



CITY BUDGET AND CAPITAL IMPROVEMENT PROGRAM WORKSESSION

Tuesday, May 24, 2016

I. Introduction and Overview of the Proposed City Budget for FY 2016-17:

- Overview by City Manager and Finance Director
- Questions and/or discussion by City Council.

II. Review of Capital Improvement Program and Projects Proposed for FY 2016-17:

- Overview by City Engineer and Finance Director
- Questions and/or discussion by City Council.

III. Discussion of Potential One-Time Fund Balance Uses

IV. Public Comment

V. Closing comments and recap of all proposed changes.

Attachments

1. Fiscal Year 2016-2017 Preliminary Budget

OAKLEY



CALIFORNIA

ANNUAL OPERATING AND CAPITAL BUDGET
FISCAL YEAR 2016-2017
Preliminary



OAKLEY



CALIFORNIA

CITY MANAGER'S BUDGET MESSAGE

Fiscal Year 2016-2017

INTRODUCTION

It is my pleasure to present the Fiscal Year 2016-2017 Preliminary Budget for your consideration. The Budget is structurally balanced and, adding to last year's actions, includes further steps towards restoring services downsized during the recession. The City continues to see modest benefits from improvement in the local economy. Employment continues to improve gradually and both business and building activity continue to increase.

As always, we have developed the Preliminary Budget with restraint and a focus on core services. The Budget includes some increases in revenue; most notably in property tax and sales tax revenues. The City has seen an increase in housing development and as the economy continues to grow, sales tax revenue is expected to increase. On the expenditure side, the completed transition to an in-house police department is projected to reflect in lower overall costs while increasing the number of police officers. The other departments have slight increases.

Lastly, the Budget continues the restoration of annual allocations to augment roadway maintenance. Like last year, this focus on roads requires the continued phased restoration of allocations to the Equipment Replacement Reserve Fund, which leaves the projected balance in that fund below our policy threshold. We are able to do this again this year, as the Reserve fund balance remains above \$1,000,000. We will likely need to make additional contributions to the Reserve in the future; however, for now, restoring annual allocations to roadway maintenance continues to receive a higher priority, as you have directed.

Each year, we also look at the State Budget, to determine whether there are components likely to affect the local outlook for the City. The State's Fiscal Year 2016-2017 Budget was just recently updated, and the State continues to report better than expected revenues which is favorable to local agencies, leading us to expect the State Budget to include no city government takeaways. We will

continue to monitor State budget discussions and report to you if there are any adjustments to the City's Budget due to State action.

As with most city budgets, the proposed Budget does not include all that we know is on the City's wish list, but what is presented here remains lean, structurally balanced, and true to the City's current strategic priorities, as you have approved in the City's Strategic Plan.

ACCOMPLISHMENTS

As a team, the City Council and *all* City departments play a role in accomplishing the goals and objectives outlined in the Strategic Plan. Towards that end, just some of the accomplishments from this past year include:

- Formed the new Oakley Police Department which included hiring and processing approximately 35 sworn and professional support employees, equipping and construction of office space & evidence storage facility, selection & purchase of required safety equipment, implementing a new report writing and records management system and developing a policy and procedure manual
- First-time events in FY 2015-2016 included the Main Street Car show, Rock the Chalk, Youth Summit, Taste of Oakley, Oakley Film Festival and Showcase Oakley events
- Increased public outreach, launched a redesigned mobile friendly website, increased usage of OnDemand and implemented Peak Democracy ("Engage in Oakley")
- Expanded "Shop Oakley" program that included new local business coupon books
- Successfully held second Citizens Leadership Academy Approved entitlements for 21 separate residential and commercial developments
- Responded to over 2,000 reports from citizens of possible code violations and opened over 3,600 cases as a result of these reports
- Worked with San Joaquin Joint Powers Authority to designate Oakley a stop along the San Joaquin Train route
- Completed purchase of 4.62 acres and 8,712 square feet of land (Cunha property) off of Main Street for future development and potential Park & Ride lot

- Initiated Invitation to Bid and completed sale of Parcel 3 in the Neroly Commercial Center to Cemo Commercial, Inc. for the development of a child care center and a proposed office project
- Managed renovation of 3330 Main Street building for Guanatos Ice Cream, the Oakley Chamber of Commerce and a proposed future Entrepreneur Incubator
- Provided the 2016 Entrepreneur Training Program class for the second year
- Successfully obtained various grants including State Housing-Related Parks Program, Rubberized Asphalt, Traffic Analyses, Recycling, Recycled Rubber for Playgrounds, Traffic Signal Synchronization, You, Me, We Oakley Program, PG&E – Cityhood Celebration, East Bay Parks District signage
- Continued to contribute to the Roadway Maintenance Reserve Fund
- Placed Library and Community Learning Center project on June ballot
- Designated as a “Playful City” by Kaboom

Related to the Successor Agency to the Oakley Redevelopment Agency:

- Revised the Agency’s Long Range Property Management Plan (LRPMP), and obtained approved by the Department of Finance
- Completed sale of property for Popeye’s Chicken development

Capital projects completed or are nearing completion this fiscal year include:

- Dry Utility Construction at 1530 Neroly Road
- West Bolton Road storm drain improvement
- Marsh Creek Glenn Park pedestrian bridge
- Main Street (Bridgehead Road to Big Break Road) resurfacing
- Expanded and updated security Camera System at City Hall, Parks & Corporation yard
- Police Department Building reconstruction, including adding an office and expanding break room at City Hall
- Highway 160 & Main St. interchange monument sign & landscaping
- Catamaran Park construction at Summer Lake subdivision
- Emerson Ranch Park
- Cypress Grove irrigation well
- Cypress Rd, Rose Ave & Big Break Rd pavement rehabilitation

- Curb, gutter, and sidewalk repair and replacement project
- Shady Oak Park improvement at Live Oak Ranch subdivision
- Main Street gap closure frontage improvement
- Various turf conversions throughout the City for water conservation

GENERAL FUND

The Preliminary General Fund Budget reflects our continued commitment to keeping City administrative operations lean and ensuring the budget reflects a focus on the City's highest priorities: public safety, economic development, completion of capital projects, and maintenance of the City's neighborhoods, parks and roadways.

The General Fund Budget includes \$16,507,830 in estimated revenues, and \$19,304,953 in proposed expenditures. Recurring revenues are approximately \$16,392,000, approximately \$701,000 more than currently projected Fiscal Year 2015-2016 revenues. The increase is largely due to increases in property taxes, sales taxes, franchise fees and estimated building permit revenues. Recurring expenditures are approximately \$15,190,000, approximately \$330,000 more than currently those projected for Fiscal Year 2015-2016, largely due to increases in insurance and workers compensation premiums that all cities are experiencing.

Available Fund Balance at June 30, 2017, is projected to be a healthy \$3.4 million, or approximately 21% of projected Fiscal Year 2017-2018 recurring expenditures (policy is to maintain at least a 20% reserve).

As noted in the 10-Year Plan, the Budget has been prepared to ensure that recurring revenues remain in excess of recurring expenditures. To accomplish this and to meet the City's highest priorities as we recover from the recession, allocations to the City's Equipment Replacement Reserve are being increased more slowly, and annual allocations to capital projects for roadway maintenance more rapidly.

TRANSFERS

In pre-recession years, the Budget included larger recurring transfers for road maintenance and for the Main Street Fund. This year's Preliminary Budget includes reduced transfers for what is now the sixth year – although we are recovering and have increased these transfers significantly. In addition, it

contains our second and increased allocation to the Roadway Maintenance Reserve Fund. The Preliminary Budget includes the following transfers:

- \$200,000 to the General Capital Projects Fund for road maintenance,
- \$150,000 to the Main Street Fund, and
- \$150,000 to the Roadway Maintenance Reserve Fund
- \$4,000,000 to the Park Impact Fee Fund for phase 1 development at the Moura Property

PROPOSED MODIFICATIONS TO FINANCIAL POLICIES

As in prior years, Staff has reviewed the City's existing Comprehensive Statement of Financial Policies to determine if any updates are necessary and/or desirable.

GOALS AND OBJECTIVES FOR FISCAL YEAR 2016-2017

The Strategic Plan for 2016-2018 includes an extensive list of City goals and objectives with the following areas of focus:

- Business and Job Growth
- Planned, Quality Growth
- Community Infrastructure and Traffic Safety
- Downtown & Main Street Revitalization and Enhancement
- Public Safety
- Parks, Streetscapes and Recreational Opportunities
- Financial Stability and Sustainability
- Community Outreach, Communication and Participation
- Political Leadership and Stability
- Operational Excellence

The Proposed Budget reflects allocations to the City Council's existing priorities, including public safety, infrastructure maintenance, economic development, and code enforcement. In addition, the following are some of the more significant goals and objectives for Fiscal Year 2016-2017:

- Continue to implement the City's Economic Development Work Plan
- Complete construction of the capital projects in the Fiscal Year 2016-2017 Capital Improvement Plan

LANDSCAPE MAINTENANCE CHALLENGE UPDATE

We continue to face the challenge of better ensuring the funding of our Lighting and Landscaping District maintenance costs. Current economic conditions still do not support additional assessments or taxes, and staff manages many of the funds simply at the bare minimum because adequate funds are not available. Two of the neighborhood zones remain structurally imbalanced, while nearly half the remaining zones are financially balanced, but challenged. A number of them can provide for current year operations, but are unable to set aside enough for less frequently needed maintenance, remediation and asset replacements.

Staff continues to manage District operations to live within our means; however, a longer-term solution will be necessary in the years ahead.

NEW INTERFUND LOANS

One of the City's financial policies is that interfund loans be approved by the City Council. Considering all aspects of the Preliminary Budget, as presented, it appears that some funds will likely need a General Fund loan during Fiscal Year 2015-2016. Accordingly, Staff recommends the following interfund loans be approved as part of the Budget:

Fund 187 – Country Place, a loan of up to \$10,000. This landscaping zone contains Nutmeg Park. The Park was constructed knowing that the annexation of future homes to the zone would be required for it to be able to collect assessments sufficient to perform proper regular maintenance. The annexations have not yet occurred, and the General Fund has, each year, provided loans to the Fund so that the work could be performed, and so that the General Fund can be repaid in the future when more revenues become available.

Fund 206 – Public Facilities Impact Fees, a loan up to \$35,000. This fund is used to account for public facilities impact fees from new development. The fees collected are currently committed first to pay the debt service on the 2006 Certificates of Participation. If these fees are not sufficient to pay the debt service in full, the General Fund is pledged to make up the shortfall. Development activity is projected to increase in Fiscal Year 2016-2017, but not quite enough for these impact fees to fully cover this debt service. As is our practice, the recommendation is for this amount to be a loan, so that the General Fund will be repaid in the future when more revenues become available.

If funded, both loans will accrue interest at the City's investment earnings rate until repaid.

CAPITAL PROJECTS

Presented separately is the detailed Proposed Capital Improvement Program (CIP) with new funds totaling \$8.25 million. The majority of the new allocations are for infrastructure maintenance.

New construction and improvement projects include:

- Moura Property Development -- Oakley Recreation Center
- Oakley Community Park
- Main Street Realignment (Vintage Parkway to 2nd Street)
- Laurel Road Widening (Rose Ave to Mellowood Drive)
- Highway 160 - Main Street Gateway Sign and Landscaping Project

In addition, maintenance projects include:

- Street repair and resurfacing
- Street Restriping
- Curb, Gutter, & Sidewalk repair and reconstruction
- Frontage Gap Closure improvements
- Storm Drain Improvements
- Traffic Calming
- Oakley Recreation Building Rehabilitation

CONCLUSION

As mentioned, this year's Preliminary Budget remains lean, structurally balanced, and true to the City Council's strategic priorities. We thank you for your support and leadership in keeping Oakley on the path of growth and improvement.

Respectfully submitted,



Bryan H. Montgomery
City Manager



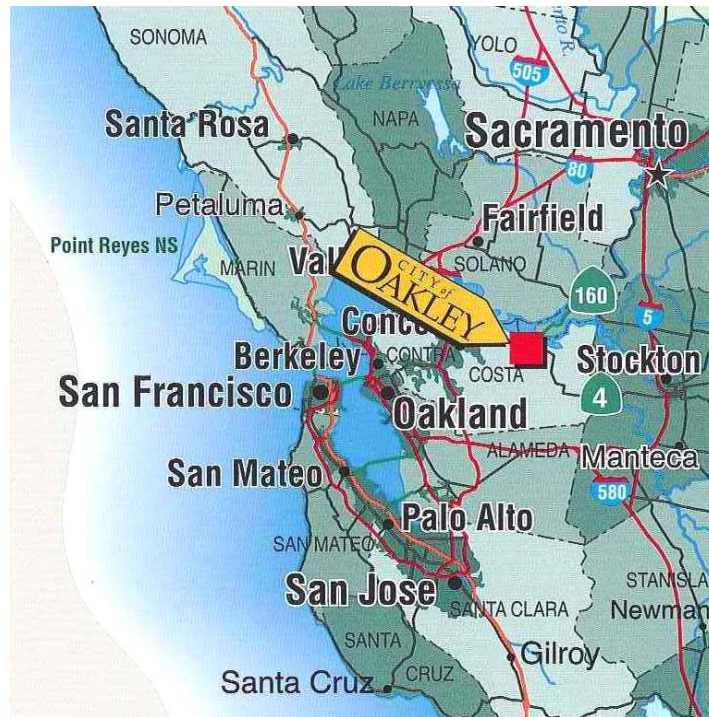
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COMMUNITY PROFILE



The City of Oakley, incorporated in July 1999, is one of California's youngest cities. Residents enjoy a charming area with an abundant housing supply, quality schools, and a friendly atmosphere that truly make Oakley, "A Place for Families in the Heart of the Delta."

Oakley is located in Eastern Contra Costa County, along Highway 4, in a corridor that also includes the cities of Pittsburg, Antioch and Brentwood, with proximity to the Mount Diablo State Recreation Area, California San Joaquin Delta, and access to the many amenities of the San Francisco Bay Area.

Today a landscape of gently rolling fields, orchards, and vineyards gives us a glimpse of Oakley's agricultural past. From a quiet Delta farming town, Oakley has blossomed into a growing community of landscaped parks, abundant recreational opportunities, shopping centers, and planned business and commercial development.

Oakley's 38,789 residents enjoy a progressive community that is rich in history, supports strong family values, and offers a high quality of life. Our residents take pride in being part of a City that is building a prosperous future for generations to come.

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ELECTED OFFICIALS & CITY MANAGEMENT TEAM

- CITY COUNCIL -

Kevin Romick, Mayor

Sue Higgins, Vice Mayor

Randy Pope, Councilmember

Doug Hardcastle, Councilmember

Vanessa Perry, Councilmember

- MANAGEMENT TEAM -

Bryan Montgomery, City Manager

Chris Thorsen, Chief of Police

Deborah Sultan, Finance Director

Kevin Rohani, Public Works Director/City Engineer

Libby Vreonis, City Clerk

Derek Cole, City Attorney

Joshua McMurray, Planning Manager

Lindsey Bruno, Recreation Manager

Dwayne Dalman, Economic Development Manager

Troy Edgell, Code Enforcement Manager

Nancy Marquez-Suarez, Assistant to the City Manager

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CITIZENS OF OAKLEY

CITY COUNCIL

CITY ATTORNEY

Special Counsel
Paralegal

CITY MANAGER

Assistant to the City Manager

Admin Assistant
Maintenance Custodian

You, Me, We = Oakley Program Coordinator

07

City Clerk

City Clerk
Records Management Clerk
Receptionists

Engineering/ Public Works

City Engineer/PW Director
Senior Civil Engineer
Associate Engineers
PW Inspector
PW Administrative Specialist
PW Receptionist
Streets Maintenance Foreman
Parks & Landscape Maintenance Manager
Parks & Landscape Foreman
PW Laborer II
PW Laborer I
Tree Maintenance Laborer
Parks and Landscape Laborers (seasonal)
Parks Monitor
Sports Field Maintenance Laborer

Planning

Planning Manager
Senior Planner

Building

Permit Center Manager
Building Inspectors
Permit Technician
Admin Assistant

Code Enforcement

Code Enforcement Manager
Code Enforcement Officer
Code Enforcement Technicians

Economic Dev.

Ec. Development Manager

Human Resources

HR Manager
HR Technician

Finance

Finance Director
Senior Accountant
Sr. Accounting Technician
Accounting Assistants

IT Services

Police

Chief
Lieutenants
Sergeants
Records Supervisor
Police Officers
Police Service Assistants

Recreation

Recreation Manager
Rec. & Events Coordinator
Senior Rec. Leaders
Facilities Attendant
Recreation Leaders (seasonal)
Recreation Aides (seasonal)

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BUDGET STRATEGIES AND FINANCIAL POLICIES

The City Council provides long-term policy guidance for conducting the City's financial activities through its Statement of Financial Policies. These strategies and policies are presented to the Council with the intent they be reviewed each year to meet the following strategic objectives:

BUDGET STRATEGIES

- **Strategic focus** – The City's financial management should be strategic, reflecting the Council's and the community's priorities for service while providing resources that realistically fund routine operations. The City Council and Staff participate in annual strategic planning sessions which results in an updated Strategic Planning Document. The Budget is intended to implement the City's Strategic Plan.
- **Fiscal control and accountability** – The City's financial activities should be fiscally sound and accountable to the City Council through the City Manager.
- **Clarity** – The City's financial planning and reporting should be clear and easy to understand so that all participants, the Council, the community and Staff can make informed decisions.
- **Long-term Planning** – The City's financial planning should emphasize multi-year horizons to promote long-term planning of resource use.
- **Flexible and cost effective responses** – The City's financial management practices should encourage a mission-driven organization that responds to community demands quickly and in a straight forward manner. The City's management should flexibly respond to opportunities for better service, proactively manage revenues and cost-effectively manage ongoing operating costs.
- **Staffing philosophy** – The City Council desires to retain a mix of contract and permanent staff in order to ensure a cost effective and flexible service delivery system. Annually, the City Manager will review with the City Council his/her recommendations regarding the ratio for the number of contract employees to total Staff.

The following Statement of Financial Policies includes the City's policies, an assessment of whether the City is in compliance with each one and space for any comments or recommended changes to the policies.

STATEMENT OF FINANCIAL POLICIES

GENERAL FINANCIAL GOALS

	In Compliance?	Comments
To maintain a financially viable City that can maintain an adequate level of municipal services.	Yes	
To maintain financial flexibility in order to be able to continually adapt to local and regional economic changes.	Yes	
To maintain and enhance the sound fiscal condition of the City.	Yes	

OPERATING BUDGET POLICIES

The City Council will adopt a balanced budget by June 30 of each year.	Yes	
The City Manager will submit a budget calendar to the City Council no later than January 15th of each year.	Yes	
An annual base operating budget will be developed by verifying or conservatively projecting revenues and expenditures for the current and forthcoming fiscal year.	Yes	
During the annual budget development process, the existing base budget will be thoroughly examined to assure removal or reduction of any services or programs that could be eliminated or reduced in cost.	Yes	
Current revenues will be sufficient to support current operating expenditures (i.e. recurring expenditures will not exceed recurring revenues). One-time or unpredictable revenues will be used for one-time expenditures (including capital and reserves).	Yes	

<p>Annual operating budgets will provide for adequate design, construction, maintenance and replacement of the City's capital plant and equipment.</p>	<p>No</p>	<p>Some older Lighting and Landscaping District zones do not have sufficient revenues to set aside enough to fund asset replacements when needed.</p>
<p>The purchase of new or replacement capital equipment with a value of \$25,000 or more and with a useful life of two years or more will require Council approval.</p>	<p>Yes</p>	
<p>The City will project its equipment replacement needs for the next three years and will update this projection each year. From this projection a replacement schedule will be developed, funded, and implemented.</p>	<p>Yes</p>	
<p>The City will avoid budgetary and accounting procedures which balance the current budget at the expense of future budgets.</p>	<p>Yes</p>	
<p>The budget will include the appropriation of available but unassigned fund balances in special purpose funds</p> <p>In the Lighting and Landscaping Funds, the budget will include an appropriation of Asset Lifecycle Replacement Program reserves in an "unassigned asset replacement reserves" line item in each fund, equal to 25% of the available reserve balance, up to \$100,000.</p> <p>Prior approval of the City Manager will be required for the assignment and/or use of these appropriations.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>All recommended increased appropriations of general purpose revenues, General Fund reserves, or that transfer appropriations between funds during the year shall be presented to the City Council for approval. Amendments to that are made to authorize spending of increased or new special purpose revenues may be approved by the City Manager.</p>	<p>Yes</p>	

The City will forecast its General Fund expenditures and revenues for each of the next 10 years and will update this forecast at least annually.	Yes	
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REVENUE POLICIES

The City will work to develop a diversified and stable revenue system to protect it from short-term fluctuations in any one revenue source.	Yes	
User fees will be adjusted bi-annually to recover the full cost of services provided, except when the City Council determines that a subsidy from the General Fund is in the public interest.	Yes	
The City will seek, and with Council approval, apply for all possible Federal and State reimbursement for mandated projects and/or programs and Federal and State grant monies for City programs and projects.	Yes	
Capital improvements will be financed primarily through user fees, service charges, impact fees, or developer agreements when benefits can be specifically attributed to users of the facility. For projects financed with debt, the fees, charges, and/or contractual payments shall be established at a level sufficient to fund the project in its entirety, including the repayment of principal and interest on amounts borrowed. The City will consider future operations and maintenance costs as part of each project's financing plan and ensure that funding sources are identified to properly operate and maintain the improvements when constructed.	Yes	

EXPENDITURE POLICIES

The City will maintain a level of expenditures which will provide for the public well-being and safety of the residents of the community.	Yes	
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<p>Purchases shall be approved as described in the City’s Municipal Code; more specifically:</p> <p>Purchases for more than \$5,000 shall be supported by a Purchase Order approved by the Finance Director and City Manager, and;</p> <p>Purchases for more than \$25,000 shall be approved by City Council.</p>	Yes	
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CAPITAL BUDGET IMPROVEMENT BUDGET POLICIES

<p>The City will make all capital improvements in accordance with an adopted and funded capital improvement program (CIP).</p>	Yes	
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<p>The City will develop an annual Five-Year Plan for Capital Improvements, including sections for CIP design, development, implementation, and operating and maintenance costs.</p>	Yes	
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<p>The City will identify the estimated capital and ongoing operations and maintenance costs, potential funding sources and project schedule for each capital project proposal before it is submitted to the Council for approval.</p>	Yes	
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<p>The City will coordinate development of the annual capital improvement budget with the development of the operating budget. All costs for internal professional services needed to implement the CIP will be included in the operating budget for the year the CIP is to be implemented.</p>	Yes	
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<p>The Capital Budget will be based on the CIP, and each project’s unused appropriations at each year-end will be automatically rolled over to the subsequent year, until the project is completed. Additions to project funding plans require Council approval. Changes that do not increase funding levels may be approved by the City Manager.</p>	Yes	
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Cost tracking for components of the CIP will be implemented and updated quarterly to ensure project completion within budget and established timelines.	Yes	
The Council will review the pavement management program each year at budget time and will seek to supplement Gas Tax, Measure J, other street improvement funds, and the Street Maintenance Reserve Fund to adequately fund the program.	Yes	
City Impact Fees shall be used to fund the direct and indirect costs associated with capital projects identified in the City's impact fee studies.	Yes	

OTHER CAPITAL IMPROVEMENT POLICIES

Design of capital improvements shall consider long-term cost efficiency and be based on standards that minimize construction costs while assuring acceptable useful life and reduce maintenance requirements.	Yes	
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SHORT-TERM DEBT POLICIES

The City may use short-term debt to cover temporary or emergency cash flow shortages. All short-term borrowing will be subject to Council approval by ordinance or resolution.	Yes	
The City may issue interfund loans in lieu of outside debt instruments to meet short-term cash flow needs. Such loans will be permitted only if an analysis of the lending fund indicates excess funds are available and the use of these funds will not impact its current operations. The prevailing interest rate, as established by the Finance Director, will be paid to the lending fund, and such loan shall be approved by the City Council, documented by a memorandum signed by the City Manager and filed with the Finance Department and City Clerk.	Yes	
Both the Original Budget adopted each year, and the Mid-Year Budget Report, will include a separate section identifying anticipated interfund loans, and the City Council's approval of these reports shall be approval of	Yes	

the interfund loans.		
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LONG-TERM DEBT POLICIES

The City will confine normal long-term borrowing to capital improvement projects it is unable to fund from current revenues in time to meet community needs or where a fiscal analysis shows that a significant benefit would accrue from building sooner at current prices and at current interest rates.	Yes	
When the City issues City long-term debt, it will employ a professional financial advisor to assist the City in obtaining the best possible outcomes in terms of planning, sizing, underwriting, insuring, and presentation of the City's plans and position to bond rating agencies and the public. The City will also employ the services of qualified bond counsel and, as appropriate, disclosure counsel.	Yes	
When the City issues assessment type debt, it will work cooperatively with the project area Developers to identify an appropriate and acceptable financing team to obtain the best possible outcomes for the City and its citizens, and ensure compliance with all legal requirements.	Yes	
The City projects that the Community Parks assessment program will, over time, be sufficient to pay for ongoing costs and repay General Fund advances (loans); but that until further development occurs in the City, the General Fund may make such advances to the Community Parks program to cover operating shortfalls. All such advances will be approved by City Council.	Yes	
Both the Original Budget adopted each year, and the Mid-Year Budget Report will include a separate section identifying anticipated interfund loans, and the City Council's approval of these reports shall be approval of the interfund loans.	Yes	
Where possible, the City will use special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.	Yes	

Proceeds of long-term debt will not be used for current ongoing operations.	Yes	
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The City may pledge General Fund revenues to facilitate debt; however, all debt will be supported by a dedicated revenue source identified prior to issuance that is expected to be sufficient to make the required debt service payments.	Yes	
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RESERVE POLICIES

The City will maintain General Fund Emergency reserves at a level at least equal to 20% of general fund operating expenditures. The primary purpose of this reserve is to protect the City's essential service programs and funding requirements during periods of economic downturn (defined as a recession lasting two or more years) or other unforeseen catastrophic costs not covered by the Contingency Reserve. Should the balance in the reserve fall below the 20% threshold, a plan to restore the level over a period of no more than five years shall be included in each proposed annual budget reviewed with the City Council until the reserve has been returned to at least 20%.	Yes	
A Contingency Reserve will be budgeted each year for non-recurring unanticipated expenditures or to set aside funds to cover known contingencies with unknown costs.	Yes	
The level of the Contingency Reserve will be established as needed but shall not be less than 2% of General Fund operating expenditures.	Yes	
The City will establish an account to accumulate funds to be used for payment of accrued employee benefits for terminated employees. At each fiscal year end, the accumulated amount in the reserve shall be adjusted to equal the projected payout of accumulated benefits requiring conversion to pay on retirement for employees then eligible for retirement. (This is so there are funds to	Yes	

