525
Information Systems**

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Full-Time	169,384	139,674	139,698	62,774	75,149
41102 Overtime	0	367	44	0	0
41104 Part-time	0	3,337	4,070	0	0
Total Salaries	169,384	143,378	143,812	62,774	75,149
SERVICES AND SUPPLIES					
41213 Communications Hardware	2,260	0	0	0	0
41222 Communications	106,388	118,837	121,039	160,309	116,600
41231 Equipment Maintenance	35,053	12,479	30,933	15,326	53,140
41233 Memberships	320	160	320	160	160
41234 Office Expense	1,151	1,370	1,057	1,905	1,500
41235 Professional Services	23,651	10,229	10,294	21,000	15,750
41242 Travel & Training	31	0	0	0	0
41251 IS Communication/Data	34,877	24,731	6,860	(moved to 41222)	(moved to 41222)
41252 Network Maintenance	266,200	165,673	211,926	243,300	204,460
41253 Software Maintenance	86,263	105,293	87,025	145,250	118,100
41254 Software Purchase & Subscip.	27,840	14,830	17,291	47,793	19,150
41255 Computer Training	1,575	0	0	0	0
41256 IS Special Departmental	3,612	0	0	0	0
Total Services & Supplies	589,221	453,602	486,745	635,043	528,860
FIXED ASSETS					
41310 Improvements	0	0	0	0	0
41313 Computer Equipment	41,242	2,995	286	27,600	23,000
Total Fixed Assets	41,242	2,995	286	27,600	23,000
41700 Contingency	0	0	0	0	0
Total Other	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(195,726)	(205,958)	(204,961)	(11,243)	(111,896)
41422 Administrative Debits	7,884	13,293	8,814	0	0
41423 Benefit & Insurance Charges	65,640	67,836	72,763	27,167	36,747
41424 IS Chgs for Comm. & Tech.	(611,935)	(401,480)	(476,247)	(739,603)	(560,310)
41427 Operating Carry Forward	42,259				
Total Expenditure Transfers	(691,878)	(526,309)	(599,631)	(723,679)	(635,459)
TOTAL BUDGET	107,969	73,666	31,212	1,738	(8,450)

41252 Network Maintenance **\$ 204,460**

Network servers and hardware maintenance, including professional callouts.

Network Configuration Maintenance/Support	\$ 64,500
MDC Maintenance	5,000
Desktop/Workstation Maintenance	16,000
Communications Maintenance	4,100
Printer Maintenance	2,000
Webhosting/MFC	17,860
County Router Maintenance	35,000
Server Hardware/Appliance Maintenance	5,000
Richmond Shared Maintenance (PD-NWS)	50,000
Firewall Maintenance & Spam Filters	5,000
	<u>\$ 204,460</u>

41253 Software Maintenance **\$ 118,100**

Includes the cost of all software maintenance.

CRW - Trak It	\$ 8,000
CWS - MOM	13,000
NWS - Aegis	40,000
SIRE - Record Management Imaging	5,500
FILE-ON "Q" (police evidence tracking)	3,000
SYMANTEC	8,000
ESRI - AInfo/AEditor/AView	18,000
VERSATILE - Records Management Indexing	5,000
ADOBE Acrobat	3,500
CLASS	2,500
CRIMEVIEW	3,000
SCALA	3,500
Other Misc. Software Maint.	5,100
	<u>\$ 118,100</u>

41254 Software Purchase & Subscriptions **\$ 19,150**

Covers the cost of new software purchases, licenses and subscriptions on software.

RealQuest	\$ 10,000
Adobe Photoshop	3,000
Adobe Acrobat	3,000
Softchoice (DVD burning)	1,000
Muni Code	300
CopWare Site Lic	900
Equifax	600
Survey Subscription	350
Misc. Software/Subscriptions	-
	<u>\$ 19,150</u>

41313 Computer Equipment **\$ 23,000**

Computers (workstation replacement - General)	\$ 3,000
Network Hardware (servers)	20,000
Printers	-
Computers (workstation replacement - Police)	-
	<u>\$ 23,000</u>

41421 Administrative Credits (costs transferred to other departments) **\$ (111,896)**

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Info Systems Staff	\$75,149	\$ 36,747	90	\$ 100,706	Gen'l Gov't [0117]
			10	11,190	Sewer Fund [0648]
Total Costs Transferred				<u>\$ 111,896</u>	

41423 Benefits & Insurance \$ 36,747

Pers Retirement	\$	8,490
Medical Insurance-Active		17,752
Life Insurance/A.D.D.		101
Unemployment Insurance		606
Long Term Disability		331
Medicare		908
Dental Insurance		1,914
Employee Assistance Program		47
Liability Insurance		2,172
Vision		218
Leave Buy-back		2,157
Benefit Concessions		0
Worker's Compensation		2,051
TOTAL	\$	<u>36,747</u>

41424 IS Chgs for Comm & Technology \$ (560,310)

General Government	[0117]	\$	(77,626)	13.9%
Police	[0222]		(194,487)	34.7%
Police	[0223]		(70,455)	12.6%
Fire	[0229]		(34,874)	6.2%
Public Works	[0341]		(58,170)	10.4%
Building Inspection	[0462]		(32,521)	5.8%
Recreation Activities	[0552]		(36,255)	6.5%
CATV	[0554]		(20,036)	3.6%
WPCP	[0648]		(35,884)	6.4%
		\$	<u>(560,310)</u>	100%

Department/Division: 554 Cable Access TV			Fund 228 CATV Enterprise		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	203,645	208,870	199,565	122,760	125,998
41102 Overtime	8,190	2,691	477	0	
41104 Part-time Salaries	59,138	51,692	31,063	26,350	26,350
41105 Vacation Accrued	0	0	1,663	0	
Total Salaries	270,973	263,253	232,768	149,110	152,348
SERVICES AND SUPPLIES					
41231 Equipment Maintenance	2,498	4,610	1,876	4,000	4,000
41232 Maint. Structures/Improve/Grounds	3,517	3,324	3,018	3,800	3,800
41233 Memberships	0	0	0	175	175
41234 Office Expense	244	214	138	250	250
41235 Professional Services	522	0	1,447	0	0
41236 Equipment Rental	0	0	0	0	0
41241 Special Department Expense	3,920	4,243	3,914	4,500	4,500
41242 Travel & Training	2,692	2,030	2,400	2,500	2,500
41243 Utilities	12,719	11,042	11,189	8,500	8,500
Total Services & Supplies	26,112	25,463	23,982	23,725	23,726
FIXED ASSETS					
41312 Equipment	53,891	49,889	52,677	0	0
41337 Furniture/Fixtures/Equipment	0	0	0	0	0
Total Fixed Assets	53,891	49,889	52,677	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(210,373)	(231,534)	(197,687)	(31,846)	0
41422 Administrative Charges	6,686	3,293	2,141	1,383	1,025
41423 Benefit & Insurance Charges	92,962	102,645	101,648	45,626	56,565
41424 ISF Charge for Technology	5,475	6,051	7,101	4,801	20,036
41425 Facilities Replacement Charges	0	0	0	0	0
41426 Equipment Replacement Charges	0				
41427 Operating Carry Forward	911				
Total Expenditure Transfers	(105,250)	(119,545)	(86,797)	19,964	77,526
TOTAL BUDGET	245,726	219,060	222,630	192,799	253,790
Program Revenues	185,343	179,344	146,850	181,000	209,084
Transfers In	44,076	44,398	78,552	27,160	44,616
Net Program Cost (Deficit)	(16,307)	4,682	2,772	15,361	0

554 - CABLE ACCESS TV

Mission Statement

Pinole Cable TV (PCTV) manages a non-commercial, community access television station. PCTV is a PEG station with programming and information that is Public, Educational, and Governmental. PCTV is available to groups, clubs, organizations, individuals and City staff for the promotion of events and relaying community oriented information. Resources are utilized for staffing, operational and equipment supplies, utilities and facility maintenance. Revenue is generated from 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 services and an Outdoor

Program Funding

	Tax Subsidy	2011/12	2012/13	Tax Subsidy
Program Cost	12%	224,645	253,700	10%
Redevelopment Cost Allocation (7 mos. Ending 02/01/12)		(31,846)	0	
Fee Revenue (External Reimbursements)		(132,000)	(158,856)	
PEG Access Fees (Subscriber Fees)		(49,000)	(50,228)	
General Fund Contribution/Subsidy		(27,160)	(26,416)	
Net Program Costs		15,361	(18,200)	

Line-item Detail

41101 Salaries \$ 125,998

- 1 - Cable Access Coordinator (Reduced to 0.9 FTE 12/15/2010)
- 1 - Cable Access Technician (Reduced to 0.75 FTE 7/1/2011)

41104 Part-time Salaries \$ 26,350

Temporary Cable Equipment Operators

41231 Equipment Maintenance \$ 4,000

Fuel	\$	637
Miscellaneous Parts		475
Loaner Equipment		382
Equipment Repair		251
Other Equipment Maintenance		2,255
	\$	4,000

41232 Maint Struct/Impr/Grnds \$ 3,800

Elevator Maintenance	\$	1,300
Building Maintenance		1,030
Sanitary Supplies		265
Cleaning Supplies		210
Pest Control		122
Other Maintenance		873
	\$	3,800

41233 Memberships \$ 175

41234 Office Expense \$ 250

Miscellaneous Office Supplies	\$	138
Other Office Expenses		112
	\$	250

41241 Special Dept Expense	\$ 4,500	
Royalty Expense	\$	1,484
Football Games		600
Recording Media		822
Equipment Rental		220
Miscellaneous Spcl Dept Expenses		489
Other Spcl Dept Expenses		885
	<u>\$</u>	<u>4,500</u>

41242 Travel and Training	\$ 2,500	
Auto Allowance	\$	2,400
Other Travel and Training		100
	<u>\$</u>	<u>2,500</u>

41243 Utilities	\$ 8,500	
Gas and Electric	\$	8,300
Water		200
	<u>\$</u>	<u>8,500</u>

41421 Administrative Credits (costs transferred to other departments) \$0

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Cable Access Coordinator	\$ 76,678	\$35,816	50	\$0	Redevelop
		Total Credits		\$0	

41422 Administrative Charges (costs transferred from other departments) \$1,025

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Custodian	\$14,811	\$2,275	6	\$1,025	Senior Center [553]

41423 Benefit / Insurance Charges \$ 56,565

This line item represents the Cable TV's departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$	14,313
Medical Insurance-Active		21,098
Unemployment Insurance		1,475
Long Term Disability		662
Medicare		2,209
Dental Insurance		2,288
Vision Insurance		360
Social Security		1,634
Employee Assistance Program		94
Workers Compensation Insurance		4,987
Liability Insurance		5,286
Vacation Buyback		1,957
Life Insurance/A.D.D.		202
	<u>\$</u>	<u>56,565</u>

41424 ISF Charge Tech \$ 20,036

This line item represents the departmental share of communication and technology services provided by the Information Services Department. These costs are charged in total to a clearing account (#0121) and redistributed back to department cost centers based on a cost distribution formula.

This Page Intentionally Left Blank

POLICE

Police Operations Appropriation Summary

	Actual 2007/08	Actual 2008/09	Actual 2009/10	Actual 2010/11	Revised 2011/12	City Manager Recommended 2012/13	Budget Recovery Adjustment
221 Police Operations	4,882,674	3,918,041	3,484,697	3,332,000	3,160,941	2,780,128	(2,102,547)
222 Police Services	1,046,896	867,564	823,635	810,994	905,380	966,379	(80,517)
223 West Bay Communications Center (Police Dispatch)	948,241	1,012,730	1,079,357	1,037,759	987,691	994,370	46,129
General Fund	6,877,811	5,798,335	5,387,689	5,180,753	5,054,012	4,740,877	(2,136,935)
221 Measure "S" Operations	474,437	878,402	991,898	871,051	890,497	1,080,775	606,338
224 Police Contracted Security	37,970	47,626	42,343	36,573	30,450	30,450	(7,520)
227 Traffic Safety Fund	35,359	45,607	15,024	14,578	30,021	37,870	2,511
227 Supplemental Law Enforcement	110,054	145,825	103,006	47,071	100,000	100,229	(9,826)
227 Police Grants	260,930	154,811	245,009	378,393	451,365	511,162	250,232
221 Growth Impact Equipment	54,829	82,397	54,587	-	-	-	(54,829)
Non General Fund	973,579	1,354,668	1,451,867	1,347,666	1,502,333	1,760,486	786,907
463 RDA Administration	330,861	176,918	189,768	139,246	0	0	(330,861)
220 Community Preservation & Safety Redevelopment Fund	2,778	398,115	613,083	432,685	-	0	(2,778)
	333,639	575,033	802,851	571,931	0	0	(333,639)
Police Operations Total	8,185,029	7,728,036	7,642,407	7,100,350	6,556,345	6,501,362	(1,683,668)
		(456,993)	(85,630)	(542,057)	(544,005)	(54,983)	(1,683,667)

Department/Division: 221 Public Safety - Police Operations			Fund 100 General Fund		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	2,720,560	2,221,652	2,116,657	2,249,745	2,124,522
41102 Overtime	(Fund 105)	(Fund 105)	(Fund 105)	(Fund 105)	(Fund 105)
41103 Holiday Premium	0	124,250	121,800		
41104 Part-time Salaries	0	61,935			
41105 Vacation Accrued	0	22,208	46,286		
Total Salaries	2,720,560	2,430,045	2,284,743	2,249,745	2,124,522
SERVICES AND SUPPLIES					
41221 Safety Clothing	35,221	25,996	24,154	11,980	11,980
41231 Equipment Maintenance	127,416	106,393	112,340	113,400	113,400
41232 Maint. Structures/Improvement Grounds	400	0	0	0	0
41233 Memberships	1,666	1,325	1,595	1,550	1,550
41234 Office Expense	(moved to 222)	(moved to 222)	(moved to 222)	(moved to 222)	(moved to 222)
41235 Professional Services	51,187	53,599	68,786	69,350	69,350
41236 Equipment Rental	2,898	1,500	2,900	5,000	5,000
41241 Special Department Expense	29,344	3,958	5,060	23,095	23,095
41242 Travel & Training	35,700	33,011	19,293	30,000	30,000
Total Services & Supplies	283,832	225,782	234,128	254,375	254,375
FIXED ASSETS					
41312 Equipment	0	(2,458)	1,951	3,240	3,240
Total Fixed Assets	0	(2,458)	1,951	3,240	3,240
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(286,640)	(238,682)	(199,712)	(195,008)	(474,675)
41423 Benefit & Insurance Charges	1,038,593	1,064,842	1,010,890	848,589	872,665
41424 ISF Charge for Technology	18,495	5,168	(moved to 222)	(moved to 222)	(moved to 222)
41425 Facilities Replacement Charges	0				
41426 Equipment Replacement Charges	0				
41427 Operating Carry Forward	143,201				
Total Expenditure Transfers	913,649	831,328	811,178	653,581	397,991
TOTAL BUDGET	3,918,041	3,484,697	3,332,000	3,160,941	2,780,128
			Year Over Year Change		(380,814)

221 - PUBLIC SAFETY - POLICE OPERATIONS

Mission Statement

Police Operation's mission is the protection of life and property, through exemplary customer service to the community in accordance with strict adherence to the Law Enforcement Code of Ethics. This mission shall be accomplished by providing fair and equal treatment to all persons.

Workload Prioritization

Mandates

- ◊ Cellular 9-1-1 Project
- ◊ Monitoring of Massage Establishments
- ◊ Liaison program with Municipal Polling Authority for RMTAC (Police Risk Management Training Advisory Committee)
- ◊ Asset Seizure Program
- ◊ Liaison Program with any or all of the following for Pitchess Motions, lawsuits, claims, personnel investigations, special investigations
- ◊ Mutual Aid Program Management and Investigation
- ◊ Mobile Field Force Program Liaison, Management, and Scheduling
- ◊ Inspections Oversight Project - State, Federal and Other
- ◊ Policy and Procedure Manual Program with Lexipol (Legal Advisor)
- ◊ POST Training

High Priority

- ◊ K-9 Program
- ◊ Gang Identification and Tracking Program
- ◊ Gang Task Force Program
- ◊ Special/Directed Enforcement

Other Priorities

- ◊ Special Olympics, Tip a Cop and Torch Run
- ◊ Citizen Ride Along Program
- ◊ Police Explorer Program (Community donation)*
- ◊ Staff Special Events such as Movies in the Park, Car Show, Parades
- ◊ Camera System Monitoring Program**

Unfunded Priorities

- ◊ Traffic (Motorcycle) Program

Cost Estimate

\$175,000

*The Explorer Program provides volunteer staffing to special events such as Movies in the park and Car Show at little cost. The elimination of the police Explorer Program would require the staffing of these and similar events with additional Police overtime. Therefore, the elimination of this program would increase the costs to the General Fund if the special events were not cancelled.

**The Camera System Monitoring program is performed by on-duty dispatch staff. There would be no cost savings if the cameras were not monitored since dispatch staff would still be on site.

Line-item Detail

41101 Salaries \$2,124,522

Full-time positions budgeted in the Police Operations budget include:

General Fund

- 1 Chief of Police
- 1 Police Commander
- 6 Sergeants
- 4 Corporals
- 2 Officer - Detectives
- 6 Police Officers

Measure S Fund

2 Police Officers (Dept. 221 - Fund 105)

Grants Fund

5 Police Officers (Dept. 227 - Fund 204)

41102 Overtime \$0

Moved to Measure "S" Fund (105)

41221 Safety Clothing \$ 11,980

The City, pursuant to the provisions of its Labor MOU's, provides a clothing allowance for uniforms. Also included for funding are:

Clothing Allowance for Uniforms (included in "Salaries")	
Safety Equipment Allowance	\$ 7,110
Badge Replacements	1,050
Raid/ID Vests (10)	1,250
Repair/replacement of uniforms	1,500
Other/miscellaneous	1,070
	<u>\$ 11,980</u>

41231 Equipment Maintenance \$ 113,400

Provides for the maintenance and repair of marked and unmarked police vehicles, utility vehicles and special equipment. Included cost for maintenance, supplies, gasoline, car washing, towing and general equipment repair.

Vehicle Fuel	\$ 73,054
Preventative Maintenance-Vehicles	8,728
Vehicle Washing	1,339
Vehicle Repairs	18,517
Radio Repairs	1,741
Computer Repairs (MDC's)	10,021
	<u>\$ 113,400</u>

41233 Memberships \$ 1,550

CA Police Officers Assn	\$ 300
County Police Chiefs' Assoc	650
International Assn of Police Chiefs	-
CA Police Chief's Assoc	300
ASIS	100
Inter'l Law Enf Educ & Trn'g	-
Inter'l Law Enf Firearms Instructors	-
Nat'l Tactical Officers Assoc	80
CA Crime Prevention Officers Assn	120
Nat'l Assn of Town Watch	-
Law Enf Environ Planning Assn	-
	<u>\$ 1,550</u>

41235 Professional Services \$ 69,350

Includes the following materials, services and equipment:

West-Net Task Force	\$ 8,000
Applicant Processing/Recruiting	7,790
Attorney Support Services	53,560
	<u>\$ 69,350</u>

41236 Equipment Rental \$ 5,000

Firearms Range Rental	\$ 5,000
-----------------------	----------

41241 Special Department Expense \$ 23,095

A variety of supplies and equipment are funded through this account:

Flares/Vehicle Accident Supplies	2,000
Medical Supplies (1st Aid)	500
NIK Kit (Field Drug Testing)	500
Intoximeter Supplies	500
Firearms Repair	500
Handgun Ammunition	3,500
Investigation Collection Kits	1,500
Gunshot Trauma Kits	1,500
Latex Gloves	300
Canine Program Expenses	12,095
Miscellaneous Supplies	200
	\$ 23,095

41242 Travel and Training \$ 30,000

State of CA -- P.O.S.T. reimbursable	\$ 30,000
--------------------------------------	-----------

41312 Equipment \$ 3,240

1 Marked Police Vehicle	-
Ballistic Shield	1,400
MP5	1,840
	\$ 3,240

41421 Administrative Credits (Costs Transferred to Other Departments) (\$474,675)

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Chief of Police	\$ 150,122	\$ 61,866	25	\$ 52,997	WBCC
Police Commander	\$ 124,639	\$ 55,097	100	\$ 179,736	MEASURE "S"
Crime Prevention/Relief Officer	\$ 104,589	\$ 37,124	100	141,713	MEASURE "S"
Canine Officer	\$ 98,646	\$ 33,242	5	6,594	SLESF
Police Officer	\$ 98,946	\$ 34,817	70	93,634	SLESF
Total Transferred Out				\$ 474,675	

41423 Benefit Charges \$872,665

This line item represents the departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this line-item are:

PERS Retirement	\$ 343,300
Medical Insurance - Active	242,576
Medical Redirect	28,800
Workers Compensation	69,535
Life Insurance/A.D.D.	2,020
Unemployment Insurance	20,567
Long Term Disability Insurance	4,874
Medicare	31,223
Dental Insurance	29,414
Employee Assistance Program	938
Vision Care	4,360
Safety Equipment	5,100
Vacation Buy-Back	16,259
Anticipated Labor Concessions	0
Liability Insurance	73,699
Total	\$ 872,665

Department/Division: 222 Public Safety - Police Services				Fund 100 General Fund	
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	344,420	237,786	135,447	235,399	253,997
41102 Overtime	847	2,013	231	290	0
41103 Holiday Premium	0				
41104 Part-time Salaries	0	52,175	1,665		
41105 Vacation Accrued	16,576	23,539	2,256		
Total Salaries	361,843	315,513	139,599	235,689	253,997
SERVICES AND SUPPLIES					
41221 Safety Clothing	1,469	547	9	0	0
41222 Communications	384	0	0	0	0
41231 Equipment Maintenance	6,642	8,689	15,386	15,790	10,790
41232 Maint. Structures/Improvemt./Grounds	37,989	26,646	34,483	53,057	53,057
41233 Memberships	198	240	325	350	350
41234 Office Expense	23,031	15,622	15,957	21,855	21,855
41235 Professional Services	122,129	172,065	184,499	156,636	143,128
41241 Special Department Expense	27,632	12,082	20,722	73,134	18,134
41242 Travel & Training	693	2,953	284	5,500	5,500
41243 Utilities	43,001	43,410	46,657	43,400	43,400
41247 Conference/Meeting Expense	0	0	0	0	0
Total Services & Supplies	263,168	282,254	318,322	369,722	296,214
FIXED ASSETS					
41310 Improvements	0	0	0		0
41312 Equipment	(6,457)	0	122	0	49,398
Total Fixed Assets	(6,457)	0	122	0	49,398
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(96,145)	(95,041)	0	0	0
41422 Administrative Charges	54,626	56,481	56,979	61,475	59,363
41423 Benefit & Insurance Charges	155,579	138,506	111,998	98,133	112,920
41424 ISF Charge for Technology	124,917	125,922	183,974	140,361	194,487
41425 Facilities Replacement Charges	0				
41426 Equipment Replacement Charges	0				
41427 Operating Carry Forward	10,033				
Total Expenditure Transfers	249,010	225,868	352,951	299,969	366,770
TOTAL BUDGET	867,564	823,635	810,994	905,380	966,379
			Year Over Year Change		60,999

222 - PUBLIC SAFETY - POLICE SERVICES

Mission Statement

To participate in enhancing the quality of life as identified by the community and citizens of Pinole through maintenance of public safety within available resources.