<p>pay out accumulated benefits requiring conversion to pay on termination).</p> <p>The City Manager may release and appropriate funds from this reserve during the year, but solely for terminal pay expenditures.</p>	<p>Yes</p>	
<p>Claims Reserves will be budgeted at a level which, together with purchased insurance, adequately protects the City. The City will maintain a reserve of two times its deductibles for those claims covered by the insurance pool of which the City is a member (currently the Municipal Pooling Authority of Northern California). In addition, the City will perform an annual analysis of past claims not covered by the pool, and reserve an appropriate amount to pay for uncovered claims.</p>	<p>Yes</p>	
<p>The City will establish a Street Maintenance Reserve Fund for the accumulation of funds for the long-term maintenance of the City's streets. The amounts transferred into the reserve will be used to augment the City's Gas Tax, Measure J, and other street improvement revenues in completing street maintenance and improvement projects. The reserve shall be considered fully funded when the balance and the combination of anticipated special revenues eligible for street maintenance is sufficient to pay for the next 3 years' anticipated maintenance. The City shall seek to fully fund the reserve by June 30, 2018.</p>	<p>Yes</p>	
<p>The City will establish a Vehicle and Equipment Replacement Reserve Fund for the accumulation of funds for the replacement of worn and obsolete vehicles and other capital equipment. The accumulated amount in the reserve will equal at least 50% of the accumulated depreciation on the City's books for these assets, plus any amounts necessary to ensure the City's ability to replace them when they reach the end of their useful lives. Network and Computer replacement will be gauged using a 3 year lifecycle.</p>	<p>No</p>	<p>Transfers to the Reserve budgeted for FY 2016-2017 will not keep the reserve at the targeted level; however the balance is sufficient to fund all anticipated</p>

		replacements.
<p>The City will seek to build and maintain a Facilities Maintenance Capital Asset Reserve for capital costs associated with the maintenance of all City building facilities. The reserve will be maintained at a level at least equal to projected five year facilities maintenance capital costs.</p> <p>Each year-end, until fully funded, all revenues in excess of expenditures in each landscaping district zone, shall increase the funds' capital asset lifecycle replacement reserve. Each zone's operating budget shall consider annual capital/asset lifecycle replacement needs</p>	<p>Yes</p> <p>Yes</p>	
<p>The City will seek to build and maintain a Storm Drain Depreciation Reserve for costs associated with the major maintenance and capital improvement costs included in the Storm Drain program budget. The minimum reserve level will be 50% of the costs projected over the next five years.</p>	Yes	
<p>The City will establish a Reserve for Qualifying Expenditures and will transfer into it from current revenues all amounts necessary to ensure compliance with Gann Limit provisions. These funds will be used solely to pay for Gann Limit excludable capital expenditures. To qualify, they must be for assets having a value greater than \$100,000 and having a useful life of at least 10 years.</p>	Yes	

INVESTMENT POLICIES

<p>The City Manager and Finance Director will annually submit an investment policy to the City Council for review and adoption, and shall provide the Council with quarterly investment reports.</p>	Yes	
<p>The Finance Director will invest the City's monies in accordance with applicable laws and adopted investment policies and direct the investment of bond or note monies on deposit with a trustee or fiscal agent in accordance</p>	Yes	

with the applicable indenture or issuance documents.		
The City will maintain liquid assets at a level sufficient to pay at least six months operating expenses.	Yes	

ACCOUNTING, AUDITING & FINANCIAL REPORTING POLICIES

The City's accounting and financial reporting systems will be maintained in accordance with generally accepted accounting principles and standards of the Governmental Accounting Standards Board.	Yes	
A capital asset system will be maintained to identify all City assets, their condition, historical and estimated replacement costs, and useful life. All equipment with a cost of \$5,000 or more and a useful life of more than two years, and all buildings, improvements and infrastructure with a cost of \$50,000 or more and a useful life of more than two years will be capitalized and included in the system. While asset purchases and disposals will be tracked and accounted for each year, unless otherwise needed, vehicles and office equipment will be inventoried and infrastructure assets will be subject to an internal audit, every 3 years on a rotating cycle, with each category reviewed in turn.	Yes	
Fixed Assets shall be accounted for using the following useful lives: Buildings – 40 years Improvements – 5-15 years Machinery & Equipment – 5 years Vehicles – 5 years Roadways: Streets (Includes Pavement, Sidewalk, Curb & Gutters, Trees & Signs) – 7-40 years Traffic Signals – 25 years Street Lights – 40 years Bridges – 100 years Parks & Recreation:	Yes	The useful lives for Streets was modified to seven to 40 years to better reflect the actual life of some of the

General Improvements – 25 years Specialty features – 10 years		smaller assets
The Finance Department will prepare monthly reports for the City Manager and Department Heads so that they may effectively evaluate their financial performance.	Yes	
A Mid-Year Budget Review, assessing the status of both operating and capital activities and recommending appropriate mid-year adjustments, will be submitted to the City Council and made available to the public in February each year.	Yes	

An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Comprehensive Annual Financial Report, including an audit opinion.	Yes	
Full and continuing disclosure will be provided in the City’s financial statements and bond representations.	Yes	
The City will build and maintain a good credit rating in the financial community.	Yes	

GRANT FUNDING POLICIES

The City will remain current on available local, state, and federal grant funding and seek to make the most of grant opportunities for both operations and capital projects.	Yes	
The City will establish accounting procedures to support the tracking of grant funds and their use and for the timely administration of grant programs.	Yes	
Grants that the City makes to others will be such that the City retains control of funds sufficient to ensure their use is consistent with grant specifications. This is expected to be accomplished by limiting grant disbursements to reimbursements or for the City to pay agreed upon costs directly on behalf of the Grantee, all of which should be outlined in a grant agreement approved by the Council.	Yes	

HUMAN CAPITAL INVESTMENT POLICIES

The City will invest in its employees by maintaining a compensation structure that is based on market norms, considers internal alignment and equity among various groups of employees, supports and recognizes innovation and exceptional performance, and fosters teamwork within the organization.	Yes	
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APPROPRIATIONS CONTROL

In addition to the Statement of Financial Policies above, the Council has established the following policy regarding Appropriations Control:

Appropriations requiring Council action are:

- Appropriation of reserves, except asset replacement or accrued benefits reserves
- Transfers between funds
- Appropriations of any unassigned revenues (unassigned revenues are those revenues that are not associated with a particular business or service unit)

Appropriations requiring City Manager action are:

- Transfer within a fund or department
- Appropriation of unbudgeted assigned revenues – assigned revenues support a specific business or service unit and allow expansion or contraction of that unit in response to demand.
- Appropriation of asset replacement reserves, accrued benefits reserves and unassigned balances in special purpose funds.

Appropriations of fiscal resources are approved by the City Council and managed by the City Manager

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BUDGET SCHEDULE

FY 2016-2017 BUDGET

Date	Function
February 2	<i>2016-17 Budget Instructions Distributed</i>
February 9	<i>FY 2015-16 Midyear review with City Council</i>
Week of February 15	<i>Finance Available for Budget System Training to anyone needing assistance.</i>
March 7	<i>DH Strategic Planning Session</i>
Week of March 7	<i>City Manager Discussions with DH's Individually, as needed</i>
March 21	<i>2016-17 Department Goals due to City Manager & Finance Director 2016-17 Operating Budgets due to Finance Director 2016-17 Final CIP Requests due to City Engineer</i>
March 22 - April 1	<i>Finance & Engineering Review Period</i>
April 4-15	<i>City Manager Review Period</i>
April 12	<i>City Council Strategic Planning Session</i>
April 19	<i>Community Wide Strategic Planning Meeting</i>
April 18-22	<i>City Manager Reviews with DH's individually, as needed</i>
April 29	<i>2015-16 Departmental Accomplishments Due to City Manager & Finance Director</i>
May 2-13	<i>Preparation and Final City Manager Review of Proposed Budgets, CIP and Presentations</i>
May 16-17	<i>Production and Distribution of Proposed Budget and CIP to Council and Staff</i>
May 24	<i>Budget Work Session</i>
June 14	<i>2016-17 Public Hearings and Budget Adoptions</i>

<u>Fund #</u>	<u>Fund Name</u>	<u>Estimated Available Resources July 1, 2016</u>	<u>Estimated Revenues 2016/17</u>	<u>Recommended Expenditures 2016/17</u>	<u>Appropriation of Unassigned/ Available Fund Balances*</u>	<u>Appropriation of Asset Replacement Reserves</u>	<u>Estimated Available Resources July 1, 2017</u>	<u>Additional Appropriation of Available Asset Replacement Reserves*</u>
100	General Fund**	\$ 6,437,613	\$ 16,507,830	\$ 15,326,752	4,000,000		\$ 3,618,691	
110	Comm Facilities Dist #1 (Cypress Grove)	\$ -	307,142	182,150	124,992	1,102,592	\$ -	
123	Youth Development Fund	\$ -					\$ -	
125	You, Me, We = Oakley!	\$ -	60,433	60,433			\$ -	
132	Park Landscaping Zn 1 (Comm Parks)	\$ -	1,165,434	1,169,855		4,421	\$ -	100,000
133	LLD Zone 2 (Streetlighting)	\$ -	322,991	346,500		23,509	\$ -	14,820
136	Agricultural Preservation	\$ -	-	-			\$ -	
138	Economic Dev. Revolving Loan Program	\$ -	-	-			\$ -	
140	Gas Tax Fund	\$ 87,143	799,223	850,819	35,547		\$ -	
145	Stormwater NPDES	\$ 902,997	462,000	1,332,536	32,461		\$ -	
148	Measure J	\$ 183,316	548,375	698,561	33,130		\$ -	
150	Police P-6 Fund	\$ -	3,693,187	3,693,187			\$ -	
151	Police SLESF Fund	\$ -	100,000	100,000			\$ -	
168	Athletic Field Maintenance Fund	\$ -	50,000	38,000	12,000		\$ -	
170	LLD Vintage Parkway	\$ -	73,714	73,772		58	\$ -	18,214
171	LLD Oakley Ranch	\$ -	26,446	26,446			\$ -	9,065
172	LLD Empire	\$ 5,846	4,534	4,534			\$ 5,846	14,524
173	LLD Oakley Town Center	\$ -	10,935	9,981			\$ 954	7,831
174	LLD Oak Grove	\$ -	28,405	28,405			\$ -	14,159
175	LLD Laurel Woods/Luna Estates	\$ -	7,668	7,668			\$ -	17,951
176	LLD South Forty	\$ -	9,713	9,713			\$ -	8,476
177	LLD Claremont	\$ -	7,628	7,628			\$ -	3,793
178	LLD Gateway	\$ -	18,360	18,360			\$ -	48,634
179	LLD Countryside (Village Green)	\$ -	2,563	2,563			\$ -	5,349
180	LLD Country Fair (Meadow Glen)	\$ -	5,423	5,423			\$ -	-
181	LLD California Sunrise	\$ -	3,502	3,168			\$ 334	15,368
182	LLD California Visions (Laurel)	\$ -	12,000	12,000			\$ -	34,963
183	LLD Claremont Heritage	\$ -	18,240	14,515			\$ 3,725	49,647
184	LLD Country Fair (Meadow Glen II)	\$ -	122,544	122,544			\$ -	17,080
185	LLD Sundance	\$ -	8,910	10,581		1,671	\$ -	1,428
186	LLD Calif Jamboree (Laurel Anne)	\$ -	117,548	125,931		8,383	\$ -	84,052
187	LLD Country Place	\$ -	31,400	39,730			\$ (8,330)	-
188	LLD Laurel Crest	\$ -	97,000	97,000			\$ -	29,073
189	LLD Marsh Creek Glen	\$ 215,872	89,340	56,000			\$ 249,212	31,990
190	LLD Quail Glen	\$ -	28,923	26,730			\$ 2,193	23,075
191	Cypress Grove	\$ -	264,632	257,170			\$ 7,462	100,000
192	South Oakley	\$ -	365,004	334,700			\$ 30,304	22,575
193	Stone Creek	\$ -	29,250	22,403			\$ 6,847	39,434
194	Magnolia Park	\$ -	562,500	443,200			\$ 119,300	100,000
195	Summer Lakes	\$ -	298,992	269,200			\$ 29,792	87,735
201	General Capital Projects	\$ -	200,000	98,646	101,354		\$ -	
202	Traffic Impact Fee Fund	\$ 1	1,200,000	96,646	1,103,355		\$ -	
204	Park Impact Fee Fund	\$ -	534,950	4,000	530,950		\$ -	
205	Childcare Impact Fee Fund	\$ 231,000	-	-	231,000		\$ -	
206	Public Facilities Impact Fee Fund	\$ -	588,535	588,535			\$ -	
208	Fire Impact Fees Fund	\$ -	125,000	1,500	123,500		\$ -	
211	WW Parks Grant	\$ -	-	-			\$ -	
221	2004-1AD Capital Projects	\$ -	-				\$ -	
231	Main Street Fund	\$ 302,686	150,000	4,000	448,686		\$ -	
235	Street Maintenance Reserve Fund	\$ 225,000	150,000	-	375,000		\$ -	
301	Developer Deposits Fund	\$ -	425,000	774,243	(349,243)		\$ -	

<u>Fund #</u>	<u>Fund Name</u>	<u>Estimated Available Resources July 1, 2016</u>	<u>Estimated Revenues 2016/17</u>	<u>Recommended Expenditures 2016/17</u>	<u>Appropriation of Unassigned/ Available Fund Balances*</u>	<u>Appropriation of Asset Replacement Reserves</u>	<u>Estimated Available Resources July 1, 2017</u>	<u>Additional Appropriation of Available Asset Replacement Reserves*</u>
351	2006 COPs Debt Svc Fund	\$ -	570,035	570,035			\$ -	
401	CFD 2015-1 (Emerson Ranch)	\$ 161,018	414,831	124,850	450,999		\$ -	
405	Citywide CFD 2015-2a (Prescott)		30,000	18,000	12,000		\$ -	
501	Equipment Replacement Fund	\$ -	275,000	244,360	30,640		\$ -	
502	Capital Facilities Mtc and Replacement Fund	\$ 195,000	50,000	27,000	218,000		\$ -	
621	AD 2004-1 Debt Svc Fund	\$ -	1,196,600	1,170,594	26,006		\$ -	
622	AD 2006-1 Debt Svc Fund	\$ -	779,783	779,783			\$ -	
767	Successor Housing Agency	\$ -		-			\$ -	
			32,951,523	30,330,350	7,540,377	1,140,634		
*The Budget includes the appropriation of unassigned balances in special purpose funds so they can be assigned if needed during the year; although in the landscaping district funds, available resources appropriated for unanticipated asset replacements or remediations are shown in the appropriation of available asset replacement reserves pursuant to City policy.								
**General Fund resources excludes the value of real estate held, which at June 30, 2016 is estimated at \$2.070 million. General Fund activity on this schedule also excludes interfund, interagency, and economic development loan activity, which are required by City policy or approved separately by the City Council.								
New this year: Since all revenues in excess of expenditures at year end in the landscaping district funds are now added to each Fund's reserves for asset replacement, the estimated available resources at July 1, of each year are \$0, unless the reserve is fully funded. Appropriations from a prior year capital project will roll into the new year, as with all capital project appropriations, but otherwise, the beginning of the year available resources in these funds will be \$0.								
A new column has also been added this year to show the amount of the replacement reserves included in the recommended expenditures. These reduce the amount of replacement reserves available for appropriation for unanticipated replacement or remediation activities.								

2016-17 Position Allocation Summary

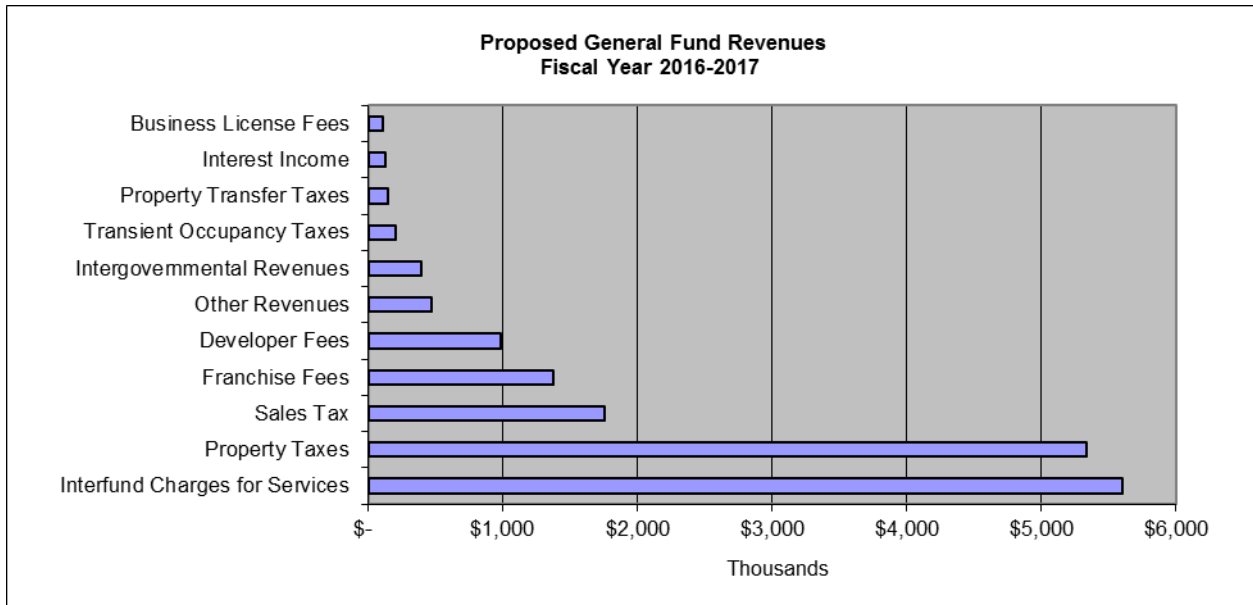
	Position	Status	City of Oakley FTE	Contract FTE	Total FTE
City Council					
	Mayor	Elected	1.00		1.00
	Vice Mayor	Elected	1.00		1.00
	Councilmembers	Elected	3.00		3.00
	Total City Council Staffing:		5.00	0.00	5.00
Building					
	Permit Center Manager	Contract		0.60	0.60
	Building Inspector II	Employee	1.00		1.00
	Permit Technician	Employee	1.00		1.00
	Administrative Asst.	Employee	0.48		0.48
	Total Building Staffing:		2.48	0.60	3.08
Code Enforcement					
	Code Enforcement Manager	Employee	1.00		1.00
	Code Enforcement Officer/Building Inspector II	Employee	1.00		1.00
	Code Enforcement Technician	Employee	1.25		1.25
	Total Code Enforcement Staffing:		3.25	0.00	3.25
City Attorney					
	City Attorney	Contract		0.25	0.25
	Special Counsel	Contract		0.25	0.25
	City Clerk/Paralegal	Employee	0.30		0.30
	Total City Attorney Staffing:		0.30	0.50	0.80
City Clerk					
	City Clerk/Paralegal	Employee	0.70		0.70
	Records Management Clerk	Employee	1.00		1.00
	Receptionists	Employee	1.07		1.07
	Total City Clerk Staffing:		2.77	0.00	2.77
City Manager					
	City Manager	Employee	1.00		1.00
	Assistant to the City Manager/HR Manager	Employee	0.50		0.50
	Administrative Asst.	Employee	0.48		0.48
	Total City Manager Staffing:		1.98	0.00	1.98
Community Outreach					
	Assistant to the City Manager	Employee	0.25		0.25
	You Me We Project Coordinator	Employee	0.00		0.00
	Total Community Outreach Staffing:		0.25	0.00	0.25
Human Resources					
	Assistant to the City Manager/HR Manager	Employee	0.25		0.25
	Human Resources Technician	Employee	1.00		1.00
	Total Human Resources Staffing:		1.25	0.00	1.25
Building Maintenance					
	Maintenance Custodian	Employee		0.75	0.75
	Total Building Maintenance Staffing:		-	0.75	0.75
Finance					
	Finance Director	Employee	1.00		1.00
	Senior Accountant	Employee	1.00		1.00
	Senior Accounting Technician	Employee	1.00		1.00
	Accounting Assistants	Employee	0.96		0.96
	Total Finance Department Staffing:		3.96	0.00	3.96

2016-17 Position Allocation Summary

	Position	Status	City of Oakley FTE	Contract FTE	Total FTE
Information Technology					
	Network Engineers	Contract		0.60	0.60
	Total Information Technology Staffing:		0.00	0.60	0.60
Economic Development					
	Economic Development Manager	Employee	1.00		1.00
	Total Economic Development Staffing:		1.00	0.00	1.00
Planning					
	Planning Manager	Employee	1.00		1.00
	Senior Planner	Employee	1.00		1.00
	Total Planning Staffing:		2.00	0.00	2.00
Police					
	Chief	Employee	1.00		1.00
	Lieutenants	Employee	2.00		2.00
	Sergeants	Employee	5.00		5.00
	Records Supervisor	Contract		0.48	0.48
	Officers	Employee	21.0		21.00
	Police Services Assistants	Employee	5.96		5.96
	Total Police Department Staffing:		34.96	0.48	35.44
Public Works and Engineering					
	City Engineer/Public Works Director	Employee	1.00		1.00
	Associate Engineers	Employee	2.00		2.00
	Senior Civil Engineer	Employee	1.00		1.00
	Public Works Inspector	Employee	1.00		1.00
	Public Works Administrative Specialist	Employee	1.00		1.00
	Public Works Receptionist	Employee	0.53		0.53
	Streets Maintenance Foreman	Employee	1.00		1.00
	Parks and Landscape Division Manager	Employee	0.75		0.75
	Parks & Landscape Maintenance Foreman	Employee	1.00		1.00
	PW Laborer II	Employee	1.00		1.00
	PW Laborer I	Employee	2.00		2.00
	Tree Maintenance Laborer	Employee	1.00		1.00
	Parks and Landscape Laborers (Seasonal)	Employee	1.00		1.00
	Parks Monitor	Employee	0.25		0.25
	Sports Field Maintenance Laborer	Employee	0.25		0.25
	Total Public Works/Engineering Staffing:		14.78	0.00	14.78
Recreation					
	Recreation Manager	Employee	1.00		1.00
	Recreation and Event Coordinator	Employee	1.00		1.00
	Senior Recreation Leader	Employee	0.48		0.48
	Recreation Leader (Seasonal)	Employee	1.65		1.65
	Recreation Aide (Seasonal)	Employee	1.65		1.65
	Facilities Attendant	Employee	0.38		0.38
	Total Recreation Division Staffing:		6.16	0.00	6.16
	Total Contract Employees			2.93	2.93
	Total City Employees:			76.88	76.88
	Total Position Allocation Summary				79.81

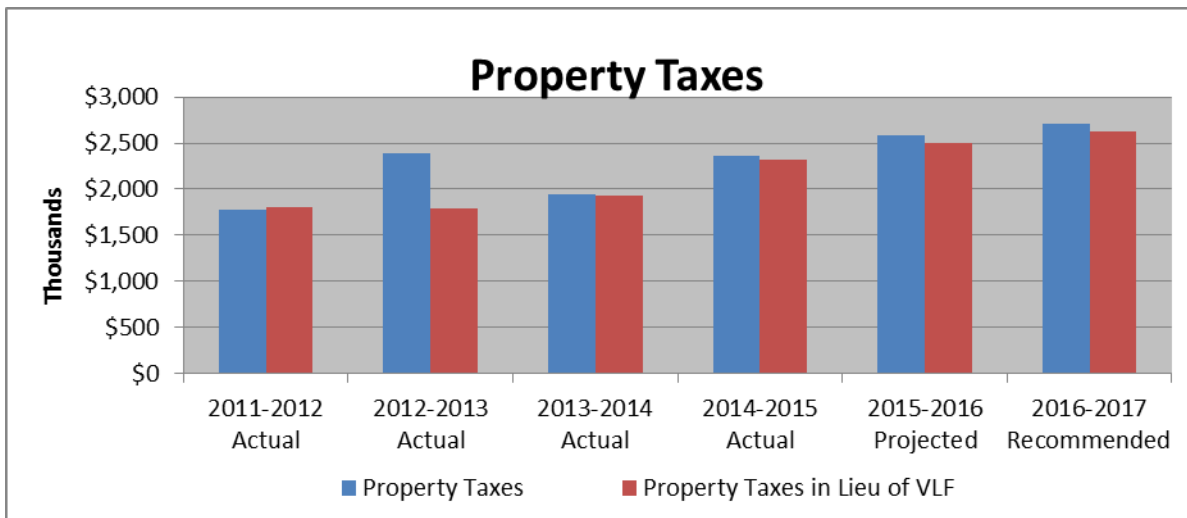
GENERAL FUND ESTIMATED REVENUES FY 2016-2017

Revenue	Actual 2013-2014 Revenues	Actual 2014-2015 Revenues	Projected 2015-2016 Revenues	Recommended 2016-2017 Revenues
Interfund Charges for Services	\$4,818,000	\$5,296,000	\$5,512,000	\$5,602,000
Property Taxes	\$3,868,000	\$4,681,000	\$5,083,000	\$5,337,000
Sales Tax	\$1,521,000	\$1,506,000	\$1,693,000	\$1,755,000
Franchise Fees	\$1,230,000	\$1,298,000	\$1,293,000	\$1,375,000
Developer Fees	\$1,261,000	\$1,034,000	\$943,000	\$988,000
Other Revenues	\$448,000	\$610,000	\$395,000	\$420,000
Intergovernmental Revenues	\$262,000	\$543,000	\$395,000	\$395,000
Transient Occupancy Taxes	\$195,000	\$196,000	\$200,000	\$200,000
Property Transfer Taxes	\$147,000	\$152,000	\$150,000	\$150,000
Interest Income	\$58,000	\$119,000	\$130,000	\$130,000
Business License Fees	\$111,000	\$119,000	\$110,000	\$110,000
Sale of Property		\$10,000	\$139,000	



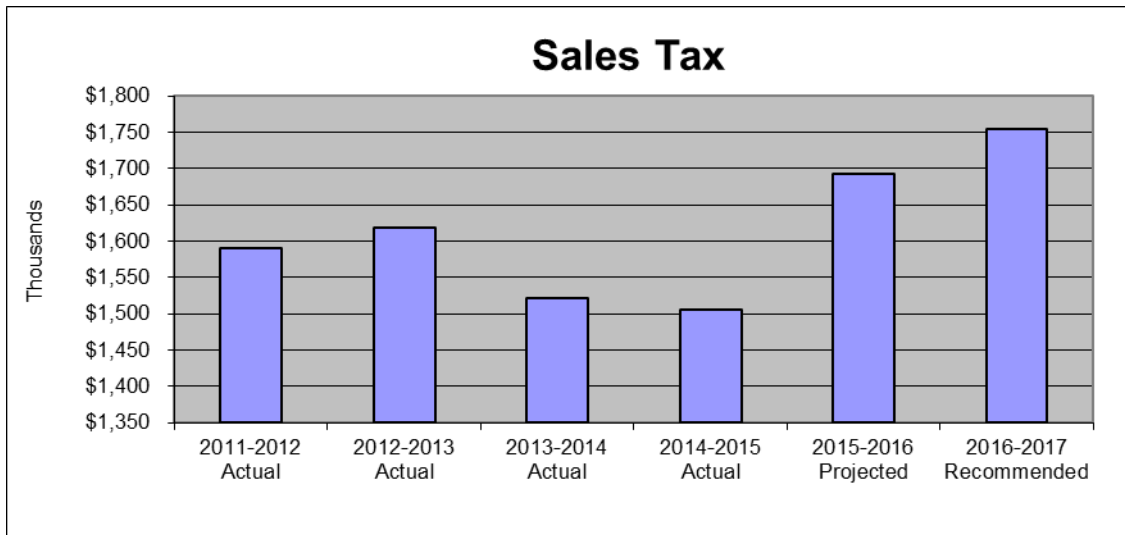
PROPERTY TAXES

The City receives two significant types of property taxes: 1) the City's share of 1% Property Taxes collected by the County; and, 2) Property Tax In Lieu Of Vehicle License Fees. Both are driven primarily by changes in assessed values. Estimates for fiscal year 2016-2017 anticipate an increase of 5% in citywide assessed values. The budget includes estimated 1% Property Taxes totaling \$2,708,000 and Property Taxes In Lieu Of Vehicle License Fees totaling \$2,629,000.



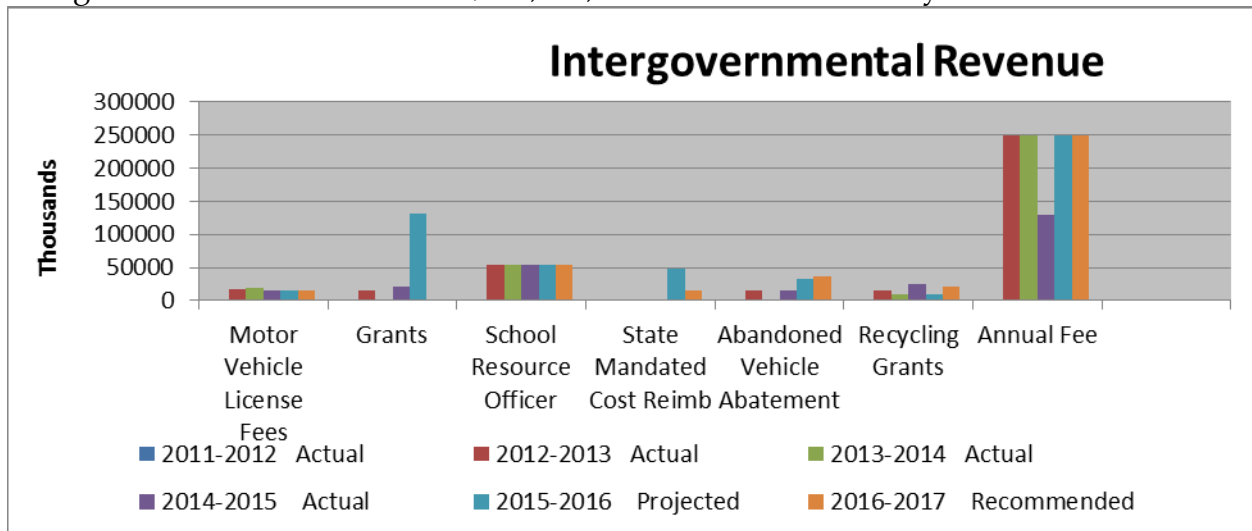
SALES TAX

The City receives a share of sales taxes where the point of sale is located in the City. While the City does not yet have a large commercial base, business activity is expected to grow over time and these revenues will increase. For fiscal year 2016-2017, the estimated sales taxes are \$1,755,000, an increase of 3.6% adjusted for the one-time true up payment in fiscal year 2015-16 for the end of the sales tax triple flip.



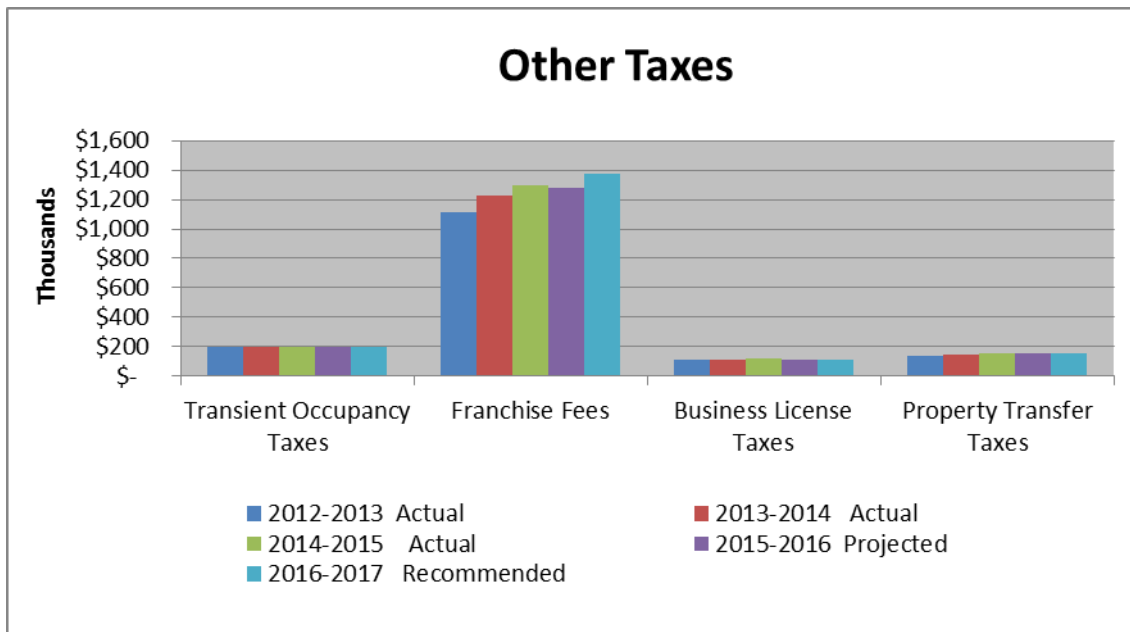
INTERGOVERNMENTAL REVENUES

The City receives revenue from various other governmental agencies in the form of grants, motor vehicle tax, school resource officer reimbursements, vehicle abatement, recycling grants and administrative charges. For fiscal year 2016-17 total intergovernmental revenues are \$395,400, no increase over fiscal year 2015-16.



OTHER TAXES

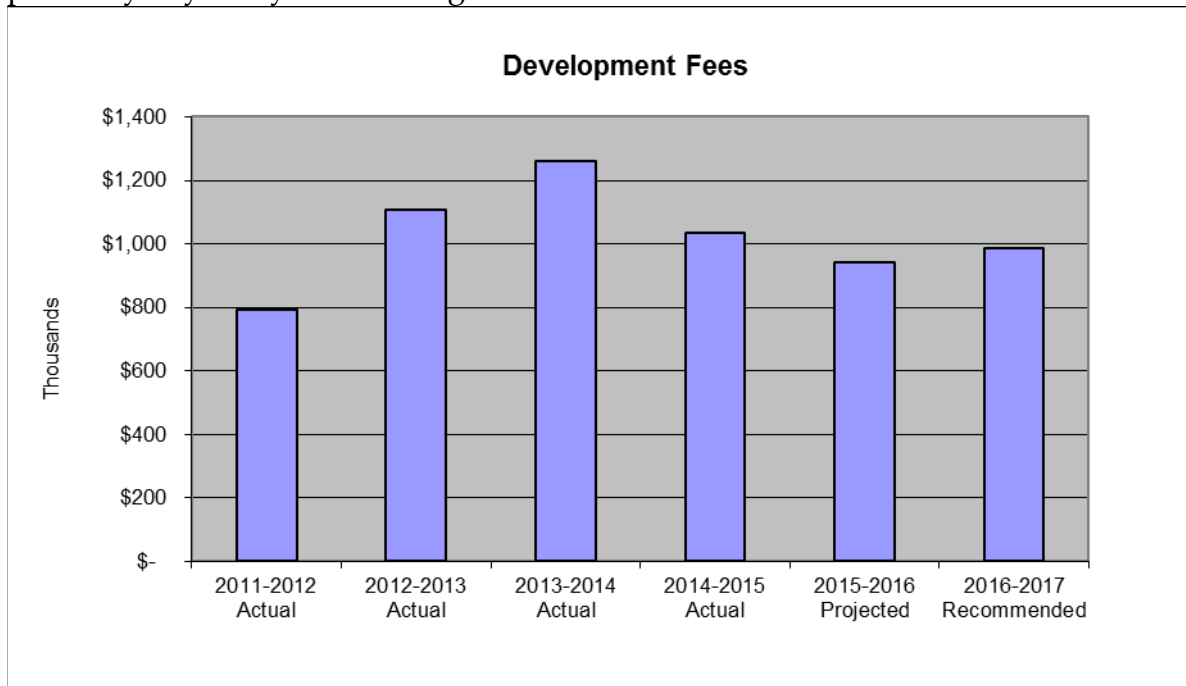
In addition to the above Taxes, the City collects a Transient Occupancy (Hotel) Tax, Utility Franchise Fees, Property Transfer Taxes, and Business License Taxes. For fiscal year 2016-2017, estimated total Other Taxes are \$1,835,000, an increase of \$94,000 over fiscal year 2015-2016. The increase is primarily due to increased franchise fee revenues.



DEVELOPMENT FEES

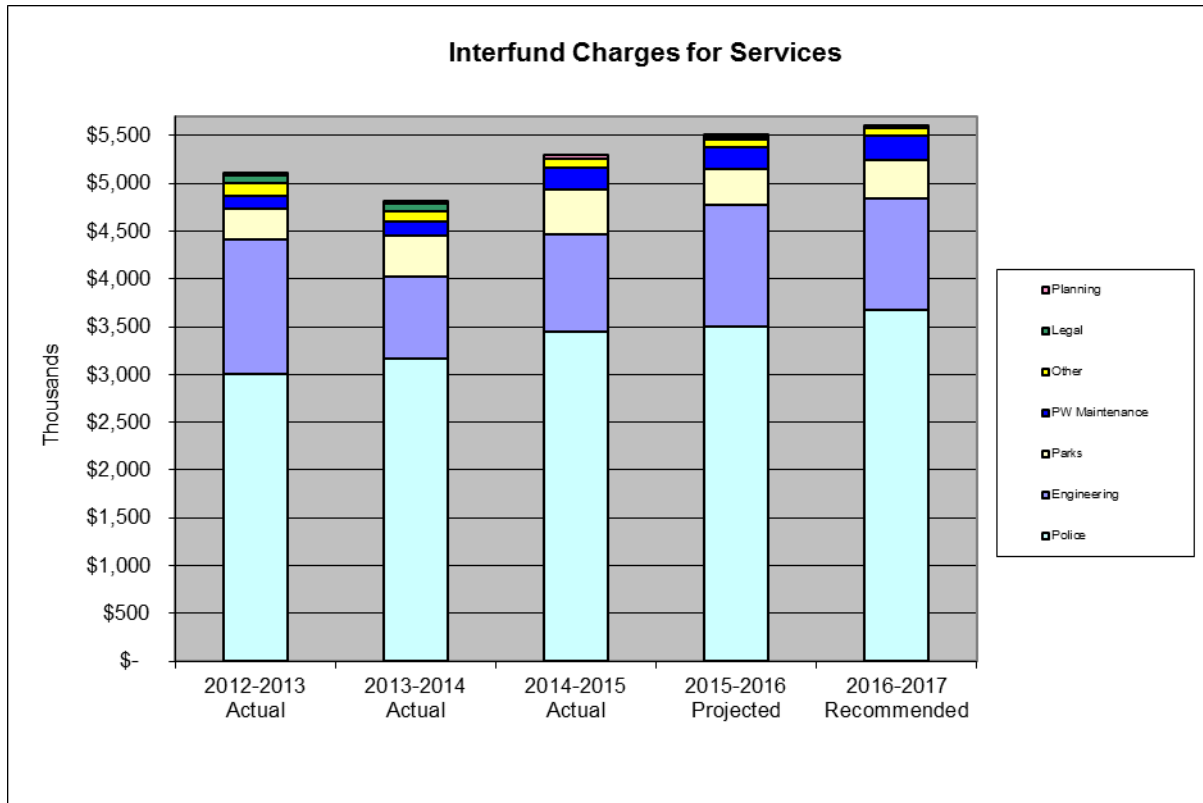
Development Fees consist primarily of building permits, plan review, and administrative fees. For fiscal year 2016-2017, estimated Development Fees total is \$988,000, a 4.8% increase from the projected revenue for fiscal year 2015-2016. The budget reflects an increase in projected development activities, taking in to account

primarily any delays in building activities.



INTERFUND CHARGES FOR SERVICES

Interfund Charges for Services is the largest revenue of the City. More than one-third of the Fiscal Year 2016-2017 General Fund revenue categories are cost recoveries for activities funded by impact fees, developer application fees, special taxes, assessments and other special purpose revenues. For fiscal year 2016-2017, estimated Interfund Charges for Police Services total approximately \$3.7 million, for Engineering Services approximately \$1.2 million, for Public Works Maintenance \$252,000, for Planning Services \$30,000, for Parks Maintenance Services \$400,000, and for Other Services \$80,000.



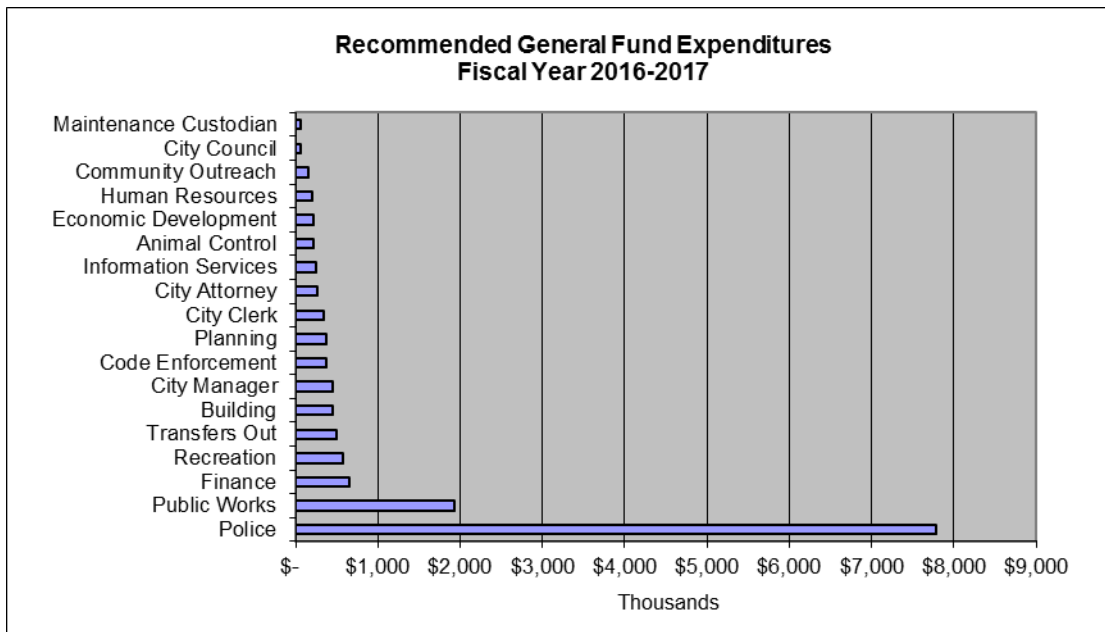
OVERALL ANALYSIS OF GENERAL FUND REVENUES

Overall revenues continue to be stable, and gradually increasing. The shift in the composition of City revenues continue to be most affected by property taxes and development activities, both of which are now recovering as the economy improves.

GENERAL FUND RECOMMENDED EXPENDITURES

FY 2016-2017

Department	Actual 2013-2014 Expenditures	Actual 2014-2015 Expenditures	Projected 2015-2016 Expenditures	Recommended 2016-2017 Expenditures
Police	\$7,445,000	\$7,915,000	\$9,029,000	\$7,789,000
Public Works	\$1,339,000	\$1,577,000	\$1,856,000	\$1,926,000
Finance	\$541,000	\$616,000	\$664,000	\$659,000
Recreation	\$378,000	\$445,000	\$510,000	\$577,000
Transfers Out	\$341,000	\$1,433,000	\$1,495,000	\$500,000
Non-Departmental	\$(17,000)	\$(111,000)	(\$6,000)	\$469,000
Building	\$472,000	\$367,000	\$456,000	\$454,000
City Manager	\$403,000	\$434,000	\$448,000	\$445,000
Code Enforcement	\$105,000	\$264,000	\$347,000	\$377,000
Planning	\$326,000	\$339,000	\$365,000	\$367,000
City Clerk	\$220,000	\$248,000	\$248,000	\$338,000
City Attorney	\$203,000	\$141,000	\$204,000	\$258,000
Information Services	\$222,000	\$232,000	\$242,000	\$253,000
Animal Control	\$194,000	\$198,000	\$222,000	\$223,000
Economic Development	\$147,000	\$194,000	\$212,000	\$223,000
Human Resources	\$23,000	\$66,000	\$81,000	\$198,000
Community Outreach	\$92,000	\$125,000	\$117,000	\$152,000
City Council	\$57,000	\$61,000	\$62,000	\$61,000
Maintenance Custodian	\$48,000	\$65,000	\$78,000	\$57,000



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DEPARTMENT DETAIL

The following pages review each of the proposed Department budgets with a summary discussion of program description, staffing, and objectives for fiscal year 2016-2017:

ANIMAL CONTROL

Program Costs and Revenues

The City contracts with Contra Costa County for Animal Control services. The costs are funded entirely by General Fund revenues.

Program Description

Animal control services patrol the City's streets and respond to public health and safety calls concerning animals in the City. The County Animal Services Department provides the service and access to its animal shelter facility in Martinez.

Staffing Summary

The County Animal Services Department provides all staffing for an annual per capita charge. There is no City staff allocated to this function.

Program Changes

There are no significant program changes for fiscal year 2016-2017. The County charge per capita has, after many years, been increased. The rate for 2016-2017 is \$5.74, increased from the \$5.56 in 2015-16.

ANIMAL CONTROL			
2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
\$193,985	\$197,808	\$221,697	\$222,649

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CITY COUNCIL

Program Costs and Revenues

The City Council's costs are funded entirely by General Fund.

Program Description

The Council is the legislative body of the City, in essence the City's "Board of Directors." The Council establishes the City's laws and policies and provides direction to the City Manager to implement them.

Staffing Summary

The City Council is comprised of five elected members, each for a four-year term. The City Manager, who directs the day-to day operations of the City, and the City Attorney, are accountable directly to the Council.

Program Changes

None

CITY COUNCIL				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Personnel	\$30,339	\$31,272	\$31,676	\$31,697
Services	\$25,779	\$27,925	\$27,650	\$27,650
Supplies	\$1,166	\$2,169	\$3,000	\$2,000
Total	\$57,284	\$61,366	\$62,326	\$62,326

CITY COUNCIL MEMBERS			
	2014-2015	2015-2016	2016-2017
Mayor	1.00	1.00	1.00
Vice-Mayor	1.00	1.00	1.00
Council members	3.00	3.00	3.00
Total City Council	5.00	5.00	5.00

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CITY CLERK

Program Costs and Revenues

All City Clerk costs are part of City Administration. Revenue is generated for the General Fund through the passport acceptance program.

Program Description

The City Clerk's Office coordinates the distribution of meetings packets for the City Council, the City Council Acting as the Successor Agency to the Redevelopment Agency, Public Financing Authority and Oversight Board, records the proceedings of those meetings and processes approved documents such as resolutions, ordinances, minutes and contracts; maintains the City Seal; coordinates municipal elections; advertises and coordinates City Council appointments; maintains and protects the official records of the City; coordinates the records management program; maintains the Municipal Code; administers the Fair Political Practices Commission's regulations; maintains Statements of Economic Interest and Campaign Disclosure Statements submitted by public officials and staff; processes claims against the City; receives and opens sealed bids for public projects; provides a passport acceptance agent and notary services.

Staffing Summary

The City Clerk is assigned to work in both the City Clerk and City Attorney Offices, with approximately 85% of her time serving as City Clerk. The City Clerk's Office also has one Records Management Clerk and two part-time receptionists.

Program Objectives

- Continue to participate in the State Department's Passport Acceptance Agents Program;
- Continue to coordinate implementation of records destruction procedures in accordance with the City's Records Retention Schedule, including at least one records "purging day";
- Continue to implement the citywide records scanning program;
- Continue to refine internal processes to improve the function of the City Clerk's office;

- Provide electronic agenda packets for City Council, City Council Acting as the Successor Agency to the Redevelopment Agency, Public Financing Authority and Oversight Board meetings and to accomplish all meeting follow-up activities in a timely manner;
- Coordinate General Municipal Election
- Continue to process claims for damages against the City;
- Continue to receive bids and participate in bid openings for public projects;
- Continue to process appeals for Administrative Citations;
- Continue to assist elected officials and staff with their filing obligations under the State's regulations and the City's Local Conflict of Interest Code;
- Continue to identify and implement cost-saving measures within the department;
- Make public information accessible through the City's website.

Program Changes

No program changes.

CITY CLERK				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Personnel Services	\$197,123	\$206,590	\$211,608	\$213,840
Services	\$22,536	\$40,062	\$35,484	\$123,049
Supplies	\$797	\$974	\$950	\$1,300
Total	\$220,456	\$247,626	\$248,042	\$338,189

CITY CLERK STAFFING			
	2014-2015	2015-2016	2016-2017
City Clerk/Paralegal	0.70	0.70	0.70
Records Management Clerk	1.00	1.00	1.00
Receptionists	0.98	1.07	1.07
Total City Clerk Staffing	2.68	2.77	2.77

CITY ATTORNEY

Program Costs and Revenues

The City Attorney's costs shown in the General Fund are part of City Administration. A portion of the department costs are expected to be recovered through interfund charges to development services and redevelopment related funds.

Program Description

The City Attorney works closely with the City Manager and his staff to carry out the Council's goals. The City Attorney directs and manages the work of the City Attorney's Office. The City Attorney's Office provides legal services, advice, and representation to the Mayor, City Council, City Manager, and City departments.

The City Attorney's Office represents the City's interest in lawsuits filed against or on behalf of the City, its officers, employees, and agencies in administrative venues, before boards and commissions, and in the state and federal court system. The City Attorney's Office assists in the investigations of claims for damages filed against the City and defends the City's interests when necessary.

The City Attorney's Office similarly provides legal advice in the areas of land use, personnel, elections, conflicts of interest, and economic development, among others. Services include drafting and reviewing contracts, ordinances, resolutions, and other documents, as well as legal research. The City Attorney also provides counsel to and attends meetings of the City Council, and special committees (as required).

Staffing Summary

The City contracts for City Attorney services and employs a full time paralegal. The paralegal is assigned to work in both the City Attorney and City Clerk Offices, with approximately 15% of her time serving as a paralegal.

Program Objectives

- Assist with code enforcement, recovery of damage to City property, amortization of nonconforming uses, and related redevelopment efforts.
- Assist with major public works projects and advising staff on acquisition of necessary right-of-ways.
- Manage the City's outside counsel and assist in various litigation matters.
- Review and update the Municipal Code, as needed.
- Assist staff on legal issues related to land use and development throughout the City.

- Promptly advise each department of legal implications of proposed actions and of permissible alternatives when legal restrictions arise.
- Administer the City Attorney’s Office in a cost-effective manner.
- Participate in existing and new City programs and assist in their successful completion.

Program Changes

No program changes.

CITY ATTORNEY				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Personnel Services	\$40,216	\$43,624	\$45,056	\$43,460
Services	\$162,817	\$97,056	\$160,472	\$214,060
Total	\$203,033	\$140,680	\$205,528	\$257,520

CITY ATTORNEY STAFFING			
	2014-2015	2015-2016	2016-2017
City Attorney (Contracted)	0.25	0.25	0.25
Special Counsel (Contracted)	0.25	0.25	0.25
City Clerk/Paralegal	0.30	0.30	0.30
Total City Attorney Staffing	0.80	0.80	0.80

CITY MANAGER

Program Costs and Revenues

The City Manager's Office is comprised of City Administration with a portion of its budget attributable to the oversight and support of the Successor Agency to the dissolved Oakley Redevelopment Agency.

Program Description

The City Manager is responsible for the administration and oversight of all Oakley's municipal operations, except the City Attorney and including the Successor Agency and Oversight Board. Activities include coordinating organizational programs; developing and general managing of operating and capital budgets, conducting fiscal planning, selecting personnel; disseminating public information, encouraging civic engagement and community participation; and facilitating the implementation of the City's short and long-term economic development strategies. The City Manager also provides direct administrative oversight for the City's Community Outreach, Economic Development, Human Resources, City Clerk, Planning, and Recreation Divisions.

Under the policy direction of the City Council and through the implementation of the Council's policies and legislative actions, the City Manager is responsible for ensuring that the City Council is provided with information and recommendations regarding policies that are under consideration. The City Manager's Office also provides administrative support to the City Council in their legislative role within the organization, as well as its activities with other agencies and organizations.

Staffing Summary

The recommended budget includes the City Manager, the Assistant to the City Manager (who also serves as the Human Resources Manager), and a part-time Administrative Assistant.

Program Objectives

The City Manager's Office is directly responsible for the day-to-day operations of the City and for the successful implementation of the City Council's policy direction.

Program Changes

A review of the Assistant to the City Manager's time allocation indicates a better representation of her time for budget purposes is 50% under the City Manager's Office function, 25% in Community Outreach, and 25% in Human Resources.

CITY MANAGER				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Personnel Services	\$368,811	\$399,829	\$410,357	\$383,386
Services	\$34,212	\$34,063	\$55,591	\$61,343
Supplies				
Total	\$403,023	\$433,892	\$465,948	\$444,729

CITY MANAGER STAFFING			
	2014-2015	2015-2016	2016-2017
City Manager	1.00	1.00	1.00
Assistant to the City Manager/HR Manager	0.63	0.62	0.50
Administrative Assistant	-	0.48	0.48
Total City Manager Staffing	1.63	2.10	1.98

COMMUNITY OUTREACH

Program Costs and Revenues

All costs are part of City administration and come from the General Fund.

Program Description

The City Manager's Office administers the activities of Community Outreach and public information support to all City departments and programs under the direction of the Assistant to the City Manager. Community Outreach aims to increase our residents' awareness of the City's on-going efforts to make Oakley a desirable place to live, by communicating with our residents via multiple communication channels that include capitalizing on our City's own communications tools, promoting our efforts through weekly press releases to local print media, and face to face through public information workshops, outreach visits, or invitations to have Staff attend neighborhood meetings, local community group meetings or host them here for an information tour.

The Assistant to the City Manager is responsible for the City's weekly *Oakley Outreach* e-Newsletter, the biannual publication of the *Oak Leaf* Newsletter, regularly providing real time social media (Facebook and Twitter) updates, as well as Nextdoor posts.

Consistent with the You, Me, We, Oakley! principles we've made strides in increasing the dissemination of bilingual public information. The *Oak Leaf* newsletter now incorporates a Spanish component, as does the Recreation Guide. Face to face outreach to monolingual residents and periodic written Spanish updates have been conducted. Vendor opportunities are communicated in Spanish. Also available, are simultaneous translation systems that can be used as needed.

The Office organizes City special events (Veterans Day, Memorial Day), groundbreaking, grand openings for City projects and neighborhood driven beautification projects.

Lastly, Community Outreach includes the development and communication of informational programs, a recycling grant program sponsorship, the contract with Contra Costa County for library services, and several community events, promotions and participation in marketing and advertising campaigns that promote City services.

Staffing Summary

The Assistant to the City Manager is assigned to conduct the Community Outreach functions, with the assistance of the part-time Administrative Assistant in the City

Manager's Office. Approximately 25% of her time has her serving in this capacity. Additional assistance is provided by the Recreation Manager, who coordinates the City's website.