Workload Prioritization

Mandates

- ◊ Criminal Sex/Narcotics Registrants

High Priority

- ◊ Continue to Submit Grant Application(s) and Seek Grant Funding

Other Priorities

- ◊ Volunteer Program (optional--discontinue if costs additional staff time)
- ◊ Managing Fleet and Equipment Program
- ◊ Community Service Officer Program

Line-item Detail

41101 Salaries \$253,997

Full-time positions budgeted in the Police Services Department include:

- 2 Records & Property Specialists
- 1 Property & Evidence Specialist
- 0.5 FTE Community Safety Specialist
- 1 Administrative Secretary

41102 Overtime \$ -

Minor allowance for Overtime is requested for projects that are time sensitive, and cannot be completed during regularly scheduled work hours (like offsite training and court appearances).

41221 Safety Clothing \$ -

The city, pursuant to the provisions of its Labor MOU's, provides a clothing allowance for Uniforms. Included in "Salaries."

41231 Equipment Maintenance \$ 10,790

Provides for the maintenance and repair of marked and unmarked police vehicles, utility vehicles and special equipment. Included cost for maintenance, supplies, gasoline, car washing, towing and general equipment repair.

Vehicle Fuel	\$	4,395
Preventative Maintenance-Vehicles		4,000
Vehicle Washing		300
Vehicle Repairs		500
Radio Repairs		250
Live Scan Equipment		1,345
	\$	<u>10,790</u>

41232 Maintenance of Structures/Improvements/Grounds \$ 53,057

Repairs of items associated with Police Department Facilities and general upkeep of the building and grounds including: fencing, gates, locks, window glass, electrical wiring, shelving, sally port, painting, window blinds, floor coverings, elevator maintenance, pest control and heating & cooling system.

Elevator Service (NEC)	\$	650
Pest Control (Western)		425
Video Surveillance System		30,000
HVAC Maint. (City Mech)		1,850
Janitorial Service (UBS)		17,365
Janitorial Supplies (UBS)		1,692
Bldg Maintenance (Various)		1,075
	\$	<u>53,057</u>

41233 Memberships \$ 350

Includes participation in support service types of associations and committees, such as:

California Criminal Justice	\$	75
CLEARs (Krieger)		50
C.A.P.E.		45
IAPE (Cuellar)		50
Nat'l Emergency Number Assn		130
	\$	<u>350</u>

41234 Office Expense \$ 21,855

This line item funds general office supplies and expenses for both Operations (0221) and Support (0222) Divisions. Vendors Include:

Radston's (office supplies)	\$	95
Staples (office supplies)		12,625
Xerox (copier supplies)		500
Printing Services (Concord)		635
Postage & Equipment (Pitney)		3,000
Notices to Appear (Eagle)		2,500
Other Suppliers		2,500
	\$	<u>21,855</u>

41235 Professional Services \$ 143,128

Contracts and agreements which provide for operation and maintenance of various Department systems.

Records Management System Support (AIM)	\$	2,128
County Crime Lab Services		99,584
Blood Withdrawals		3,352
Children's interview center		500
800 Mhz Radio System Charges (EBRCSA)		21,600
800 Mhz Radio System Charges (Richmond)		-
Evidence A&P		15,964
		<u>15,964</u>
TOTAL	\$	<u>143,128</u>

41241 Special Department Expense \$ 18,134

A variety of functions within the Technical Services Division are handled through this account.

Photographic: State mandates, ID cards, ID film (booking), photo accessories, film processing, batteries	\$	500
Lab supplies mandated processing materials, sexual assault kits		375
Ninhydrin spray/accessories, Milvan Barrier C. kits, forceps		361
GSR and some sex crime investigation kits		5,333
County booking fees		0
Automated Records Info (ARIS)		5,850
Fire extinguisher replacement		382
Property/evidence casting materials, safety glasses, latent lifting materials, batteries, crime scene barrier tape		5,333
		<u>15,964</u>
TOTAL	\$	<u>18,134</u>

41242 Travel and Training \$5,500

This account covers the costs to meet Federal and state mandated training requirements and technical and specialized training needs for support staff.

Conferences (CALNENA)	\$1,000
Meetings	500
Non POST training	1,000
POST training	3,000
TOTAL	<u>\$5,500</u>

41243 Utilities \$ 43,400

Public Safety Facility operates 24 hour/day, every day of the year

Electricity & Gas (PG&E)	\$ 1,500
Water (EBMUD)	41,900
TOTAL	\$ 43,400

41312 Equipment \$ 49,398

Equipment Lease for 800 Mhz Radios (EBRCSA)	\$ 49,398
Replace 2 typewriters	-
Ergonomic upgrades	-
	<u>\$ 49,398</u>

41422 Administrative Charges \$ 59,363

Police Services receives the benefit of services provided by one position funded through WBCC. These costs are charged to Police Services as follows.

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Dispatcher	\$72,378	\$34,984	25	\$ 26,841	WBCC
Services Manager	\$95,004	\$35,085	25	32,522	WBCC
	Total Transferred In			<u>\$ 59,363</u>	

41423 Benefit Charges \$ 112,920

This line item represents the departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution

PERS Retirement	\$ 26,377
Medical Insurance-Active	51,880
Life Insurance/A.D.D.	404
Workers Compensation	8,313
Unemployment Insurance	2,459
Long Term Disability Insurance	1,325
Medicare	3,683
F.I.C.A.	1,968
Dental Insurance	5,053
Safety Equipment	130
Employee Assistance Program	188
Liability Insurance	8,811
Vacation Buy-back	1,457
Anticipated Labor Concessions	0
Vision	872
Total	<u>\$ 112,920</u>

41424 ISF Charge for Technology \$ 194,487

This line item represents the departmental share of communication and technology services provided by the Information Services Department. These costs are charged in total to a clearing account (#0121) and redistributed back to department cost centers based on a cost distribution formula.

Department/Division: 223 Public Safety - West Bay Communications Center **Fund 100 General Fund**

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	634,635	653,743	629,240	622,350	600,898
41102 Overtime	55,828	73,286	48,904	57,000	57,000
41103 Holiday Premium	0	12,703	9,602	0	0
41104 Part-time Salaries	0	1,099	2,231	0	0
41105 Vacation Accrued	128	6	2,201	0	0
Total Salaries	690,591	740,837	692,178	679,350	657,898
SERVICES AND SUPPLIES					
41221 Safety Clothing	4,944	4,944	4,635	0	0
41231 Equipment Maintenance	1,726	638	1,510	2,500	2,500
41232 Maint. Structures/Improvemt./Grounds	3,274	2,663	3,120	3,470	3,470
41233 Memberships	68	0	0	150	150
41234 Office Expense	1,912	2,044	1,292	2,000	2,000
41235 Professional Services	434	2,630	5,271	6,765	6,765
41236 Equipment Rental	0	0	0	0	0
41241 Special Department Expense	99	34	227	1,000	1,000
41242 Travel & Training	4,667	2,822	1,701	9,150	9,150
41243 Utilities	8,630	8,715	9,398	8,715	8,715
Total Services & Supplies	25,754	24,490	27,154	33,750	33,750
FIXED ASSETS					
41310 Improvements	0	0	0	0	0
41312 Equipment	0	191	0	0	0
Total Fixed Assets	0	191	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(54,626)	(56,481)	(56,977)	(61,475)	(59,363)
41422 Administrative Charges	48,072	47,521	44,442	54,902	52,997
41423 Benefit & Insurance Charges	248,843	286,446	283,439	221,369	238,633
41424 ISF Charge for Technology	54,096	36,353	47,523	59,795	70,455
41425 Facilities Replacement Charges	0				
41426 Equipment Replacement Charges	0				
41427 Operating Carry Forward					
Total Expenditure Transfers	296,385	313,839	318,427	274,591	302,722
TOTAL BUDGET	1,012,730	1,079,357	1,037,759	987,691	994,370
Program Revenues	417,568	445,257	459,975	446,506	449,611
Net Program Surplus or (Deficit)	(595,162)	(634,100)	(577,784)	(541,185)	(544,759)
			Year Over Year Change		(3,574)

223 - PUBLIC SAFETY - WEST BAY COMMUNICATIONS CENTER

Mission Statement

Provide for the West Bay Communication Center (WBCC) operations, serving the Hercules and Pinole Police Departments. The WBCC is staffed 24 hours/day, seven days/week, serving a total population of approximately 40,000. 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 Funding

The City of Hercules is billed for Dispatch Services based on a formula that incorporates various usage measurements. For fiscal year 2012/2013 the City of Hercules will pay 45% of the cost of the Dispatch Center while the City of Pinole will pay 55% of the cost.

Workload Prioritization

Mandates

- ◊ East Bay Regional Communications System Project

Other Priorities

- ◊ Dispatch Services
- ◊ Community Warning System Program

Line-item Detail

41101 Salaries \$ 600,898

Full-time positions budgeted in the Police-WBCC Department include:

- 1 Services Manager
- 7 Dispatchers

41102 Overtime \$ 57,000

Attendance of dispatchers at workshops, training sessions, and division meetings, as well as covering shifts temporarily vacant due to sick leave and vacation necessitates overtime usage.

41231 Equipment Maintenance \$2,500

Dispatch headset/cord replacement	1,265
General equipment non-contract maintenance	<u>1,235</u>
TOTAL	<u>\$2,500</u>

41232 Maintenance/Structure/Improvements Grounds \$3,470

Heating & cooling maintenance	1,766
Pest control	133
Janitorial service & supplies	975
Costs associated with Dispatch Center.	<u>596</u>
TOTAL	<u>\$3,470</u>

41233 Memberships \$150

Includes WBCC portion of costs for APCO and CLEWOA participation.

41234 Office Expense \$2,000

General office supplies and expenses for the WBCC staff	\$ 1,500.00
Haines cross-directory subscriptions, legal codes, cross-directory street maps	<u>500</u>
TOTAL	<u>\$2,000</u>

41235 Professional Services \$ 6,765

There are several service contracts and agreements provided for equipment within the police department. This reflects the

800 MHz radio system maintenance	4,265
Language Intrepretation Services	<u>2,500</u>
TOTAL	<u>\$ 6,765</u>

41241 Special Department Expense \$ 1,000

This includes DOJ fingerprints and background investigations on applicants.

41242 Travel and Training \$9,150

This account covers the costs incurred to meet Federal and state mandated training requirements; technical and specialized training needs.

Non-POST training	2,300
Meetings associated with dispatch function	350
Conference attendance for APCO, PSAP managers, CLEWOA	1,000
POST training	<u>5,500</u>
	<u>\$9,150</u>

41243 Utilities \$ 8,715

PG&E and EBMUD provided to the facility are pro-rated to WBCC.

Electricity & Gas (PG&E)	\$ 8,380
Water (EBMUD)	335
TOTAL	<u>\$ 8,715</u>

41421 Administrative Credits (Costs Transferred to Other Departments) \$ (59,363)

Police Services receives the benefit of services provided by one position funded through WBCC. These charges are credited back to WBCC as follows:

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Dispatcher	\$72,378	\$34,984	25	\$ 26,841	Police Services
Services Manager	\$95,004	\$35,085	25	\$ 32,522	Police Services
				<u>\$ 59,363</u>	

41422 Administrative Charges \$52,997

WBCC receives the benefit of services provided by one position funded through the Operations Department. Those costs are charged back to WBCC as follows:

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Police Chief	\$150,122	\$61,866	25	\$ 52,997	Police Operations

41423 Benefit Charges \$ 238,633

This line item represents the Police - WBCC's departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$ 70,048
Medical Insurance-Active	87,397
Medical Redirect	7,200
Life Insurance/A.D.D.	808
Workers Compensation	21,533
Unemployment Insurance	5,817
Long Term Disability Insurance	1,969
Medicare	9,857
Dental Insurance	9,063
Employee Assistance Program	375
Liability Insurance	22,822
Vacation Buy-back	0
Anticipated Labor Concessions	0
Vision	1,744
Total	<u>\$238,633</u>

41424 ISF Charges for Communication & Technology \$70,455

This line item represents the departmental share of communication and technology services provided by the Information Services Department. These costs are charged in total to a clearing account (#0121) and redistributed back to department cost centers based on a cost distribution formula.

Department/Division: 224 Public Safety - Police Security			Fund 202 Police Security		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	0	0	0	0	0
41102 Overtime	0	0	0	0	0
41103 Holiday Premium	0	0	0	0	0
Total Salaries	0	0	0	0	0
SERVICES AND SUPPLIES					
41221 Safety Clothing	0	0	0	0	0
41231 Equipment Maintenance	0	0	0	0	0
41233 Memberships	0	0	0	0	0
41234 Office Expense	0	0	0	0	0
41235 Professional Services	28,437	30,444	29,567	30,450	30,450
41241 Special Department Expense	0	0	0	0	0
41242 Travel & Training	0	0	0	0	0
Total Services & Supplies	28,437	30,444	29,567	30,450	30,450
EXPENDITURE TRANSFERS					
41422 Administrative Charges	19,189	11,899	7,006	0	0
41423 Benefit & Insurance Charges	0	0	0	0	0
41425 Facilities Replacement Charges	0	0	0	0	0
41426 Equipment Replacement Charges	0	0	0	0	0
41427 Operating Carry Forward					
Total Expenditure Transfers	19,189	11,899	7,006	0	0
TOTAL BUDGET	47,626	42,343	36,573	30,450	30,450
Revenues	44,400	44,400	44,400	44,400	44,400
Net Operating Surplus or (Deficit)	(3,226)	2,057	7,827	13,950	13,950
			Year Over Year Change		-

224 - PUBLIC SAFETY - POLICE SECURITY

Mission Statement

The Police Department provides the Security Program at a cost factor to local merchants, businesses, shopping complexes and residential complexes within the City of Pinole and the Pinole Redevelopment Agency boundaries. The program is subsidized to a limited extent by the City of Pinole. The program provides on-site security services to these areas, which enhances the ability to minimize violent crime and directly intervene in many calls-for-service which police staff would otherwise have to address. This is a direct crime prevention related program, with high police visibility serving as a major deterrent.

Line-item Detail

41235 Professional Services \$ 30,450

Provides for the cost of contractual security service for after hours and for absence coverage at the Pinole Vista Shopping Center commercial area.

Professional Officers Services \$ 30,450

41422 Administrative Charges \$0

Police Security receives the benefit of services provided by one position funded through the Police Operations. Those costs are charged back to Police Operations as follows:

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
CSO	\$0	\$0	15	0	Police Operations

Department/Division: 227 Traffic Safety Fund

Fund 205

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41104 Part-time Salaries	9,533	10,838	9,177	11,191	11,191
Total Salaries	9,533	10,838	9,177	11,191	11,191
SERVICES AND SUPPLIES					
41221 Safety Clothing	0	0	0	0	0
41231 Equipment Maintenance	3,439	2,609	997	3,160	3,160
41241 Special Department Expenses	8,895	66	2,648	14,300	14,300
41242 Travel & Training	0	0	0	0	0
Total Services and Supplies	12,334	2,675	3,645	17,460	17,460
FIXED ASSETS					
41310 Improvements	0	0	0	0	0
41312 Equipment	22,689	0	300	0	7,500
Total Fixed Assets	22,689	0	300	0	7,500
EXPENDITURE TRANSFERS					
41422 Administrative Charges	0	0	0	0	0
41423 Benefit & Insurance Charges	1,051	1,511	1,456	1,370	1,719
41425 Facilities Replacement Charges	0	0	0	0	0
41426 Equipment Replacement Charges	0	0	0	0	0
41427 Operating Carry Forward					
Total Expenditure Transfers	1,051	1,511	1,456	1,370	1,719
TOTAL BUDGET	45,607	15,024	14,578	30,021	37,870
Revenues	44,769	26,259	(12,155)	7,400	7,400
Net Operating Surplus or (Deficit)	(838)	11,235	(26,733)	(22,621)	(30,470)
			Year Over Year Change		(7,849)

Department/Division: 227 Supplemental Law Enforcement			Fund 206 SLESF		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SERVICES AND SUPPLIES					
41241 Special Department Expenses	4,677	2,631	2,421	(moved to 221)	(moved to 221)
41242 Travel & Training	9,008	5,900	8,500	(moved to 221)	(moved to 221)
Total Services and Supplies	13,685	8,531	10,921	0	0
FIXED ASSETS					
41312 Equipment	(1,394)	0	0	0	0
Total Fixed Assets	(1,394)	0	0	0	0
EXPENDITURE TRANSFERS					
41422 Administrative Charges	133,373	94,475	36,150	100,000	100,229
41423 Benefit & Insurance Charges	161	0	0	0	0
41425 Facilities Replacement Charges	0	0	0	0	0
41426 Equipment Replacement Charges	0	0	0	0	0
41427 Operating Carry Forward					
Total Expenditure Transfers	133,534	94,475	36,150	100,000	100,229
TOTAL BUDGET	145,825	103,006	47,071	100,000	100,229
Program Revenues	98,064	99,074	99,516	99,074	100,000
Net Operating Surplus or (Deficit)	(47,761)	(3,932)	52,445	(926)	(228)
			Year Over Year Change		698

227 - SUPPLEMENTAL LAW ENFORCEMENT PROGRAM

Mission Statement

This fund accounts for the annual Supplemental Law Enforcement funding provided by the State. The County applies for the funds and it is received based on population. The City is currently using the funds for the Canine Program.

Line-item Detail

41241 Special Department Expense \$ -

Covers the cost of food, supplies, veterinary costs and other miscellaneous costs associated with the Canine Program. **Appropriations moved to Department 221.**

Hillcrest Veterinary Hospital	\$	-
Pet Food Express		-
Total	\$	-

41242 Travel and Training \$ -

This account covers the costs of training for the Canine Program. **Appropriations moved to Department 221.**

Moore K-9 Services, Inc.	\$	-
--------------------------	----	---

41312 Equipment \$0

None budgeted at this time.

41422 Administrative Charges \$100,229

This grant covers the cost for one Officer and 5% of the Canine Officer provided through the Police Operations. Those costs are charged back to Police Operations as follows:

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Officer	\$98,946	\$34,817	70	93,634	Police Department
Canine Officer	\$98,646	\$33,242	5	6,594	Police Department
			Total	\$100,229	

Department/Division: 227 Police Grants			Fund 204 PD Grants		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	169,966	240,007	328,869	436,528	464,853
41102 Overtime	11,383	26,178	32,654	0	0
41103 Holiday Premium	12,788	18,294	23,555	0	0
Total Salaries	194,137	284,479	385,078	436,528	464,853
SERVICES AND SUPPLIES					
41221 Safety Clothing	2,158	3,237	5,390	1,761	1,761
41231 Equipment Maintenance	0	0	0	500	500
41234 Office Supplies	0	0	0	3,000	3,000
41241 Special Department Expenses	0	0	771	5,000	5,000
41242 Travel & Training	0	162	12	0	0
Total Services and Supplies	2,158	3,399	6,173	10,261	10,261
FIXED ASSETS					
41312 Equipment	9,393	1,652	5,405	0	0
Total Fixed Assets	9,393	1,652	5,405	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(132,253)	(150,105)	(146,879)	(140,208)	(131,815)
41423 Benefit & Insurance Charges	76,325	101,468	128,616	144,784	167,863
41424 ISF Charge for Technology	5,051	4,116	(moved to 222)	(moved to 222)	(moved to 222)
41425 Facilities Replacement Charges	0	0	0		0
41426 Equipment Replacement Charges	0	0	0		0
41427 Operating Carry Forward					
Total Expenditure Transfers	(50,877)	(44,521)	(18,263)	4,576	36,048
TOTAL BUDGET	154,811	245,009	378,393	451,365	511,162
Program Revenues	147,541	240,000	441,492	582,526	535,512
Net Operating Surplus or (Deficit)	(7,270)	(5,009)	63,099	131,161	24,350
			Year Over Year Change		(106,811)

227 - POLICE GRANT PROGRAMS

Mission Statement

The City has been awarded and has accepted a three year funding grant (\$819,850) from the U. S. Department of Justice under the CHP (Cops Hiring Program) program to be used for Community Oriented Policing Services. This grant program replaces the LLEBG (Local Law Enforcement Block Grant) program used in previous fiscal periods. State grant funds were received to fund a School Resource Officer at Pinole Valley High School, beginning in fiscal year 2005-06 for a period of three (3) years. WCCUSD (2) and the City (1) have agreed to each fund three Officer Positions cooperatively beginning in fiscal year 2009-10.