Program Changes

A review of the Assistant to the City Manager's time allocation indicates a better representation of her time for budget purposes is 50% under the City Manager's Office function, 25% in Community Outreach, and 25% in Human Resources.

COMMUNITY OUTREACH				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Personnel Services	\$32,440	\$43,437	\$52,036	\$35,805
Services	\$59,623	\$66,608	\$64,839	\$116,069
Supplies		\$15,000		
Total	\$92,063	\$125,045	\$116,875	\$151,874

COMMUNITY OUTREACH STAFFING			
	2014-2015	2015-2016	2016-2017
Assistant to the City Manager/HR Manager	0.33	0.32	0.25
Total Community Outreach Staff	0.33	0.32	0.25

FINANCE

Program Costs and Revenues

Most Finance Department costs are part of City Administration. Some of the costs are recovered as direct charges and some as a part of the city overhead added to Parks, Planning, and Public Works staff hourly rates charged to developers and special revenue funds. A small amount of Finance Department costs are recovered through impact fee program and bond administration fees, and a portion is funded via the Administrative Allowance chargeable to the Successor Agency to the Oakley Redevelopment Agency.

Program Description

The Finance Department provides support services citywide, and for the Successor Agency to the Redevelopment Agency, with the goal of intelligent and prudent financial management. Department activities include Treasury and Debt Management; Accounting for Payroll; Accounts payable; General Ledger; Capital Projects and Grant Accounting; Financial Reporting, Budget Development and Management; Long-Term Planning; Purchasing; Billing and Collections; Business License Administration; and Risk Management. The Department is also engaged in a significant amount of Successor Agency compliance matters.

Staffing Summary

The Finance Department consists of three full-time staff and one limited-term part-time: the Finance Director, one Senior Accountant, one Senior Accounting Technician, and two part-time Accounting Assistants.

Program Objectives

The primary operating objectives for the department for fiscal year 2016-2017 are to maintain the financial and procedural infrastructure appropriate for performing the City and Successor Agency's financial functions and support their many ongoing projects. There are no significant changes to the Department's objectives.

Program Changes

There are no increases in regular staffing levels or significant one-time costs proposed.

FINANCE				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Personnel	\$441,107	\$467,022	\$564,657	\$458,365
Services	\$99,733	\$148,865	\$189,339	\$200,977
Supplies			\$100	\$100
Total	\$540,840	\$615,887	\$754,096	\$659,442

FINANCE STAFFING			
	2014-2015	2015-2016	2016-2017
Finance Director	1	1.00	1.00
Senior Accountant	1	1.00	1.00
Senior Accounting Technician	1	1.00	1.00
Accounting Assistants	-	0.48	.96
Total Finance Staffing	3	3.48	3.96

HUMAN RESOURCES

Program Costs and Revenues

All costs are part of City administration and come from the General Fund.

Program Description

The Human Resources Division administers the City's personnel merit system; employee benefits; employee relations, equal employment opportunity program, and classification and compensation programs. It provides diverse and skilled applicant pools; assures that the City's policies and procedures are uniformly interpreted and implemented; and ensures that all recruitment, hiring, placements, transfers and promotions are made on the basis of individual qualifications for the position filled.

Staffing Summary

The Human Resources Manager and Human Resources Assistant provide management and oversight for the City's Human Resources program.

Program Objectives

The Human Resources division will continue to seek the most cost-effective health insurance benefits for Staff; maintain the compensation and classification plans; conduct mandatory training seminars; promote professional development opportunities; and continue partnering with the Municipal Pooling Authority in support of the City's Loss Control and Wellness Programs.

Program Changes

A review of the Assistant to the City Manager's time allocation indicates a better representation of her time for budget purposes is 50% under the City Manager's Office function, 25% in Community Outreach, and 25% in Human Resources. The Human Resources Technician is now fully allocated to the Human Resources function.

HUMAN RESOURCES				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Personnel	\$1,514	\$35,818	\$39,800	\$125,116
Services	\$18,712	\$25,069	\$33,719	\$66,919
Supplies	\$2,379	\$5,465	\$7,500	\$6,000
Total	\$22,605	\$66,352	\$81,019	\$198,035

HUMAN RESOURCES STAFFING			
	2014-2015	2015-2016	2016-2017
Assistant to the City Manager/HR Manager	0.05	0.05	0.25
You Me We Project Coordinator/HR Technician	0.37	0.38	1.0
Total HR Staffing	0.42	0.43	1.25

MAINTENANCE CUSTODIAN

Program Costs and Revenues

All costs are part of City administration and come from the General Fund.

Program Description

The Maintenance Custodian function is responsible for the cleanliness and general maintenance of City buildings.

Staffing Summary

With the retirement of the Maintenance Custodian, the proposal for fiscal year 2016-17 is to utilize contracted services.

Program Objectives

Keep assigned areas and City buildings in a clean, neat, and orderly condition; perform minor building maintenance work; and to perform related work as required.

Program Changes

These services will be performed by contract.

Maintenance Custodian				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Personnel Services	\$44,659	\$53,450	\$51,423	\$0
Services	\$3,795	\$11,889	\$26,116	\$57,061
Total	\$48,454	\$65,339	\$77,539	\$57,061

MAINTENANCE CUSTODIAN STAFFING			
	2014-2015	2015-2016	2016-2017
Maintenance Custodian/Code Enforcement Technician	0.75	0.75	
Maintenance Custodian (Contract)			.75
Total Maintenance Custodian Staffing	0.75	0.75	.75

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INFORMATION TECHNOLOGY

Program Costs and Revenue

All Information Technology Department costs are part of City Administration. Some of the costs are recovered as a part of the city overhead added to Parks, Planning, and Public Works staffs hourly rates charged to developers and special revenue funds.

Program Description

The Information Technology Department provides support services citywide with the goal of providing on demand network availability for City Staff, and timely troubleshooting when problems arise. Department activities are primarily network maintenance, user support, and strategic planning consulting related to managing and maintaining the City's networks.

Staffing Summary

The Information Technology Department is managed by the Finance Director, and staffed by Antai Solutions, a private contractor. Antai has staff at the City Offices approximately 24 hours per week, and manages the City's network 24/7.

Program Objectives

The primary operating objectives for the department for fiscal year 2016-2017 are unchanged: To provide outstanding network support, and assist the City in planning related to its networks.

Program Changes

There are no proposed program changes for fiscal year 2016-2017.

INFORMATION SYSTEMS				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Services	\$165,969	\$164,104	\$181,600	\$188,188
Supplies	\$775		\$500	\$500
Capital Outlay	\$55,427	\$67,535	\$59,425	\$64,725
Total	\$222,171	\$231,639	\$241,525	\$253,413

INFORMATION TECHNOLOGY DEPARTMENT STAFFING			
	2014-2015	2015-2016	2016-2017
<i>Network Manager (Contracted)</i>	<i>On Call</i>	<i>On Call</i>	<i>On Call</i>
<i>Network Engineers (Contracted)</i>	<i>0.625</i>	<i>0.625</i>	<i>0.60</i>

NON-DEPARTMENTAL

Program Costs and Revenues

All Non-Departmental costs are part of City Administration and are allocated to City departments. Some of the costs are recovered as a part of the city overhead added to Parks, Planning, and Engineering staff's hourly rates charged to developers and special revenue funds. The Non-Departmental budget includes central services and supplies, replacement cost amounts transferred to the Equipment and Vehicle Replacement and Building Replacement and Maintenance Internal Service Funds, certain non-employee specific retirement system charges, and a General Fund Contingency.

Program Description

There is no program in the Non-Departmental budget unit. This budget is for costs better managed on a citywide basis, such as office supplies, utilities, storage space rentals, copier costs, insurance, web page maintenance costs, telephone services and transfers to the City's internal service funds.

Staffing Summary

The Non-Departmental budget unit is managed by the Finance Director and City Manager.

Program Objectives

The objectives related to the Non-Departmental budget are unchanged: to monitor and manage these citywide costs, and seek out opportunities to get the best value for each public dollar spent.

Program Changes

There are no proposed program changes for fiscal year 2016-17.

NON-DEPARTMENTAL				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Personnel Services	\$35,598	\$69,357	\$209,397	\$371,130
Services*	\$459,612	\$507,700	\$596,972	\$1,351,557
Supplies	\$47,429	\$55,635	\$55,000	\$54,000
Capital Outlay	\$95,980	\$25,706		
Transfers Out	\$249,000	\$50,000	\$150,000	\$150,000
Interdepartmental Allocations	(\$904,407)	(\$819,402)	(\$1,172,783)	(\$1,457,687)
Total	(\$16,788)	\$(111,004)	(\$161,414)	\$469,000

* Recommended amount includes the 2% General Fund Contingency.

NON-DEPARTMENTAL STAFFING	
None	

ECONOMIC DEVELOPMENT

Program Costs and Revenues

The Economic Development budget represents an investment of taxes and general fund resources in activities to retain and expand existing Oakley businesses as well as marketing activities and materials to attract new investment and businesses to the City in order to generate additional sales, property, and transient occupancy related tax revenue.

Program Description

The Economic Development goals and objectives as outlined in the City's General Plan include:

- Retain existing businesses and expand Oakley's economic base
- Establish a diverse and balanced local economy
- Remove or reduce constraints to economic development
- Facilitate new business opportunities and new investment in the community

Program Objectives

Economic Development will focus on:

- Implementation of programs and activities designed to strengthen and expand existing Oakley businesses
- Revitalization of the Main Street/Downtown area
- Facilitation of commercial development projects
- Attraction of retailers and commercial tenants for existing shopping centers and commercial space
- Attraction of development for all City-owned and former redevelopment property identified in the Long Range Property Management Plan
- Participation in trade show and conferences such as the International Council of Shopping Centers (ICSC) and other activities to promote the City of Oakley's commercial and retail sites

Staffing Summary

The Economic Development Division is staffed by a full-time Economic Development Manager.

Program Changes

There are no proposed program changes for fiscal year 2016-2017.

ECONOMIC DEVELOPMENT				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Personnel Services	\$118,781	\$144,720	\$152,474	\$152,215
Services	\$23,151	\$43,122	\$57,341	70,056
Supplies	\$4,617	\$6,281	\$2,300	\$300
Total	\$146,549	\$194,123	\$212,115	\$222,571

ECONOMIC DEVELOPMENT STAFFING			
	2014-2015	2015-2016	2016-2017
Economic Development Manager	1.00	1.00	1.00
Total Economic Development Staffing	1.00	1.00	1.00

BUILDING & CODE ENFORCEMENT

Program Costs and Revenue

Revenues for these two divisions are comprised of building permit, plan check, inspection, building and code enforcement citations, and rental dwelling unit inspection fees.

Program Description

The Building Division is responsible for the administration and enforcement of building codes (California Building, Plumbing, Mechanical Codes and the National Electrical Code). The Building Division provides minimum standards to safeguard public health and welfare, and property, by regulating and controlling the design of structures through plan review, construction of structures through field inspection to monitor quality of materials, use and occupancy, location and maintenance of all buildings and structures within the City of Oakley.

The Code Enforcement Division is responsible for ensuring all residential and commercial properties abide by municipal codes applicable to the health, safety, and quality of life for Oakley residents and business owners. This is achieved primarily by managing the property maintenance program and the Residential Dwelling Unit program. These requirements are met through pro-active on-site inspections, responding to citizen complaints, and educating the public through in-house developed community awareness programs.

Program Staffing

The Building Division consists of a part-time Building Official/ Permit Center Manager, and a full-time Building Inspector, a full-time Permit Technician and part-time Administrative Assistant. The Code Enforcement Division consists of a Code Enforcement Manager, one full-time Code Enforcement Officer (who also assists as a Building Inspector), and one full-time Code Enforcement Technician. An additional part-time Code Enforcement Technician works limited weekends (.25 FTE).

Program Objectives

- Continue to refine internal processes within functions of the two divisions
- Improve efficiencies by expanding the use of existing technological programs for the inspection, follow-up, and penalty phases of program compliance.

- Maintain standard fifteen-day plan review as a maximum turnaround time but in 98% of projects within five days
- Provide inspections on next workday upon request and same day when needed and as workload allows
- When needed, provide Friday, weekend or after-hour inspections when City Hall is normally scheduled for closure
- Respond to all code enforcement inquiries within one working day.
- Issue over the counter type permits at a 95% rate, the same day.
- Continue to work with property owners, realtors and lending institutions whose buildings have fallen into disrepair.
- Work with Economic Development on commercial projects as well as other projects within the City.
- Continue to provide homeowner's code compliance direction from plan submittal to final inspection.
- Continually ensure the Building Division and Code Enforcement webpage is user-friendly.
- Continue to provide updated training to staff on the adopted codes.
- Work with homeowners and contractors to resolve issues in a professional, polite and progressive manner; prior to and during construction.
- Improve the Residential Rental Property Inspection Program.
- Continue to make a positive impact in the City by enforcing the Property Maintenance Ordinance.
- Enhance enforcement of vacant/abandoned property maintenance standards
- Work with all departments, outside agencies and the contractor to ensure that all projects are constructed in the most efficient and cost effective way possible.
- Work together to address and reduce unpermitted construction

Program Changes

There are no increases in regular staffing levels or significant one-time costs proposed.

BUILDING & CODE ENFORCEMENT				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Personnel Services	\$315,975	\$400,314	\$500,708	\$517,982
Services	\$253,918	\$217,427	\$296,655	\$304,334
Supplies	\$7,243	\$13,838	\$11,500	\$9,200
Capital Outlay				
Total	\$577,136	\$631,579	\$808,863	\$831,516

BUILDING AND CODE ENFORCEMENT STAFFING			
	2014-2015	2015-2016	2016-2017
Building Official (Contracted)	0.40	0.40	-
Permit Center Manager (Contracted)	0.60	0.60	0.60
Building Inspector II	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00
Administrative Assistant	-	-	0.48
Code Enforcement Manager	1.00	1.00	1.00
Code Enforcement Officer/Building Inspector II	1.00	1.00	1.00
Code Enforcement Technician	-	1.00	1.25
Maintenance Custodian/Code Enforcement Technician	0.25	0.25	-
Police Services Assistant/Code Enforcement Technician	0.25	-	-
Total Building and Code Enforcement Staffing	5.50	6.25	6.33

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POLICE

Program Costs and Revenues

This will be our first full year of operation as a “standalone” police department. Most expenditures are for salaries and benefits for our sworn and professional staff. Our initial budget analysis has provided confidence that the decision to move away from the Office of the Sheriff was a good one. Per officer costs have been reduced considerably. Revenues to pay for these services include special taxes and fees, but the primary source is the General Fund.

Program Description

The Oakley Police Department’s principle responsibility is protecting life and property while preserving and safeguarding the public peace. These duties are accomplished within the framework of those freedoms guaranteed by the Constitutions of the United States of America and the State of California.

The Department takes a progressive stance policing the community. Officers respond to calls for service, investigate crime, arrests criminal suspects, seek prosecution for criminal acts, and engage in crime prevention strategies with other community stakeholders. Uniformed officers provide proactive patrol operations and actively pursue those involved in illegal activity. Detectives investigate crimes against persons and property, cases involving missing persons, and work closely with neighboring jurisdictions to track the criminal element. Community programs target youth in our schools to encourage responsible behavior and community involvement.

Emphasis is placed on traffic safety, education, and enforcement. The Department conducts traffic collision investigations, identifies potential roadway hazards and works with other city departments to find reasonable traffic calming solutions to alleviate traffic concerns.

Department goals emphasize that each officer and staff person recognize that daily activities and contacts with the community are an integral part of our community service effort. Each citizen contact is an opportunity to create a positive and lasting impression, enhance our community relationships, and gain a partner in public safety. The actions of each officer contribute to the community’s sense safety and confidence in our ability to provide professional police services.

Program Staffing

The costs for fiscal year 2016-2017 are for a fully-staffed department with 29 sworn FTE law enforcement positions. This represents an increase to our sworn staffing level. We are adding two Lieutenants to provide additional management and supervisory oversight. One new detective position has been added to handle the increased work load resulting from our separation from the Sheriff's Office.

Six FTE positions in the classification of Police Services Assistant (PSA). The PSA classification is being broadened to incorporate all professional support positions within the Police Department. These duties will include working in records, investigations, the front counter/reception area, managing our property room and fleet.

For the fiscal year 2016-2017 the City's sworn officers per 1,000 citizens ratio will be approximately .75.

Program Objectives

- Protect life and property.
- Continue working with the engineering department on traffic calming solutions for neighborhoods with a focus on traffic safety.
- Expand the Emergency Preparedness program and operations by training and educating the city staff to be better prepared for man-made or natural disaster. Conduct ongoing training and scenario based exercises for city staff members.
- Continue to focus on quality of life issues through the Problem Oriented Policing (POP) program, working with Oakley Code Enforcement Officers.
- Continue our practice of managing each dollar spent and assuring we are receiving the best possible value for our monies. Critically analyze our revenues and expenditures as we approach the midyear budget review. Our ultimate goal is to use savings derived from the separation from the Sheriffs Office to increase our staffing levels.

Program Changes

Coordinate with local East Contra Costa County Community Emergency Response Team (CERT) members to enhance our response to a local emergency.

Explore the feasibility of forming a Volunteers in Police Service (VIPS) type program in addition to an Oakley PD Cadet program.

POLICE DEPARTMENT				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Personnel Services	\$228,592	\$232,427	\$254,487	\$5,667,653
Services	\$7,031,734	\$7,547,738	\$8,486,031	\$1,853,586
Supplies	\$167,566	\$133,259	\$232,500	\$213,500
Capital Outlay	\$16,755	\$1,765	\$61,500	\$54,000
Total	\$7,444,647	\$7,915,189	\$9,034,518	\$7,788,739

POLICE DEPARTMENT STAFFING			
	2014-2015	2015-2016	2016-2017
The following staff are provided under contract with the Contra Costa County Office of the Sheriff:			
Police Chief	1.00	1.00	-
Police Sergeants	5.00	5.00	-
Police Officers	22.00	22.00	-
Records Supervisor	-	-	0.48
Total staff provided under CCC Office of the Sheriff	28.00	28.00	0.48
City Staff:			
Administrative Assistant	1.25	1.25	-
Assistant to the Chief	0.48	0.48	-
Police Chief	-	-	1.00
Police Lieutenants	-	-	2.00
Police Sergeants	-	-	5.00
Police Officers	-	-	21.00
Police Services Assistant	1.75	2.00	5.96
Total City Staff	3.48	3.73	34.96
Total Police Department Staffing	31.48	31.73	35.44

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PLANNING

Program Costs and Revenue

Planning Division costs are primarily related to long range planning and current planning projects. Long Range planning includes planning responsibilities that must be implemented whether there is development or not, and these are paid for by the General Fund. Current planning projects can be divided into two categories, private developer projects funded by developer paid fees and daily planning duties are funded by the General Fund.

Program Description

The Planning Division provides land use, current and long range planning, and environmental services. The Division is responsible for implementation of policy pertaining to orderly development and balanced, quality growth in the City of Oakley. Over the past few years, the Division has focused their efforts on streamlining the development process. The Division continues to focus on programs that assist the City in economic development and growth. Specifically, the Division is continually processing both residential and commercial applications to help facilitate the goals of the City's General Plan and Strategic Plan.

There are several planning projects that continue to have activity at this time. Several projects within the East Cypress Road corridor have been entitled and the Emerson Ranch project is currently under construction with four home builders constructing homes. Staff is seeing an increase in the number of new projects (both residential and commercial) and anticipates this to be the trend going forward. There is a continued focus on the redevelopment of the City's Downtown with several pending projects in this coming fiscal year to include the Main Street realignment project, the Nature Properties retail/office mixed use project, and several façade improvement projects. Phase 1 of the Agricultural Conservation and Viticulture Program has been completed and work on Phase 2 has been started with an estimated completion time of late 2016. The Action Programs within the recently adopted 2015-2023 Housing Element will continue to be implemented, with several updates to the Zoning Code already completed. Finally, Staff is proactively working with representatives from DuPont and their consultants to find a developer and to encourage the entitlement processing and development of that site.

Staff is involved with General Plan and Zoning Code amendments to ensure the City's zoning laws are consistent with State laws and to complete the remaining reserved

sections of the Zoning Code. There is continued effort to identify areas for Zoning Code improvements and enhancements. The Division also serves as the in-house environmental Staff to prepare environmental documents for City projects.

Program Staffing

The Planning Division is made up of one Planning Manager and one Senior Planner.

Program Objectives

- Process Development projects
- Assist the City in economic development tasks, including the redevelopment of the City's downtown and facilitation of current planning development projects
- Continue work on Phase 2 of the Agricultural Conservation and Viticulture Program
- Continue to work with home builders and sign companies to establish a new residential kiosk program
- Continue to work with DuPont and their consultants to assist in finding a developer and to encourage the entitlement processing and development of the site
- Continue to implement AB 939 to provide Oakley residents and businesses new and expanded recycling and waste reduction programs
- SB 375 and AB 32 Implementation: Continue to participate in regional and local programs to reduce greenhouse gas emissions
- Develop a Climate Action Plan
- Develop a Shoreline Vision for the City's waterfront area
- Complete the remaining Policy Action Programs in the 2015-2023 Housing Element
- Monitor the Policy Action Programs of the Certified Housing Element and initiate the 2015-2023 Housing Element Update
- Identify areas for improvement and enhance the zoning code
- Re-evaluate and update residential and commercial/industrial design guidelines as needed
- Serve as the City's in-house environmental staff to prepare environmental documents for small to medium-sized City Capitol Improvement and Park projects

PLANNING DIVISION				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Personnel Services	\$267,335	\$278,151	\$287,084	\$289,545
Services	\$58,928	\$60,940	\$76,660	\$76,665
Supplies	\$131	\$153	\$800	\$600
Total	\$326,394	\$339,244	\$364,544	\$366,810

PLANNING DIVISION STAFFING			
	2014-2015	2015-2016	2016-2017
Senior Planner	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00
Total Planning Division Staffing	2.00	2.00	2.00

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PUBLIC WORKS/ ENGINEERING/MAINTENANCE & PARKS

Program Description

The Public Works and Engineering Department provides street, drainage, parks and landscape maintenance through a combination of internal staff and outside contractors. The Department also administers design, construction inspection, and contract management for Capital Improvement Projects within the City. The Department also implements the City's Clean Water Program to ensure compliance with current National Pollutant Discharge Elimination System requirements, and reviews and inspects private development and grading and infrastructure improvements for compliance with City standards.

Program Changes

This program will continue to actively design and construct new infrastructure for the community to enhance the quality of life for residents. The maintenance operations will continue to focus on timely response to various public inquires and pro-active maintenance of City streets, parks, and facilities.

The Parks and Landscape Maintenance Division will continue to contract for the majority of the park and landscape maintenance needs. The in-house maintenance team will add a full time maintenance worker to create the nucleus for a maintenance crew which is supplemented by a seasonal maintenance worker in peak summer months. This staffing model provides the division the flexibility to deploy resources as needed and according to the seasonal maintenance demand for services.

The Streets Maintenance Division has two (2) full time maintenance workers and performs day to day maintenance of the City's street and storm drain infrastructure.

The overall goal of all of the above referenced programs is to improve and enhance the quality of maintenance for all City infrastructure and in turn the quality of life for the residents of the community.

Staffing Changes

The demand for the wide range of maintenance services that the department provides continue to increase, in addition to the need to maintain all new infrastructure that are being constructed in the community. The department is still continuing with one (1) full time Public Works Inspector, and will supplement that resource with an additional

contract Inspector as the development and construction activity necessitates. Private Development activity is increasing and many of the subdivision projects that have been on hold for several years are now being renewed by developers who are actively working on the processing of these subdivision projects.

The Parks and Landscape Maintenance Division Manager who has been 0.75 FTE is changing to 1.0 FTE for FY 2016-17 to better keep up with the increased volume of work related to the management of various parks and landscaping maintenance contractors, the Lighting and Landscaping District (LLD), and Community Facility District (CFD) management; which continues to grow and increase with new parks and landscaping that is constructed by private development subdivisions and added to the City's public infrastructure system.

The Parks and Landscape Maintenance Division will add one (1) full time maintenance worker to better service the landscaping needs of the community and to create the foundation of a park and landscaping maintenance crew. This transition will eliminate one of the seasonal positions and will also reduce the number of seasonal hours to make the addition of a maintenance worker as close to cost neutral as possible.

Revenues

The Public Works and Engineering budget relies on funds from a variety of sources, many of which restrict expenditures to specific categories.

- **Gas Tax-** Funds are restricted to "the research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for non-motorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes." *Anticipated Revenues-\$799,223*
- **Measure J-** Measure J expenditures are restricted to the same uses as Gas Tax, but can also be applied to transit improvement and operation, growth management planning and compliance, pedestrian and bicycle trail construction/maintenance/operation, parking facility development, and transportation efficiency program development and operation (ridesharing, etc.). Since Measure J contains a growth management component, funds may not be used to replace developer obligations that would otherwise not be publicly funded under jurisdiction policy. In order to qualify for Measure J

allocations a jurisdiction must submit a self-certified program compliance checklist every other year. *Anticipated Revenues-\$547,375*

- **Storm Water Utility Assessments-** The City has adopted a Storm Water Management Plan, and based on the estimated maintenance, inspection, and administrative activities required to enact the plan, has established an annual parcel assessment. *Anticipated Revenues-\$461,000*
- **Traffic Impact Fee-** In 2003 the City adopted a Traffic Impact Fee program to replace the prior area of benefit and median island fee programs. The program funds the improvement of major roadways and specific signalized intersections, including the design, staff support, and construction management activities associated with private development projects. *Anticipated Revenues-\$1,200,000*
- **Development Deposits/Permit Applications-** Public Works and Engineering collects deposits for the review and inspection of final maps, grading plans and improvements plans related to development applications. In addition, fees are collected for encroachment permits, transportation permits, and documentation related to the FEMA Floodplain Management program. Actual staff expenditures are tracked and applied against a deposit, and refunds or additional deposits are made as necessary. *Anticipated Revenues-\$675,000*
- **Citywide Parks Assessments-** Zone 1 of the Oakley Lighting and Landscape Assessment District No. 1 provides for the maintenance and utilities for citywide parks and landscaping facilities. *Anticipated Revenues-\$1,165,170*
- **Streetlight Assessments-** Zone 2 of the Oakley Lighting and Landscape Assessment District No. 1 provides for the maintenance and utilities for citywide street lighting. The City is in the process of collaborating with PG&E to replace some of the existing street lights to LED lights which will bring cost savings in future years in terms of the electricity usage. *Anticipated Revenues - \$322,991*
- **Neighborhood Landscaping Assessments-** Zone 3 of the Oakley Lighting and Landscape Assessment District No. 1 provides for the maintenance and utilities for neighborhood landscaping improvements throughout the City. The Zone currently contains 26 sub-zones, and revenues and expenditures are tracked at the sub-zone level. *Anticipated Revenues-\$2,102,396*

- **Community Facilities District No 1-** This District was formed in 2006 to fund the operations and maintenance of the levee system, stormwater pond, and the associated pump, force main, and outfall for the Cypress Grove development. Landscape and lighting maintenance for the project are funded through a separate mechanism. *Anticipated Revenues-\$306,142*
- **Community Facilities District No. 2015-1** – Emerson Ranch. This District was formed in 2015 to fund the operations and maintenance of Regional Parks, Community Parks, Landscaping, Neighborhood Parks and Street Lighting and Stormwater maintenance for the Emerson Ranch Development. *Anticipated Revenues - \$221,955*
- **Community Facilities District No. 2015-2** – Citywide. This District was formed in 2015 to fund the operations and maintenance of Regional Parks, Community Parks, Landscaping, Street Lighting, Neighborhood Parks & Landscaping and Stormwater maintenance throughout the City of Oakley. It is anticipated this CFD will take the place of the Citywide Parks Assessment, Streetlight Assessments and Neighborhood Landscaping Assessments for all new Development moving forward. *Anticipated Revenues - \$44,988*
- **General Fund-** Since the majority of the funding sources for Public Works and Engineering are restricted to specific expenditures, it is recognized that some staff time and activities will require other funding sources. Those activities will be kept to a minimum, and eligible funding sources will continually be sought out.