Program Funding

Two School Resource Officers (SRO) are funded by the West Contra Costa Unified School District at \$160,000/SRO/year. In prior fiscal years (2005-06, 2006-07 & 2007-08) these positions were funded through a State Grant (Attorney General's Office).

Workload Prioritization

Mandates

- ◊ Grant Program Management and Reporting
- ◊ School Resource Officer Program
- ◊ Community Oriented Policing Program

Line-item Detail

41101 Salaries \$464,853

3 School Resource Officers (2@PVHS & 1@PMS)
2 Patrol Officers (Fed'l DOJ Cops Hiring Grant Program)

41221 Safety Clothing \$ 1,761

The City, pursuant to the provisions of the MOU's, provides a clothing allowance (included in "Salaries"). Also included are:

Replacement Vest	\$ 1,543
Vest Covers (L.C. Action Police Supply)	218
Total	<u>\$ 1,761</u>

41231 Equipment Maintenance \$500

Repair to McGruff suit and crime prevention vehicle maintenance.

41234 Office Supplies \$3,000

Office supplies for crime prevention program

41241 Special Department Expense \$5,000

Crime prevention program promotional items, Neighborhood Watch display and banner, and decals for crime prevention van.

41312 Equipment \$0

Represents equipment which has a life-expectancy of one year or more.

41421 Administrative Credits (Costs Transferred to Other Departments) (\$131,815)

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>
Police Officer - SRO	96,835	34,980	100	131,815 Measure S

41423 Benefit Charges \$167,863

This line item represents the departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$ 75,029
Medical Insurance - Active	13,656
Medical Redirect	19,800
Workers Compensation	15,214
Life Insurance/A.D.D.	505
Unemployment Insurance	4,500
Long Term Disability Insurance	1,170
Medicare	7,027
Dental Insurance	5,467
Employee Assistance Program	235
Safety Equipment	1,275
Vision Care	1,090
Vacation Buy-back	6,769
Benefit Concessions	0
Liability Insurance	16,126
Total	<u>\$167,863</u>

Department/Division: 221 Public Safety - Police Operations			Fund 105 Measure "S"		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Budget	2010/11 Actual Budget	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	335,500	267,793	234,942	185,830	187,097
41102 Overtime	204,287	308,065	215,341	319,250	319,250
41103 Holiday Premium	0	18,246	18,786	0	0
41104 Part-time Salaries	0	6,511	0	0	0
Total Salaries	539,787	600,615	469,069	505,080	506,347
SERVICES AND SUPPLIES					
41221 Safety Clothing	3,237	3,237	3,237	0	0
41231 Equipment Maintenance	8,493	4,047	0	16,540	16,540
41232 Maint. Structures/Improvement Grounds	0	0	0	0	0
41233 Memberships	0	0	0	0	0
41234 Office Expense	0	0	0	0	0
41235 Professional Services	7,349	0	0	0	0
41236 Equipment Rental	0	0	0	0	0
41241 Special Department Expense	1,186	0	66	3,250	3,250
41242 Travel & Training	3,925	294	227	0	0
Total Services & Supplies	24,190	7,578	3,530	19,790	19,790
FIXED ASSETS					
41312 Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41422 Administrative Charges	171,963	253,584	250,442	280,314	453,264
41423 Benefit & Insurance Charges	128,028	124,953	148,010	85,313	101,374
41424 ISF Charge for Technology	4,807	5,168	0	0	0
41425 Facilities Replacement Charges	0	0	0	0	0
41426 Equipment Replacement Charges	0	0	0	0	0
41427 Operating Carry Forward	9,627				
Total Expenditure Transfers	314,425	383,705	398,452	365,627	554,638
TOTAL BUDGET	878,402	991,898	871,051	890,497	1,080,775
				Year Over Year Change	190,278

221 - PUBLIC SAFETY - POLICE OPERATIONS - MEASURE 'S'

Line-item Detail

41101 Salaries **\$187,097**

Full-time positions budgeted in the Police Operations budget include:

2 Police Officers

41102 Overtime **\$319,250**

Overtime is incurred due to court appearances required while officers are off duty, writing reports after shift ends, training sessions attended on officer's day off, call back time, and shift coverages.

41232 Equipment Maintenance **16,540**

Provides for the maintenance of marked police units and for unmarked vehicles for administrative, investigations, special projects, and other staff transportation needs. Costs for maintenance, supplies, gasoline, car washing, towing.

Bubbles Car Wash	\$	1,040
MDC Repairs (Pursuit North)		1,650
Vehicle Maintenance (Goodyear)		1,350
Vehicle Fuel		12,500
	\$	<u>16,540</u>

41233 Memberships **\$0**

Includes:

Gang Intelligence	0
Narcotics Officer	<u>0</u>
TOTAL	\$0

41241 Special Departmental Expense **\$3,250**

A variety of supplies and equipment are maintained within this account:

Gunshot trauma kits (12)	\$	700
NIK kits		400
Miscellaneous Supplies (Police Patrol)		<u>2,150</u>
(Fingerprinting kits, tape recorders, etc.)	\$	<u>3,250</u>

41242 Travel and Training **\$0**

No travel and training budgeted at this time..

41312 Equipment **\$0**

Represents equipment which has a life-expectancy of one year or more, and a value as new equipment of \$200 or more.

Marked Police Vehicle (Patrol Replacement)	\$	-
Unmarked Police Vehicles		<u>0</u>
		\$0

41422 Administrative Charges (Transferred from Other Departments) **\$453,264**

<u>Position</u>	<u>\$</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Crime Prevention Officer	\$	104,589	\$ 37,124	100	\$ 141,713	Position Relief for Patrol/Investigations
Police Commander	\$	124,639	\$ 55,097	100	179,736	From General Fund
Police Officer - SRO		96,835	34,980	100	<u>131,815</u>	Police Grant Programs - PVHS
Total Transferred					<u>\$ 453,264</u>	

41423 Benefit Charges **\$ 101,374**

This line item represents the departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$ 30,195
Medical Insurance - Active	17,752
Workers Compensation	16,575
Life Insurance/A.D.D.	202
Unemployment Insurance	1,812
Long Term Disability Insurance	468
Medicare	7,420
Dental Insurance	2,943
Employee Assistance Program	94
Safety Equipment	510
Vision Care	436
Medical Redirect	5,400
Liability Insurance	17,567
Total	<u>\$ 101,374</u>

Department/Division: 221 Public Safety - Police Operations			Fund 276 Growth Impact		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries					
41102 Overtime					
41103 Holiday Premium					
41104 Part-time Salaries					
Total Salaries	0	0	0	0	0
SERVICES AND SUPPLIES					
41221 Safety Clothing					
41231 Equipment Maintenance					
41232 Maint. Structures/Improvement Grounds					
41233 Memberships					
41234 Office Expense					
41235 Professional Services					
41236 Equipment Rental					
41241 Special Department Expense	10				
41242 Travel & Training					
Total Services & Supplies	10	0	0	0	0
FIXED ASSETS					
41312 Equipment	82,387	54,587	0	0	0
Total Fixed Assets	82,387	54,587	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits					
41423 Benefit & Insurance Charges					
41424 ISF Charge for Technology					
41425 Facilities Replacement Charges					
41426 Equipment Replacement Charges					
41427 Operating Carry Forward					
Total Expenditure Transfers	0	0	0	0	0
TOTAL BUDGET	82,397	54,587	0	0	0

221 - PUBLIC SAFETY - POLICE OPERATIONS - GROWTH IMPACT



Line-item Detail

41312 Equipment

\$0

Represents equipment which has a life-expectancy of one year or more, and a value as new equipment of \$500 or more.



Department/Division: 220 Public Safety - Police Operations **Fund 250**
Community Preservation & Safety Unit

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	118,749	278,221	293,959	0	0
41102 Overtime	20,798	20,206	4,405		0
41103 Holiday Premium	6,368	9,682	6,207		
41104 Part-time Salaries	65,381	113,298	72,920		
Total Salaries	211,296	421,407	377,491	0	0
SERVICES AND SUPPLIES					
41221 Safety Clothing	1,079	2,478	2,373		0
41222 Communications	0	0	0		0
41231 Equipment Maintenance	0	20	10		0
41233 Memberships	435	220	140		0
41234 Office Expense	514	3,492	333		0
41235 Professional Services	55,535	0	0		0
41236 Equipment Rental	0	0	0		0
41241 Special Department Expense	16,337	5,828	3,705		0
41242 Travel & Training	6,129	309	685		0
41254 Software Purchase & Subscriptions	16,726	5,457	5,451		0
Total Services & Supplies	80,029	17,804	12,697	0	0
FIXED ASSETS					
41312 Equipment	15,396	20,782	0		0
Total Fixed Assets	15,396	20,782	0		0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(50,365)	(103,479)	(126,375)		0
41422 Administrative Charges	83,838	82,604	17,366		0
41423 Benefit & Insurance Charges	57,921	120,190	151,506		0
41424 ISF Charge for Technology	0				
41425 Facilities Replacement Charges	0				
41427 Equipment (Vehicles)	0	53,775			
Total Expenditure Transfers	91,394	153,090	42,497	0	0
TOTAL BUDGET	398,115	613,083	432,685	0	0

Year Over Year Change 0

Redevelopment Funding for this Workgroup was Eliminated Effective 07/01/11 by State Legislation.

220 - PUBLIC SAFETY - COMMUNITY PRESERVATION AND SAFETY UNIT

Mission Statement

To enhance the quality of life by improving safety and removing blight through proactive efforts involving property owners (business and residential), citizens, police and youth of the community.

Workload Prioritization

High Priority

- ◊ Community Preservation and Safety Unit Programs

Medium Priority

- ◊ Neighborhood Watch Program
- ◊ Code Enforcement

Low Priority

- ◊ Crime - Free Multi-Housing Program
- ◊ Rental Inspection Program
- ◊ Graffiti Investigation/Enforcement
- ◊ Business/Merchant Alert

Unfunded Priority

- ◊ Citizen and Youth Academies
- ◊ National Night Out BBQ and Neighbor Visits
- ◊ Crime Prevention Video

Line-item Detail

41101 Salaries \$0

Full-time positions budgeted in the Community Preservation & Crime Unit include:

- 1 Police Commander (RIF 07/01/11)
- 1 Police Officer (RIF 07/01/11)
- 1 Code Enforcement Officer (RIF 07/01/11)
- 2 Community Safety Specialist (RIF 01/01/11 & Transfer 07/01/11)
- 1 Administrative Secretary (.5 FTE) (RIF 07/01/10)

41102 Overtime \$0

Overtime is incurred due to court appearances required while officers are off duty, writing reports after shift ends, training sessions attended on officer's day off, call back time, and shift coverage.

FIRE

Fire Operations Appropriation Summary

	Actual 2007/08	Actual 2008/09	Actual 2009/10	Actual 2010/11	Revised 2011/12	City Manager Recommended 2012/13	Budget Recovery Adjustment
229 Fire Operations	3,680,254	3,227,719	3,033,210	2,897,976	2,444,882	2,513,200	(1,167,055)
General Fund	3,680,254	3,227,719	3,033,210	2,897,976	2,444,882	2,513,200	(1,167,055)
229 Measure "S" Operations	270,079	471,608	506,978	537,378	454,800	451,800	181,721
229 Federal Equipment Grant (DHS)	295,063	-	99,237	16,025	474,766	81,844	(213,219)
229 Growth Impact Equipment	115,957	156,130	167,032	65,945	65,945	0	(115,957)
Non General Fund	681,099	627,738	773,247	619,348	995,511	533,644	(147,455)
463 RDA Administration	41,896	97,494	55,834	31,972	0	0	(41,896)
Redevelopment Fund	41,896	97,494	55,834	31,972	0	0	(41,896)
<u>Fire Operations Total</u>	<u>4,403,249</u>	<u>3,952,951</u>	<u>3,862,291</u>	<u>3,549,296</u>	<u>3,440,393</u>	<u>3,046,844</u>	<u>(1,356,406)</u>
		(450,298)	(90,661)	(312,995)	(108,904)	(393,549)	(1,356,406)

Department/Division: 229 Public Safety - Fire Operations			Fund 100 General Fund		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	1,717,120	1,699,866	1,615,989	1,555,220	1,536,557
41102 Overtime	169,896	143,865	(moved to 105)	(moved to 105)	(moved to 105)
41103 Holiday Premium	141,818	81,273	122,910		0
41104 Part-time Salaries	46,183	40,016	83,551		0
41105 Vacation Accrual	29,727	74,852	36,691		0
Total Salaries	2,104,744	2,039,872	1,859,141	1,555,220	1,536,557
SERVICES AND SUPPLIES					
41221 Safety Clothing	12,684	15,467	14,181	21,554	47,800
41222 Communications	24	(29)	63	100	100
41231 Equipment Maintenance	54,275	45,258	37,438	74,467	81,342
41232 Maint. Structures/Improvemt./Grounds	15,107	17,018	20,956	13,570	13,570
41233 Memberships	1,056	810	526	505	505
41234 Office Expense	6,891	1,199	1,027	3,000	3,000
41235 Professional Services	145,870	134,482	152,251	166,400	176,400
41241 Special Department Expense	22,956	975	16,110	20,700	10,700
41242 Travel & Training	7,695	1,533	843	2,500	2,500
41243 Utilities	52,389	51,822	57,328	37,350	37,350
41245 Paramedic Supplies	2,804	13,649	8,794	17,470	17,470
Total Services & Supplies	321,751	282,184	309,517	357,616	390,737
FIXED ASSETS					
41310 Improvements	(moved to 105)	(moved to 105)	(moved to 105)	(moved to 105)	(moved to 105)
41312 Equipment	(moved to 105)	(moved to 105)	(moved to 105)	(moved to 105)	(moved to 105)
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(74,878)	(161,726)	(93,457)	(81,844)	(81,844)
41423 Benefit & Insurance Charges	853,268	845,850	795,891	595,032	632,875
41424 ISF Charge for Technology	22,834	27,030	26,884	18,857	34,874
41425 Facilities Replacement Charges	0	0	0		0
41426 Equipment Replacement Charges	0	0	0		0
41427 Operating Carry Forward					
Total Expenditure Transfers	801,224	711,154	729,318	532,046	585,906
TOTAL BUDGET	3,227,719	3,033,210	2,897,976	2,444,882	2,513,200
			Year Over Year Change		68,318

229 - PUBLIC SAFETY - FIRE OPERATIONS

Mission Statement

The members of the Pinole Fire Department dedicate our efforts and available resources to providing for the safety and welfare of our community through preservation of life, property, and the environment.

Workload Prioritization

Mandates

- ◊ School Inspection Program
- ◊ Residential Care Facility and Daycare Inspections Program
- ◊ Fire Investigation
- ◊ Weed Abatement and External Fire Control program
- ◊ EMS Training
- ◊ Fire and Rescue Training Program (Mandatory but unfunded)
- ◊ Apparatus Maintenance
- ◊ Disaster Preparedness Training for Staff (NIMS)

High Priority

- ◊ Disaster Preparation Supply Acquisition
- ◊ Annual Business Inspection Program
- ◊ ALS Training (Mandatory as long as we continue to offer ALS service which is optional)

Low Priority

- ◊ Participation in Planning Processes (General Plan, Hazard Mitigation Plan)

Other Priorities

- ◊ Car Seat Safety Program
- ◊ K-5 Public Education Program

Unfunded Priorities

- ◊ Community Emergency Response Training program (CERT)
- ◊ Smoke Detector Installation Program

<u>Cost Estimate</u>
\$5,000
<u>\$5,000</u>
<u>\$10,000</u>

Line-item Detail

41101 Salaries \$1,536,557

For 2012/13 the approved staffing for the fire department consists of the following positions:

- 5-Captains (one Acting Battalion Chief)
- 2-Fire Engineers
- 3-Fire Engineers/Paramedics
- 1-Firefighter
- 4-Firefighter/Paramedics

41102 Overtime \$0

Overtime charges were moved to Measure "S" funding starting FY 2008-09.

<u>41221 Safety Clothing</u>	<u>\$ 47,800</u>
Safety Clothing	\$ 1,800
PPE (8 Full Sets)	<u>46,000</u>
	<u>\$ 47,800</u>

41222 Communications**\$100****41231 Equipment Maintenance** **\$81,342**

Fuel	\$ 11,000
Medical Oxygen	1,000
Ladder testing	1,000
Replace/Repair Hose	5,000
Copier	2,750
Small tools	2,000
Radio Repaid	2,500
Oil/Tires/Batteries	20,000
SCBA Maintenance	2,300
Fire Extinguisher Maintenance	1,000
Misc	5,000
Rope Rescue	2,000
1 1/2" Synthetic Hose	990
1" Synthetic Hose	797
LED headlamps/Batteries	570
Equipment Batteries	1,000
Fire Simulator	500
Fit Testing	1,000
Flow Testing	9,750
Hydro Testing	3,000
Class A Foam	685
EBRICS Radios (25 radios x \$25/mo.)	7,500
TOTAL	<u>\$ 81,342</u>

41232 Maint. Structures/Grounds **13,570**

Household	\$ 2,000
Janitorial Supplies	2,500
Heating/Air Contract	3,500
Elevator Contract	800
Pest Control Contract	450
D&H Landscape (360x12)	4,320
TOTAL	<u>\$ 13,570</u>

41233 Memberships **\$505**

Memberships include:

NAFERS (firefighter safety organization)	\$	25
CCCFA	\$	50
NIEVS (National Institute of Emergency Vehicle Safety)		130
Miscellaneous subscriptions		150
Bay Area News Group - Newspaper		150
TOTAL	<u>\$</u>	<u>505</u>

41234 Office Expense **\$3,000**

41235 Professional Services \$176,400

Maximum Security (Station 74)	\$ 1,200
Meyers Nave (\$1500 x 12)	20,000
CCCFPD Dispatch	116,000
Fire Prevention - Lellis	10,000
Physio Control Annual Premium	2,500
Annual Physicals (\$950 x 16)	15,200
Weed Abatement	10,000
Crisis Resolution	1,000
CCC Cupa	500
	<u>\$ 176,400</u>

41241 Special Department Expense 10,700

Costs for supplies and services unique to the fire services: Medical supplies, keys and locks for fire gates, meals and refreshments during extended emergencies, and hand lights and batteries. Film and processing for photos of fires, accidents, storm damage, and other conditions that need to be recorded for future reference and insurance purposes. Annual physicals for all personnel.

Car Seat Safety Program	\$ 1,000
Smoke Detector Program	700
Dept Cameras/Photography	1,000
Miscellaneous Spcl Dept Expenses	8,000
	<u>\$ 10,700</u>

41242 Travel and Training \$2,500

Registration fees, meals, lodging and travel expenses for fire department personnel while attending specialized training, i.e., training instructors workshops, arson investigation courses, heavy rescue and hazardous materials training, Title 19 and 24 building code classes (State of California codes), Red Cross training and supplies, multi-casualty training, Strike Team training, and Incident Command System (ICS) training.

41243 Utilities \$37,350

41245 Paramedic Supplies 17,470

Medical Supplies	\$ 10,000
Medic CD (1000 x 6)	6,000
EMT Recerts (37 x 10)	370
Medic Recerts (100 x 6)	600
EMS Reference Books	500
	<u>\$ 17,470</u>

41421 Administrative Credits (Costs Transferred to Other Fund) (\$81,844)

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Acting Battalion Chief (July-December)	\$113,296	\$ 50,391	50	\$ 81,844	Fund 208
	Total Transferred Out			<u>\$ 81,844</u>	

41423 Benefit Charges \$632,875

This line item represents the Fire departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$238,105
Medical Insurance-Active	186,658
Medical Redirect	14,400
Life Insurance/A.D.D.	1,515
Unemployment Insurance	14,633
Long Term Disability Insurance	3,042
Medicare	22,633
Dental Insurance	20,796
Social Security	1,550
Employee Assistance Program	657
Liability Insurance	61,170
Vision	3,270
Vacation Buy-Back	6,732
Benefit Concessions	0
Workers Comp.	57,714
TOTAL	<u>\$632,875</u>

41424 Information Technology \$ 34,874

Cell Service (CCC)	\$ 3,500
AT&T (Calnet)	10,200
Xerox (photocopier)	2,000
Network Maintenance	8,975
Globalstar Satellite Phones	360
Network Hardware (shared cost)	2,400
Dell PC Service Contract (per service call)	360
Pitney Bowes	71
Software Maintenance/Support	2,238
Tech Support (Robert Hall Technologies)	2,880
Software Licensing	840
Cell Service (Verizon)	1,050
	<u>\$ 34,874</u>

Department/Division: 229 Fire

**Fund 105
Measure "S"**

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	84,419	0	0	0	0
41102 Overtime	230,874	371,757	381,425	226,800	226,800
41103 Holiday Premium	0	0	0	0	0
41104 Part-time Salaries	126,367	15,994	0	0	0
41105 Vacation Accrual	6,352	0	0	0	0
Total Salaries	448,012	387,751	381,425	226,800	226,800
SERVICES AND SUPPLIES					
41221 Safety Clothing	5,293	0	0	0	0
41222 Communications	0	0	0	0	0
41231 Equipment Maintenance	9,085	0	42,623	65,000	65,000
41232 Maint. Structures/Improvemt./Grds	3,005	0	0	0	0
41233 Memberships	0	0	0	0	0
41234 Office Expense	0	0	0	0	0
41235 Professional Services	0	0	19,127	163,000	160,000
41236 Equipment Rental	0	0	0	0	0
41241 Special Department Expense	4,412	0	0	0	0
41242 Travel & Training	0	0	0	0	0
41243 Utilities	0	0	0	0	0
Total Services & Supplies	21,795	0	61,750	228,000	225,000
FIXED ASSETS					
41310 Improvements	0	0	0	0	0
41312 Equipment	6,473	0	0	0	0
Total Fixed Assets	6,473	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(49,139)	(9,552)	0	0	0
41422 Administrative Debits	0	103,967	70,092	0	0
41423 Benefit & Insurance Charges	39,462	24,509	24,111	0	0
41424 ISF Charge for Technology	5,005	303	0	0	0
41425 Facilities Replacement Charges	0				
41426 Equipment Replacement Charges	0				
41427 Operating Carry Forward					
Total Expenditure Transfers	(4,672)	119,227	94,203	0	0
TOTAL BUDGET	471,608	506,978	537,378	454,800	451,800
			Year Over Year Change		(3,000)

229 - FIRE - MEASURE "S"

Line-item Detail

41102 Overtime \$226,800

Overtime is used for duty coverage for absences due to sick leave, vacation, industrial injury, and also for schooling and training attended on a firefighter's days off.