PROGRAM AND STAFFING SUMMARY

The mission of Public Works and Engineering is to steward Oakley’s infrastructure utilizing a variety of maintenance, improvement, and service activities. Through a blend of contract and City staff, the Department has nearly 15 FTE’s and is supplemented through additional contract services. The Department is managed by the Public Works Director and has 7 primary functions. The Fiscal Year 2016-17 Budget proposes the following operating areas and staffing:

Operating Areas

- **Operations and Maintenance-** One of the most important tasks for Public Works and Engineering is to maintain the City’s wide range of infrastructure. City staff will monitor and direct all maintenance activities, and maintenance services will be

provided by both City staff and contract personnel. The individual maintenance elements are as follows:

- **Roadway-** Routine maintenance is necessary to keep the City's road network operating in a safe and efficient manner. This includes pavement maintenance activities such as pothole patching, crack sealing, shoulder repair, signing and striping repair and replacement, and keeping the roadways free of obstructions via street sweeping and debris cleanup. As a supplement to the regular patrols of the maintenance staff, public works staff will field and investigate citizen requests to determine corrective action for conditions that may not be known or readily apparent. Since surface treatment projects like pavement overlays or chip seals tend to be extensive in nature, they are recognized as a Capital Improvement and not included in this maintenance element. The City will use an on-call maintenance contractor to supplement City maintenance staff to perform various maintenance services (i.e. pavement repair and patching, curb, gutter, and sidewalk repair, striping, guard rail repair, etc.) The City's maintenance staff will utilize this contractor service to supplement in-house resources to better provide maintenance service for the community in a pro-active way.
- **Signals & Lighting-** The City owns and operates traffic signals at 33 separate intersections, as well as numerous pedestrian safety flashing lights, and speed radar signs throughout Oakley. In addition to traffic signals, the City owns and maintains over 1,300 street lights throughout the community. There are some street lights that are owned and maintained by PG&E, in addition to the City owned street lights. Traffic Signal, Street Light, and Parking Lot Light maintenance is provided through a contract with a specialized electrical contractor who has the resources and expertise needed.
- **Drainage-** In order to minimize potential flooding and ensure that storm water is collected and conveyed properly in accordance to the regional storm water quality permits that the City operates under, maintenance staff will conduct routine inspection and service on the storm drainage system. These activities include catch basin cleaning, ditch cleaning, culvert flushing and repair, and inlet maintenance. Drainage maintenance will primarily be performed by the City's maintenance staff in coordination with the on-call service contractor to supplement in-house resources and better provide maintenance service for the community.

- ***Parks and Landscaping-*** The City currently maintains 33 public parks. The City supplements the Oakley Union Elementary School District financially for the maintenance of another four (4) joint-use public park facilities owned by the district. In addition, the City maintains over 2.6 million square feet of public right of way landscaping, street median landscaping, and public trail corridors. The City park and landscape maintenance staff and outside maintenance contract resources provide landscaping maintenance service for the City. The Parks and Landscape Division staff work diligently every day to provide the best quality of maintenance services for the City's parks and landscaped medians, planters, and streetscape.
- **Engineering Services-** Engineering staff will supply technical services to assist with various City activities, ranging from design and construction of public works projects to addressing requests and questions raised by the general public and officials. Also, Engineering staff, in collaboration with the City Planning and Economic Development Team, review and process various private development projects, from residential subdivisions to commercial building projects. The typical engineering services that may be provided include:
 - ***Capital Project Engineering-*** Engineering staff performs design and construction management for all City public projects. A detailed explanation of this service is provided in the Capital Improvement Program (CIP) section of the budget document.
 - ***Traffic Engineering-*** Engineering staff throughout the year perform a variety of tasks associated with traffic engineering. These tasks will include: completing speed surveys to ensure that traffic citations issued by the Police Department are enforceable, implementing neighborhood traffic calming projects, coordinating activities with the Police Department Traffic Division on traffic safety projects around school sites, investigating citizen's requests for traffic control devices and speed limit changes.
 - ***Private Development Engineering-*** Engineering staff review and process private development projects that are submitted to the City for construction. The scope and complexity of development projects vary from small office buildings to large residential subdivisions. Engineering staff work on each step of the entitlement process to ensure development projects are designed and constructed according to City standards and codes. In addition to addressing the engineering needs of development projects, engineering staff

coordinate regularly with the Planning Department and Economic Development Manager to facilitate the development applications in Oakley.

- **Surveying-** The primary need for land surveying services are in the area of subdivision map review and will be funded by private developer deposits. The City utilizes contract services on an as-needed basis to address any land surveying service needs.
- **Floodplain Management-** Certain areas within the City are subject to periodic flooding, and the Federal Emergency Management Agency (FEMA) requires Oakley to participate in the National Flood Insurance Program so that flood insurance can be provided to affected property owners. As a result of participating in the program, the City must keep Flood Insurance Rate Maps for viewing by the public, and must provide certain information upon request. Additionally, the City will review and process applications to modify known floodplain boundaries.
- **Clean Water Program-** The City's joint municipal National Pollutant Discharge Elimination System (NPDES) permit and its participation in the Contra Costa County Clean Water Program necessitate a number of expenditures. Maintenance related activities have been accounted for in both the roadway and drainage maintenance categories. Other tasks include: contributions to the Clean Water Program for staff and resources, illicit discharge investigation, industrial and commercial site inspection, and public outreach.
- **Assessment District Engineering-** In order to collect the funds for the City's assessment district and community facilities district, an annual engineer's report and associated budgets must be completed. The City has a contract with a financial services consultant for the processing and administration of this task, due to its specialized nature of work.
- **Administration-** The reorganization of the department has been fully implemented over the last year and it is anticipated that the department will move forward as a solid team with the staffing levels as follows:
 - **Public Works Director/City Engineer (1 FTE)-**Day to day operations in Public Works and Engineering will be managed by the Public Works Director/City Engineer. Duties will include coordination with other City departments and outside agencies, consultant/maintenance/construction contract management,

development review and coordination, public outreach, traffic calming, and a wide range of other activities.

- *Administrative Specialist (1 FTE)* – This full time position performs a wide range of important tasks for the department including: contract administration and processing, budget preparation assistance, City Council reports, accounting and vendor invoice processing, responding to inquiries, complaints and service requests by the public, issuance of permits, claims processing, department analyst and liaison, and general administrative tasks.
- *Senior Civil Engineer (1 FTE)* – This full time position will coordinate and perform all private development related activities within the department, including entitlements, plan and map review and approvals. Other duties include; coordination of inspections for development projects, review of various permits and related traffic control plans, research information related to floodplain permits and questions.
- *Associate Engineer, (1 FTE)* – This full time position will focus primarily on the review and processing of private development projects. With the improved regional economic climate, there has been a noticeable increase in the private development activities. A number of private development projects that have been in the process and on-hold in the past years are moving forward, and new residential developers have activated these projects. The Associate Engineer will be working with the engineering and planning team to review and process development projects without delay and to facilitate further development activity. The Associate Engineer also represents the City as the Stormwater Coordinator related to all development projects.
- *Associate Engineer, CIP (1 FTE)* - This full time Associate Engineer position focuses on CIP projects. The responsibilities of the position include; management and administration, development, design and construction of a wide range of CIP projects. The Associate Engineer also works collaboratively with Caltrans in securing and processing various grants for CIP projects for the City of Oakley.
- *Public Works Inspector (1 FTE)* - This full time position provides inspection of work within the public right of way, including CIP construction inspection and private development project inspection. The Public Works Inspector is also responsible for processing encroachment permits and for performing

related inspections. Any additional inspection services will be provided by a contract Inspector.

- ***Street Maintenance Foreman (1 FTE)*** – This City staff position plans, schedules, and coordinates the in-house street maintenance staff and associated tasks. The City street maintenance crew provides a wide range of maintenance services such as: pothole patching, storm drain cleaning, sign installation, pavement striping and marking, roadside brushing and spraying, and other maintenance services. This is a working foreman position that reports to the Director of Public Works.
- ***Street Maintenance Worker (1 FTE)*** – This City staff position works with the Street Maintenance Foreman on wide range of street and storm drain maintenance services in the community.
- ***Parks and Landscape Maintenance Division Manager (1 FTE)*** - This City staff position manages the maintenance efforts for all publically maintained parks and landscape facilities within the City. The position develops and manages the division budget, monitors all water and utility uses associated with the facilities, schedules and manages the work of the landscape maintenance contractors, and coordinates facility uses with the Recreation Department.
- ***Parks and Landscape Foreman (1 FTE)*** – This City staff position plans, schedules, and coordinates the in-house landscape maintenance staff, performs playground inspections, and assists with other parks and landscaping operations. This is a working foreman position that reports to the Parks and Landscape Division Manager.
- ***Tree Laborer (1 FTE)*** – This City staff position performs daily maintenance of City owned trees in public right of ways and parks. This tree pruning and maintenance task is important to the health and growth of the trees and a quality of life enhancement for the community residents.
- ***Park & Landscape Maintenance Worker (2 FTE)*** – These two full time positions are the nucleus of the maintenance crew to address the increasing maintenance needs of the City’s park and landscaping infrastructure. The maintenance crew members work with the part-time seasonal worker during the peak summer months to perform park and landscape maintenance services.

- *Sports Field Maintenance Worker (0.25 FTE)* – This City staff position provides maintenance and additional safety checks to sports fields and courts, keeping fields and courts in safe and playable condition.
- *Receptionist (0.85 FTE)* – This part time position assists the Public Works and Engineering staff, as well as the Maintenance Divisions with general administrative functions such as: answering phones, filing, records management, data entry, public inquiries, service requests and various administrative project tasks related to the general operation of the department.

Program Objectives

The goals and objectives of the Public Works and Engineering Department for FY 2016-17 are:

- Focus on pro-active maintenance of the City's infrastructure and protect the infrastructure assets of the community using a combination of in-house staff and contract services. This will be a key component of the quality of life for the community residents.
- Improve the operations of the department by building a cohesive, versatile, and agile engineering team that is multi-dimensional and proficient in serving the community across all areas under department responsibility.
- Develop a Park and Landscape Maintenance Program that establishes a level of service goals and performance criteria, and is in tune with community expectations.
- Proactively, and in coordination with the Police Department, work with residents and neighborhood groups on resolving traffic and parking related issues and implementation of traffic calming and parking programs.
- Actively and proficiently implement the planned Capital Improvement Program and ensure timely project delivery within approved budgets and timelines.
- Participate in regional engineering efforts such as Transplan, the City-County Engineering Advisory Committee, and the Contra Costa Clean Water Program to ensure that Oakley is recognized as a contributor and is represented in any funding programs.
- Actively pursue State and Federal grants to supplement funding for the City's infrastructure improvement projects.

- Coordinate and collaborate with other City Departments to provide exemplary and proactive service to potential developers to enhance Oakley's economic development opportunities.

PUBLIC WORKS /ENGINEERING/MAINTENANCE & PARKS				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Personnel Services	\$879,849	\$1,238,016	\$1,456,803	\$1,452,498
Services	\$431,158	\$314,455	\$387,832	\$438,326
Supplies	\$22,605	\$25,269	\$28,600	\$35,600
Capital Outlay	\$5,000	\$259		
Total	\$1,338,612	\$1,577,999	\$1,873,235	\$1,926,424

PUBLIC WORKS/ENGINEERING/MAINTENANCE & PARKS DEPARTMENT STAFFING			
	2014-2015	2015-2016	2016-2017
City Engineer/Public Works Director	1.00	1.00	1.00
Assistant Engineer	1.00	2.00	-
Associate Engineer	0.46	-	2.00
Senior Civil Engineer	1.00	1.00	1.00
Public Works Inspectors	1.00	1.00	1.00
Public Works Administrative Specialist	1.00	1.00	1.00
Public Works Receptionist	-	0.36	0.53
Streets Maintenance Foreman	-	1.00	1.00
Public Works Maintenance Worker II	1.00	-	-
Public Works Maintenance Worker I	1.00	1.00	-
Parks & Landscape Division Manager	0.75	0.75	.75
Parks & Landscaping Maintenance Foreman	1.00	1.00	1.00
PW Laborer II	-	-	1.00
PW Laborer I	1.00	1.00	2.00
Tree Maintenance Laborer	-	1.00	1.00
Parks and Landscape Laborers (Seasonal)	2.00	2.00	1.00
Parks Monitor	0.25	0.25	0.25
Sports Field Maintenance Worker part time	-	0.25	0.25
Total Public Works / Engineering / and Parks Department Staffing	12.46	14.61	14.78

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RECREATION

Program Costs and Revenues

Programs for the fiscal year 2016-2017 budget are funded in part by the following revenues:

Group picnic area rentals and indoor facility rental fees, class fees, program fees, grants, and sponsorships. While the Recreation Division has seen an increase in revenue generated through class fees, programming fees and park and facility rentals, the majority of costs will still be paid for with general purpose revenues.

Program Description

Recreation focuses on creating community through people, parks and programs. The Recreation Division provides diverse and innovative programming, offering programs and activities to citizens of all ages throughout the year. The programs promote physical health and wellness, improve community image and community pride, and foster youth development. The Recreation Division works in partnership with community organizations, non-profit organizations and commercial businesses to ensure quality recreation services for Oakley residents.

Staffing Summary

The Recreation Division consists of one Recreation Manager Website Coordinator, one Recreation and Event Coordinator, one part-time Senior Recreation Leader and several part time seasonal Recreation Leaders and Aides and Facilities Attendant.

Recreation Manager/ Website Coordinator- The Recreation Manager is responsible for day to day operations of the Recreation Division, including After Youth School Programs, Youth CORE, Youth Advisory Council, City website, Government Outreach, Recreation Guide and various other assignments.

Recreation and Event Coordinator- The full-time Recreation Technician is responsible for the Kids and Tots Programs, sports field rentals and Special Events.

Senior Recreation Leader- This part-time Senior Recreation Leader is responsible for reception duties, contract classes, group picnic area rentals and indoor facility rentals.

Recreation Leaders, Aides and Facility Attendants- The City hires temporary and seasonal Recreation Leaders and Aides to assist with After School Programs, Summer Camps, Facility Rentals, Special Events and other assignments. Recreation Leaders and Aides total 3.36 FTE.

Program Objectives

The mission of The Recreation Division is to provide the residents of Oakley with quality programming meeting the following FY 2016-2017 objectives:

- **Special Events-** Special Events facilitated by the Recreation Division will continue to include the Science Week Program, increased number of Movies in the Plaza, Cityhood Celebration, Kids Fishing Derby, Harvest Festival, Christmas Tree Lighting, Hometown Halloween Decorating Contest, Summer Concert, Heart of Oakley, Hometown Holiday Decorating Contest, and Main Street Car Show. The increased budget reflects, the continuation of special events added in the previous fiscal year.
- **Youth Programs-** The objective of youth programs is to provide safe and fun activities for kids after school, during the summer as well as on their breaks from school including After School Programming, Summer Blaze Day Camp, Junior Recreation Leader Program and Youth Committed to Ongoing Revitalization Efforts Program.
- **Recreation Classes-** The Recreation Division offers over 30 classes through the use of independent instructor contracts. Independent instructors also provide a number of seasonal camp programs designed to provide opportunities for kids and youth during school breaks. As space permits the Recreation Division will continue to increase these programs which reflect no change in budget expenditures.
- **Park and Facility Rentals-** Parks and Facility rentals offer an untapped focus of additional revenue. Scheduling parks for private rentals as well as team rentals, as well as rentals for the Oakley Recreation Buildings are reflected in the 2016-2017 budget.

Program Changes

The Recreation Division proposed budget incorporates changes made from last year's budget. The addition of the new Special Events including Rock the Chalk, Hometown Holiday and Halloween Decorating Contest, Spring Concert, Car Show, Summer

Concert and the expanded Heart of Oakley and Cityhood Celebrations. There are also minor increases to account for minimum wage increase, and increased costs of supplies and increased distribution of the Recreation Guide to three times annually, as well as a proposed increase for online registration/ reservation software.

RECREATION				
USE OF FUNDS	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Personnel Services	\$242,558	\$277,320	\$279,498	\$305,268
Services	\$45,245	\$50,989	\$82,646	\$93,166
Supplies	\$90,037	\$116,307	\$155,600	\$179,000
Total	\$377,840	\$444,616	\$517,744	\$577,434

RECREATION DEPARTMENT STAFFING			
	2014-2015	2015-2016	2016-2017
Recreation Manager	1.00	1.00	1.00
Recreation and Event Coordinator	1.00	1.00	1.00
Senior Recreation Leader	-	0.48	0.48
Recreation Leaders (Seasonal)	2.40	1.65	1.65
Recreation Aides (Seasonal)	0.96	1.65	1.65
Facility Attendant	-	-	0.38
Total Recreation Department Staffing	5.36	5.78	6.16

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TRANSFERS

Staff proposes four transfers from the General Fund in fiscal year 2016-2017.

\$200,000 To the General Capital Projects Fund for capital projects and administration.*

\$150,000 To the Main Street Fund for capital projects and administration.*

\$150,000 To the Reserve for Roadway Maintenance **

\$4,000,000 To the General Capital Projects Fund for the Oakley Recreation Project

2012-2013 Actual	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
\$68,000	\$341,212	\$1,707,500	\$2,175,000	\$4,500,000

*Transfers during the recession were reduced significantly, and we began restoration efforts in 2014-2015, with plans to increase these allocations further in future years. The City's goal is to fully fund the Reserve for Roadway Maintenance by June 30, 2018, and to build the recurring capital allocations to the Main Street Fund and General Capital Projects Fund to a combined \$1 million – \$2 million per year.

** The Reserve for Roadway Maintenance was established in fiscal year 2013-2014 as a stabilization fund for roadway maintenance allocations and to ensure funds are available for major roadway repairs and maintenance when they become necessary. The targeted fully funded level for stabilization is between \$4 million - \$5 million, which should be sufficient as a supplemental funding source for 3-4 years of a more significant economic downturn.

CAPITAL OUTLAY

There are no appropriations for fiscal year 2016-2017 for direct Capital Outlay by the General Fund.

	2013-2014 Actual*	2014-2015 Actual*	2015-2016 Projected**	2016-2017 Recommended
Capital Outlay	\$0	\$1,450,500	\$1,420,000	\$0

**Acquired property/assets through a settlement agreement between the City, Successor Agency and State Department of Finance regarding the dissolution of the former Oakley Redevelopment Agency.*

*** Acquired 3570 Main Street, opened escrow on 310 4th Street & 305 5th Street*

SPECIAL REVENUE FUNDS

COMMUNITY FACILITIES DISTRICT #1 (CYPRESS GROVE)

In October 2005, the City formed CFD #1 (Cypress Grove) to account for drainage maintenance activities in this new development. This was the first such district formed in the City and serves as a model for future developments. These activities are funded entirely by assessments on property owners.

FUND 110- COMMUNITY FACILITIES DISTRICT #1 (CYPRESS GROVE)				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$288,486	\$294,261	\$299,428	\$288,000
Interest	\$4,540	\$3,054	\$1,000	\$1,000
Total Revenues	\$293,026	\$297,315	\$300,428	\$289,000
Services	\$35,543	\$93,758	\$16,500	\$6,000
Capital Outlay		\$35,299	\$350,385	
Supplies	\$38,952	\$65,054	\$182,150	\$184,150
Total Expenditures	\$74,495	\$344,1178	\$549,035	\$190,150
Unassigned Balances			\$1,154,369	\$1,102,592
Total Budgeted	\$74,495	\$344,112	\$1,753,404	\$1,292,742

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YOUTH DEVELOPMENT GRANT FUND

The City began a partnership with the Vesper Society and was awarded grants beginning FY 2005-2006 to fund youth development programs beginning late FY 2005-2006 early FY 2006-2007. This partnership continued with additional grants awarded during FY 2008-2009, 2009-2010, FY 2010-2011, FY 2011-2012, FY 2012-2013, FY 2013-2014 and plans to continue the youth development programs to December 2016. A separate fund is utilized to account for these activities.

FUND 123- YOUTH DEVELOPMENT GRANTS				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Grant Proceeds	\$26,880	\$19,480	\$7,000	\$15,000
Interest	\$85	\$146		
Total Revenues	\$26,965	\$19,626	\$7,000	\$15,000
Services	\$1,536	\$786	\$3,500	\$9,000
Capital Outlay				
Supplies	\$8,547	\$1,603	\$3,500	\$6,000
Total Expenditures	\$10,083	\$2,389	\$7,000	\$15,000

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YOU, ME, WE = OAKLEY!

The City has begun a partnership with the Welcoming America program to operate a Welcoming Oakley Program, focused on promoting mutual respect and cooperation between foreign-born and U.S.-born Americans. Financial support from the Y&H Soda Foundation finance the program’s Staff and activities. Grants were initially awarded in FY 2010-2011. Because funding for the program is provided through grants, a separate fund is utilized to account for these activities. The program’s longevity is dependent upon successful fundraising.

FUND 125- YOU, ME, WE = OAKLEY!				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Grant Proceeds	\$72,031	\$69,293	\$78,183	\$60,433
Interest	\$144	\$149		
Total Revenues	\$72,175	\$69,442	\$78,183	\$78,183
Personnel Services	\$45,812	\$45,913	\$43,833	\$34,333
Services	\$22,513	\$13,823	\$27,950	\$22,800
Supplies	\$301	\$70	\$6,400	\$3,300
Capital Outlay	\$3,549	\$9,636		
Total Expenditures	\$72,175	\$69,442	\$78,183	\$60,433

FUND 125- YOU, ME, WE = OAKLEY! STAFFING	
You Me We Project Coordinator	0.05
Total STAFFING	0.05

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AGRICULTURAL PRESERVATION

The City is developing a program to encourage agricultural conservation and viticulture. Phase I of the program, funded with development mitigation fees, has been completed; and it included a complete inventory of agricultural property in the City limits, their mapping, and a preliminary analysis of potential preservation strategies, with an emphasis on vineyard properties. The scope of Phase II of the program is currently being developed with an initial emphasis on viticulture, as well. While all of the Phase I program activities were funded by development fees, grants for Phase II funding will be sought once the scope of work is better developed. Because the program development, and ultimately, its implementation, is expected to be funded by special purpose revenues, the City has established this separate fund to account for program activities.

FUND 136- AGRICULTURAL PRESERVATION				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Developer Fees				
Interest	\$7	\$16		
Operating Transfers In		\$17,500		
Total Revenues	\$7	\$17,516	\$0	\$0
Services	\$3,700		\$17,500	
Capital Outlay				
Supplies				
Total Expenditures	\$3,700	\$0	\$0	\$0
Unassigned Balances			\$1,724	\$1,724
Total Budgeted	\$3,700	\$0	\$19,224	\$1,724

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ECONOMIC DEVELOPMENT REVOLVING LOAN PROGRAM

The City is developing an economic development revolving loan program. This fund was created so that the funding of the program, and ultimately the accounting for its activities can be tracked and reported on separately. Uses for loans will be made as approved by the City Council, pursuant to the program parameters.

FUND 138- ECONOMIC DEVELOPMENT REVOLVING LOAN PROGRAM				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Principal Repayments				
Interest		\$197	\$1,000	
Operating Transfers In		\$275,000		
Total Revenues	\$0	\$275,197	\$1,000	\$0
Services		\$2,877	\$99,155	
Capital Outlay				
Supplies				
Total Expenditures	\$0	\$2,877	\$99,155	\$0
Unassigned Balances		\$272,320	\$160,820	\$160,820
Total Budgeted	\$0	\$272,320	\$259,975	\$160,820

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SPORTS FIELD MAINTENANCE

The Sports Field Maintenance Fund is a special fund established first in Fiscal Year 2014-2015. Recognizing that organized sports field usage results in the need for more intensive upkeep and maintenance, the Fund is used to account separately for the collection of fees from the ball field rentals (revenue) and expenditure of funds for an on-going maintenance program of the facilities. The funds are used for annual field renovation costs, equipment repair and replacement, supplies, and to employ a part-time sports field maintenance position.

FUND 168- SPORTS FIELD MAINTENANCE				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Rental Revenues		\$26,457	\$28,000	\$50,000
Total Revenues	\$0	\$26,457	\$28,000	\$50,000
Services		\$1,893	\$28,000	\$38,000
Supplies				
Capital Outlay				
Total Expenditures	\$0	\$1,893	\$28,000	\$38,000
Unassigned Balances				
Total Budgeted	\$0	\$1,893	\$28,000	\$38,000

**COMMUNITY FACILITIES DISTRICT #2015-1
(EMERSON RANCH)**

The City of Oakley formed Community Facilities District No. 2015-1 (Emerson Ranch Maintenance) (“CFD”) on January 13, 2015. The City of Oakley has a separate fund to account for the CFD revenues and expenditures. Each year the City levies a special tax on parcels within the CFD to augment their financial impact to the City’s services budget for regional, community and neighborhood parks, street lighting, neighborhood landscaping and stormwater services.

FUND 401- COMMUNITY FACILITIES DISTRICT #2015-1 (EMERSON RANCH)				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$0	\$0	\$161,018	\$412,831
Interest	\$0	\$0	\$0	\$2,000
Total Revenues	\$0	\$0	\$0	\$414,831
Services	\$0	\$0	\$0	\$124,851
Capital Outlay				
Supplies	\$0	\$0	\$0	
Total Expenditures	\$0	\$0		\$124,851
Unassigned Balances			\$161,018	
Total Budgeted	\$0	\$0	\$161,018	\$124,851

COMMUNITY FACILITIES DISTRICT #2015-2A (PRESCOTT)

The City of Oakley formed Community Facilities District No. 2015-2 (Parks, Street Light, Landscape and Stormwater Services) (“CFD”) on January 12, 2016. The City of Oakley has a separate fund to account for the CFD revenues and expenditures. Each year the City levies a special tax on parcels within the CFD to augment their financial impact to the City’s services budget for regional, community and neighborhood parks, street lighting, neighborhood landscaping and stormwater services.

FUND 405- COMMUNITY FACILITIES DISTRICT #2015-2A (PRESCOTT)				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$0	\$0	\$0	\$30,000
Interest	\$0	\$0	\$0	\$0
Total Revenues	\$0	\$0	\$0	\$30,000
Services	\$0	\$0	\$0	\$18,000
Capital Outlay				
Supplies	\$0	\$0	\$0	
Total Expenditures	\$0	\$0		\$18,000
Unassigned Balances				
Total Budgeted	\$0	\$0	\$0	\$18,000

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LIGHTING AND LANDSCAPING DISTRICT

The City has a Lighting and Landscaping District with 3 zones:

Zone 1 – Fund 132 Community Parks

This zone is citywide and is used to maintain the City's larger parks (3 acres or larger). It is funded primarily by assessments.

Zone 2 – Fund 133 Street Lighting

This zone provides street lighting for the entire City. It is funded primarily by assessments but does not generate sufficient revenues to be self-supporting. The Gas Tax Fund has been and is expected to continue to subsidize its operations. For fiscal year 2015-2016, the subsidy is estimated to be \$102,148.

Zone 3 – Funds 170-195 Neighborhood Parks (made up of 26 sub-zones)

This zone maintains the City's smaller neighborhood parks. Each sub-zone generally represents a park or neighborhood with several parks and/or roadway landscaping. Each sub-zone is funded by assessments.

Several Park Zones do not have sufficient revenues to fully fund their Capital Asset Lifecycle Replacement Reserves. The Capital Asset Lifecycle Replacement Program establishes reserves necessary to ensure funds for asset replacements and remediation projects are available when needed. These reserves are used primarily to pay for longer-term replacement or remediation activities, periodic tree pruning (performed on a 7 year cycle), and streetscape replacements (on a 20 year cycle); although they may be used for the replacement, improvement or remediation of any asset or amenity in the Zone or sub-Zone.

19 of the City's 26 zones were formed by the County prior to incorporation, and most of them do not have sufficient annual revenues to both operate and fund an appropriate contribution to their replacement reserves. While no existing critical need is going un-addressed at present, Staff continues to work to find ways to ensure these long-term future needs are met.

Below are a series of tables showing the revenues and expenditures for each fund. The City's policies require the budgets consider lifecycle replacement reserves be considered as a part of the budget development process. As a result, some funds show revenues in

excess of expenditures – in which case the surplus will become contributions to the reserve; and some funds show expenditures in excess of revenues– reflecting the need to use reserves for replacements and remediation activities during the year.

FUND 132 – ZONE 1 (COMMUNITY PARKS)				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$1,106,826	\$1,100,298	\$1,127,719	\$1,165,434
Interest	\$1,655	\$2,716		
Other	\$23,929	\$7,024		
Total Revenues	\$1,132,410	\$1,110,038	\$1,127,719	\$1,165,434
Services	\$803,252	\$765,235	\$801,690	\$1,066,195
Capital Outlay	\$16,365			
Operating Transfers Out	\$68,000	\$113,113	\$113,000	\$103,000
Transfer to Capital Reserve				
Interest	\$319			
Total Expenditures	\$887,936	\$878,348	\$914,690	\$1,169,195
Unassigned Balances				
Unassigned Asset Replacement Balance			\$100,000	\$100,000
Total Budget	\$887,936	\$878,348	\$1,014,690	\$1,269,690

*Beginning in FY 2015-2016, the budget no longer lists transfers to the reserve; instead, the City’s policies call for all revenues in excess of expenditures at year-end to be transferred to the reserve, until the reserve is fully funded. Accordingly, the budget no longer shows a transfer to capital reserve. It also will only show an unassigned balance amount if the asset replacement reserve is fully funded, and the fund has additional unassigned balances.

FUND 133 – ZONE 2 (STREET LIGHTING)				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$205,535	\$212,741	\$218,212	\$221,991
Interest	\$227	\$296		
Transfer in	\$155,745	\$70,946	\$102,148	\$100,000
Total Revenues	\$361,507	\$283,983	\$320,360	\$322,991
Services	\$336,911	\$378,339	\$345,420	\$346,500
Transfer to Capital Reserve				
Total Expenditures	\$336,911	\$378,339	\$345,420	\$346,500
Unassigned Balances				
Unassigned Asset Replacement Balance			\$16,604	\$14,820
Total Budgeted	\$336,911	\$378,339	\$362,024	\$361,320

FUND 170 – VINTAGE PARKWAY				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$73,771	\$73,714	\$73,772	\$73,714
Donations				
Interest	\$116	\$210		
Total Revenues	\$73,887	\$73,924	\$73,772	\$73,772
Services	\$50,739	\$58,360	\$75,072	\$73,772
Total Expenditures	\$50,739	\$58,360	\$75,072	\$73,772
Unassigned Balances				
Unassigned Asset Replacement Balance			\$13,855	\$18,214
Total Budgeted	\$50,739	\$58,360	\$88,927	\$91,986

FUND 171 –OAKLEY RANCH				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$26,446	\$26,446	\$26,446	\$26,446
Interest	\$76	\$114		
Total Revenues	\$26,522	\$26,560	\$26,446	\$26,446
Services	\$28,765	\$30,462	\$26,746	\$26,446
Supplies				
Total Expenditures	\$28,765	\$30,462	\$26,746	\$26,446
Unassigned Balances				
Unassigned Asset Replacement Balance			\$10,286	\$9,065
Total Budgeted	\$28,765	\$30,462	\$37,032	\$35,511

FUND 172 – EMPIRE				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$4,534	\$4,534	\$4,534	\$4,534
Interest	\$108	\$170		
Total Revenues	\$4,642	\$4,704	\$4,534	\$4,534
Services	\$2,854	\$2,627	\$19,609	\$4,534
Total Expenditures	\$2,854	\$2,627	\$19,609	\$4,534
Unassigned Balances				
Unassigned Asset Replacement Balance			\$16,136	\$19,058
Total Budgeted	\$2,854	\$2,627	\$35,745	\$35,745

FUND 173 – OAKLEY TOWN CENTER				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$10,935	\$10,935	\$10,935	\$10,935
Interest	\$96	\$147		
Total Revenues	\$11,031	\$11,082	\$10,935	\$10,935
Services	\$7,741	\$11,374	\$49,383	\$9,981
Total Expenditures	\$7,741	\$11,374	\$49,383	\$9,981
Unassigned Balances				
Unassigned Asset Replacement Balance			\$11,684	\$7,831
Total Budgeted	\$7,741	\$11,374	\$61,067	\$17,812

FUND 174 – OAK GROVE				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$28,405	\$28,405	\$28,405	\$28,405
Interest	\$71	\$115		
Total Revenues	\$28,476	\$28,520	\$28,405	\$28,405
Services	\$22,367	\$26,651	\$28,405	\$28,405
Total Expenditures	\$22,367	\$26,651	\$28,405	\$28,405
Unassigned Balances				
Unassigned Asset Replacement Balance			\$13,804	\$14,159
Total Budgeted	\$22,367	\$26,651	\$42,209	\$42,564

FUND 175 – LAUREL WOODS/LUNA ESTATES				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$7,668	\$7,668	\$7,668	\$7,668
Interest	\$92	\$154		
Total Revenues	\$7,760	\$7,822	\$7,668	\$7,668
Services	\$2,961	\$3,048	\$7,768	\$7,668
Total Expenditures	\$2,961	\$3,048	\$7,768	\$7,668
Unassigned Balances				
Unassigned Asset Replacement Balance			\$16,684	\$17,951
Total Budgeted	\$2,961	\$3,048	\$24,452	\$25,619

FUND 176 – SOUTH FORTY				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$9,712	\$9,712	\$9,713	\$9,713
Interest	\$30	\$54		
Total Revenues	\$9,742	\$9,766	\$9,713	\$9,713
Services	\$3,980	\$5,124	\$9,838	\$9,713
Total Expenditures	\$3,980	\$5,124	\$9,838	\$9,713
Unassigned Balances				
Unassigned Asset Replacement Balance			\$4,716	\$8,476
Total Budgeted	\$3,980	\$5,124	\$14,554	\$18,189

FUND 177 – CLAREMONT				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$7,628	\$7,628	\$7,628	\$7,628
Interest	\$25	\$31		
Total Revenues	\$7,653	\$7,659	\$7,628	\$7,628
Services	\$9,065	\$10,452	\$7,728	\$7,628
Total Expenditures	\$9,065	\$10,452	\$7,728	\$7,628
Unassigned Balances				
Unassigned Asset Replacement Balance			\$3,997	\$3,793
Total Budgeted	\$9,065	\$10,452	\$11,725	\$11,421

FUND 178 – GATEWAY				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$18,360	\$18,360	\$18,360	\$18,360
Interest	\$254	\$410		
Total Revenues	\$18,614	\$18,770	\$18,360	\$18,360
Capital Outlay				
Services	\$12,852	\$12,671	\$18,560	\$18,360
Total Expenditures	\$12,852	\$12,671	\$18,560	\$18,360
Unassigned Balances				
Unassigned Asset Replacement Balance			\$45,832	\$48,634
Total Budgeted	\$12,852	\$12,671	\$64,392	\$66,994

FUND 179 – COUNTRYSIDE (VILLAGE GREEN)				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$2,562	\$2,562	\$2,563	\$2,563
Interest	\$29	\$43		
Total Revenues	\$2,591	\$2,605	\$2,563	\$2,563
Services	\$1,622	\$2,912	\$2,613	\$2,563
Total Expenditures	\$1,622	\$2,912	\$2,613	\$2,563
Unassigned Balances				
Unassigned Asset Replacement Balance			\$4,948	\$5,349
Total Budgeted	\$1,622	\$2,912	\$7,561	\$7,912

FUND 180 – COUNTRY FAIR (MEADOW GLEN)				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$5,423	\$5,423	\$5,423	\$5,423
Interest	\$5	\$1		
Total Revenues	\$5,428	\$5,424	\$5,423	\$5,423
Interest				
Services	\$3,859	\$5,346	\$5,423	\$5,423
Total Expenditures	\$3,859	\$5,346	\$5,423	\$5,423
Unassigned Asset Replacement Balance				
Total Budgeted	\$3,859	\$5,346	\$5,423	\$5,423

FUND 181 – CALIFORNIA SUNRISE				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$3,502	\$3,502	\$3,502	\$3,502
Interest	\$76	\$124		
Total Revenues	\$3,578	\$3,626	\$3,502	\$3,502
Services	\$778	\$638	\$3,552	\$3,168
Total Expenditures	\$778	\$638	\$3,552	\$3,168
Unassigned Balances				
Unassigned Asset Replacement Balance			\$14,084	\$15,368
Total Budgeted	\$778	\$638	\$17,636	\$18,536

FUND 182 – CALIFORNIA VISIONS (LAUREL)				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$12,000	\$12,000	\$12,000	\$12,000
Interest	\$179	\$285		
Total Revenues	\$12,179	\$12,285	\$12,000	\$12,000
Services	\$6,876	\$10,632	\$12,150	\$12,000
Transfer to Capital Reserve				
Total Expenditures	\$6,876	\$10,632	\$12,150	\$12,000
Unassigned Balances				
Unassigned Asset Replacement Balance			\$32,197	\$34,963
Total Budgeted	\$6,876	\$10,632	\$44,347	\$46,963

FUND 183 – CLAREMONT HERITAGE				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$18,240	\$18,240	\$18,240	\$18,240
Interest	\$218	\$358		

Total Revenues	\$18,458	\$18,598	\$18,240	\$18,240
Services	\$9,355	\$10,764	\$8,715	\$14,515
Transfer to Capital Reserve				
Total Expenditures	\$9,355	\$10,764	\$8,715	\$14,515
Unassigned Balances				
Unassigned Asset Replacement Balance			\$45,586	\$49,647
Total Budgeted	\$9,355	\$10,764	\$54,301	\$64,162

FUND 184 – COUNTRY FAIR (MEADOW GLEN II)				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$122,544	\$122,544	\$122,544	\$122,544
Interest	\$170	\$286		
Grants			\$58,000	
Total Revenues	\$122,714	\$122,830	\$180,544	\$122,544
Services	\$115,679	\$99,002	\$180,344	\$122,544
Capital Outlay	\$379	\$805		
Total Expenditures	\$116,058	\$99,807	\$180,344	\$122,544
Unassigned Balances				
Unassigned Asset Replacement Balance			\$32,046	\$17,080
Total Budgeted	\$116,058	\$99,807	\$212,390	\$139,624

FUND 185 – SUNDANCE				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$8,910	\$8,910	\$8,910	\$8,910
Interest	\$22	\$29		
Total Revenues	\$8,932	\$8,939	\$8,910	\$8,910
Services	\$10,705	\$8,643	\$10,581	\$10,581
Total Expenditures	\$10,705	\$8,643	\$10,581	\$10,581
Unassigned Balances				
Unassigned Asset Replacement Balance			\$1,125	\$1,428
Total Budgeted	\$10,705	\$8,643	\$11,706	\$12,279

FUND 186 – CALIFORNIA JAMBOREE				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$87,548	\$87,548	\$87,547	\$87,547
Interest	\$608	\$903		
Other	\$6,029	\$2,044		
Transfers In	\$40,000	\$30,000	\$30,000	\$30,000
Total Revenues	\$134,185	\$120,495	\$117,547	\$117,547
Services	\$138,188	\$131,535	\$137,856	\$125,931
Capital Outlay	\$10,354	\$575		
Transfer to Capital Reserve				
Total Expenditures	\$148,542	\$132,110	\$137,856	\$125,931
Unassigned Balances				
Unassigned Asset Replacement Balance			\$78,432	\$84,052
Total Budgeted	\$148,542	\$132,110	\$216,288	\$209,983

FUND 187 – COUNTRY PLACE				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$23,400	\$23,400	\$23,400	\$23,400
Interest	(\$6)	(\$12)		
Transfers In	\$8,000	\$8,000	\$8,000	\$8,000
Total Revenues	\$31,394	\$31,388	\$31,400	\$31,400
Services	\$36,834	\$39,105	\$40,730	\$39,730
Total Expenditures	\$36,834	\$39,105	\$40,730	\$39,730
Unassigned Balances				
Total Budgeted	\$36,834	\$39,105	\$40,730	\$39,730

FUND 188 – LAUREL CREST				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$87,000	\$87,000	\$87,000	\$87,000
Interest	\$221	\$316		
Transfers In		\$10,000	\$10,000	\$10,000
Total Revenues	\$87,221	\$97,316	\$97,000	\$97,000
Services	\$115,701	\$89,278	\$96,838	\$97,000
Capital Outlay	\$1,747			
Total Expenditures	\$117,448	\$89,278	\$96,838	\$97,000
Unassigned Balances				
Unassigned Asset Replacement Balance			\$33,398	\$29,073
Total Budgeted	\$117,448	\$89,278	\$130,236	\$126,073

FUND 189 – MARSH CREEK GLEN				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$82,374	\$74,390	\$86,528	\$89,340
Interest	\$645	\$1,068		
Total Revenues	\$83,019	\$85,458	\$86,528	\$89,340
Services	\$46,611	\$61,064	\$152,400	\$56,000
Capital Outlay	\$8,818	\$1,400	\$350,910	
Transfer to Capital Reserve				
Total Expenditures	\$55,429	\$62,464	\$503,310	\$56,000
Unassigned Balances				
Unassigned Asset Replacement Balance			\$656	\$31,990
Total Budgeted	\$55,429	\$62,464	\$503,966	\$87,990

FUND 190 – QUAIL GLEN				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$25,876	\$26,508	\$28,523	\$28,923
Interest	\$97	\$172		
Total Revenues	\$25,973	\$26,680	\$28,523	\$28,923
Services	\$12,471	\$16,634	\$23,730	\$26,730
Total Expenditures	\$12,471	\$16,634	\$23,730	\$26,730
Unassigned Balances				
Unassigned Asset Replacement Balance			\$17,878	\$23,075
Total Budgeted	\$12,471	\$16,634	\$41,608	\$49,805

FUND 191 – CYPRESS GROVE				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$235,306	\$241,066	\$247,170	\$254,632
Interest	\$591	\$904		
Transfers In		\$170,000	\$70,000	\$10,000
Total Revenues	\$235,897	\$411,970	\$317,170	\$264,632
Services	\$243,935	\$246,903	\$276,200	\$257,170
Capital Outlay	\$2,060	\$1,583		
Total Expenditures	\$245,995	\$248,486	\$276,200	\$257,170
Unassigned Balances				
Unassigned Asset Replacement Balance			\$56,020	\$100,000
Total Budgeted	\$245,995	\$248,486	\$332,220	\$357,170

FUND 192 – SOUTH OAKLEY				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$323,433	\$331,340	\$344,602	\$355,004
Interest	\$481	\$733		
Other	\$3,116	\$1,792		
Transfers In	\$10,000	\$10,000	\$10,000	\$10,000
Total Revenues	\$337,030	\$343,865	\$354,602	\$364,004
Services	\$336,973	\$308,534	\$426,700	\$334,700
Capital Outlay	\$10,178	\$2,176		
Transfer to Capital Reserve				
Total Expenditures	\$347,151	\$310,710	\$426,700	\$334,700
Unassigned Balances				
Unassigned Asset Replacement Balance			\$76,439	\$22,575
Total Budgeted	\$347,151	\$310,710	\$503,139	\$357,275

FUND 193 – STONE CREEK				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$16,000	\$16,000	\$29,250	\$29,250
Interest	\$205	\$300		
Total Revenues	\$16,205	\$16,300	\$29,250	\$29,250
Services	\$27,596	\$3,978	\$15,903	\$22,403
Total Expenditures	\$27,596	\$3,978	\$15,903	\$22,403
Unassigned Balances				
Unassigned Asset Replacement Balance			\$35,983	\$29,434
Total Budgeted	\$27,596	\$3,978	\$51,886	\$51,837

FUND 194 – MAGNOLIA PARK				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$531,000	\$552,500	\$552,500	\$552,500
Interest	\$1,459	\$2,546		
Other	\$6,764	\$2,975		
Transfer In	\$10,000	\$10,000	\$10,000	\$10,000
Total Revenues	\$549,223	\$568,021	\$562,500	\$562,500
Services	\$371,423	\$349,929	\$543,600	\$443,200
Capital Outlay	\$14,322	\$11,042		
Transfer to Capital Reserve				
Total Expenditures	\$385,745	\$360,971	\$543,600	\$443,200
Unassigned Balances				
Unassigned Asset Replacement Balance			\$100,00	\$100,000
Total Budgeted	\$385,745	\$360,971	\$643,600	\$543,200

FUND 195 – SUMMER LAKE				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$97,674	\$169,311	\$217,282	\$273,992
Interest	\$887	1,452		
Other				
Transfer In		\$25,000	\$25,000	\$25,000
Total Revenues	\$98,561	\$195,763	\$242,282	\$298,992
Services	\$56,416	\$189,499	\$389,581	\$269,200
Capital Outlay	\$157	\$1,112		
Transfer to Capital Reserve				
Total Expenditures	\$56,573	\$190,611	\$389,581	\$269,200
Unassigned Balances				
Unassigned Asset Replacement Balance			\$69,527	\$87,735
Total Budgeted	\$56,573	\$190,611	\$459,108	\$356,935

ROAD MAINTENANCE FUNDS

The City has three Special Revenue funds used mostly for Road Maintenance: the Gas Tax Fund, the Measure J Fund, and the Streets Maintenance Reserve Fund.

Gas Tax Fund

The Gas Tax Fund is used to account for the City's share of local gas tax revenues and congestion management funds received from the State. These revenues are for the research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for non-motorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes. The City uses them for local roadway maintenance, roadway projects, and to subsidize the Street Lighting Fund.

FUND 140 – GAS TAX				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Gas Taxes	\$1,056,136	\$1,080,339	\$867,169	\$799,223
Grant Proceeds			\$15,000	
Interest	\$1,202	\$1,818		
Other				
Congestion Management Funds				
Total Revenues	\$1,057,338	\$1,082,157	\$882,169	\$810,350
Services	\$332,877	\$412,260	\$383,646	\$433,738
Supplies	\$173,066	\$159,374	\$300,000	\$150,000
Capital Outlay	\$415,279	\$240,416	\$1,038,082	\$100,000
Transfers Out	\$155,745	\$70,946	\$102,148	\$102,148
Total Expenditures	\$1,076,967	\$882,995	\$1,823,876	\$785,886
Unassigned Balances			\$57,881	\$35,447
Total Budgeted	\$1,076,967	\$882,995	\$1,881,757	\$821,333

Measure J

The Measure J Fund is used to account for the City's share of the voter approved 1/2% sales tax for transportation projects. Measure J was passed by the voters as a successor tax to Measure C. Both are restricted to the same uses as Gas Tax revenues, but can also be applied to transit improvement and operations, growth management planning and compliance, pedestrian and bicycle trail construction/maintenance/operations, parking facility development, and transportation efficiency program development and operations (ridesharing, etc.). The City uses its Measure J tax revenues for local roadway maintenance and roadway projects.

FUND 148 – MEASURE J				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Grants				
Measure J Allocations	\$508,671	\$508,272	\$512,000	\$548,375
Interest	\$989	\$1,203		
Total Revenues	\$509,660	\$509,475	\$512,000	\$548,375
Services	\$110,113	\$243,742	\$183,800	\$204,110
Supplies				
Capital Outlay	\$433,741	\$572,232	\$903,365	494,451
Total Expenditures	\$543,854	\$815,975	\$1,087,165	\$698,561
Unassigned Balances			\$37,395	\$33,130
Total Budgeted	\$543,854	\$815,975	\$1,124,560	\$731,691

Streets Maintenance Reserve

The Streets Maintenance Reserve Fund was first established in Fiscal Year 2013-2014 and received its first funding in Fiscal Year 2014-2015. Contributions to the Reserve are largely expected to be transfers in from the General Fund. Street maintenance follows the long-term lifecycle of the streets themselves, and as a result, long-term costs are best contained by ensuring maintenance is performed routinely. The Streets Maintenance Reserve Fund was formed to provide 1) a place to set aside funds so that maintenance activities remain available in both good times and bad, 2) a place to save up funds for more significant future maintenance projects, and 3) to be a reserve for funding unexpected projects or higher than planned project costs on critical maintenance projects.

FUND 235 – STREET MAINTENANCE RESERVE				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Transfers In		\$75,000	\$150,000	\$150,000
Other				
Total Revenues	\$0	\$75,000	\$150,000	\$150,000
Services				
Supplies				
Capital Outlay				
Total Expenditures	\$0	\$0	\$0	\$0
Unassigned Balances			\$225,000	\$375,000
Total Budgeted	\$0	\$0	\$225,000	\$225,000

STORM WATER PROGRAM FUND

The City has a separate fund to account for its Storm Water Program activities. The program is funded by assessments on property owners, and pays for storm water and pollution runoff management activities mandated by the Federal Government.

FUND 145 – STORM WATER PROGRAM				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$484,727	\$498,378	\$461,000	\$462,000
Interest	\$3,953	\$2,205		
Other	\$90	\$180		
Total Revenues	\$488,770	\$500,763	\$461,000	\$462,000
Services	\$260,628	\$260,460	\$278,047	\$408,394
Supplies	\$143,321	\$165,776	\$214,000	\$256,500
Capital Outlay			\$380,000	\$667,642
Total Expenditures	\$403,949	\$426,236	\$522,047	\$1,332,536
Unassigned Balances			\$631,315	\$32,461
Total Budgeted	\$403,949	\$426,236	\$1,503,362	\$1,364,997

POLICE SERVICE FUNDS

The City has two police service funds: The P-6 Fund and the Supplemental Law Enforcement Services Fund (SLESF). The P-6 Fund is where the City accounts for the City's police services special tax, all of which are budgeted to augment general fund resources in funding the Police Department budget. The SLESF is where the City accounts for Supplemental Law Enforcement Grants from the State. The fiscal year 2016-2017 budget reflects the use of the grant from the State to supplement Police Department costs.

FUND 150 – P-6 POLICE SERVICES				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Assessments	\$3,058,332	\$3,336,854	\$3,421,250	\$3,692,937
Interest	\$113	\$666	\$250	\$250
Total Revenues	\$3,058,445	\$3,337,520	\$3,421,500	\$3,693,187
Services	\$3,058,445	\$3,351,674	\$3,423,400	\$3,693,187
Total Expenditures	\$3,058,445	\$3,351,674	\$3,423,400	\$3,693,187

FUND 151 – SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Grant Revenues	\$116,752	\$113,973	\$100,000	\$100,000
Interest	(\$13)	(\$7)		
Total Revenues	\$116,739	\$113,966	\$100,000	\$100,000
Services	\$116,739	\$99,813	\$100,000	\$100,000
Supplies				
Capital Outlay				
Total Expenditures	\$116,739	\$99,813	\$100,000	\$100,000

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DEVELOPER DEPOSITS FUND

The City has a separate fund to account for developer deposits and related development application processing costs. The revenues are earned only as work is performed and costs incurred. All deposits that are unused in the application review process are returned to the applicant when the review is completed.

FUND 301 – DEVELOPER DEPOSITS				
	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Projected	Recommended
Developer Fees	\$193,050	\$458,870	\$753,998	\$774,243
Total Revenues	\$193,050	\$458,870	\$753,998	\$774,243
Services	\$188,997	\$452,539	\$753,998	\$774,243
Operating Transfers Out				
Total Expenditures	\$188,997	\$452,539	\$753,998	\$774,243

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SUCCESSOR HOUSING ASSETS

Successor Housing Assets

The City is the Successor Housing Agency to the now dissolved Oakley Redevelopment Agency and the City Successor Housing Assets Fund is used to account for all related City Housing activity.

Program Costs and Revenues

Funding is provided by the repayment of housing loans. Most housing loans are repayable from affordable housing developers when the project's rents meet certain hard thresholds and produce what are called "residual receipts" (amounts in excess of the thresholds). The City has one project which currently is forwarding residual receipts payments in accordance with its loan. A portion of the receipts are retained in the Successor Housing Assets Fund, and a portion is deposited in the Successor Agency to the Oakley Redevelopment Agency's Operating Fund, each receiving a share in proportion to their contribution to the original amount loaned. Program costs are currently limited to staff and internal administrative support costs for the program. Proceeds in any year that are not utilized for program costs are used to pay prior Redevelopment Agency obligations for Impact Fees on affordable housing projects.

Program Description

The Planning Division provides housing program oversight to ensure developer compliance with the terms of any agreements with the City or the dissolved Oakley Redevelopment Agency.

Staffing Summary

The work is performed by the Planner Manager and his time is charged to the program on an hourly basis.

Program Objectives

The primary operating objectives for the program in fiscal year 2016-2017 is to ensure Developers continue to comply with their obligations. There are no significant changes to the Department's objectives. To the extent costs are less than funds available, the balance will be used towards paying down a portion of the \$1.3 million in deferred impact fee obligations from prior affordable housing projects that remain outstanding.

Program Changes

There are no increases in regular staffing levels or significant one-time costs proposed.

FUND 767 – SUCCESSOR HOUSING ASSETS				
	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Recommended
Property Tax				
Interest Income	\$41,297	\$51,403	\$12,000	\$12,000
Loan Repayments	\$1,217	\$2,400	\$2,400	\$2,000
Rents				
Sale of Property				
Transfers In				
Interfund Charges for Svc				
Total Revenues	\$42,514	\$53,803	\$14,400	\$14,000
Personnel				
Supplies				
Services	\$8,279	\$5,045	\$3,500	\$3,500
Interest	\$3,267	\$3,478	\$10,900	\$10,500
Total Expenditures	\$11,546	\$8,523	\$14,400	\$14,000
Unassigned Balances				
Total Budgeted	\$11,546	\$8,523	\$14,400	\$14,000

Note: The Successor Housing Assets Fund was established in February 2012 as a result of the Dissolution Act that dissolved redevelopment agencies throughout California.

DEBT SERVICE FUNDS

Program Costs and Revenues

Debt Service Funds are where we account for the Principal, Interest, and administrative costs associated with the City's debt.