41231 Equipment Maintenance \$65,000

Vehicle Maintenance \$65,000

41235 Professional Services \$ 160,000

Fire Service Delivery Study (Citygate)	\$ -
RHFPD Administrative Contract	<u>160,000</u>
	\$ 160,000

Department/Division: 229 Fire

**Fund 276 / 208
Growth Impact / Grants**

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	0	0	0		0
41102 Overtime	0	0	0		0
41103 Holiday Premium	0	0	0		0
41104 Part-time Salaries	0	0	0		0
41105 Vacation Accrual	0	0	0		0
Total Salaries	0	0	0	0	0
SERVICES AND SUPPLIES					
41221 Safety Clothing	0	0	0		0
41222 Communications	0	0	0		0
41231 Equipment Maintenance	0	0	0		0
41232 Maint. Structures/Improvemt./Grds	0	0	0		0
41233 Memberships	0	0	0		0
41234 Office Expense	0	0	0		0
41235 Professional Services	0	0	0	109,200	0
41236 Equipment Rental	0	0	0		0
41241 Special Dept. Exp. (Fund 208)	0	99,237	16,025		0
41242 Travel & Training	0	0	0		0
41243 Utilities	0	0	0		0
41256 IS Special Department Exp.	0	0	0		0
Total Services & Supplies	0	99,237	16,025	109,200	0
FIXED ASSETS					
41310 Improvements	0	0	0		0
41312 Equipment (Fund 276)	156,130	167,032	65,945	65,945	0
41312 Equipment (Fund 208)	0	0	0	283,722	0
Total Fixed Assets	156,130	167,032	65,945	349,667	0
EXPENDITURE TRANSFERS					
41422 Administrative Debits	0	0	0	81,844	81,844
41423 Benefit & Insurance Charges	0	0	0		0
41424 ISF Charge for Technology	0	0	0		0
41425 Facilities Replacement Charges	0	0	0		0
41426 Equipment Replacement Charges	0	0	0		0
41427 Operating Carry Forward					
Total Expenditure Transfers	0	0	0	81,844	81,844
TOTAL BUDGET	156,130	266,269	81,970	540,711	81,844
				Year Over Year Change	(458,867)

229 - FIRE - GROWTH IMPACT & FEDERAL GRANTS

Line-item Detail

41422 Administrative Debits (Costs Transferred from Other Fund) \$ 81,844

SAFER Grant reimbursement for Battalion-7 Chief Coverage (July-December)

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Acting Battalion Chief (6 months)	\$ 113,296	\$ 50,391	50	\$ 81,844	Fund 208
	Total Transferred In			<u>\$ 81,844</u>	

41312 Equipment \$0

Type 1 Engine (Comercial Lease - 5th of 5)	\$ -
Type 3 Engine - Station 74 (Lease - 3rd of 3)	0
Disaster Response Transportation Van (Lease - 3rd of 3)	0
TOTAL	<u>\$0</u>

PUBLIC WORKS

Public Works Operations Appropriation Summary

	Actual 2007/08	Actual 2008/09	Actual 2009/10	Actual 2010/11	Revised 2011/12	City Manager Recommended 2012/13	Budget Recovery Adjustment
342 Vehicle Maintenance	99,486	147,594	14,185	15,688	40,104	39,357	(60,129)
343 General Maintenance	532,538	387,467	340,656	344,415	204,835	318,584	(213,954)
351 Parks Maintenance	405,726	302,456	231,925	153,299	201,412	200,738	(204,988)
General Fund	1,037,750	837,517	586,766	513,402	446,351	558,679	(479,071)
341 Admin. & Engrg - Gas Tax	498,666	393,777	403,907	379,841	487,838	516,129	17,463
343 Infrastructure Maint. (105)	393,750	0	0	0	0	39,643	(354,107)
343 Restricted Maint. (155/185)	-	-	-	-	-	86,000	86,000
344 N.P.D.E.S. (Storm Drainage)	346,455	283,791	158,260	150,810	270,049	269,168	(77,287)
345 Traffic Congestion Relief	60,707	108,815	84,459	85,516	-	0	(60,707)
460 AB 939 (Solid Waste Mgmt)	63,177	102,453	68,210	82,287	47,334	65,935	2,758
Non General Fund	1,362,755	888,836	714,836	698,454	805,221	976,874	(385,881)
463 RDA Ops (Restricted R/E)	90,609	11,296	11,890	12,165	425,246	0	(90,609)
8XX RDA Administration & Projects	485,464	491,224	402,077	269,467	0	0	(485,464)
Redevelopment Fund	576,073	502,520	413,967	281,632	425,246	0	(576,073)
PW Operations Total	2,976,578	2,228,873	1,715,569	1,493,488	1,676,818	1,535,554	(1,441,024)
648 Water Pollution Control Plant	3,598,508	3,681,964	3,394,047	3,504,080	3,556,544	3,343,095	(255,413)
649 Sewage Collection System	608,267	403,865	410,077	396,770	315,593	419,653	(188,614)
650 WPCP / Shared Equip. Costs	75,931	39,924	126,188	301,581	0	3,150,275	3,074,344
651 WPCP / Pinole Only D/S Costs	447,972	501,550	611,436	641,271	647,473	714,473	266,501
	4,730,678	4,627,303	4,541,748	4,843,702	4,519,610	7,627,496	2,896,818

Department/Division: 0341 - Public Works

**Fund 200
Gas Tax**

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	548,154	381,757	314,289	283,278	289,314
41102 Overtime	2,411	686	244	0	0
41103 Holiday Pay	88	0	0	0	0
41104 Part-time Salaries	15,365	0	0	0	0
41105 Vacation Accrued	7,302	13,011	15,108	0	0
Total Salaries	573,320	395,454	329,641	283,278	289,314
SERVICES AND SUPPLIES					
41221 Safety Clothing	570	580	525	175	175
41231 Equipment Maintenance	215	0	0	500	500
41232 Maint. Structures/Improvemt./Grounds	5,640	4,182	4,182	2,500	2,500
41233 Memberships	805	159	0	500	0
41234 Office Expense	3,605	2,758	2,729	7,500	7,500
41235 Professional Services	44,134	54,578	46,295	42,000	17,000
41241 Special Department Expense	3,330	1,266	2,102	3,700	3,700
41242 Travel & Training	1,309	396	85	4,500	500
41243 Utilities	205,638	194,372	180,588	213,762	213,672
Total Services & Supplies	265,246	258,291	236,506	275,137	245,547
FIXED ASSETS					
41310 Improvements	0	0	0	0	0
41312 Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(849,991)	(574,682)	(511,893)	(304,061)	(240,791)
41422 Administrative Charges	64,705	81,188	86,584	88,457	58,613
41423 Benefit & Insurance Charges	314,185	196,696	180,119	114,282	105,276
41424 ISF Charge for Technology	26,312	46,960	58,864	30,745	58,170
41425 Facilities Replacement Charges					
41426 Equipment Replacement Charges					
41427 Operating Carry Forward					
Total Expenditure Transfers	(444,789)	(249,838)	(186,306)	(70,577)	(18,732)
TOTAL BUDGET	393,777	403,907	379,841	487,838	516,129
Revenues	450,342	331,691	492,173	514,263	518,712
Net Operating Surplus or (Deficit)	56,565	(72,216)	112,332	26,425	2,583

341 - PUBLIC WORKS - ADMINISTRATION & ENGINEERING

Mission Statement

The mission of the Administration and Engineering Division is to provide overall Public Works departmental administration, provide supervision and design and administration for the City's Capital Improvement Program, review of private development projects, infrastructure and provide engineering advice to City Council and other departments as required.

Workload Prioritization

- ◊ Day-to-day management of department
- ◊ Pursue grant-funding opportunities
- ◊ Evaluate additional privatization opportunities for city services
- ◊ Integrate the Planning / Engineering /Building Inspection functions of the Development Services Department to more effectively respond to the the needs of the private development community
- ◊ Project Management for non-enterprise portion of the Capital Improvement Program

Line-item Detail

41100 Salaries \$289,314

Three full-time positions' cost is reflected in this account as follows:

- 1 - Public Works Director/City Engineer
- 0 - Assistant City Engineer (RIF effective 07/01/09)
- 0 - Associate Civil Engineer (RIF effective 07/01/09)
- 0 - Management Analyst (RIF effective 05/15/11)
- 1 - Public Works Specialist
- 0 - Development Services Technician (RIF effective 07/01/09)
- 1- Administrative Secretary

41221 Uniforms/Safety Equipment \$175

Shoe and uniform allowance for the Public Works Specialist.

41231 Equipment Maintenance \$500

Maintenance of office equipment.

41232 Maintenance - Structures, Improvements and Grounds \$2,500

Reflects the costs of hardware supplies, heating/air-conditioning repairs.
Also covers the cost of median maintenance.

41233 Memberships \$0

Covers cost of fees for Director's ASCE and APWA.

41234 Office Expense \$7,500

Office supplies.

41235 Professional Services \$ 17,000

General Engineering \$ survey contract.	\$ 8,500
AttorneySupport Services (Myers/Nave)	8,500
Street Sweeping (UBS)	0
	<u>\$ 17,000</u>

41241 Special Department Expense **\$3,700**

Includes: film, parcel listings from the county, special forms printing, etc.; Pinole's share of CTA Congestion Management Plan administrative costs.

41242 Travel & Training **\$500**

Includes Director's attendance at training workshops, \$500.

41243 Utilities **\$213,672**

This covers the cost for street lights, traffic lights and controls; includes the cost of water and gas.

41421 Administrative Credits (costs transferred to other departments) **\$(240,791)**

The Public Works Administration/Engineering Department provides services to several other departments; these costs are credited the department via this account and charged to the benefiting department as follows:

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	<u>Department</u>
PW Director/City Engineer	\$154,329	\$43,522	50	\$98,926	Sewage Treatment Plant
			12.5	24,731	Building
			12.5	24,731	NPDES
PW Specialist	\$73,751	\$27,158	15.5	15,641	Building
			25	25,227	NPDES
			3.5	3,532	AB939
Administrative Secretary	\$61,235	\$34,771	50	48,003	Sewage Treatment Plant
Total Costs Transferred				\$240,791	

41422 Administrative Charges (costs transferred from other departments) **\$ 58,613**

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Maintenance Workers	\$ 386,432	\$ 199,696	10	\$ 58,613	Gen'l Maint. [343]

41423 Benefit Charges **\$105,276**

This line item represents the Public Works Administration/Engineering departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$ 33,544
Medical Insurance - Active	24,580
Medical Redirect	7,200
Vacation Buyback	6,782
Life Insurance/A.D.D.	303
Unemployment Insurance	2,801
Long Term Disability Insurance	994
Medicare & Social Security	4,299
Dental Insurance	4,298
Employee Assistance Program	141
Bonds	175
Liability Insurance	10,036
Vision	654
Benefit Concessions	0
Worker's Compensation	9,469
TOTAL	\$105,276

41424 ISF Charges for Communication & Technology **\$58,170**

This line item represents the departmental share of communication and technology services provided by the Information Services Department. These costs are charged in total to a clearing account (#0121) and redistributed back to department cost centers based on a cost distribution formula.

Department/Division: 342 Public Works - Vehicle Maintenance			Fund 100 General Fund		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	105,564	0	0	0	0
41102 Overtime	239	0	0	0	0
41105 Vacation Accrued	15,084	0	0	0	0
Total Salaries	120,887	0	0	0	0
SERVICES AND SUPPLIES					
41221 Safety Clothing	3,694	2,094	894	0	350
41231 Equipment Maintenance	1,630	728	0	0	0
41233 Memberships/publications	0	0	0	100	0
41235 Contractual Services	0	11,363	14,794	30,360	30,010
41241 Special Department Expense	343	0	0	500	0
41242 Travel & Training	14	0	0	0	0
41243 Utilities	140				
Total Services & Supplies	5,681	14,185	15,688	30,960	30,360
FIXED ASSETS					
41312 Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41423 Benefit & Insurance Charges	21,026	0	0	0	0
41422 Administrative Charges	0	0	0	9,144	8,997
41426 Equipment Replacement Charges					
41427 Operating Carry Forward					
Total Expenditure Transfers	21,026	0	0	9,144	8,997
TOTAL BUDGET	147,594	14,185	15,688	40,104	39,357
			Year Over Year Change		(747)

342 - PUBLIC WORKS - VEHICLE MAINTENANCE

Mission Statement

The Vehicle Maintenance Division's mission is to perform preventative maintenance and repair on vehicles and equipment in the Public Works Department, Police Department, Community Development Department and assist in the maintenance and repair of Fire Department vehicles. Total fleet consists of 48 vehicles and numerous pieces of equipment (total excludes fire department vehicles). In many instances police vehicles are sent out to dealers to expedite repair work.

Line-item Detail

41231	Equipment Maintenance	\$ -
<hr/>		
41233	Memberships / Publications	\$ -
<hr/>		
41235	Professional Services	\$ 30,010
	Contract Vehicle Maintenance	
	Hilltop Ford	\$ 15,005
	Goodyear (Jarvis)	15,005
		<hr/>
		\$ 30,010
<hr/>		
41241	Special Department Expense	\$ -
<hr/>		
41422	Administrative Charges (costs transferred from other departments)	\$ 8,997

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>
Maintenance Worker	\$ 56,227	\$ 33,745	10	\$ 8,997 Gen'l Maint. [343]

Department/Division: 343 Public Works - General Maintenance			Fund 100 General Fund		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	280,460	258,950	252,399	373,103	386,432
41102 Overtime	1,363	4,058	704	0	0
41104 Part Time	148	120	319	0	0
41105 Vacation Accrued	1,851	1,406	4,328	0	0
Total Salaries	283,822	264,534	257,750	373,103	386,432
SERVICES AND SUPPLIES					
41221 Safety Clothing	2,510	2,743	1,510	3,827	3,827
41231 Equipment Maintenance	13,440	16,086	14,682	16,000	16,000
41232 Maint. Structures/Improvemt./Grounds	33,229	16,380	19,038	14,902	18,000
41233 Memberships	0	60	0	315	315
41234 Office Expense	0	0	0	0	0
41235 Contract Services	46,817	49,880	61,804	30,750	37,500
41236 Equipment Rental	0	88	0	200	200
41241 Special Department Expense	18,208	14,366	21,532	29,577	29,577
41242 Travel & Training	43	81	68	500	500
41243 Utilities	7,280	6,954	9,399	8,000	8,000
41248 Swim Center Closure/Maint.	0	0	0	25,000	0
Total Services & Supplies	121,527	106,638	128,033	129,071	113,919
FIXED ASSETS					
41310 Improvements	0	0	0	0	0
41312 Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(175,629)	(188,658)	(197,436)	(474,382)	(381,463)
41422 Administrative Charges	0	0	0	0	0
41423 Benefit & Insurance Charges	140,191	151,006	156,068	177,043	199,696
41424 ISF Charge for Technology	17,556	7,136	(Moved to 341)	(Moved to 341)	(Moved to 341)
41425 Facilities Replacement Charges					
41426 Equipment Replacement Charges					
41427 Operating Carry Forward	13,308				
Total Expenditure Transfers	(17,882)	(30,516)	(41,368)	(297,339)	(181,767)
TOTAL BUDGET	387,467	340,656	344,415	204,835	318,584
				Year Over Year Change	113,749

343 - PUBLIC WORKS - GENERAL MAINTENANCE

Mission Statement

The mission of the General Maintenance Division is to provide building, street median, traffic sign, traffic signal, streetlight, curb and sidewalk maintenance citywide, as well as vehicles and equipment maintenance.

Workload Prioritization

- ◇ Building Maintenance
- ◇ Street and Median Maintenance

Line-item Detail

41100 Salaries \$386,432

Staffing for this department includes:

- 1 - Public Works Manager
- 1 - PW Maintenance Supervisor
- 4 - Maintenance Workers

41221 Uniforms/Safety Equipment \$3,827

The worker classifications in this division are supplied:

Uniforms, coveralls, and foul weather gear	2,952
Safety shoes	875
TOTAL	<u>\$3,827</u>

41231 Equipment Maintenance \$16,000

Covers the cost of maintenance and repair to vehicles, rolling stock and the miscellaneous equipment.

41232 Maintenance/Structures/Improvements/Grounds \$18,000

Moved from 0117

This covers the cost to maintain the Corporation Yard maintenance buildings and grounds.

Includes: Repairs to heating, air-conditioning equipment	\$7,000
Lighting supplies	500
Miscellaneous hardware and repair materials	1,000
Pest control	700
Elevator maintenance	800
Landscape maintenance	3,000
Janitorial service and supplies	5,000
TOTAL	<u>\$18,000</u>

41233 Memberships \$315

M.S.A. (Maintenance Superintendents Association) & T.C.S.A. (Traffic Control Supervisory Association) and other memberships and technical publications.

41235 Contract Services \$37,500

This covers the cost for traffic signal maintenance and repair of City-owned light poles and fixtures and incremental upgrades signal lights with energy efficient light & testing equipment. Includes 800mhz EBRICS emergency radio system.

41236 Equipment Rental \$200

This is used to rent infrequently used equipment.

41241 Special Department Expense \$29,577

This covers the cost of maintenance materials (asphalt, concrete, lumber, hardware, etc.), street warning signs, street marking paint, small hand tools and vandalism repair

Street sign replacement program (fourth year of a 4-year project)	\$27,000
TOTAL	<u>2,577</u>
	<u>\$29,577</u>

41242 Training and Travel \$500

Technical training programs for street maintenance, street markings, and street safety procedures.

41243 Utilities \$8,000

This covers the cost of gas, electricity and water.

41421 Administrative Credits (costs transferred to other departments) \$ (381,463)

Other departments receive benefit from services provided by workers from the General Maintenance Department. These costs are credited to this department via this account and charged to the benefiting department as follows:

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	<u>Department Credited</u>
Public Works Manager	\$ 81,227	39,181	21.5	\$ 25,888	NPDES
			3.5	4,214	AB939
			8.5	10,235	Gas Tax [341]
			6.5	7,827	Measure J
PW Maint. Supervisor	77,278	36,325	22	24,993	NPDES
			2.5	2,840	AB939
			9	10,224	Gas Tax [341]
			7	7,952	Measure S
			7	7,952	Measure J
			29	102,114	NPDES
Maintenance Workers (4)	227,927	124,190	3	10,564	AB939
			11.5	40,493	Gas Tax [341]
			9	31,691	Measure S
			11.5	40,493	Measure J
			10	8,997	Vehicle Maintenance [342]
			50	44,986	Parks Maintenance [351]
			TOTAL		

41423 Benefit Charges \$199,696

This line item represents the Public Works General Maintenance departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$ 44,720
Medical Insurance - Active	98,819
Workers Compensation	12,648
Life Insurance/A.D.D.	606
Unemployment Insurance	3,741
Medicare	5,603
Dental Insurance	11,199
Employee Assistance Program	282
Long Term Disability	1,987
Safety Equipment	1,050
Liability Insurance	13,405
Vacation Buy-back	4,328
Benefit Concessions	0
Vision	1,308
TOTAL	<u>\$199,696</u>

Department/Division: 0343 - Public Works				Fund 155 Restricted-GF	
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SERVICES AND SUPPLIES					
41232 Maint. Structures/Improvem./Grounds				36,000	36,000
41235 Professional Services				94,512	25,000
41243 Utilities				25,000	25,000
Total Services & Supplies				155,512	86,000
OTHER					
41501 Debt-Principal Repayment				0	0
41502 Debt-Interest Repayment				0	0
Total Other				0	0
FIXED ASSETS					
41310 Improvements				0	0
41312 Equipment				15,000	
41316 Land					
Total Fixed Assets				15,000	0
EXPENDITURE TRANSFERS					
41422 Administrative Charges				254,734	0
Total Expenditure Transfers				254,734	0
TOTAL BUDGET				425,246	86,000
Revenues (Including Carryovers)	0	0	132,500	397,500	202,000
Net Operating Surplus or (Deficit)	0	0	132,500	(27,746)	116,000

**343 - PUBLIC WORKS - MAINTENANCE
RESTRICTED GENERAL FUND REVENUES**

Mission Statement

To provide infrastructure maintenance and renovation within the boundaries of the Redevelopment Project Areas with revenues generated from Deed Restricted real estate assets formerly owned by the Pinole Redevelopment Agency.