Program Description

The City currently has one debt outstanding:

- The 2006 Certificate of Participation issued by the City's financing Authority to purchase 3221 Main Street and pay for the City Hall improvements on the Downtown Civic Center site. It's being repaid with Public Facilities Impact Fees

Staffing Summary

No staffing is permanently allocated to debt management; however the Finance Department ensures the City complies with financial reporting requirements and interfaces with contracted administrators, trustees, bond counsel, rating agencies, and others in meeting the Agency's bond covenants. The City hires NBS Financial as its dissemination agent, and Wells Fargo as trustee and Fiscal Agent.

Program Objectives

The primary operating objectives for the City remain unchanged for fiscal year 2016-2017: to make the debt service payments, to oversee the services provided by the contractors, and to ensure the preparation of all required public reporting.

Program Changes

No program changes.

**Debt Service 2006 Certificates of Participation
Fund 351**

ESTIMATED REVENUES		
Transfers In	Interest Income	Total Revenues
\$570,035		\$570,035

PROPOSED EXPENDITURES			
Principal	Interest	Administration	Total Expenditures
\$285,000	\$275,035	\$10,000	\$570,035

DEBT LISTING:

2006 Certificates	Civic Center Project	\$8,500,000
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REMAINING DEBT SERVICE:

Fiscal Year	Principal	Interest	Total Debt Service
2016-17	\$285,000	\$275,035	\$560,035
2017-18	\$300,000	\$263,635	\$563,635
2018-19	\$310,000	\$251,635	\$561,635
2019-20	\$325,000	\$239,235	\$564,235
2020-21	\$335,000	\$226,235	\$561,235
Other Years	\$4,860,000	\$1,391,635	\$6,251,635
Totals	\$6,415,000	\$2,647,410	\$9,062,410

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is a major public infrastructure and planning tool for the City of Oakley. The CIP serves as a statement of the City's policies and financial abilities to manage the development of the community. The creation of a five-year CIP provides a systematic plan for providing infrastructure improvements within a prioritized framework and with a general schedule within which the projects proceed. The first year reflects the adopted budget for the upcoming Fiscal Year (FY). The remaining four years represent a schedule and estimate of future capital needs that may be funded given projected revenues and priorities.

There are several benefits for developing and adopting a Capital Improvement Program. Not only does the CIP become a management tool for the City Council and City staff, a CIP also provides valuable information to the citizens, developers, and businesses who are interested in the development of the community. The CIP document will assist in leveraging available resources through timing of projects, and coordinating City projects with the projects of other public or private entities.

Despite the many benefits of a CIP, it is important to highlight the fact that this is a fluid document. Changes can occur for many reasons. Revenues can fluctuate as a result of changing economic conditions or shifts in City policy. Private economic decisions can also affect the timing, scale, and location of capital projects. The City of Oakley CIP reflects the strategic goals of the City Council and is a critical investment in the community.

The focus of the proposed CIP for FY 2016/17 through 2020/21 is to maintain the core infrastructure of the City of Oakley while utilizing the most cost effective and creative approach; and continuing to build new infrastructure for the community which will enhance the quality of life for residents and promote the economic vitality and viability for the City. In preparation of the CIP for FY 2016/17, a comprehensive review of prospective projects has been made to determine if the projects are still viable and should be funded. The most significant proposed new project for FY 2016/17 is the allocation of funding for the planning and initial development of the Moura Property (turf area and phase 1 of the new Oakley Recreation Center) which will be a major recreational asset for the community for decades to come. The Downtown improvement project design that began in FY 2015/16 is nearly complete and the construction of the project will take place in FY 2016/17.

The CIP for FY 2016/17 is divided into specific projects to address unique needs for each component of the City's infrastructure system. This approach provides funding for the infrastructure maintenance and the construction of new improvements, as well as a long range goal for protecting the quality of the public infrastructure system in the City of Oakley. The funding for the CIP projects are generally from the following sources: Measure J Sales Tax, Gas Tax, General Fund, Development Traffic Impact Fees, Park Impact Fees, and Federal & State Grants. The revenues from Development Traffic Impact Fees and Park Impact Fees are dependent upon the private development activity and regional economic growth. The CIP for FY 2016/17 conservatively budgets a portion of these funding sources to account for unforeseen downturns in the regional economic and development activity.

There is a direct relationship between CIP project construction and economic development and vitality of the community. New residents want to come and live in a community that is vibrant and provides a wide range of amenities. Commercial developers also look to build in communities that thrive and provide amenities for today's lifestyle. The construction of CIP projects help in enhancing amenities and the quality of life for the community residents, which in turn makes Oakley a desired community for private development. The increase in the level of private development activity will provide opportunities for the City to undertake projects with various infrastructure improvements. This is in conjunction with development construction that will include roadway improvements, making it more cost effective and timely.

Proposed Projects for FY 2016/17 CIP

Project #165, Main Street Realignment (Norcross Lane to 2nd Street) - This project will continue the improvements that started in downtown on Main Street in 2012, by constructing new curb, gutter, sidewalk, storm drain system, paving, and streetscape from Norcross Lane to 2nd Street. A new traffic signal will be constructed at the intersection of Main Street and Norcross Lane. The signal timing will be coordinated with the Vintage Parkway and O'Hara Avenue signals. This signal interconnection will help in traffic flow along Main Street. At the intersection of Main Street and 2nd Street there will be a roadway realignment to better define the transition point between the core downtown area and the rest of Main Street, as determined in the downtown "Visioning" plan in 2014. As a separate component of this project, the north side of Main Street will also be widened from 2nd Street to 5th Street in conjunction with a development project that will be constructing new retail and office buildings on that section of Main Street. The design of this project began in FY 2015/16 and the construction of the improvements will take place in FY 2016/17. This project will include construction of a new gateway monument at the intersection of Main Street and 2nd Street. **Total Budget- \$4,425,000 (\$1,461,000 SAFETEA-LU Federal Grant), (\$1,500,000 TIF), (\$300,000 General Capital Projects Fund), (\$500,000 Main Street Fund), (\$250,000 Stormwater Fund), (\$64,000 - 2012 Bonds Annual Refinancing Benefit), (\$50,000 Gas Tax Fund), (\$300,000 Measure J)**

Project #176, Oakley Community Park Project – This project transforms a 55-acre site at the end of Sellers Avenue that was given to the City as part of the development agreements with the Emerson and Gilbert Ranch projects. This 55-acre site has a number of older buildings and facilities related to a dairy farm that has been closed for decades. This project will clean up the site and construct a Community Park that will be a destination point for the community. A team of staff, consultants, and a Council sub-committee began the process of concept planning and design of this site in FY 2015/16. As a result of this work, a final concept plan was developed and approved by the Council. This project will be a multi-phase project that will be designed and constructed over the coming years; could cost over \$60,000,000 to construct all of its components. Funding for the project will be provided by a combination of grants and other local funds. The first phase of this project is to complete the Environmental Impact Review (EIR) for the site, as well as demolish and remove the old and abandoned buildings. Concurrently the City is ^{133.} actively pursuing and applying for any grants to secure funding for the future phases of this project. **Total Budget-**

Project #179, FY 2016/17 Street Repair & Resurfacing - This project will repair the base and surface failures and resurface streets as a part of a comprehensive program to maintain the roadways for the community. Street repair and resurfacing is critical for keeping the quality of the City's street infrastructure in good condition and prevent the necessity of costly reconstruction due to the lack of proper rehabilitation and maintenance. This project for FY 2016/17 will repair and resurface several areas that need Sierra Crete remediation in the Vintage Parkway neighborhood. **Total Budget- \$700,000 (\$700,000 TIF).**

Project #181, FY 2016/17 Curb, Gutter, and Sidewalk Repair and Reconstruction- This project will coordinate with the responsible property owners to repair and reconstruct damaged and broken concrete curb, gutter, and sidewalks throughout the City. The construction of this project will eliminate trip and fall accidents caused by sidewalk and curbs uplifted by tree root overgrowth, and provide safe paths of travel for the community. This project works in coordination with the 50-50 cost share program that helps the property owners address concrete sidewalk and curb and gutter uplifts caused by tree root overgrowth. **Total Budget- \$100,000 (\$50,000 Gas Tax), (\$50,000 General Capital Fund).**

Project #182, FY 2016/17 Frontage Gap Closure Improvements - Mercedes Lane is the main access point to the Laurel Elementary School, Oakley Union School District campus, and the adjacent residential neighborhoods. Currently, Mercedes Lane has a one-way travel-way in the northbound direction from the intersection at Laurel Road. This is congested during morning and afternoon peak periods. This project will widen Mercedes Lane by adding a dedicated right turn lane at the intersection. This will help the traffic flows at this intersection and improve safety for the pedestrians and vehicles. **Total Budget- \$150,000 (\$150,000 2012 Bond Benefit)**

Project #183, FY 2016/17 Storm Drain Improvements - This project will construct a self-contained storm drain system on Brock Lane. This area does not have a formal storm drain system and experiences chronic flooding during the rainy season. **Total Budget- \$100,000 (\$100,000 Stormwater Fund)**

Project #184, FY 2016/17 Traffic Calming Project - The traffic operations in the community has become one of the major issues that the Police and Public Works Departments handle on a regular basis. This project provides funding for the placement of traffic calming features in accordance with the neighborhood traffic calming policy.

Various traffic calming requests are being evaluated by staff from the Police and Public Works Departments, and are addressed in collaboration with the residents based on priority and order received. **Total Budget- \$50,000 (\$50,000 TIF)**

Project #185, FY 2016/17 Street Restriping- This project will restripe various City streets each year to help maintain delineations that are marked for usage by motorists and pedestrians. The work performed under this project focuses on the streets that are not in the plan for resurfacing in the next 2 years, and need the striping for lane delineation (centerline, edge line, crosswalk, pavement marking) to provide safe streets for the community. **Total Budget- \$50,000 (\$50,000 2012 Bond Benefit).**

Project #186, West Cypress Road Bridge at Contra Costa Canal Reconstruction Project- The existing West Cypress Road Bridge that crosses the Contra Costa canal is structurally deficient according to the latest Caltrans inspections and will need to be reconstructed in order to continue to be safe and remain in service. This project will fund the preliminary design and start the process of securing grants that will provide a funding source to design the replacement of this structure. **Total Budget- \$10,000 (\$10,000 Stormwater Fund).**

Project #187, Main Street Bridge at Contra Costa Canal Rehabilitation Project- The existing Main Street Bridge that crosses the Contra Costa canal is in need of rehabilitation to protect its structural integrity and keep it off of the Caltrans structurally deficient list. This project will fund the preliminary design of the structural rehabilitation and start the process of securing grants that will fund the design for the improvements needed to rehabilitate this bridge. **Total Budget- \$10,000 (\$10,000 Stormwater Fund).**

Project #189, Piper Lane Drainage Channel Trash Capture Device Project- The Piper Lane drainage channel is one of the major drainage outfalls from the City of Oakley to the Delta which the City is responsible for its maintaining and operating. This is an open channel that flows freely to the Delta. Based on the new permit issued by SF Regional Water Quality Control Board, it cannot convey trash to the open waters of the Delta. Historically, a large amount of trash and debris are transported to the Delta through this channel. This project will construct new trash capture devices at the upstream end of the channel near Vintage Parkway. The trash capture device will stop trash from flowing into the Delta and the City will be in compliance with the SF

Regional Water Quality Control Board permit. **Total Budget- \$200,000 (\$200,000 Stormwater Fund).**

Project #191, Laurel Road/Rose Avenue Intersection Improvement Project– The intersection of Laurel Road and Rose Avenue is a major intersection in the City of Oakley on an arterial road that is not signalized. Currently, this intersection operates as a four-way stop and has one lane of traffic in each direction. This project will widen the intersection, construct a new traffic signal, and improve the traffic flows on Laurel Road at Rose Avenue. This project is in conjunction with a private development project that will widen the south side of Laurel Road to the east; and the City of Oakley’s Capital Improvement Project (CIP 196) which will widen the north side of Laurel Road from Rose Avenue to Mellowood Drive. This project will be designed in FY 2016/17, followed up with the construction in FY 2017/18. **Total Budget- \$150,000 (\$150,000 TIF)**

Project #192, Traffic Signal Modernization Project– Traffic operations and public safety have become one of the more important issues for the community. Staffs from both Public Works and the Police Department are continually working to improve the traffic operations on City streets. This project will replace some of the older internal components of the City's traffic signal systems which will allow better and more coordinated traffic signal operations. **Total Budget- \$175,000 (\$175,000 TIF)**

Project #193, Public Works Operations Building Rehabilitation Project- This project will rehabilitate an existing building that will be used as the operation center for the Public Works Department. The Public Works operations corporation yard currently occupies a part of the Civic Center campus behind the Amphitheater and Park. Once the Public Works operations center has moved to the rehabilitated building, the existing area used for the corporation yard will be improved and paved for a parking lot. **Total Budget- \$100,000 (\$100,000 Facility Fund)**

Project #194, Oakley Recreation Center Project – The City of Oakley is growing and the demands for recreation facilities are increasing. The current facility at the former Moura property on O'Hara Avenue is no longer a practical option to serve the recreation needs of the community. This project will provide the community with a modern and functional recreation facility, with an accompanying turf area (ballfield). Over all phases, the new facility will provide the City with room to program a wide range of recreation services in one location. This project will be constructed in phases as funding becomes available. The first phase of the project would be designed in FY 2016/17 with

construction of the turf area planned during 2016/17, followed by phase 1 building construction in FY 2017/18. **Total Budget- \$4,664,000 (\$4,000,000 General Capital Fund), (\$450,000 Park Impact Fee), and (\$214,000 Grant)**

Project #195, Bridgehead Road Pump Station Rehabilitation Project- The pump station under the railroad bridge on Bridgehead Road was built by the County decades ago and has not received formal preventative maintenance since the roadway was transferred to the City after incorporation. This past winter, the pumps broke down, and will need to be operational for the next rainy season. This project will rehabilitate the pump station and install new pumps in preparation of the winter months and rainy season. The new pumps will be maintained on a regular schedule to ensure their long term performance. **Total Budget- \$45,000 (\$45,000 Stormwater Fund)**

Project #196, Laurel Road Widening (Rose Avenue to Mellowood Drive) Project- This section of Laurel Road between Rose Avenue and Mellowood Drive is a narrow 2 lane road that does not accommodate the traffic demands of the community. Laurel Road is a major Arterial street in Oakley, and a direct connection to Highway 4. This section of Laurel Road has not been widened or improved due to the lack of Right of Way. The City was successful in acquiring the Right of Way needed for this road, and plans to design the project and relocate the utilities in FY 2016/17. Construction of the roadway widening project is scheduled for FY 2017/18. This project is in conjunction with CIP#191 which will reconstruct the intersection of Laurel Road/Rose Avenue. **Total Budget- \$120,000 (\$120,000 TIF)**


City of Oakley
 FY 2016/17 Project Summary
 Capital Improvement Program for Fiscal Years 2016/17 to 2020/21


FY 16/17 Proposed Revenues												
	General Capital Projects	Main Street Fund	TIF	Measure J	Gas Tax	Stormwater Fund	2012 Bond Benefit	Facility Fund	Community Park Fund	Park Impact Fee	Grant	
FY 15/16 Fund Balance	\$ 46,250	\$ 44,855	\$ 1,086,260	\$ 183,316	\$ 87,143	\$ 902,997	\$ 166,561	\$ 203,000	\$ 500,000	\$ 877,254	\$ -	
FY 16/17 Revenues	\$ 4,300,000	\$ 150,000	\$ 1,200,000	\$ 547,375	\$ 799,233	\$ 462,000	\$ 63,600	\$ 50,000	\$ 1,000,000	\$ 452,800	\$ 214,000	
FY 16/17 Operational Expenditures	\$ 98,646	\$ 4,000	\$ 96,646	\$ 204,110	\$ 583,738	\$ 664,894	\$ -	\$ 27,000	\$ -	\$ 4,000	\$ -	
FY 16/17 CIP Staff Labor Charges	\$ 97,454	\$ -	\$ 281,967	\$ 194,451	\$ 167,081	\$ 212,642	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Available for Capital Projects	\$ 4,050,150	\$ 190,855	\$ 1,907,647	\$ 332,130	\$ 135,547	\$ 487,461	\$ 230,161	\$ 226,000	\$ 1,500,000	\$ 1,326,054	\$ 214,000	

FY 16/17 Proposed Expenditures													
#	Project	FY 16/17 Total	General Capital Fund	Main Street Fund	TIF	Measure J	Gas Tax	Stormwater Fund	2012 Bond Benefit	Facility Fund	Community Park fund	Park Impact Fee	Grant
165	Main Street Realignment Project	\$ 1,200,000		\$ 150,000	\$ 700,000	\$ 300,000	\$ 50,000						
176	Oakley Community Park Project	\$ 550,000									\$ 550,000		
177	Bethel Island Road Culvert Rehabilitation Project	\$ 90,000						\$ 90,000					
179	FY 2016/17 Street Repair and Resurfacing Project	\$ 700,000			\$ 700,000								
181	FY 2016/17 Curb, Gutter, & Sidewalk Repair and Reconstruction Project	\$ 100,000	\$ 50,000				\$ 50,000						
182	FY 2016/17 Frontage Gap Closure Project	\$ 150,000							\$ 150,000				
183	FY 2016/17 Storm Drain Improvement Project	\$ 100,000						\$ 100,000					
184	FY 2016/17 Traffic Calming Project	\$ 50,000			\$ 50,000								
185	FY 2016/17 Street Restriping Project	\$ 50,000							\$ 50,000				
186	West Cypress Road Bridge at Contra Costa Canal Reconstruction Project	\$ 10,000						\$ 10,000					
187	Main Street Bridge at Contra Costa Canal Rehabilitation Project	\$ 10,000						\$ 10,000					
189	Piper Lane Drainage Channel Trash Capture Device Project	\$ 200,000						\$ 200,000					
191	Laurel Road/Rose Avenue Intersection Improvement Project	\$ 150,000			\$ 150,000								
192	FY 2016/17 Traffic Signal Modernization Project	\$ 175,000			\$ 175,000								
193	Public Works Operations Building Rehabilitation Project	\$ 100,000								\$ 100,000			
194	Oakley Recreation Center Project	\$ 4,664,000	\$ 4,000,000									\$ 450,000	\$ 214,000
195	Bridgehead Road Pump Station Rehabilitation Project	\$ 45,000						\$ 45,000					
196	Laurel Road Widening (Rose Avenue to Mellowood Drive) Project	\$ 120,000			\$ 120,000								
00	Total	\$ 8,250,000	\$ 4,050,000	\$ 130,000	\$ 1,895,000	\$ 300,000	\$ 100,000	\$ 455,000	\$ 200,000	\$ 100,000	\$ 530,000	\$ 450,000	\$ 214,000
	Remaining Unassigned Balances		\$ 150	\$ 40,855	\$ 12,647	\$ 32,130	\$ 35,547	\$ 32,461	\$ 30,161	\$ 126,000	\$ 950,000	\$ 876,054	\$ -

Completed Projects in FY 2015/16

PROJECT LOCATIONS	
A Marsh Creek Pedestrian Bridge Project	H Curb, Gutter, and Sidewalk Repair and Reconstruction Project
B East Cypress Road Widening Project	I Frontage Improvement Gap Closure Project
C Cypress, Rose & Big Break Pavement Rehabilitation Project	J Storm Drain Improvement Project
D Main Street Resurfacing Bridgehead to Big Break	K ORB Building Rehabilitation Project
E Hwy 160 & Main St. Interchange Gateway Monument Sign Project	L Dry Utility Construction at 1530 Neroly Road Project
F Street Repair and Resurfacing Project	M Police Department Building Reconstruction Project
G Street Restriping Project	

	<div style="background-color: #cccccc; text-align: center; padding: 5px; font-weight: bold;">Marsh Creek Pedestrian Bridge Project</div> <p>This Project consisted of a multi-use trail connection and the installation of a prefabricated pedestrian bridge over Marsh Creek located east of Marsh Creek Glen Park at Hill Avenue. The pedestrian bridge is an integral connection from the park to the Marsh Creek Regional Trail that runs along the east side of the creek and connects to various trail systems within the community.</p>
<p>A. Marsh Creek Pedestrian Bridge Project</p>	

	<div style="background-color: #cccccc; text-align: center; padding: 5px; font-weight: bold;">East Cypress Road Widening Project</div> <p>This project widened the north side East Cypress Road to its ultimate configuration between 850 feet east of Frank Hengel Way to Machado Lane. The project included the construction of a landscaped median, pavement widening to accommodate two westbound lanes and bike lanes, curb, gutter, and sidewalks.</p>
<p>B. Cypress Road Widening Project</p>	



C. Cypress, Big Break & Rose Pavement Rehabilitation Project

Cypress, Big Break & Rose Pavement Rehabilitation

This project included the rehabilitation and resurfacing of West Cypress Road, Big Break Road, and Rose Avenue. Rehabilitation included repairing failed areas through dig outs, adding a leveling course, and a rubberized asphalt overlay. These roads were rough and uneven which required the leveling course that provided strength to the roadway and an even surface for the overlay. New striping was installed on all the streets, delineating clear driving lanes and providing better visibility.



D. Main Street Resurfacing Bridgehead Rd. to Big Break Rd.

Main St. Resurfacing Bridgehead Rd. to Big Break Rd.

This project included the rehabilitation and resurfacing of Main Street from Bridgehead Rd. to Big Break Rd. Rehabilitation included repairing old and failed asphalt areas through a series of dig outs and the Cold in Place Recycling (CIR) process, and finally a rubberized asphalt overlay. The project included construction of a landscaped median island and directional sign at the Bridgehead and Main intersection. Using the CIR process, the City saved approx. \$400,000 and diverted about 15,000 tires from landfills using the rubberized overlay. New striping was installed along Main Street delineating clear driving lanes and providing better visibility.



E. Hwy 160 & Main St. Interchange Gateway Monument Sign

Hwy 160 & Main St. Interchange Monument Sign

This project included the rehabilitation of the unimproved areas between the freeway off-ramps at the Highway 160 and Main Street interchange entering the City of Oakley. The areas are owned by Caltrans and were never improved. This project enhanced those areas by clearing the existing vegetation and installing new irrigation, large trees, shrubs, and plants that provide a more aesthetically pleasing entrance into Oakley. A Gateway Monument Sign was installed to highlight the new featured entrance.



F. Street Repair and Resurfacing Project

Street Repair and Resurfacing Project

This project included the rehabilitation and resurfacing of various neighborhood streets through a series of dig-outs, crack sealing, slurry sealing, pavement overlays and removal and replacement of the asphalt surface on streets where it had failed. This project focused on the residential streets and neighborhood south of Oakley Road, west of Empire Avenue and east of Main Street, between Bernard Road and Honey Lane. This project not only improved the quality of the streets, but also enhanced the quality of life for the residents.



G. City Street Restriping Project

Street Restriping Project

This project restriped Main Street from Big Break Road to Delta Road. The scope of work included repainting centerlines, crosswalks, edge lines and legends that have faded over the years. The new striping provides safer traffic operations in the community and is one of the key goals for the Police and Public Works Departments.



H. Curb, Gutter, & Sidewalk Repair and Reconstruction Project

Curb, Gutter, & Sidewalk Repair & Reconstruction

This project included the repair and replacement of damaged/uplifted sidewalks or curb and gutter throughout the City of Oakley. This project helped eliminate future trip and fall hazards and provides safe streets and sidewalks for pedestrians in the community. Tree roots are a major cause of sidewalk uplifts and this project targeted some of the worst areas in the City where the tree roots damaged the concrete beyond any temporary repair. Additionally, this project works in coordination with the adopted 50-50 Cost Share Program that helps the property owners in dealing with concrete curb, gutter, and sidewalk related problems.



I. Frontage Improvement Gap Closure Project

Frontage Improvement Gap Closure Project

This project consisted of frontage improvements along the west side of Main Street, approximately 150 feet south of Almondtree Lane to Bernard Road. The frontage improvements included new sidewalk, pavement widening, curb, gutter, storm drain, driveways and street lights. These improvements closed the gap between the existing frontage improvements at the Pompei Nursery to the Heartwood Estates Subdivision.



J. Storm Drain Improvement Project

Storm Drain Improvement Project

This project installed storm drain inlets and a pipe system on West Bolton Road to address a chronic flooding problem that the residents of West Bolton Road and the students who walk to Gehring Elementary School face in the rainy season.



K. ORB Building Rehabilitation Project

ORB Building Rehabilitation Project

This project rehabilitated the Oakley Recreation Building (ORB) by repairing door locks and light fixtures; replaced bathroom vinyl floor and painted the exterior doors and window frames that were faded due to sun exposure.



L. Dry Utility Construction at 1530 Neroly Road

Dry Utility Construction at 1530 Neroly Road

This project brought dry utilities (Electric, Gas, Telephone, Cable TV) to the property line on Empire Avenue. The City of Oakley owns several parcels of land at the intersection of Neroly Road and Empire Avenue in front of the Diamond Hills Athletic Club that are marketed for sale. One of these parcels is located at the south side of the driveway to the Diamond Hills Athletic Club along Empire Avenue (the official address is 1530 Neroly Road).



M. Police Department Building Reconstruction

Police Department Building Reconstruction

This Project included the remodeling of the building adjacent to City Hall to create additional space for the Police Department. This remodeling project created office space and auxiliary space for various Police functions. It connected the existing Police building to the newly remodeled space and provides a functional facility for operations of the new Oakley Police Department.

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INTERNAL SERVICE FUNDS

Program Costs and Revenues

The City's Internal Service Funds are used to establish reserves for equipment and vehicle replacement, and for capital facilities maintenance and replacement. The revenues recommended in the Budget are primarily transfers in from the General Fund, although there are small amounts estimated each year for insurance/salvage recoveries and interest earnings. The funds transferred from the General Fund come partially from taxes, and partially from fees and other revenues.

Program Description

The City charges all of its departments for a share of the funds determined each year, according to City policies, necessary to keep the reserves for equipment and vehicle replacement and for capital facilities maintenance and replacement appropriately funded; and the proceeds are transferred to these Internal Service Funds. Asset replacement and significant facilities maintenance costs are then paid for by these funds.

Staffing Summary

Staff time related to asset replacement activities and accounting for these funds is charged to the funds.

Program Objectives

The Equipment and Vehicle Replacement Fund budget includes expenditures to replace and outfit 3 patrol cars, replace the park and recreation van, replace 10 workstations, upgrade network servers and software.

The Capital Facilities Maintenance and Replacement Fund budget includes expenditures for repairs to the Oakley Recreation Building and for City Council Chambers repairs.

Program Changes

No program changes.