Workload Prioritization

- ◇ Maintaining City property in anticipation of sales
- ◇ Storm drain maintenance and upgrades
- ◇ Street maintenance and upgrades

Line-item Detail

41232 Maint. Structures/Imp./Grounds \$ 36,000

<u>41235 Professional Services</u>	<u>\$ 25,000</u>	
Legal		\$ 25,000
Annual audit(s)		-
		<u>\$ 25,000</u>

41243 Utilities **\$ 25,000**

41422 Administrative Charges (costs xfr from other departments) **\$ -**

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	<u>Department Credited</u>
PW Director/City Engineer	\$ 154,329	\$ 43,524	0	\$ -	Engrg/Adm [341]
PW Specialist	73,751	27,159	0	-	Engrg/Adm [341]
Public Works Manager	81,227	39,182	0	-	Maintenance [343]
PW Maint. Supervisor	77,278	36,326	0	-	Maintenance [343]
Maintenance Workers (4)	227,928	124,192	0	-	Maintenance [343]
			TOTAL	<u>\$ -</u>	

<u>41310 Improvements</u>	<u>-</u>
Storm Drainage Projects	-
Commercial Property Held for Resale/Lease	-
Sidewalk Repair Program	-
	<u>-</u>

Department/Division: 344 Public Works - N.P.D.E.S. (Storm Drain)			Fund 207 NPDES		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	137,728	54,180	51,071	0	0
41102 Overtime	13	0	120	0	0
41103 Holiday Pay	0	0	0	0	0
41104 Part-Time	0	0	0	0	0
41105 Vacation Accrued	617	0	0	0	0
Total Salaries	138,358	54,180	51,191	0	0
SERVICES AND SUPPLIES					
41221 Safety Clothing	2,974	1,615	1,172	2,000	2,000
41231 Equipment Maintenance	18,561	23,825	16,175	25,000	25,000
41232 Maint. Structures/Improvemt./Grounds	3,728	4,545	2,828	10,000	10,000
41233 Memberships	330	0	0	0	0
41234 Office Expense	94	6	71	0	0
41235 Professional Services	15,127	1,500	5,400	27,000	27,000
41236 Equipment Rental	0	0	0	0	0
41241 Special Department Expense	7,914	15,991	6,305	22,000	22,000
41242 Travel & Training	116	4	0	0	0
41243 Utilities	0	0	0	0	0
Total Services & Supplies	48,844	47,486	31,951	86,000	86,000
FIXED ASSETS					
41310 Improvements	0	0	0	0	0
41312 Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(940)	0	0	0	0
41422 Administrative Charges	42,167	20,641	20,975	184,049	183,168
41423 Benefit & Insurance Charges	54,796	35,953	46,693	0	0
41424 ISF Charge for Technology	566	0	(Moved to 341)	(Moved to 341)	(Moved to 341)
41425 Facilities Replacement Charges	0				
41426 Equipment Replacement Charges					
41427 Operating Carry Forward					
Total Expenditure Transfers	96,589	56,594	67,668	184,049	183,168
TOTAL BUDGET	283,791	158,260	150,810	270,049	269,168
Revenues	231,229	262,850	275,227	270,000	270,000
Net Operating Surplus or (Deficit)	(52,562)	104,590	124,417	(49)	832

**344 - PUBLIC WORKS -
NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES)**

As a result of amendments to the Federal Clean Water Act, the Environmental Protection Agency was given the authority to regulate storm water discharges from municipal storm drains under the National Pollution Discharge Elimination System (NPDES) program. In the State of California, the permit program is implemented by the Regional Water Quality Control Board. The Board has directed the County and all of its jurisdictions to prepare Storm Water Pollution Control Plans that will eliminate discharge of pollutants into the creeks which ultimately discharge into San Pablo Bay.

Recognizing that cities General Funds would not be adequate to financially support the mandates of NPDES, legislation was passed in 1993 (Campbell AB2768) that allows counties to levy a benefit assessment fee on parcels within the City, which are used to fund the program. The County Flood Control agreed to take the lead to setup separate storm water benefit assessment areas for each jurisdiction that wishes to utilize the legislation of AB2768. Cities were required to adopt a resolution indicating their intent to participate in the assessment program and the Flood Control District handled the public hearings and engineering reports required to implement the program. The Equivalent Runoff Unit (ERU) cost associated with the implementation of NPDES Program for 2012-13 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.

Mission Statement

The mission of the Public Works NPDES Division is to provide programs, projects and services that keep the City of Pinole in compliance with the Federal Clean Water Act, thereby improving the water quality of Pinole Creek and the San Pablo Bay.

Workload Prioritization

- ◇ Install and maintain the grant funded litter collection devices in the City's Storm Drain System
- ◇ Inspect all construction sites
- ◇ Collect litter from city roadways
- ◇ Prepare an Annual Report of City Activities with respect to NPDES
- ◇ Public Outreach and Education
- ◇ Perform storm water inspections at commercial sites citywide

Line-item Detail

41101 Salaries **\$ -**

Staffing for this department includes:

0 - Maintenance Workers (Allocated from General Maintenance 07/01/11)

0 - Field Maintenance Mechanic (RIF 04/01/09)

41221 Safety Clothing **\$ 2,000**

41231 Equipment Maintenance **\$ 25,000**

41232 Maint. Structures/Improv./Ground **\$ 10,000**

41235 Professional Services **\$ 27,000**

Contract Support Services for Annual Clean Water Report.

41241 Special Department Expense \$ 22,000

Covers the cost of lumber, welding supplies, sand and sandbags, hardware supplies, film, hose and small tools. Also covers the cost of printing and promotional materials for clean water information and public education programming. Three residential mailings/year.

41422 Administrative Charges (costs transferred in from other departments) \$183,168

The NPDES Department benefits from the labor provided by other city departments. The costs related to this labor is, therefore, charged back to NPDES via this account, as follows:

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	<u>Department Credited</u>
Public Works Director	\$ 154,329	\$ 43,522	2.5	4,946	P.W. Admin/Engrg [341]
PW Specialist	\$ 73,751	\$ 27,158	25	25,227	P.W. Admin/Engrg [341]
Public Works Manager	\$ 81,227	\$ 39,181	21.5	25,888	General Maintenance [343]
PW Maintenance Supv.	\$ 77,278	\$ 36,325	22	24,993	General Maintenance [343]
PW Maint. Workers (4)	\$ 227,927	\$ 124,190	29	102,114	General Maintenance [343]
Total Costs Transferred In				<u>\$183,168</u>	

Department/Division: 0345 Traffic Congestion Relief Fund			Fund 201 Traffic Congestion		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SERVICES AND SUPPLIES					
41235 Professional Services	20,213	21,651	19,922	[moved to 341]	[moved to 341]
41241 Special Department Expense					
Total Services & Supplies	20,213	21,651	19,922	0	0
FIXED ASSETS					
41310 Improvements	0	0	0	0	0
41312 Equipment	0	0	0	0	0
41316 Land	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41422 Administrative Charges	88,602	62,808	65,594	[moved to 341]	[moved to 341]
41425 Facilities Replacement Charges					
41426 Equipment Replacement Charges					
41427 Operating Carry Forward					
Total Expenditure Transfers	88,602	62,808	65,594	0	0
TOTAL BUDGET	108,815	84,459	85,516	0	0

345 - PUBLIC WORKS - TRAFFIC CONGESTION RELIEF

Mission Statement

This project provides funding for the City-wide pavement management program. Changes in State Law have exchanged these Sales Tax revenue generated by the sale of transportation fuels in Excise Taxes restricted to street and roadway maintenance and improvements. These funds are accounted for in the Gas Tax Fund [#200], beginning 07/01/2010.

Line-item Detail

All Appropriations now included in Department 0341 (Fund 200).

Department/Division: 351 Public Works - Park Maintenance			Fund 100 General Fund		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2011/12 City Manager Recommended
SALARIES					
41101 Salaries	98,724	58,821	215	0	0
41102 Overtime	553	1,221	202	0	0
41105 Accrued Vacation	0	5,277	1,319	0	0
41104 Part-time Salaries	6,197	1,505	0	0	0
Total Salaries	105,474	66,824	1,736	0	0
SERVICES AND SUPPLIES					
41221 Safety Clothing	2,615	1,175	981	0	0
41231 Equipment Maintenance	6,647	3,175	2,110	3,250	3,250
41232 Maint. Structures/Improvemt./Grounds	82,829	77,029	82,388	97,038	100,000
41233 Memberships	60	0	0	142	142
41235 Professional Services	6,587	2,206	6,471	13,530	10,630
41236 Equipment Rental	0	0	0	200	200
41241 Special Department Expense	3,720	3,004	2,446	0	0
41242 Travel & Training	114	282	21	0	0
41243 Utilities	37,909	36,490	41,530	41,530	41,530
Total Services & Supplies	140,481	123,361	135,947	155,690	155,752
FIXED ASSETS					
41310 Improvements	0	0	0	0	0
41312 Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	0	0	0	0	0
41422 Administrative Charges	11,555	11,164	11,315	45,722	44,986
41423 Benefit & Insurance Charges	43,526	30,312	4,301	0	0
41424 ISF Charge for Technology	1,420	264	(Moved to 341)	(Moved to 341)	(Moved to 341)
41425 Facilities Replacement Charges					
41426 Equipment Replacement Charges					
41427 Operating Carry Forward					
Total Expenditure Transfers	56,501	41,740	15,616	45,722	44,986
TOTAL BUDGET	302,456	231,925	153,299	201,412	200,738
			Year Over Year Change		(674)

351 - PUBLIC WORKS - PARK MAINTENANCE

Mission Statement

The mission of the Park Maintenance division is to provide maintenance to parks, including structures, lighting, play equipment and irrigation systems as well as the grounds to City-owned buildings, and certain other maintained areas outside the public right-of-way.

Workload Prioritization

◊ Maintain a safe, functional and attractive environment at the city's park system.

Line-item Detail

41101 Salaries **\$0**

Staffing included in this budget is:

0 - Senior Maintenance Worker (RIF 01/01/11)

41231 Equipment Maintenance **\$3,250**

This covers the cost to maintain vehicles, off road equipment, and miscellaneous small equipment.

41232 Maintenance - Structures/Improvement/Grounds **\$ 100,000**

This covers the cost of material for all city parks, restrooms, and play areas/structures.

Contract park maintenance is also included in this item.

Contracts-Landscaping (D&H Landscaping) \$ 100,000

41233 Memberships **\$142**

Includes memberships in:

CAPCA (California Agricultural Production Consultants Association)	\$	100	
P.A.P.A. (Pest Applicators Association)		27	
Traffic Control Supervisors		15	
TOTAL		<u>142</u>	

41235 Professional Services **\$ 10,630**

800 Trunking radio system with Richmond

Professional contract services 10,630

\$ 10,630

41236 Equipment Rental **\$200**

Cost to rent infrequently used equipment.

41422 Administrative Charges (costs transferred from other departments) **\$ 44,986**

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Maintenance Worker	\$ 56,227	\$ 33,745	50	\$ 44,986	Gen'l Maint. [343]

Department/Division: 460 AB 939 FUND

Fund 213
Refuse Management

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries					
41102 Overtime					
41104 Part-time Salaries	10,625	0	0	0	0
41105 Vacation Accrued					
Total Salaries	10,625	0	0	0	0
SERVICES AND SUPPLIES					
41235 Professional Services	21,321			5,000	
41241 Special Department Expense	16,809	15,925	25,000	25,000	25,000
Total Services & Supplies	38,130	15,925	25,000	30,000	25,000
41422 Administrative Debits	52,885	52,285	57,287	17,334	40,935
41423 Benefits & Insurance Charges	813				
41425 Facilities Replacement Charges	0				
41427 Operating Carry Forward					
Total Expenditure Transfers	53,698	52,285	57,287	17,334	40,935
TOTAL BUDGET	102,453	68,210	82,287	47,334	65,935
Revenues	65,089	68,397	44,629	45,000	45,060
Net Operating Surplus or (Deficit)	(37,364)	187	(37,658)	(2,334)	(20,875)
Carryforward 2011-12					101,737

Mission Statement

The mission of the Source Reduction Fund is to encourage both source reduction and recycling in accordance with the mandates of California Assembly Bill 939.

Workload Prioritization

- ◇ Install and maintain recycling containers in public areas
- ◇ Public Education and outreach
- ◇ Support recycling efforts

Line-item Detail

41241	Special Department Expense	\$ 25,000
Refuse Collection in Parks and Along Pinole Creek Trail		
	Community Assistance Program (local non-profit)	<u>\$ 25,000</u>
41422	Administrative Debits (costs transferred in from other departments)	\$40,935

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	<u>Benefiting Department</u>
PW Director / City Engineer	\$154,329	\$43,524	10	\$ 19,785	Eng & Admin [341]
Public Works Specialist	\$73,751	\$27,158	3.5	\$ 3,532	Eng & Admin [341]
Public Works Manager	\$81,227	\$39,181	3.5	4,214	Maintenance [343]
PW Maint. Supervisor	\$77,278	\$36,325	2.5	2,840	Maintenance [343]
Maintenance Workers (4)	\$227,927	\$124,190	3	10,564	Maintenance [343]
				<u>\$ 40,935</u>	

Department/Division: 648 Sewer/Treatment Plant			Fund 500 Sewer Enterprise		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	764,952	692,970	696,183	784,762	697,728
41102 Overtime	15,832	25,684	26,844	30,000	25,000
41103 Holiday Premium	16,991	17,594	18,285	0	0
41104 Part-Time	0	0	0	0	0
41105 Vacation Accrued	0	33,443	17,984	0	0
41108 Medical Ins.-Retired (OPEB)	224,986	225,992	281,498	0	0
Total Salaries	1,022,761	995,683	1,040,794	814,762	722,728
SERVICES AND SUPPLIES					
41221 Safety Clothing	11,423	17,584	12,280	15,040	15,040
41231 Equipment Maintenance	452,689	366,839	451,804	429,355	279,080
41232 Maint. Structures/Improvemt./Grounds	12,083	22,162	5,994	20,000	20,000
41233 Memberships	1,190	2,109	1,532	2,000	5,000
41234 Office Expense	5,601	5,109	4,090	5,000	5,000
41235 Professional Services	136,987	63,767	88,756	30,000	30,000
41236 Equipment Rental	2,173	2,587	1,138	1,000	1,000
41241 Special Department Expense	(1,133)	0	0	0	0
41801 WPCP - Sludge Removal	82,017	55,317	57,002	85,000	85,000
41802 WPCP - Chemicals	723,720	618,871	634,587	775,000	775,000
41803 WPCP - Permit Fees	38,705	32,210	32,403	50,000	50,000
41804 WPCP - Lab Operations	67,962	98,433	108,920	100,000	140,000
41246 Compliance Inspection	14,065	20,584	4,531	25,000	25,000
41242 Travel & Training	5,492	2,500	5,269	2,500	4,500
41243 Utilities	562,221	556,802	492,607	625,800	625,800
Total Services & Supplies	2,115,195	1,864,874	1,900,913	2,165,695	2,060,420
EXPENDITURE TRANSFERS					
41421 Administrative Credits	0	0	0	0	0
41422 Administrative Charges	152,345	159,412	174,580	258,651	226,717
41423 Benefit & Insurance Charges	344,868	361,047	382,256	276,780	297,346
41424 ISF Charge for Technology	29,019	13,031	5,537	40,656	35,884
41427 Operations Carry Forward	17,776				
Total Expenditure Transfers	544,008	533,490	562,373	575,087	559,947
TOTAL BUDGET	3,681,964	3,394,047	3,504,080	3,556,544	3,343,095
			Year Over Year Change		(213,449)

648 - SEWAGE TREATMENT PLANT

Mission Statement

The mission of the Sewage Treatment Plant is to 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. Maintain facilities to keep pace with normal depreciation and growth.

Workload Prioritization

- ◊ Conclude discussions with the City of Hercules regarding the future for wastewater treatment
- ◊ Continue to meet deadlines established by the Regional Water Quality Control Board in the operations permit for the Plant
- ◊ Negotiate the June 2012 operating permit for the Plant
- ◊ Evaluate the feasibility of Ultra Violet System of disinfection

Line-item Detail

41101 Salaries \$ 697,728

Staffing for the sewer treatment plant consists of the following full-time positions:

- 1 Treatment Plant Manager
- 1 Treatment Plant Operations Supervisor
- 1 Environmental Specialist
- 1 Environmental Assistant
- 5 Treatment Plant Operators
- 1 Field Maintenance Mechanic

41102 Overtime \$ 25,000

41221 Safety Clothing \$ 15,040

Includes laundry service for uniforms, safety shoes/boots, gloves, etc.

41231 Equipment Maint. \$279,080

Repairs as needed to treatment plant equipment - i.e., pumps, seals, packing, motors, machine work, instrumentation, electric parts, gas, oil, tires and repairs as needed to all plant vehicles, hose replacement, etc.

41232 Maint.-Structures, Improvements, Grounds \$ 20,000

Includes roof repairs, door repairs, outside lighting maintenance, cement, lumber, etc. as well as janitorial services.

41233 Memberships \$ 5,000

41234 Office Expense \$ 5,000

Basic stationery, supplies, fax paper, copying paper, computer paper, books, maps and periodicals, etc.

41235 Professional Services \$ 30,000

EIR Report and Anti Degregation Study.

41236 Equipment Rental \$ 1,000

41801 WPCP - Sludge Removal \$85,000

Sludge hauling to EBMUD and Landfill.

41802 WPCP - Chemicals \$775,000

Chemicals for Plant Operations

41803 WPCP - Permit Fees \$50,000

NPDES renewal with anti-degradation study (SB709), Bay Protection, Aquatic Habitat, Air Quality, County Fuel Tank Fees, and Air Toxic Fees.

41804 WPCP - Laboratory Operations \$140,000

Laboratory supplies, testing for metals,

41242 Travel and Training \$ 4,500

41243 Utilities \$ 625,800

Represents the cost of electricity, gas and water for the treatment plant.

41246 Compliance Inspection Program \$ 25,000

Public outreach materials, Sampling and analysis, laboratory supplies and safety equipment.

41422 Administrative Charges (Costs Transferred in from Other Departments) \$ 226,717

The Treatment Plant Department benefits from administrative support provided by other Departments. Costs for these services are charged back via this line item.

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>
City Manager	\$ 180,800	\$ 49,882	25	\$ 57,671
Assistant City Manager	\$ 123,096	\$ 44,357	10	16,745
Finance Director	\$ 139,113	\$ 48,430	10	18,754
Accounting Specialist	\$ 71,787	\$ 25,323	10	9,711
Accounting Specialist	\$ 71,787	\$ 24,674	10	9,646
HR Analyst	\$ 72,365	\$ 25,133	10	9,750
Information Systems Coordinator	\$ 75,149	\$ 36,747	10	11,190
PW Director/City Engineer	\$ 154,329	\$ 43,524	35	69,249
Administrative Secretary	\$ 61,235	\$ 34,771	25	24,002
Total Costs Charged				<u>\$226,717</u>

41423 Benefit Charges \$297,346

This line item represents the Sewer Treatment Plant departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$ 80,104
Medical Insurance-Active	109,246
Medical Redirect	16,076
Vacation Buy-back	3,369
Life Insurance/A.D.D.	1,010
Unemployment Insurance	6,637
Long Term Disability Insurance	3,312
Medicare	10,713
Dental Insurance	13,746
Liability Insurance	25,075
Vision Insurance	2,180
Safety Equipment	1,750
Employee Assistance Program	469
Benefit Concessions	0
Workers Comp. Insurance	23,659
TOTAL	<u>\$ 297,346</u>

41424 ISF Charges for Communication & Technology \$ 35,884

This line item represents the departmental share of communication and technology services provided by the Information Services Department. These costs are charged in total to a clearing account (#0121) and redistributed back to department cost centers based on a cost distribution formula.

Department/Division: 649 Sewer Collection			Fund 500 Sewer Enterprise		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2011/12 City Manager Recommended
SALARIES					
41101 Salaries	243,863	242,870	230,176	210,363	198,023
41102 Overtime	946	4,614	647	0	0
41103 Holiday Premium	0	0	499	0	0
41105 Vacation Accrued	0	15,921	0	0	0
Total Salaries	244,809	263,405	231,322	210,363	198,023
SERVICES AND SUPPLIES					
41221 Safety Clothing	4,179	3,319	2,268	3,625	3,625
41231 Equipment Maintenance	4,824	4,722	19,696	12,000	12,000
41232 Maint. Structures/Improvemt./Ground	0	0	0	0	0
41233 Memberships	269	407	411	500	500
41234 Office Expense	40	116	0	150	150
41235 Professional Services	6,189	5,870	1,966	3,000	3,000
41236 Equipment Rental	0	0	0	500	500
41241 Special Department Expense	9,744	6,339	7,656	10,000	10,000
41242 Travel & Training	1,029	249	409	1,000	1,000
41243 Utilities	5,231	5,096	4,921	6,000	6,000
Total Services & Supplies	31,505	26,118	37,327	36,775	36,775
EXPENDITURE TRANSFERS					
41421 Administrative Credits	0	0	0	0	0
41422 Administrative Charges	16,366	15,927	16,138	5,791	111,350
41423 Benefit & Insurance Charges	109,072	103,949	111,983	62,664	73,505
41424 ISF Charge for Technology	2,113	678	Moved to 0648	Moved to 0648	Moved to 0648
Total Expenditure Transfers	127,551	120,554	128,121	68,455	184,855
TOTAL BUDGET	403,865	410,077	396,770	315,593	419,653
			Year Over Year Change		104,060

649 - SEWER COLLECTION

Mission Statement

The mission of the sewer system maintenance division is to maintain an unobstructed flow from private sources to the treatment plant, provide preventive maintenance including cleaning (hydro flushing and mechanical cleaning), inspecting for root intrusion, pipe integrity, and removal of foreign objects. Additionally, two sewer pump stations are operated and maintained. 24 hour on call service is provided for overflows and other emergencies.

Workload Prioritization

- ◊ Continue work on the Inflow and Infiltration System
- ◊ Establish a sewer lateral ordinance
- ◊ Establish a sewer manhole lining program
- ◊ Continue to line segments of sewer lines

Line-item Detail

41101 Salaries \$198,023

Staffing for the Sewer System Maintenance Department currently consists of:

- 1 Public Works Maintenance Supervisor
- 1 Senior Maintenance Worker
- 1 Maintenance Worker

41221 Safety Clothing \$3,625

The worker classifications in this division are supplied:

Uniforms, coveralls, foul weather gear	\$ 3,100
Safety shoes	525
TOTAL	<u>\$3,625</u>

41231 Equipment Maintenance \$12,000

Cost of maintenance and repair to vehicles, rolling stock and the miscellaneous equipment.

41233 Memberships \$500

CWEA & T.C.S.A. (Traffic Control Supervisors Association) memberships, Water Environment Federation, State Water Resources Control Board fee, and technical publications.

41234 Office Expense \$150

Office supplies, includes reprinting of map books.

41235 Professional Services \$ 3,000

Emergency sewer line excavations in heavy traffic conditions by contractors.
800 Trunking radio system with Richmond.

41236 Equipment Rental \$500

Includes: Rental of infrequently used equipment.

41241 Special Department Expense \$10,000

Maintenance materials (asphalt, concrete, pipe, hardware, etc.) for general sewer line repair.

41242 Travel and Training \$ 1,000

Technical training programs for sewer maintenance, confined space entry and street safety procedures.

41243 Utilities \$6,000

Utility costs of operating two pump stations.

41422 Administrative Charges (Costs Transferred in from Other Departments) \$111,350

The Sewer Collection Department derives the benefit from services provided by employees budgeted in other departments. The costs related to these services are charged back to this department via this line item as follows:

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>
City Manager	\$180,800	\$ 49,882	25	\$ 57,671
Public Works Director	\$154,329	\$ 43,524	15	\$ 29,678
Administrative Secretary	\$ 61,235	\$ 34,771	25	\$ 24,002
			TOTAL	<u>\$ 111,350</u>

41423 Benefit Charges \$73,505

This line item represents the Sewer Collection departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$ 21,223
Medical Insurance-Active	20,484
Medical Redirect	5,400
Vacation Buy-back	1,383
Life Insurance/A.D.D.	303
Unemployment Insurance	1,799
Long Term Disability	994
Medicare	2,950
Dental Insurance	4,298
Employee Assistance Program	141
Liability Insurance	6,870
Vision Insurance	654
Safety Equipment	525
Benefit Concessions	0
Worker's Comp Insurance	6,481
TOTAL	<u>\$ 73,505</u>

Department/Division: 650 WPCP / Equipment & Improvements		Fund 500 Sewer Enterprise			
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SERVICES AND SUPPLIES					
41235 Professional Services					3,000,000
Total Services & Supplies	0	0	0	0	3,000,000
FIXED ASSETS					
41310 Improvements	0	19,203	436	0	0
41312 Equipment	39,924	106,985	301,145	0	150,275
Total Fixed Assets	39,924	126,188	301,581	0	150,275
EXPENDITURE TRANSFERS					
41502 Debt Service	0	0	0	0	0
Total Expenditure Transfers	0	0	0	0	0
TOTAL BUDGET	39,924	126,188	301,581	0	3,150,275

650 - SEWER - SHARED IMPROVEMENTS AND EQUIPMENT

Mission Statement

The mission of the sewer maintenance treatment plant is to maintain and replace outdated or worn equipment, and to make periodic upgrades to the plant and sewer system to ensure safe and efficient processing while complying with all state and federal standards. The City of Hercules shares the cost of these expenditures on a prorated basis based on usage.

Line-item Detail

41235 Professional Services	\$3,000,000
<hr/>	
Final Engineering Design of Improvement to WPCP	

41310 Improvements	\$0
<hr/>	

41312 Equipment	\$150,275
<hr/>	
Replacement of Equipment (prior charges in 500-41231-0648) previously charged to equipment maintenance.	

Department/Division: 651 WPCP / Equipment & Debt Service		Fund 500 Sewer Enterprise			
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
FIXED ASSETS					
41310 Improvements	0	0	15,271	15,000	90,000
41312 Equipment	53,577	3,616	0	0	0
Total Fixed Assets	53,577	3,616	15,271	15,000	90,000
EXPENDITURE TRANSFERS					
41502 Debt Service	447,973	607,820	626,000	632,473	624,473
Total Expenditure Transfers	447,973	607,820	626,000	632,473	624,473
TOTAL BUDGET	501,550	611,436	641,271	647,473	714,473

651 - SEWER - IMPROVEMENTS/EQUIPMENT AND DEBT SERVICE

Mission Statement

The mission of the sewer maintenance treatment plant is to maintain and replace outdated or worn equipment, and to make periodic upgrades to the plant and sewer system to ensure safe and efficient processing while complying with all state and federal standards. It is also its mission to discharge bonded debt for the construction of the 4th digester.

Line-item Detail

41310	Improvements		\$90,000
	Continue Manhole Lining Project	\$15,000	
	Flow Monitoring	\$75,000	
		<u>\$90,000</u>	
41312	Equipment		\$0
41502	Wastewater Revenue Bonds, Series 2006		\$624,473
	◊ Principal	\$200,000	
	◊ Interest	\$420,973	
	◊ Trustee Fees	\$3,500	
		<u>\$624,473</u>	

COMMUNITY DEVELOPMENT

CDD Operations Appropriation Summary

	Actual 2007/08	Actual 2008/09	Actual 2009/10	Actual 2010/11	Revised 2011/12	City Manager Recommended 2012/13	Budget Recovery Adjustment
461 Planning	369,093	165,578	95,479	96,080	20,279	19,639	(349,454)
General Fund	369,093	165,578	95,479	96,080	20,279	19,639	(349,454)
462 Building Inspection	665,519	584,157	311,548	308,759	341,000	349,168	(316,351)
Non General Fund	665,519	584,157	311,548	308,759	341,000	349,168	(316,351)
463 RDA Administration	299,467	1,053,256	903,950	819,870	-	-	(299,467)
464 Housing Administration	357,676	325,711	3,906,302	12,165	-	30,000	(327,676)
465 Programs / Activities	260,891	245,168	471,082	269,467	-	-	(260,891)
9111 Bond Debt Service	5,007,834	5,025,527	5,243,291	5,142,976	5,125,043	-	(5,007,834)
Redevelopment Fund	5,925,868	6,649,662	10,524,625	6,244,478	5,125,043	30,000	(5,895,868)
CDD Operations Total	6,960,480	7,399,397	10,931,652	6,649,317	5,486,322	398,807	(6,561,673)
COST REDUCTIONS							
NET OF FUNDING TRANSFERS		438,917	3,532,255	(4,282,335)	(1,162,995)	(5,087,515)	(6,561,673)

Department/Division: 461 Development Services - Planning

**Fund 100
General Fund**

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	326,853	322,975	141,577	105,600	105,600
41102 Overtime	397	0	908	0	0
41104 Part-time Salaries	0	0	0	0	0
41105 Vacation Accrued	5,207	11,787	11,628	0	0
Total Salaries	332,457	334,762	154,113	105,600	105,600
SERVICES AND SUPPLIES					
41231 Equipment Maintenance	2,757	812	1,376	1,600	1,600
41233 Memberships	963	850	558	850	850
41234 Office Expense	4,143	3,487	5,236	6,000	6,000
41235 Professional Services	49,397	22,146	26,405	8,525	8,525
41236 Equipment Rent	0	0	0	0	0
41241 Special Department Expense	920	778	804	864	864
41242 Travel & Training	2,659	0	40	800	800
41243 Utilities	1,201	1,277	1,377	1,000	1,000
Total Services & Supplies	62,040	29,350	35,796	19,639	19,639
FIXED ASSETS					
41312 Equipment	0	0	0	0	0
41313 Computer Equipment	0	0	0	0	0
41425 Capital Replacement Charges					
41426 Equipment Replacement Charges					
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(349,952)	(361,428)	(153,687)	(132,792)	(140,362)
41422 Administrative Debits	11,004	9,399	1,471	0	0
41423 Benefit & Insurance Charges	100,887	74,754	58,387	27,832	34,762
41424 ISF Charge for Technology	9,142	8,642	Moved to 0462	Moved to 0462	Moved to 0462
41425 Facilities Replacement Charges	0				
41426 Equipment Replacement Charges	0				
41427 Operating Carry Forward					
Total Expenditure Transfers	(228,919)	(268,633)	(93,829)	(104,960)	(105,600)
TOTAL BUDGET	165,578	95,479	96,080	20,279	19,639
				Year Over Year Change	(640)

461 - COMMUNITY DEVELOPMENT-PLANNING

Mission Statement

Planning will administer and implement the General Plan for the City and will provide zoning administration and processing, land use and development applications including use permits, sign and design review requests and programs to the community with the highest regard for time, accuracy, completion, customer satisfaction and the overall well-being of the City consistent with local, State, and Federal laws.

Community Development Department staff assist in city-wide activities that enhance the productivity of other departments and contribute to the general safety and welfare of the community. These activities include project environmental review, computer and communications support, participation in transportation and circulation issues, and training programs for all employees.

Workload Prioritization

Mandates

- ◊ Annual General Plan and Housing Element Implementation Report
- ◊ Measure J Compliance
- ◊ County Local Hazard Mitigation Plan-In Progress
- ◊ Attend West Contra Costa Transportation Advisory Committee (WCCTC) Meetings
- ◊ Attend Contra Costa Transit Authority (CCTA) Meetings
- ◊ Process Development Requests
- ◊ Inspections and Verification of Compliance with Conditions of Approval
- ◊ Environmental Review and Monitoring for Projects Affecting the City of Pinole

High Priority

- ◊ Building Fee Update

Other Priorities

- ◊ Update Old Town Design Guidelines
- ◊ Initiate a Climate Action Plan

Line-item Detail

41100 Salaries \$105,600

Staffing for this division includes:

- 1 - Planning Manager
- 0 - Associate Planner (RIF 01/01/11)

41231 Equipment Maintenance \$1,600

Covers the cost of:

Compuer, printer repairs; etc.	\$ 100
Maintenance of two vehicles is part of this category	<u>1,500</u>

TOTAL \$1,600

41233 Memberships \$850

Includes membership in:

APA (American Planning Association)	\$ 350
AICP (American Institute of Certified Planners)	150
AEP (Association of Environmental Planners)	<u>350</u>

TOTAL \$850

41234 Office Expense **\$ 6,000**

Includes:

- a portion of the cost for miscellaneous office supplies, updating of zoning maps, printing and binding of materials, and purchase of books, maps, and periodicals
- \$1,000 toward the shared cost of converting department files to electronic format

\$ 5,000
1,000
\$6,000

TOTAL

41235 Professional Services **\$ 8,525**

Includes legal, environmental review services, and other professional services required for planning activities including preparation of priority implementation items identified in the General Plan. Also, includes updates/revisions to the General Plan.

41241 Special Department Expense **\$864**

Publishing of legal notices and other public notices.

41242 Travel and Training **\$ 800**

Includes:

- training and seminars on current planning and legal issues pertaining to planning for staff and appointed officials

41243 Utilities **\$1,000**

Provides a portion of the utility (PG&E) costs attributable to the Planning Division.

41421 Administrative Credits (costs transferred to other departments) **(\$140,362)**

The Community Development/Planning Department provides labor which benefits several other departments. The costs associated with this labor is credited to this department as follows:

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	<u>Department Credited</u>
Planning Manager	\$105,600	\$ 34,762	100	\$ 140,362	Building
			0	0	Housing
Total Costs Transferred out				<u>\$140,362</u>	

41133 Benefit Charges **\$34,762**

This line item represents the Community Development/Planning departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$ 12,533
Medical Insurance-Active	0
Medical Redirect	7,200
Life Insurance/A.D.D.	101
Unemployment Insurance	1,022
Long Term Disability Insurance	331
Medicare	1,636
Dental Insurance	1,914
Employee Assistance Program	47
Liability Insurance	3,664
Vision	218
Leave Buy-back	2,640
Benefit Concession	-
Worker's Compensation	3,456
TOTAL	<u>\$34,762</u>

Department/Division: 462 Development Services - Building, Rental Inspection, Code Enforcement			Fund 212 Building Fund		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	246,749	137,841	98,501	74,263	74,263
41102 Overtime	212	540	78	0	0
41103 Holiday Pay	0	0	0	0	0
41104 Part-time Salaries	0	0	0	0	0
41105 Vacation Accrual	465	2,788	3,760	0	0
Total Salaries	247,426	141,169	102,339	74,263	74,263
SERVICES AND SUPPLIES					
41221 Safety Clothing	200	290	193	325	325
41231 Equipment Maintenance	1,603	4,325	668	500	500
41233 Memberships	100	263	283	600	600
41234 Office Expense	6,107	1,738	4,222	3,250	4,450
41235 Professional Services	97,287	18,955	20,800	0	15,000
41237 Repair & Demolition	0	0	0	8,390	3,000
41241 Special Department Expense	2,449	2,176	2,500	2,500	2,500
41242 Travel & Training	980	0	0	1,000	1,000
41243 Utilities	3,033	3,225	3,478	2,500	2,500
Total Services & Supplies	111,759	30,972	32,144	19,065	29,875
FIXED ASSETS					
41312 Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(108,636)	(115,285)	(37,940)	0	0
41422 Administrative Charges	190,899	189,447	137,320	171,400	180,734
41423 Benefit & Insurance Charges	107,851	55,431	56,046	32,430	31,775
41424 ISF Charge for Technology	34,858	9,814	18,850	43,842	32,521
41425 Facilities Replacement Charges	0				
41426 Equipment Replacement Charges	0				
41427 Operating Carry Forward	34,325				
Total Expenditure Transfers	224,972	139,407	174,276	247,672	245,030
TOTAL BUDGET	584,157	311,548	308,759	341,000	349,168
Program Revenues	313,030	335,900	301,647	336,000	319,304
Net Program Cost	(271,127)	24,352	(7,112)	(5,000)	(29,864)

462 - COMMUNITY DEVELOPMENT - BUILDING INSPECTION

Mission Statement

The Building Services Division 's mission is to promote health and safety within the City of Pinole through the application and enforcement of building, health, and safety codes. This activity is fiscally self supporting through the assessment and collection of user fees. The Building Services Division issues construction permits and provides building, electrical, mechanical, plumbing, Title-24 and ADA inspections for new construction, additions, and alterations of commercial, residential, and public projects to insure a safe environment for the residents, businesses, and employees in the City. The division investigates citizens' complaints of construction and/or health and safety issues in a prompt and courteous manner.

Workload Prioritization

Mandates

- ◊ Plan Check
- ◊ Construction Inspection
- ◊ Rental Inspection

Line-item Detail

41100 Salaries \$74,263

Staffing for this division includes:

- 1 - Building Inspector
- 0 - Dev Services Technician (RIF 01/01/11)

41104 Part-time Salaries \$0

- 1 - Planning Technician (temporary unbenefited @ 16 hours/week)

41221 Safety Clothing \$325

Provide safety clothing for the Building Inspector who performs inspections at job site locations. Provide safety boots, hard hat, protective eyeware, protective hardware, etc.

41231 Equipment Maintenance \$500

Includes:

- 1) Portion of the equipment and automobile costs for this activity.
Maintenance of one vehicle is part of this category. \$ 400
 - 2) Maintenance of digital microfilm machine. 100
- TOTAL \$500

41233 Memberships \$600

International Conference of Building Officials (ICBO)	\$ 200
California Building Officials (CALBO)	150
National Fire Protection Association (NFPA)	100
International Association of Mechanical and Plumbing Officials (IAMPO)	150
TOTAL	<u>600</u>

41234 Office Expense \$4,450

Miscellaneous office supplies, printing and binding of materials, purchase of books, maps, and periodicals.	\$ 2,350
Postage	900
	1,200
TOTAL	<u>\$4,450</u>

41235 Professional Services \$ 15,000

Plan check services.

41237 Repair & Demolition \$3,000

To cover the costs of repairs or demolition pursuant to Section 1401.3, Item 3 of the Uniform Housing Code.

41241 Special Department Expense \$ 2,500

This Division is responsible for land development files maintenance, requiring the purchase of change of ownership of parcels information.

Additionally, biannual updates of the assessor parcel information are required.

Blueprints and permits to be scanned.

\$ 1,500

1,000

TOTAL \$ 2,500

41242 Travel & Training \$1,000

Training will be required on the building codes updates and the Building Official will be required to have seven ICBO certification reexamination tests within the fiscal year. The Building Official is also required to attend ICBO code-update seminars.

41243 Utilities \$2,500

Provides a portion of the utility costs attributable to the Community Development Department.

41422 Administrative Debits (costs transferred in from other departments) \$180,734

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	<u>Benefiting Department</u>
Public Works Director	\$154,329	\$43,522	12.5	\$24,731	P.W. Administration
Public Works Specialist	\$73,751	\$27,158	15.5	15,641	P.W. Administration
Administrative Secretary	\$61,235	\$34,771	0	-	P.W. Administration
Planning Manager	\$105,600	\$34,762	100	140,362	Planning
City Manager	\$180,800	\$49,880	0	-	City Manager
Total Debited				<u>\$180,734</u>	

41423 Benefit Charges \$31,775

This line item represents the Building Inspection's departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$ 8,814
Medical Insurance-Active	13,656
Life Insurance/A.D.D.	101
Safety Equipment	175
Unemployment Insurance	719
Long Term Disability Insurance	331
Medicare	1,077
Dental Insurance	1,630
Employee Assistance Program	47
Liability Insurance	2,577
Vision	218
Benefit Concession	0
Worker's Compensation	2,430
TOTAL	<u><u>\$31,775</u></u>

41424 ISF Charges for Communication & Technology \$32,521

This line item represents the departmental share of communication and technology services provided by the Information Services Department. These costs are charged in total to a clearing account (#0121) and redistributed back to department cost centers based on a cost distribution formula.

Department/Division: 463 Redevelopment - Administration

**Fund 750 (was 250)
Successor Agency**

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	7 months 2011/12 Revised	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	149,752	180,866	171,158	106,513	0
41102 Overtime	301	9	0	0	0
41104 Part-time	12,479	993	0	0	0
41105 Vacation Accrued	3,251	5,172	6,321	0	0
Total Salaries	165,783	187,040	177,479	106,513	0
SERVICES AND SUPPLIES					
41231 Equipment Maintenance	0	0	0	500	0
41232 Maint. Structures/Improvemt./Grounds	65,772	37,500	53,152	0	0
41233 Memberships	1,539	7,955	3,385	4,570	0
41234 Office Expense	9,013	6,675	3,151	8,500	1,228
41235 Professional Services	208,958	243,918	193,991	75,000	9,000
41241 Special Department Expense	(132)	713	1,740	2,500	3,000
41242 Travel & Training	6,993	12	0	0	0
41243 Utilities	23,676	25,141	23,263	850	0
41253 Software Maintenance	5,896	2,082			
41254 Software Purchases	7,749	0			
41256 IS Special Department Exp.	7,571				
Total Services & Supplies	315,819	323,996	278,682	91,920	13,228
OTHER					
41501 Debt-Principal Repayment	37,444	81,601	87,930	60,432	0
41502 Debt-Interest Repayment	44,022	46,315	54,569	24,600	0
63050 Rep. Contract Pd	0				
Total Other	81,466	127,916	142,499	85,032	0
FIXED ASSETS					
41310 Improvements	0	0	0	0	0
41312 Equipment	0	1,739	850	0	0
Total Fixed Assets	0	1,739	850	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(146,531)	(41,488)	0	0	0
41422 Administrative Charges	2,290,655	1,981,611	1,689,077	238,618	240,926
41423 Benefit & Insurance Charges	55,379	84,036	69,144	22,734	0
41424 ISF Charge for Technology	181,134	46,766	29,933	0	0
41425 Facilities Replacement Charges					
41426 Equipment Replacement Charges	0				
41427 Operating Carry Forward	26,918				
Total Expenditure Transfers	2,380,637	2,070,925	1,788,154	261,352	240,926
TOTAL BUDGET	2,943,705	2,711,616	2,387,664	544,817	254,154
			Administrative Cost Allowance		254,000
			Surplus/Deficit)		(154)

463 - REDEVELOPMENT - SUCCESSOR AGENCY

Mission Statement

To effectively administer the "close-out" of business affairs of the former Pinole Redevelopment Agency.

Line-item Detail

41100 Salaries **\$0**

Represents the cost of

- 0 - Economic Development (RIF 02/01/12)
- 0 - Senior Project Manager (RIF 02/01/12)

41231 Equip. Maint. **\$ -**

41232 Maintenance-Structure **-**

Moved to Department 343 (Fund 155), effective February 2011.

41233 Memberships **-**

Agency Membership in California Redevelopment Association (CRA) **new fees not yet determined.**

41234 Office Expense **1,228**

41235 Professional Services **\$ 9,000**

Meyers-Nave attorney support services retainer (\$750/month for 12 months)..

41241 Special Dept. Expense **\$ 3,000**

Oversight Board Meeting video recording and rebroadcasting (6 meetings at \$500/meeting).

41501 Debt - Principal Payment **\$ -**

Debt payment 2810 Pinole Valley Road. Maturity and final payment in 2014 now included as Enforceable Obligations of the Successor Agency **no longer a budgeted activity.**

Debt payments on 648 Tennent Avenue for 2011-12. Final payment and maturity in 2017 now included as Enforceable Obligations of the Successor Agency **no longer a budgeted activity.**

Debt payments on 613-635 Tennent Avenue (PYC). Final payment and maturity in 2018 now included as Enforceable Obligations of the Successor Agency **no longer a budgeted activity.**

41502 Debt - Interest Payment **\$ -**

Became non-budgetary Enforceable Obligations effective 02/01/12.

41422 Administration Charges (costs transferred from other departments) **\$ 240,926**

The Redevelopment Agency receives the benefit of labor supplied by employees budgeted in several city departments; these costs are charged back to the Agency via this account, as follows:

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>12 months Amount</u>		
City Manager	\$ 180,800	\$ 49,880	26	59,977	City Manager	[111]
Assistant City Manager	\$ 123,096	\$ 44,356	36	60,283	Personnel	[116]
Finance Director	\$ 139,113	\$ 48,429	32	60,013	Finance	[115]
City Clerk	\$ 121,722	\$ 44,449	36.5	60,652	City Clerk	[112]
		Total Transfer		\$ 240,926		

Department/Division: 464 Housing - Administration Successor Agency			Fund 185 & 280 Housing Fund		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	90,577	64,252	66,086	0	0
41102 Overtime	0	0	0	0	0
41104 Part-time Salaries	0	0	0	0	0
41105 Vacation Accrued	208	0	0	0	0
Total Salaries	90,785	64,252	66,086	0	0
SERVICES AND SUPPLIES					
41231 Equipment Maintenance	50	0	0	1,000	0
41232 Maint. Structures/Improvemt./Grounds	3,608	826	0	200	0
41233 Memberships	600	600	600	750	0
41234 Office Expense	216	6	0	500	0
41235 Professional Services	80,528	109,188	44,202	42,265	30,000
41241 Special Department Expense	2,078	3,558,867	732,708	0	0
41242 Travel & Training	1,084	0	0	0	0
41243 Utilities	1,110	1,152	1,144	850	0
Total Services & Supplies	89,274	3,670,639	778,654	45,565	30,000
OTHER					
41610 Loans	0	0	0	0	0
Total Other	0	0	0	0	0
FIXED ASSETS					
41310 Improvements	0	0	0	10,000	0
41312 Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	10,000	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(49,964)	(16,537)	(17,366)	0	0
41422 Administrative Charges	132,375	131,066	90,207	71,845	0
41423 Benefit & Insurance Charges	33,014	25,755	27,205	0	0
41424 ISF Charge for Technology	1,408	0	Moved to 0463	Moved to 0463	Moved to 0463
41426 Equipment Replacement Charges					
41427 Operating Carry Forward					
Total Expenditure Transfers	116,833	140,284	100,046	71,845	0
OTHER					
41501 Debt- Repayment		(3,816)	59,284	29,830	0
41502 Debt- Repayment	28,819	34,943	27,193	8,670	0
Total Other	28,819	31,127	86,477	38,500	0
TOTAL BUDGET	325,711	3,906,302	1,031,263	165,910	30,000
			Anticipated Loan Repayment Revenue		18,000
				Surplus/(Deficit)	(12,000)

464 - HOUSING ADMINISTRATION

Mission Statement

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. The Community Development Department Staff assigned to Redevelopment-Housing to carry out the Implementation Plan as it relates to the use of Housing Set Aside Funds and the provision of affordable housing within the community.

Line-item Detail

41100 Salaries \$0

41231 Equipment Maintenance \$0

Includes a portion of the equipment costs for this activity.

41232 Maintenance - Structures/Improvements/Grounds \$0

Provides for maintenance and upkeep of property acquired by the Redevelopment Agency for housing activities.

41233 Memberships \$0

Includes a portion of the membership in Community Redevelopment Association and appropriate publications and subscriptions.

41234 Office Expense \$0

Includes a portion of the cost for miscellaneous office supplies, printing and binding of materials, and purchase of books, maps, and periodicals.

41235 Professional Services \$ 30,000

Includes legal, loan service, and other professional services required for rehabilitation, fiscal, and land acquisition activities. AmeriNation Loan Service Contract and Contract for Annual Housing Certification Report.

41241 Special Department Expense \$0

Preparation of advertising and informational material on redevelopment activities.

41242 Travel & Training \$0

Includes training, travel and accommodations for seminars on housing rehabilitation, and managing housing activities.

41243 Utilities \$0

Provides a portion of the utility costs attributable to the Community Development Department.

41310 Improvements \$0

Covers the cost of improvements as required.

41501 Debt - Principal Payment \$ -

Debt payments on 612 Tennent Avenue. Final payment and maturity in 2017.

41502 Debt - Interest Payment \$ -

Debt payment on 612 Tennent Avenue (Collins House)

41422 Administration Charges (costs transferred from other departments) \$0

The PRA Housing (Low/Mod) Department benefits from services provided by several other departments. Related costs are charged back to the Housing Department via this account as follows:

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>7 months</u> <u>Amount</u>	<u>Contributing</u> <u>Department</u>
City Manager	\$ 180,800	\$ 49,800	0	\$ -	City Manager [111]
HR /Housing Specialist	\$ 72,365	\$ 25,132	0	0	Personnel [116]
Finance Director	\$ 139,113	\$ 48,429	0	0	Finance [115]
Total Costs Charged				<u>\$ -</u>	

Department/Division: 465 Redevelopment - Programs/Activities			Fund 250/280 Redevelopment		
(Activities Discontinued with Dissolution of Redevelopment Agency 02/01/12)					
Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	7 months 2011/12 Revised
PROGRAMS & ACTIVITIES					
40702 First Time Homebuyers (280)	50,717	4,797	259,710	0	0
40709 Residential Rehabilitation Prog (280)	22,147	40,945	45,183	0	0
40813 Community Group Funding (250)	25,710	6,653	41,044	25,207	0
40816 Commercial Rehabilitation (250)	7,954	4,395	1,854	195,838	0
40831 Neighborhood Cleanup Prog (250)	9,190	30,951	20,000	3,522	0
40832 Graffiti Eradication Program (250)	Was 0463	Was 0464	Was 0465	11,606	moved to 0343
40833 2300 San Pablo Ave Sublease (250)					10,500
40841 Marketing and Promotion (250)	145,173	157,427	91,786	95,946	57,618
40868 Bus Reloc & Job Inc Pgm (BRIP)(250)			0	13,592	0
40880 Branding Program (250)			11,505	0	0
40842 Economic Development (250)			0	0	0
41700 Housing Contingency Account (280)				0	0
TOTAL BUDGET	260,891	245,168	471,082	345,711	68,118
Effective 02/01/12 the Pinole Redevelopment Agency was dissolved and program activities not under contract as of 06/28/12 were discontinued at that time.					

Department/Division: 9111 Debt Service

Fund 404, 405, 406, 407, 408, 409

(Debt Management transferred to Successor Agency 02/01/2012)

Debt Service

Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget
SERVICES AND SUPPLIES					
41235 Professional Services			23,213	14,741	21,000
Total Services & Supplies	0	0	23,213	14,741	21,000
OTHER					
41501 Principal	2,245,000	2,365,000	2,665,000	2,675,000	2,800,000
41502 Interest	2,762,834	2,660,527	2,555,078	2,453,235	2,304,043
Total Other	5,007,834	5,025,527	5,220,078	5,128,235	5,104,043
TOTAL BUDGET	5,007,834	5,025,527	5,243,291	5,142,976	5,125,043

RECREATION

Recreation Operations Appropriation Summary

	Actual 2007/08	Actual 2008/09	Actual 2009/10	Actual 2010/11	Revised 2011/12	City Manager Recommended 2012/13	Budget Recovery Adjustments
552 General Fund Transfers Out	445,458	455,658	249,940	288,406	115,032	69,416	(376,042)
To Recreation Programs	445,458	455,658	249,940	288,406	115,032	69,416	(376,042)
General Fund							
552 Recreation Administration	10,606	(175)	115,833	97,793	94,584	64,455	53,849
553 Senior Center	362,576	321,110	317,295	338,893	291,297	274,839	(87,737)
553 Senior Center Club	249,478	251,568	332,767	292,737	313,700	310,000	60,522
555 Swim Center	70,362	61,380	63,329	58,186	58,236	55,304	(15,058)
556 Memorial Hall	18,006	15,363	4,030	7,208	5,000	5,000	(13,006)
557 Tiny Tots	123,345	110,296	99,912	97,716	147,621	140,710	17,365
559 Performing Arts	123,742	99,775	90,528	57,429	82,545	59,680	(64,062)
581 Tennis	2,507	3,162	2,652	2,020	2,500	2,500	(7)
592 Youth Camp	89,399	87,467	103,822	73,975	93,442	0	(89,399)
595 Youth Center	274,448	262,389	211,376	164,967	224,926	289,881	15,433
Non General Fund	1,324,469	1,212,335	1,341,544	1,190,924	1,313,851	1,202,370	(122,099)
463 RDA Administration	241,468	231,159	449,206	485,173	0	0	(241,468)
Redevelopment Fund	241,468	231,159	449,206	485,173	0	0	(241,468)
Recreation Operations Total	2,011,395	1,899,152	2,040,690	1,964,502	1,428,883	1,271,786	(739,609)
COST REDUCTIONS							
NET OF FUNDING TRANSFERS		(112,243)	141,538	(76,187)	(535,619)	(157,097)	(739,609)

Department/Division: 552 Recreation - Administration

**Fund 209
Recreation Fund**

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	0	104,256	102,519	105,309	0
41102 Overtime	0	0	0	0	0
41104 Part-time Salaries	0	35,822	18,616	7,338	14,000
41105 Vacation Accrual	0	3,645	6,531	0	0
Total Salaries	0	143,723	127,666	112,647	14,000
SERVICES AND SUPPLIES					
41231 Equipment Maintenance	0				2,200
41233 Memberships	0				
41234 Office Expense	0	828			
41240 Rent	0				
41241 Special Department Expense	0	1,328	962	8,450	7,000
41242 Travel & Training	0				
41243 Utilities	0				5,000
Total Services & Supplies	0	2,156	962	8,450	14,200
FIXED ASSETS					
41312 Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	0	(97,466)	(88,904)	(64,470)	0
41422 Administrative Charges	0	0	0	0	0
41423 Benefit & Insurance Charges	(175)	65,025	58,069	37,957	0
41424 ISF Charge for Technology	0	2,395	Moved to 0553	Moved to 0553	36,255
41425 Facilities Replacement Charges	0				
41426 Equipment Replacement Charges	0				
41427 Operating Carry Forward					
Total Expenditure Transfers	(175)	(30,046)	(30,835)	(26,513)	36,255
TOTAL BUDGET	(175)	115,833	97,793	94,584	64,455
Revenues					87,500
Transfers out to Swim Center					0
Transfers out to Tiny Tots Program					(8,210)
Operations Surplus or (Deficit)					14,835

41423 Benefit Charges \$0

This line item represents the Recreation - General department share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$ -
Medical Insurance-Active	0
Life Insurance/A.D.D.	0
Unemployment Insurance	0
Long Term Disability	0
Medicare	0
Dental Insurance	0
Employee Assistance Program	0
Liability Insurance	0
Vision	0
Benefit Concessions	0
Worker's Compensation	0
TOTAL	<u>\$ -</u>

41424 ISF Charge for Technology \$36,255

This line item represents the departmental share of communication and technology services provided by the Information Services Department. These costs are charged in total to a clearing account (#0121) and redistributed back to department cost centers based on a cost distribution formula.

Department/Division: 553 Senior Center

Fund 209
Recreation Fund

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	101,695	103,654	93,715	51,356	55,187
41102 Overtime	0	0	2,056	0	0
41103 Holiday Pay	0	0	0	0	0
41104 Part-time Salaries	98,498	100,840	99,146	110,814	95,955
41105 Vacation Accrued	708	0	14,923		0
Total Salaries	200,901	204,494	209,840	162,170	151,142
SERVICES AND SUPPLIES					
41231 Equipment Maintenance	3,222	3,355	5,948	5,900	6,000
41232 Maint. Structures/Improvemt./Grounds	17,850	15,144	15,843	12,000	12,000
41233 Memberships	160	224	0	0	0
41234 Office Expense	1,737	1,433	114	500	500
41235 Professional Services	(211)	64	198	0	198
41241 Special Department Expense	5,019	2,976	3,643	1,300	1,500
41242 Travel & Training	25	(253)	0	0	0
41243 Utilities	42,398	44,445	42,953	32,557	32,557
Total Services & Supplies	70,200	67,388	68,699	52,257	52,755
FIXED ASSETS					
41310 Improvements	0	0	0	0	0
41312 Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(39,020)	(43,338)	(47,947)	(5,072)	(5,072)
41422 Administrative Charges	0	0	0	21,490	0
41423 Benefit & Insurance Charges	85,833	81,989	84,483	54,626	76,014
41424 ISF Charge for Technology	3,196	6,762	23,818	5,826	Moved to 0552
41425 Facilities Replacement Charges	0				
41426 Equipment Replacement Charges	0				
41427 Operating Carry Forward					
Total Expenditure Transfers	50,009	45,413	60,354	76,870	70,942
TOTAL BUDGET	321,110	317,295	338,893	291,297	274,839
Program Revenues	142,757	172,411	172,411	233,058	253,058
Transfers In from General Fund	179,905	156,994	156,994	54,372	0
Carryover from 2011-12 Budget					21,781
Net Program Surplus or (Expense)	1,552	12,110	(9,488)	(3,867)	(0)

553 - SENIOR CENTER - Facility Operations

Mission Statement

The Pinole Senior Center provides adults, age 50 and over, with a full service active Senior Center. It is a regional center that serves Pinole and other local cities. The Center has a membership with over 1,300 participants. The Center provides social activities, classes, fitness, health and wellness, daily healthy lunches, homebound services, salon services, local, domestic and international trips and special services including legal, insurance counseling, financial and support services. The Pinole Senior Center has an outstanding established reputation as the best Senior Center in the County. Under the guidance and leadership of an 11-member Board of Directors (elected by the membership), over 175 volunteers provide hands-on assistance with all aspects of the Center's programs and fundraising. The Senior Center has two budgets: Facility Maintenance and Staffing; and Programs. The programs budget is managed by the Board of Directors. Resources are utilized for staffing, facility maintenance, utilities, supplies and volunteer recognition. Revenue for the Facility Maintenance and Staffing Budget (fund 209, Dept. 553) is generated by rentals, annual donation from the Board of Directors and reimbursement from the Board for staffing costs. Revenue for the Programs Budget (Fund 211, Dept. 553) is generated by fundraising, donations, program fees, lunch program, travel income, salon service income, gift shop and other social program income. This program revenue funds all program expenses plus additional revenue generated toward donations to the Facility Maintenance and Staffing Budget.

Program Funding

	<u>Tax Subsidy</u>	<u>2011/12</u>	<u>2012/13</u>	<u>Tax Subsidy</u>
Program Cost	19%	291,297	274,839	0%
Year-end Carryover		0	21,781	
General Fund Contribution/Subsidy		54,372	-	
Fee Revenue		(233,058)	(253,058)	
Net Program Operating Cost		(3,867)	(0)	

Line-item Detail

41101 Salaries \$55,187

1 Senior Center Coordinator

41104 Part-time Salaries \$ 95,955

1 Recreation Activities Specialist (FTE 0.9)
 2 P/T Custodians (FTE 0.75)
 1 Cook (FTE 0.75)
 2 Rental Facility Attendants (FTE 0.625)

41231 Equipment Maintenance \$ 6,000

Fuel	\$ 2,000
Fire Extinguisher Maintenance	225
Miscellaneous Maintenance	500
Other Maintenance	3,275
	<u>\$ 6,000</u>

41232 Maint Structures/Impr/Grounds \$ 12,000

Sanitary Supplies	\$ 2,437
Cleaning Supplies	1,216
Building Maintenance	4,652
Landscape Maintenance	2,090
Pest Control Services	168
Electrical Supplies	200
Plumbing Supplies	26
Glass Replacement	170
Service Fire Extinguishers	420
Van Services	525
Miscellaneous Maintenance/Service	96
	<u>\$ 12,000</u>

41233 Memberships \$0

41234 Office Expense 500

Office Supplies	\$	85
Locking Key Box		40
Other Office Expenses		375
	\$	<u>500</u>

41241 Special Department Expense 1,500

Personnel Recertification / Recruitment	\$	475
Ink/Paper for Plotter		250
Volunteer Party		465
Other Supplies		310
Summer Sounds		-
	\$	<u>1,500</u>

41243 Utilities \$ 32,557

Gas and Electric	\$	26,146
Water		5,480
Other Utilities		931
	\$	<u>32,557</u>

41421 Administrative Credits (costs transferred to other departments) (\$5,072)

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Custodians	\$ 20,538	\$2,515	16	\$3,688	Youth Center
			6	\$1,383	PCTV
				<u>\$5,072</u>	
					Total Credits

41422 Administrative Charges (costs transferred from other departments) \$0

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Recreation Director	\$107,229	\$45,114	15	\$0	General Recreation

41423 Benefits and Insurance \$ 76,014

PERS Retirement	\$ 14,113
Medical Insurance-Active	41,465
Vacation Buy-back	0
Life Insurance/A.D.D.	303
Unemployment Insurance	1,463
Long Term Disability	905
Medicare	2,192
Social Security	1,998
Dental Insurance	2,656
Employee Assistance Program	141
Liability Insurance	5,243
Vision	589
Benefit Concessions	0
Worker's Compensation	4,946
	<u>\$ 76,014</u>

41424 ISF Charge for Technology \$0

This line item represents the departmental share of communication and technology services provided by the Information Services Department. These costs are charged in total to a clearing account (#0121) and redistributed back to department cost centers based on a cost distribution formula.
(Charges moved to General Recreation -- Budget Unit 0552 for 2012-13 and thereafter).

Department/Division: 553 Senior Center Program			Fund 211 Senior Center Club Fund		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 Sr. Club Directors Recommended
SERVICES AND SUPPLIES					
48221 Class Fees	21,752	23,959	23,628	21,500	25,000
48222 Personal Service	5,672	7,339	7,609	6,500	6,000
48230 Food Program	125,647	129,740	133,497	127,000	127,000
48235 Travel	6,282	17,589	35,436	35,000	17,500
48240 Dance Program	10,735	13,461	9,938	12,000	10,000
48242 Wed. Night Program	87	20	0	200	0
48243 Senior Singles	287	228	132	400	400
48250 Fundraising	19,601	28,296	10,484	12,000	12,000
48252 Gift Shop	2,628	2,732	2,504	2,000	2,000
48255 Newsletter	8,877	9,274	9,401	12,000	10,000
48265 Center Maint / Pymt to City	50,000	100,000	60,000	85,000	100,000
48270 Memberships	0	129	108	100	100
48275 Supplies	0	0	0	0	0
41310 Improvements to Center	0	0	0	0	0
Total Services & Supplies	251,568	332,767	292,737	313,700	310,000
TOTAL BUDGET	251,568	332,767	292,737	313,700	310,000
Program Revenues	281,988	282,900	282,900	320,600	305,500
Net Program Cost	30,420	(49,867)	(9,837)	6,900	(4,500)

553 - SENIOR CENTER - Program Activities

Mission Statement

The purpose of the Pinole Senior Center is to provide Pinole area adults, age 50 and over, with a full service, multipurpose Senior Center. The Center currently provides social, educational, recreational, health, nutritional, and consumer services and activities to our more than 1500 yearly participants. The cost for all program activities is offset by participant fees.

Line-item Detail

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
48221 Class Fees	\$ 21,500	\$ 21,500	\$ 25,000
48222 Personal Service	\$ 5,000	\$ 6,500	\$ 6,000
48230 Food Program	\$ 130,000	\$ 127,000	\$ 127,000
48235 Travel	\$ 10,000	\$ 35,000	\$ 17,500
48240 Dance Program	\$ 12,000	\$ 12,000	\$ 10,000
48242 Wednesday Night Program	\$ 200	\$ 200	\$ -
48243 Senior Singles	\$ 700	\$ 400	\$ 400
48250 Fundraising	\$ 12,000	\$ 12,000	\$ 12,000
48252 Gift Shop	\$ 4,000	\$ 2,000	\$ 2,000
48255 Newsletter	\$ 12,000	\$ 12,000	\$ 10,000
48265 Center Maint.	\$ -	\$ -	\$ -
48270 Memberships	\$ 100	\$ 100	\$ 100
48275 Supplies	\$ -	\$ -	\$ -
48265 Payment to City	\$ 75,000	\$ 85,000	\$ 100,000
	<u>\$ 282,500</u>	<u>\$ 313,700</u>	<u>\$ 310,000</u>

Department/Division: 555 Swim Center

Fund 209
Recreation Fund

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41104 Part-time Salaries	0	0	0	0	0
Total Salaries	0	0	0	0	0
SERVICES AND SUPPLIES					
41231 Equipment Maintenance	0	0	0	0	500
41232 Maint. Structures/Improvemt./Grounds	28,845	30,695	22,741	5,236	31,004
41234 Office Expense	0	0	0		0
41235 Professional Services	0	0	0		0
41241 Special Department Expense	1,013	897	333		1,700
41242 Travel & Training	0	0	0		0
41243 Utilities	31,084	31,280	35,112	37,400	22,100
Total Services & Supplies	60,942	62,872	58,186	42,636	55,304
FIXED ASSETS					
41310 Improvements	0	0	0	10,000	0
41312 Equipment	0	0	0	5,600	0
Total Fixed Assets	0	0	0	15,600	0
EXPENDITURE TRANSFERS					
41422 Administrative Charges	0	0	0	0	0
41423 Benefit & Insurance Charges	438	457	0	0	0
41424 ISF Charge for Technology	0	0	0	0	0
41425 Facilities Replacement Charges	0	0	0	0	0
41426 Equipment Replacement Charges	0	0	0	0	0
41427 Operating Carry Forward					
Total Expenditure Transfers	438	457	0	0	0
TOTAL BUDGET	61,380	63,329	58,186	58,236	55,304
Program Revenues	7,810	11,500	22,716	24,750	30,500
Transfer-in from General Recreation	49,289	47,548	35,704	33,500	24,800
Net Program Cost	(4,281)	(4,281)	234	14	(4)

555 - SWIM CENTER

Mission Statement

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 will be managed and operated cooperatively by the Hilltop YMCA and the Pinole Seals through the swim season ending in August. Beginning in September, the City will manage the facility maintenance until such time that another organization assumes responsibility for its operation.

<u>Program Funding</u>	Tax Subsidy	2011/12	2012/13	Tax Subsidy
Program Cost	58%	58,236	55,304	45%
Fee Revenue (External Reimbursements)		(24,750)	(30,500)	
General Fund Contribution/Subsidy		(33,500)	(24,800)	
	Net Program Costs	(14)	4	

<u>41231 Equipment Maintenance</u>	\$	500		
Equipment Maintenance			<u>\$ 500</u>	

<u>41232 Maint Struct/Improve/Grnds</u>	\$	31,004		
Pool Maintenance			\$ 14,220	
Pool Supplies & Chemicals			\$ 7,500	
Landscape Maintenance			3,000	
Janitorial			5,084	
Building Maintenance			1,200	
			<u>\$ 31,004</u>	

<u>41241 Special Department Expense</u>	\$	1,700		
County Hazardous Material Fee, Annual Permit & Inspect			<u>\$ 1,700</u>	

<u>41243 Utilities</u>	\$	22,100		
Gas and Electric			\$ 21,000	
Water			1,100	
			<u>\$ 22,100</u>	

Department/Division: 556 Memorial Hall

**Fund 209
Recreation Fund**

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41104 Part-time Salaries	8,507	0	0	0	0
Total Salaries	8,507	0	0	0	0
SERVICES AND SUPPLIES					
41231 Equipment Maintenance	142	107	0	100	100
41232 Maint. Structures/Improvemt./Grounds	3,025	1,818	4,978	2,500	2,500
41235 Professional Services	0	0	0	0	0
41241 Special Department Expense	(109)	0	0	0	0
41243 Utilities	1,717	1,816	1,796	1,000	1,000
Total Services & Supplies	4,775	3,741	6,774	3,600	3,600
FIXED ASSETS					
41310 Improvements	0	0	0	0	0
41312 Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41422 Administrative Charges	0	279	430	1,400	1,400
41423 Benefit & Insurance Charges	1,433	10	4	0	0
41424 ISF Charge for Technology	648	0	Moved to 0553	Moved to 0554	Moved to 0553
41425 Facilities Replacement Charges	0				
41426 Equipment Replacement Charges	0				
41427 Operating Carry Forward					
Total Expenditure Transfers	2,081	289	434	1,400	1,400
TOTAL BUDGET	15,363	4,030	7,208	5,000	5,000
Program Revenues	4,506	5,223	5,300	5,000	5,000
Transfers In	4,275	2,312	2,312	0	0
Net Program Cost	(6,582)	3,505	404	0	0

556 - MEMORIAL HALL

Mission Statement

To maintain the Pinole Community Playhouse as a community theatre for performing arts programs for youth and adults. There are eight or more performances annually. It is utilized by the Pinole Recreation Department's School of Performing Arts and a local nonprofit organization, the Pinole Community Players. Resources are for facility maintenance and utilities. Revenue generated by rental fees.

<u>Program Funding</u>	Tax Subsidy	2011/12	2012/13	Tax Subsidy
Program Cost	0%	5,000	5,000	0%
Fee Revenue (External Reimbursements)		(5,000)	(5,000)	
General Fund Contribution/Subsidy		0	0	
Net Program Costs		0	(0)	

Line-item Detail

41231 Equipment Maintenance	\$ 100		
Equipment Maintenance		\$ 100	
41232 Maint Struct/Improv/Grnds	\$ 2,500		
Building Maintenance		\$ 1,186	
Pest Control		322	
Fire Alarm Service		278	
Elevator Inspection		125	
Sanitary Supplies		157	
Plumbing Supplies		88	
Miscellaneous Maintenance		345	
		<u>\$ 2,500</u>	
41243 Utilities	\$ 1,000		
Gas and Electric		\$ 350	
Water		650	
		<u>\$ 1,000</u>	

41422 Administrative Charges (costs transferred from other departments) \$ 1,400

After 2009-10, the Senior Center Custodian's salary and benefits will be charged to this budget and credited back to the Senior Center budget (cost center).

Department/Division: 557 Tiny Tots

Fund 209
Recreation Fund

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41102 Overtime	11	502	97	0	0
41104 Part-time Salaries	75,241	80,142	78,771	85,439	85,450
41105 Vacation Accrued	812	0	0	0	0
Total Salaries	76,064	80,644	78,868	85,439	85,450
SERVICES AND SUPPLIES					
41231 Equipment Maintenance	10	0	0	300	300
41232 Maint. Structures/Improvemt./Grounds	5,762	4,194	4,128	3,480	3,700
41234 Office Expense	833	1,080	338	1,500	1,000
41241 Special Department Expense	1,710	1,229	1,204	2,000	1,750
41242 Travel and Training	250	0	0	0	0
41243 Utilities	2,384	2,311	1,979	2,600	2,600
Total Services & Supplies	10,949	8,814	7,649	9,880	9,350
FIXED ASSETS					
41310 Improvements	0	0	0	0	0
41312 Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(22,341)	(42,589)	(42,016)	0	0
41422 Administrative Charges	0	165	0	10,745	0
41423 Benefit & Insurance Charges	45,145	52,418	51,480	37,650	45,910
41424 ISF Charge for Technology	479	460	1,735	3,907	Moved to 0552
41425 Facilities Replacement Charges	0				
41426 Equipment Replacement Charges	0				
41427 Operating Carry Forward					
Total Expenditure Transfers	23,283	10,454	11,199	52,302	45,910
TOTAL BUDGET	110,296	99,912	97,716	147,621	140,710
Program Revenues	97,537	100,094	129,691	162,786	132,500
Transfer-in/(out) from General Fund	0	0	0	(15,165)	8,210
Net Program Cost	(12,759)	182	31,975	0	0

557 - TINY TOTS

Mission Statement

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 social and educational experience with activities including age-appropriate academics, crafts, cutting with scissors, using glue and paste, painting, circle time, show-and-tell, music, science and story time. Resources are utilized for staffing, facility maintenance, utilities, program and office supplies.

<u>Program Funding</u>	Tax Subsidy	2011/12	2012/13	Tax Subsidy
Program Cost	-10%	147,621	140,710	0%
Fee Revenue		(162,786)	(132,500)	
Cost Allocation of General Recreation		15,165	-	
Net Program Cost		-	<u>8,210</u>	

Line-item Detail

41104 Part-time Employees **\$85,450**

Includes the salary of: 1 Director and 2 Assistants.

41231 Equipment Maintenance **\$ 300**

Equipment Maintenance \$ 300

41232 Maint Struct/Improve/Grounds **\$ 3,700**

Landscape Maintenance	2,080
Alarm Monitoring	500
Pest Control	400
Building Maintenance	470
Sanitary Supplies	250
	<u>3,700</u>

41234 Office Expense **\$ 1,000**

Miscellaneous Office Supplies \$ 1,000

41241 Special Department Expenses **\$ 1,750**

Advertising	\$ 275
Learning Materials	750
Project Materials	325
Banner	100
Other Special Dept Expenses	300
	<u>\$ 1,750</u>

41243 Utilities **\$ 2,600**

Gas and Electric	\$ 2,250
Water	350
	<u>\$ 2,600</u>

41422 Administrative Charges (costs transferred from other departments) **\$0**

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Recreation Director	\$107,229	\$45,114	7.5	\$0	Recreation Admin.

41423 Benefit Charges **\$45,910**

This line item represents the Tiny Tot's departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$ 10,497
Medical	12,017
Medical Redirect	10,656
Dental	3,118
Unemployment Insurance	856
Long Term Disability	729
Medicare	1,437
Employee Assistance Program	141
Liability Insurance	3,069
Vision	192
Life Insurance	303
Benefit Concessions	0
Worker's Compensation	2,895
Total	<u>\$ 45,910</u>

41424 ISF Charge Tech **\$ -**

This line item represents the departmental share of communication and technology services provided by the Information Services Department. These costs are charged in total to a clearing account (#0121) and redistributed back to department cost centers based on a cost distribution formula.

(Charges moved to General Recreation -- Budget Unit 0552 for 2012-13 and thereafter).

Department/Division 0559 Performing Arts			Fund 209 Recreation Fund		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41104 Part-time Salaries	0	0	0	0	0
Total Salaries	0	0	0	0	0
SERVICES AND SUPPLIES					
41234 Office Expense	16,739	19,288	8,828	8,000	8,000
41235 Professional Services	43,547	60,037	39,834	39,000	34,000
41232 Maint. Structures/Improvemt./Grounds	26	404	0	500	0
41240 Rent	13,939	0	0	0	0
41241 Special Department Expense	24,714	10,614	8,767	23,520	16,900
41243 Utilities	614	0	0	780	780
Total Services & Supplies	99,579	90,343	57,429	71,800	59,680
EXPENDITURE TRANSFERS					
41421 Administrative Credits	0	0	0	0	0
41422 Administrative Charges	1	0	0	10,745	0
41424 ISF Charge for Technology	195	185	Moved to 0553	Moved to 0553	Moved to 0553
41425 Facilities Replacement Charges	0	0	0	0	0
41426 Equipment Replacement Charges	0	0	0	0	0
41427 Operating Carry Forward					
Total Expenditure Transfers	196	185	0	10,745	0
TOTAL BUDGET	99,775	90,528	57,429	82,545	59,680
Program Revenues	58,919	85,009	69,406	82,581	59,700
Carryforward Revenues	0	0	0	0	0
Net Program Cost	(40,856)	(5,519)	11,977	36	20

559 - PERFORMING ARTS

Mission Statement

The Performing Arts Theatre Program is for youth and young adults ages 8-25. It creates a positive recreation experience through participation in musicals and theatre activities. Youth perform Broadway musicals and attend a Teen Summer Camp with over 150 participants annually and hundreds of audience members. Resources are utilized for instructors, costumes, sets, royalties and supplies. Revenue generated from ticket sales, advertisements, registration fees, donations, and grants.

Program Funding

School of Performing Arts (100% cost recovery for FY 2009-10 and FY 2010-11 due to additional grant funding by Leshar Foundation of \$30,000)

Line-item Detail

41232 Maintenance - Structures/Improvements/Grounds \$0

This covers the cost for custodial supplies, and Western Exterminator service.

41234 Office Expense \$8,000

Supplies and materials:

41235 Professional Services \$ 34,000

Director	\$ 18,000
Instruction	16,000
	\$ 34,000

41241 Special Department Expense \$ 16,900

Production Contracts	\$ 12,000
Prop/Costume Rentals	2,500
Misc Supplies	1,700
Tickets	350
T-Shirts	350
	\$ 16,900

41243 Utilities \$780

Covers the cost for gas and electricity.

41422 Administrative Charges (costs transferred from other departments) \$0

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Recreation Director	\$107,229	\$45,114	7.5	\$0	Recreation Admin.

Department/Division: 581 Tennis		Fund 209 Recreation Fund			
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41104 Part-time Salaries	0	0	0	0	0
Total Salaries	0	0	0	0	0
SERVICES AND SUPPLIES					
41232 Maint. Structures/Improvemt./Grounds	515	33	0	500	500
41241 Special Department Expense	0	0	0	0	0
41243 Utilities	2,547	2,619	2,020	2,000	2,000
Total Services & Supplies	3,062	2,652	2,020	2,500	2,500
FIXED ASSETS					
41310 Improvements	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41423 Benefit & Insurance Charges	100	0	0	0	0
41425 Facilities Replacement Charges	0	0	0	0	0
41426 Equipment Replacement Charges	0	0	0	0	0
41427 Operating Carry Forward					
Total Expenditure Transfers	100	0	0	0	0
TOTAL BUDGET	3,162	2,652	2,020	2,500	2,500
Program Revenues	2,265	2,936	2,797	2,500	2,500
Net Program Surplus (Expense)	(897)	284	777	0	0

Department/Division: 592 Youth Camp Programs			Fund 209 Recreation Fund		
Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41104 Part-time Salaries	45,030	55,278	43,354	50,000	moved to 0595
Total Salaries	45,030	55,278	43,354	50,000	0
SERVICES AND SUPPLIES					
41232 Maint. Structures/Improvemt./Grounds	81				
41234 Office Expense	(375)	173			
41241 Special Department Expense	35,838	42,286	43,183	39,617	moved to 0595
41242 Travel & Training	610	0	0		0
Total Services & Supplies	36,448	42,459	43,183	39,617	0
FIXED ASSETS					
41337 Youth /TV FFE	0				
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41422 Administrative Charges	0	0	(18,992)	0	0
41423 Benefit & Insurance Charges	5,989	6,085	6,430	3,825	moved to 0595
41425 Facilities Replacement Charges	0				
41426 Equipment Replacement Charges	0				
41427 Operating Carry Forward					
Total Expenditure Transfers	5,989	6,085	(12,562)	3,825	0
TOTAL BUDGET	87,467	103,822	73,975	93,442	0
Program Revenues	122,641	123,800	122,576	137,500	0
Transfers out to Youth Center Programs	0	(45,851)	(45,851)	(43,676)	0
Net Program Costs	35,174	(25,873)	2,750	382	0

Department/Division: 595 Youth Center

**Fund 209
Recreation Fund**

Account and Title:	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Revised Budget	2011/12 Revised Budget	2012/13 City Manager Recommended
SALARIES					
41101 Salaries	166,029	61,694	59,651	63,259	66,332
41102 Overtime	4,656	1,652	535	0	
41104 Part-time Salaries	70,183	72,992	55,138	62,000	90,000
41105 Vacation Accruals	5,123	2,808	0	0	
Total Salaries	245,991	139,146	115,324	125,259	156,332
SERVICES AND SUPPLIES					
41231 Equipment Maintenance	2,310	0	2,884	0	3,000
41232 Maint. Structures/Improvemt./Grounds	3,625	5,147	5,115	3,435	5,500
41234 Office Supplies	1,971	1,255	653	1,000	750
41235 Professional Services	2,492	703	0	0	0
41241 Special Department Expense	20,898	27,352	26,222	25,000	17,250
4124x Summer Camp Program Expense	see 0592	see 0593	see 0594	see 0595	42,500
41242 Travel & Training	1,080	1,032	0	750	750
41243 Utilities	8,782	7,755	7,903	7,150	7,000
Total Services & Supplies	41,158	43,244	42,777	37,335	76,750
FIXED ASSETS					
41310 Improvements	0	0	0	0	0
41312 Equipment	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0
EXPENDITURE TRANSFERS					
41421 Administrative Credits	(129,604)	(28,285)	(49,390)	0	0
41422 Administrative Charges	8,565	8,499	6,173	25,178	3,688
41423 Benefit & Insurance Charges	90,702	39,898	37,131	33,431	53,111
41424 ISF Charge for Technology	5,577	8,874	12,952	3,723	0
41425 Facilities Replacement Charges	0				
41426 Equipment Replacement Charges	0				
41427 Operating Carry Forward					
Total Expenditure Transfers	(24,760)	28,986	6,866	62,332	56,799
TOTAL BUDGET	262,389	211,376	164,967	224,926	289,881
Program Revenues	117,844	153,621	130,016	181,250	303,250
Transfers In from General Fund	178,113	10,000	10,000	0	0
Transfers in from Youth Camp	0	45,851	45,851	43,676	0
Carryover from 2011-12 Budget					19,113
Net Program Surplus (Expense)	33,568	(1,904)	20,900	0	32,482

595 - YOUTH CENTER

Mission Statement

The Pinole Youth Center provides after school and summer programs for youth ages 5-18. This includes an after school program, school break camps and summer camp at the Youth Center at 635 Tennent Avenue in addition to after school programs onsite at local schools, Shannon and Ellerhorst Elementary. These programs provide homework help, arts, sports, games, intergenerational activities, youth leadership and health and wellness activities. Resources are utilized for facility maintenance, utilities, staffing and program supplies. Revenue is generated by registration fees, snack bar, donations, and rentals. The Pinole Youth Foundation is a nonprofit organization that serves to raise funds and support the Pinole Youth Center programs.

<u>Program Funding</u>	Tax Subsidy	2011/12	2012/13	Tax Subsidy
Program Cost	0%	224,926	289,881	0%
Fee Revenue		(181,250)	(303,250)	
Transfer-in from Youth Camps		(43,676)	-	
General Fund Contributions/Subsidy		-	-	
Net Program Cost		-	13,369	

Line-item Detail

41101 Full-Time \$66,332

Budgeted in this Department is the following position:

- 0 - Recreation Manager (Allocated to all recreation programs as Administrative Overhead Cost)
- 1 - Youth Services Coordinator

41104 Part-Time \$ 90,000

1 - Temporary Part-time Recreation Leader (Year-Round)	\$ 50,000
Summer Camp Seasonal Recreation Leaders	40,000
	<u>\$ 90,000</u>

41232 Maintenance - Structures/Improvements/Grounds \$ 5,500

Covers costs of repairs to the building. Includes ongoing servicing for elevator and kitchen.

Building Maintenance	\$ 2,500
Elevator Maintenance	550
Fire Alarm Maintenance	550
Sanitary Supplies	750
Cleaning Supplies	450
Pest Control	300
Other Maintenance	400
	<u>\$ 5,500</u>

41234 Office Supplies \$ 750

Covers the cost of supplies for the office.

Miscellaneous Office Supplies	\$ 750
-------------------------------	--------

41235 Professional Services \$0

Covers the cost of workshop fees paid to instructors.

41241 Special Department Expense \$ 17,250

Covers costs of supplies, games, etc. Includes snack bar supplies. Water dispenser rental. Fire extinguisher service. Includes youth commission activities (previous reported as Department number 597).

Snack Bar	\$ 7,000
Supplies	2,125
Tutoring Services	3,250
Field Trips	1,775
Youth Commission	1,125
Legal Services	500
Van Repairs	900
Personnel Costs	500
Fire Extinguish Maintenance	75
	<u>\$ 17,250</u>

41241 Summer Camp Program Expenses \$ 42,500

Field Trips	\$ 20,500
Snack Bar	10,000
Bus Tickets	2,500
Camp Shirts	3,500
Project Supplies	2,500
Misc Supplies	3,500
	<u>\$ 42,500</u>

41242 Travel and Training \$ 750

Covers the costs of seminars, conferences, hourly staff training, first aid/CPR training.

Training Expense	\$ 750
------------------	--------

41243 Utilities \$ 7,000

Covers 50 % of EBMUD and PG&E charges. These are shared costs with Cable Access TV.

Gas and Electric	\$ 6,850
Water	150
	<u>\$ 7,000</u>

41422 Administrative Charges (costs transferred from other departments) \$3,688

<u>Position</u>	<u>Salary</u>	<u>Benefits</u>	<u>%</u>	<u>Amount</u>	
Custodian	\$20,538	\$2,515	16	\$3,688	Senior Center
Recreation Director	\$107,229	\$45,115	0	-	Recreation Admin.
				<u>\$ 3,688</u>	

41423 Benefit Charges \$53,111

This line item represents the Youth Center departmental share of employee benefit costs and insurance. These costs are charged in total to a clearing account (#0118) and redistributed back to department cost centers based on a cost distribution formula. Costs included for this budget are:

PERS Retirement	\$ 9,508
Medical Insurance-Active	17,752
Life Insurance/A.D.D.	202
Unemployment Insurance	1,724
Long Term Disability	458
Medicare	2,583
Social Security	6,931
Dental Insurance	1,630
Employee Assistance Program	94
Liability Insurance	6,179
Vision	218

Benefit Concessions	-
Worker's Compensation	\$5,832
Total	<u>\$ 53,111</u>

41424 ISF Charges for Technology \$0

This line item represents the departmental share of communication and technology services provided by the Information Services Department. These costs are charged in total to a clearing account (#0121) and redistributed back to department cost centers based on a cost distribution formula.
(Charges moved to General Recreation -- Budget Unit 0552 for 2012-13 and thereafter).

This Page Intentionally Left Blank