FUND 501 EQUIPMENT REPLACEMENT FUND

Revenues

Transfers in	\$100,000
Salvage Values	\$ 5,000
Interest	<u>\$ 1,000</u>
Total Revenues	<u>\$106,000</u>

Expenditures

Vehicles	\$105,000
Vehicle Equipment	\$ 45,000
P&R passenger van	\$ 35,000
Exchange Server upgrade	\$ 14,056
VM Server upgrade	\$ 6,450
VMWare Horizon	\$ 21,354
Workstations	\$ 15,000
Interfund Charges	<u>\$ 2,500</u>
Total Expenditures	<u>\$244,360</u>

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Est. Accum Depr BOY	3,061	3,081	3,101	3,121	3,141
Est. New Depreciation	250	250	250	250	250
Est. Deletions (Replaced assets)	(230)	(230)	(230)	(230)	(230)
Est. Accum Depr EOY	3,081	3,101	3,121	3,141	3,161
Net additions to reserve (including interest, asset sales, and insurance recoveries)	106	205	205	255	265
Reserve Bal BOY	1,491	1,355	1,307	1,259	1,261
Equipment Replacements/ Expenditures	(242)	(253)	(253)	(253)	(253)
Reserve Bal EOY	1,355	1,307	1,259	1,261	1,273
Target @ 50% Accum Depr.	1,541	1,550	1,560	1,570	1,580

BOY= Beginning of the year

EOY=End of the year

PLANNED REPLACEMENTS FOR 2016-2017			
Description	Quantity	Estimated Cost/Unit*	Total Estimated Cost
Patrol Vehicles	3	\$35,000	\$105,000
Patrol Vehicle Equip.	3	\$15,000	\$45,000
Passenger Van (P&R)	1	\$35,000	\$35,000
Exchange Server Upgrade	1	\$14,056	\$14,056
VM Server & Software	1	\$27,804	\$27,804
Workstations	10	\$1,500	\$15,000
Totals			\$ 241,860

*Amounts shown include equipment and installation/implementation costs.

FUND 502 CAPITAL FACILITIES MAINTENANCE & REPLACEMENT FUND

Revenues

Transfers in	<u>\$50,000</u>
Total Revenues	<u>\$50,000</u>

Expenditures

City Council Chambers	\$ 25,000
Oakley Recreation Bldg.	\$100,000
Interfund Charges	<u>\$ 2,000</u>
Total Expenditures	<u>\$ 127,000</u>

Fund Balances in Fund 502 are projected to be \$203,000 at July 1, 2016; and Staff believes that amount is sufficient to meet the policy target of enough to pay for 5 years' estimated costs.

AGENCY FUNDS

Program Costs and Revenues

The Agency Funds included below contain the Principal, Interest, and administrative costs associated with debt issued by City Assessment Districts. All of these costs are supported by special assessments. No General Fund support is required or anticipated, and they are not backed by the full faith and credit of the City. They are secured only by the assessments.

Program Description

The City currently has two Assessment District debts outstanding:

- The 2004-1 Assessment District Bond. It was issued to acquire infrastructure assets in the Cypress Grove and Live Oak Ranch areas, and is being repaid from special assessments levied on property owners in the two developments.
- The 2006-1 Assessment District Bond. It was issued to acquire infrastructure assets in the Magnolia Park and Riata areas, and is being repaid from special assessments levied on property owners in the two developments.

Staffing Summary

No staffing is permanently allocated to managing these funds; however the Finance Department ensures the City complies with financial reporting requirements and interfaces with contracted administrators, trustees, bond counsel, rating agencies, and others in meeting the Agency's bond covenants. The City hires NBS Financial to administer its assessments and Wells Fargo as trustee and Fiscal Agent.

Program Objective

The primary operating objectives for the City remain unchanged for fiscal year 2016-2017: to ensure the assessment and collection of the assessments, to make the debt service payments, oversee the services provided by the contractors, and ensure the preparation of all required public reporting.

Program Changes

No program changes.

2004-1 ASSESSMENT DISTRICT DEBT

Fund 621

ESTIMATED REVENUES		
Assessment Revenues	Interest Income	Total Revenues
\$1,155,112	\$5,000	\$1,160,112

PROPOSED EXPENDITURES			
Principal	Interest	Administration	Total Expenditures
\$390,000	\$746,412	\$23,700	\$1,160,112

DEBT LISTING:

2004-1 AD	Cypress Grove/Live Oak	17,150,000
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REMAINING DEBT SERVICE:

Fiscal Year	Principal	Interest	Total Debt Service
2016-17	\$390,000	\$746,412	\$1,136,412
2017-18	\$405,000	\$724,794	\$1,129,794
2018-19	\$430,000	\$701,563	\$1,131,563
2019-20	\$450,000	\$676,644	\$1,126,644
2020-21	\$485,000	\$649,572	\$1,134,572
Other Years	\$10,635,000	\$5,053,600	\$15,688,600
Totals	\$12,795,000	\$8,552,585	\$21,347,585

**2006-1 ASSESSMENT DISTRICT DEBT
FUND 622**

ESTIMATED REVENUES		
Assessment Revenues	Interest Income	Total Revenues
\$760,000	\$500	\$760,500

PROPOSED EXPENDITURES			
Principal	Interest	Administration	Total Expenditures
\$265,000	\$491,783	\$23,000	\$779,783

DEBT LISTING:

2006-1 AD	Magnolia Park/Riata	\$11,460,000
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REMAINING DEBT SERVICE:

Fiscal Year	Principal	Interest	Total Debt Service
2016-17	\$265,000	\$491,783	\$756,783
2017-18	\$280,000	\$478,158	\$758,158
2018-19	\$290,000	\$463,907	\$753,907
2019-20	\$305,000	\$449,033	\$754,033
2020-21	\$320,000	\$433,408	\$753,408
Other Years	\$8,125,000	\$3,866,266	\$11,991,266
Totals	\$9,585,000	\$6,182,555	\$15,767,555

10 YEAR PLAN

The 10 Year Plan is the City's tool for evaluating our success in ensuring service sustainability. It is organized by revenue type and function; and includes an indication of the general character of the revenues and expenditures shown as either recurring or one-time in nature.

For purposes of the 10 Year Plan, if a revenue class is likely to be recurring for a period of 5 years or more, we treat it as recurring. This includes certain development related fees that can be, as current times prove, less predictable. For instance, building permit revenue will always exist, but it is more sensitive to economic changes than property taxes. In accordance with the City's Financial Policies, the Plan is based on what we believe are reasonable, conservative assumptions.

As always, since the Plan includes both general purpose and special purpose (assigned) revenues, it's important to reiterate that while the City may fund eligible programs with both restricted and unrestricted funds, its policy is to apply restricted funds to such programs first, followed by general purpose revenues if necessary. Reviewing this is important in order to establish in general the reason the rollover balances (excluding reserves) for assigned revenues are smaller in the Plan.

Overall, the Plan is intended to help us see where we are succeeding in achieving service sustainability and where we must improve, and it should be reviewed with this goal in mind. In particular, loans, transfers, and subsidies are shown separately and should be examined to determine and consider why they are necessary or desirable, if they should continue over the long-term, or whether these funds are better allocated to higher priorities.

Staff's Conclusions and Recommendations

The Plan included on the following pages confirms that from a service sustainability perspective, the Preliminary Budget is structurally balanced, and it provides a look forward at how, with discipline, it can remain that way.

Certainly, the City's near-term position is improved when compared to recent years, and although there is still a backlog of restoration to accomplish, the near term Plan for Fiscal Year 2016-2017 helps in moving that restoration forward.

The transition to a mostly in-house Police Department was completed in Fiscal Year 2014-15, and as a result, during the 10 Year Period, a more aggressive approach to keeping police staffing on pace with new development is possible, as well as continuing the gradual restoration of other services.

The General Fund reserve balance remains healthy, and in compliance with the City's policy of at least 20% of expenditures. The Plan shows its balance increasing gradually over the 10 year period, adjustments during the period are to be expected and projected in the Plan, even at 10 years out, the reserve balance remains above 20%.

Lastly it is useful to remind ourselves, especially in improving times: developing a "Plan" that remains in balance can be more easily resolved in the math, while the work to ensure the organization remains positioned to actually stay in balance requires both vigilance and discipline.

(10 Year Plan attached.)

Description	General Character	(Dollars in Thousands)														Total
		Actual	Actual	Actual	Amended	Proposed										
		12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	
General Purpose Revenues																
Property Taxes	Recurring	1,914	1,941	\$2,364	\$2,579	\$2,708	\$2,843	\$2,986	\$3,135	\$3,292	\$3,456	\$3,629	\$3,810	\$4,001	\$4,201	29,860
PT in Lieu of VLF	Recurring	1,793	1,927	2,317	\$2,504	\$2,629	2,760	2,898	3,043	3,196	3,355	3,523	3,699	3,884	4,078	25,105
State Prop 1A Loan/Repayment w/2% int.	On Occasion	473														0
Sales & Use Tax	Recurring	1,617	1,521	1,506	\$1,693	\$1,755	1,860	1,953	2,051	2,154	2,261	2,374	2,493	2,618	2,749	16,902
Motor Vehicle In-Lieu Fees	Recurring	19	16	16	\$16	\$15	16	17	17	18	19	20	21	22	23	143
Trans. Occupancy Tax (TOT)	Recurring	196	195	196	\$200	\$200	210	221	232	243	255	268	281	295	310	1,910
Real Property Transfer Tax	Recurring	137	147	152	\$150	\$150	158	165	174	182	191	201	211	222	233	1,432
Franchise Fees	Recurring	1,115	1,230	1,298	\$1,293	\$1,375	1,444	1,516	1,592	1,671	1,755	1,843	1,935	2,032	2,133	13,130
Business License Tax	Recurring	107	111	119	110	\$110	112	114	117	119	121	124	126	129	131	944
Traffic Fines	Recurring	155	130	119	\$128	\$117	123	129	135	142	149	157	165	173	182	1,117
Interest Income	Recurring	21	58	119	130	\$130	130	130	130	130	130	130	130	130	130	1,040
Subtotal General Purpose		7,547	7,276	8,206	8,803	9,189	9,656	10,129	10,626	11,147	11,694	12,269	12,872	13,505	14,170	91,583
Fee/Reimbursement Revenues																
Building Permits/Plan Check/Rental Inspections	Recurring	816	939	883	822	836	957	985	1,015	1,045	1,077	1,109	1,142	1,177	1,212	8,167
Engineering Fees	Recurring	10	22	27	21	16	17	18	19	19	20	21	23	24	25	153
Planning Fees	Recurring	11	13	12	8	9	9	10	10	11	11	12	13	13	14	86
Law Enforcement Fees/Reimbursement Revenues	Recurring	27	45	50	38	56	58	59	61	63	65	67	69	71	73	498
Recreation Fees	Recurring	71	73	67	37	59	62	65	68	72	75	79	83	87	92	563
City Admin Fees	Recurring	306	338	308	261	275	279	279	280	281	282	283	284	285	286	2,244
Interfund Cost Recoveries (operations)	Recurring	5,359	4,942	5,498	5,602	5,847	6,281	6,741	7,272	7,837	8,438	9,065	9,718	10,399	11,109	61,198
Interfund Cost Recoveries (charging grant funds)	one-time	21	17	17	3											0
Other Miscellaneous Fees & Charges	Rec & one-time	107	153	308	99	105	108	111	115	118	122	125	129	133	137	934
Subtotal Fee/Reimbursement Revenues		6,728	6,542	7,170	6,891	7,203	7,770	8,269	8,840	9,447	10,091	10,762	11,461	12,189	12,947	73,843
Total General Operating Revenues		14,275	13,818	15,376	15,694	16,392	17,426	18,398	19,466	20,594	21,785	23,031	24,333	25,694	27,117	165,426
Release of Dutch Slough Fund Balance Reserves	one-time	0	0	0	0	559	0	0	0	0	0	0	0	0	0	559
Proceeds from the Sale of Property	one-time			10	453											
Total Sources of Funds		14,275	13,818	15,386	16,147	16,951	17,426	18,398	19,466	20,594	21,785	23,031	24,333	25,694	27,117	165,985

General															(Dollars in Thousands)	
Description	Character	Actual	Actual	Actual	Amended	Proposed									Total	
		12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	15/16-23/24
Department Expenses																
City Council	Recurring	62	57	61	62	61	65	64	68	67	72	71	75	74	79	544
Elections	Recurring	17	0	14	0	83	0	90	0	97	0	106	0	117	0	376
City Manager	Recurring	381	403	434	448	445	467	491	515	541	568	596	626	657	690	4,249
Economic Development	Recurring	153	147	194	212	223	234	246	258	271	285	299	314	329	346	2,129
Community Outreach	Recurring	66	92	125	117	92	97	101	107	112	117	123	129	136	143	879
Human Resources	Recurring	32	23	66	81	198	208	218	229	241	253	265	279	293	307	1,891
Maintenance Custodial	Recurring	46	48	65	78	57	60	63	66	69	73	76	80	84	88	544
City Clerk	Recurring	234	220	234	248	255	268	281	295	310	325	342	359	377	396	2,435
Finance	Recurring	527	541	616	664	659	692	727	763	801	841	883	927	974	1,022	6,293
Information Technology	Recurring	214	222	232	242	253	266	279	293	308	323	339	356	374	392	2,416
Public Safety	Recurring	7,168	7,445	7,915	8,029	7,729	8,915	9,591	10,071	10,804	11,345	11,912	12,507	13,133	13,789	82,874
City Attorney	Recurring	214	203	141	204	257	270	283	298	312	328	344	362	380	399	2,454
Animal Control	Recurring	191	194	198	222	223	234	246	258	271	285	299	314	329	346	2,129
Community Development	Recurring	299	326	339	365	367	385	405	425	446	468	492	516	542	569	3,505
Building Inspection	Recurring	616	472	367	456	454	477	501	526	552	579	608	639	671	704	4,335
Code Enforcement/Rental Inspections	Recurring	40	105	264	347	377	396	416	436	458	481	505	530	557	585	3,600
Public Works/Engineering	Recurring	1,106	857	887	1,140	1,169	1,227	1,289	1,353	1,421	1,492	1,567	1,645	1,727	1,814	11,163
Public Works Maintenance	Recurring	97	109	162	185	211	222	233	244	256	269	283	297	312	327	2,015
Recreation	Rec & one-time	330	378	445	510	577	606	636	668	701	736	773	812	852	895	5,510
Parks	Recurring	378	372	528	531	546	573	602	632	664	697	732	768	807	847	5,214
Department Expenditures:		12,171	12,214	13,287	14,141	14,236	15,662	16,760	17,505	18,703	19,537	20,616	21,536	22,725	23,740	139,341
Non-Departmental Expenses																
Other Non-Departmental Expenses	Recurring	416	477	494	693	1,008	1,048	1,090	1,134	1,179	1,226	1,275	1,326	1,380	1,435	9,288
Equipment Replacement (exp & reserve)	Recurring	280	249	50	100	100	110	120	130	140	150	160	170	180	190	1,080
Capital Facilities Mtc & Replacement (exp & reserve)	Recurring	0	0	26	50	50	50	50	50	50	50	50	50	50	50	400
Interim Needs/Contingency	Recurring	11	162	138	162	769	343	365	380	404	421	442	461	485	505	3,585
Amount charged to Departments	Recurring	(909)	(904)	(819)	(1,173)	(1,458)	(1,552)	(1,625)	(1,694)	(1,773)	(1,847)	(1,928)	(2,007)	(2,094)	(2,179)	(13,884)
Total Non-Department Expend.		(202)	(16)	(111)	(168)	469	0	0	0	0	0	0	0	0	0	469
Total Expenditures		11,969	12,198	13,176	13,973	14,705	15,662	16,760	17,505	18,703	19,537	20,616	21,536	22,725	23,740	139,810
Net General Operating Revenue (Expense)		2,306	1,620	2,210	2,174	2,246	1,765	1,638	1,961	1,891	2,248	2,415	2,797	2,969	3,378	
Transfers and Loans																
Transfers to Active Roadway Maintenance Programs	recurring	(43)	(44)	(100)	(795)	(200)	(200)	(275)	(350)	(375)	(450)	(525)	(600)	(600)	(600)	(2,975)
Transfer to Reserve for Roadway Maintenance	one-time			(75)	(150)	(150)	(200)	(275)	(350)	(350)	(450)	(525)	(600)	(600)	(600)	(2,900)
Transfers to Main Street Fund	recurring	(25)	(25)	(100)	(150)	(150)	(200)	(275)	(350)	(375)	(450)	(525)	(600)	(600)	(600)	(2,925)
Transfers to General Capital Projects Fund	recurring	0	0	(18)		0	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(1,400)
Loans to Public Facilities Fee Fund/Repayments	one-time	(75)	(75)		(130)	(45)	0	0	0	0	0	0	0	0	0	(45)
Total Transfers		(143)	(144)	(293)	(1,225)	(545)	(800)	(1,025)	(1,250)	(1,300)	(1,550)	(1,775)	(2,000)	(2,000)	(2,000)	(10,245)
Use of Fund Balance																
For General Fund One Time uses	one-time	(224)		(1,490)	(600)	(559)										
Transfer to General Capital Projects Fund	one-time	0	(272)	(1,140)	(400)	(4,000)										
Economic Development Loans	one-time		(400)	(275)												
Assign fund balance for additional police																
Land acquisition					(1,420)											
Anticipated Sales Tax Allocation Correction	one-time		(45)													
Total Net Sources (Uses) of Funds		1,939	759	(988)	(1,471)	(2,858)	965	613	711	591	698	640	797	969	1,378	

Description	General Character	(Dollars in Thousands)														
		Actual 12/13	Actual 13/14	Actual 14/15	Amended 15/16	Proposed 16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	
Summary of Recurring and One-Time Amounts																
Recurring Activities Summary																
Revenues		13,781	13,801	15,358	15,691	16,392	17,426	18,398	19,466	20,594	21,785	23,031	24,333	25,694	27,117	
Expenditures/ Including Transfers and Loans		12,016	12,250	13,452	15,065	15,205	16,462	17,785	18,755	20,003	21,087	22,391	23,536	24,725	25,740	
Revenues over (under) Expenditures		1,765	1,551	1,907	626	1,187	965	613	711	591	698	640	797	969	1,378	
One-Time Activities Summary																
Revenues/Loan Repayments		494	(383)	(248)	456	559	0	0	0	0	0	0	0	0	0	
Expenditures/ Including Transfers and Loans		96	409	2,647	1,683	4,604	0	0	0	0	0	0	0	0	0	
Revenues over (under) Expenditures		398	(792)	(2,895)	(1,227)	(4,045)	0	0	0	0	0	0	0	0	0	
Total Recurring and One-Time		2,163	759	(988)	(601)	(2,858)	965	613	711	591	698	640	797	969	1,378	
															Total 15/16-23/24	
Assigned Revenues/Police																
State COPS Grant (SLESF)(F151)	one-time	114	117	114	100	100	100	100	100	100	100	100	100	100	100	800
P-6 Police Services Assessments	Recurring	2,857	3,058	3,338	3,308	3,693	4,019	4,366	4,778	5,218	5,689	6,178	6,687	7,217	7,767	40,629
School Resource Officer Grant	one-time	55	55	55	55	55	55	55	55	55	55	55	55	55	55	440
Police Equip./Traffic Grants	one-time															0
Subtotal Assigned Police Revenues		3,026	3,230	3,507	3,463	3,848	4,174	4,521	4,933	5,373	5,844	6,333	6,842	7,372	7,922	41,869
															180	
															180	
															200	
															200	
															200	
															200	
															200	
															200	
Restricted Police Expenditures																
State COPS Grant (SLESF)	one-time	114	117	100	100	100	100	100	100	100	100	100	100	100	100	800
P-6 Supported Police Services	Recurring	2,857	3,058	3,303	3,308	3,693	4,019	4,366	4,778	5,218	5,689	6,178	6,687	7,217	7,767	40,629
School Resource Officer Grant	one-time	55	55	55	55	55	55	55	55	55	55	55	55	55	55	440
Police Equip./Traffic Grants	one-time															0
Subtotal Restricted Police Expenditures		3,026	3,230	3,458	3,463	3,848	4,174	4,521	4,933	5,373	5,844	6,333	6,842	7,372	7,922	41,869
Rollover Balances*																
		0	0	49	0	0	0	0	0	0	0	0	0	0	0	0

Description	General Character	(Dollars in Thousands)														Total 15/16-23/24
		Actual 12/13	Actual 13/14	Actual 14/15	Amended 15/16	Proposed 16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	
Parks, Landscaping & Lighting Revenues																
Community Parks (F132)	Recurring	1,115	1,132	1,110	1,085	1,165	1,233	1,302	1,372	1,444	1,517	1,591	1,667	1,745	1,824	11,290
<i>Loan from General Fund, if necessary</i>	<i>one-time</i>															0
Street Lighting (F133)	Recurring	201	206	216	213	223	233	244	254	264	275	285	295	305	316	2,072
<i>Transfer in from Gas Tax Fund</i>	<i>one-time</i>	162	156	71	121	102	120	126	134	142	151	161	173	185	198	1,109
Neighborhood Parks (F170-195)	Recurring	1,908	1,962	2,260	2,033	2,255	2,364	2,476	2,591	2,710	2,833	2,959	3,089	3,223	3,361	21,278
Total Parks, Landscaping & Lighting Revenues		3,386	3,456	3,657	3,452	3,745	3,949	4,147	4,351	4,560	4,775	4,997	5,224	5,458	5,699	35,749
Parks, Landscaping & Lighting Expenditures																
Community Parks	Recurring	818	891	878	1,141	1,170	1,229	1,290	1,354	1,422	1,493	1,568	1,646	1,729	1,815	11,172
<i>Repay General Fund Loans</i>	<i>one-time</i>	0	88	44												0
Street Lighting	Recurring	348	337	378	374	321	337	354	372	390	410	430	452	474	498	3,065
Neighborhood Parks	Recurring	1,640	1,740	1,773	1,787	2,020	2,121	2,227	2,338	2,455	2,578	2,707	2,842	2,984	3,134	19,289
Total Parks, Landscaping & Lighting Expenditures		2,806	3,056	3,073	3,302	3,511	3,687	3,871	4,064	4,268	4,481	4,705	4,940	5,187	5,447	33,527
Rollover Balances																
Community Parks (Including Loans & Reserves)		955	1,196	1,428	1,372	1,367	1,371	1,383	1,400	1,422	1,445	1,469	1,490	1,506	1,515	
Street Lighting (Including Reserves)		149	174	83	43	47	63	79	95	111	127	143	159	175	191	
Neighborhood Parks (Including Reserves)		4,675	4,897	5,384	5,630	5,865	6,108	6,357	6,610	6,865	7,120	7,372	7,618	7,857	8,084	
Roadway Maintenance Revenues																
Gas Tax Revenues (F140)	Recurring	835	1,084	1,082	1,196	799	839	881	925	971	1,020	1,071	1,124	1,180	1,240	7,630
Measure J Revenues (F148)	Recurring	913	510	509	513	554	582	611	641	673	707	742	780	819	859	5,290
Transfers in from the General Fund		68	69	1,165	895	300	400	550	700	750	900	1,050	1,200	1,200	1,200	5,850
General Fund Transfers to the Street Maintenance Reserve Fund				75	75	150										
Streets Related Grants					1,029											
Total Roadway Maintenance Revenues		1,816	1,663	2,831	3,708	1,803	1,821	2,042	2,266	2,395	2,627	2,863	3,104	3,199	3,299	18,770
Roadway Maintenance Expenditures																
Gas Tax Expenditures for roadway repairs & maintenance	Recurring	303	425	470	464	708	394	755	791	829	869	909	952	996	1,041	6,207
<i>Transfer to Street Lighting Fund</i>	<i>one-time</i>	(162)	(156)	(71)	(121)	(102)	(120)	(126)	(134)	(142)	(151)	(161)	(173)	(185)	(198)	(1,109)
<i>Used for Capital Projects (for new or expanded roadways)</i>	<i>one-time</i>	(308)	(496)	(342)	(503)	(325)	(325)									(325)
Measure C/J Expenditures for roadway repairs & maintenance	Recurring	72	76	92	89	254	204	611	641	673	707	742	780	819	859	4,613
<i>Used for Capital Projects (for new or expanded roadways)</i>	<i>one-time</i>	(417)	(468)	(724)	(550)	(300)	(375)									(675)
Use of General Fund Transfers	<i>one-time</i>	358	98	1,240	2,349		400	550	700	750	900	1,050	1,200	1,200	1,200	5,550
Use of Street Maintenance Reserves				0												
Total Roadway Maintenance Expenditures & Transfers		1,620	1,719	2,939	4,076	1,364	1,818	2,042	2,266	2,395	2,627	2,863	3,104	3,199	3,299	18,478
Rollover Balances																
		1,453	1,397	1,289	921	1,360	1,363	1,363	1,363	1,363	1,363	1,363	1,363	1,363	1,363	

General															(Dollars in Thousands)	
Description	Character	Actual	Actual	Actual	Amended	Proposed									Total	
		12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	15/16-23/24
Drainage and Stormwater Revenues																
Community Facilities District Assessments (F110)	Recurring	285	293	297	289	301	310	319	329	339	349	359	370	381	393	2,677
Stormwater Assessments (F145)	Recurring	485	489	501	461	462	476	490	505	520	536	552	568	585	603	4,108
Total Drainage and Stormwater Revenues		770	782	798	750	763	786	809	834	859	885	911	938	967	996	6,785
Drainage and Stormwater Expenditures																
Community Facilities District Drainage Maintenance	Recurring	109	75	344	1,752	183	310	319	329	339	349	359	370	381	393	2,559
Stormwater Program Expenditures	Recurring	378	404	426	-	1,047	476	490	505	520	536	552	568	585	603	4,693
Total Drainage and Stormwater Expenditures		487	479	770	1,752	1,230	786	809	834	859	885	911	938	967	996	7,252
Rollover Balances		2,434	2,737	2,765	1,763	1,296	1,296	1,296	1,296	1,296	1,296	1,296	1,296	1,296	1,296	
Other Grant Revenues																
Recycling Grant	one-time	9	24	10	10	60	0	0	0	0	0	0	0	0	0	60
Oakley Welcoming (You+Me=We)	one-time	66	72	40	78	60	0	0	0	0	0	0	0	0	0	60
Recreation Grants (Misc)	one-time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Vesper Grant</i>	one-time	32	27	19	0	0	0	0	0	0	0	0	0	0	0	0
Urban Forestry Grant	one-time		22													
Measure WW	one-time			405												
Total Other Grant Revenues		107	145	474	88	120	0	0	0	0	0	0	0	0	0	120
Other Grant Expenditures																
Recycling Grant	one-time	9	24	-	15	60	0	0	0	0	0	0	0	0	0	60
Oakley Welcoming (You+Me=We)	one-time	66	72	69	80	60	0	0	0	0	0	0	0	0	0	60
Recreation Grants (Misc)	one-time	0	0	0	15	0	0	0	0	0	0	0	0	0	0	0
<i>Vesper Grant</i>	one-time	32	27	20	21	0	0	0	0	0	0	0	0	0	0	0
Urban Forestry Grant	one-time	0	22													
Measure WW	one-time		111	298												
Total Other Grant Expenditures		107	256	387	131	120	0	0	0	0	0	0	0	0	0	120
Rollover Balances																
Recycling Grant		0	0	10	5	5	5	5	5	5	5	5	5	5	5	
Oakley Welcoming (You+Me=We)		0	0	(29)	(31)	(31)	(31)	(31)	(31)	(31)	(31)	(31)	(31)	(31)	(31)	
Recreation Grants		0	0	0	(15)	(15)	(15)	(15)	(15)	(15)	(15)	(15)	(15)	(15)	(15)	
<i>Vesper Grant</i>		0	0	(1)	(22)	(22)	(22)	(22)	(22)	(22)	(22)	(22)	(22)	(22)	(22)	
Urban Forestry Grant		0	0	0	0											
Measure WW			(111)	(4)	(4)											
Qualifying Capital Projects	<i>recurring</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Long-Term Analysis of General Fund Fund Balances

Restricted Fund Balances:															
For Dutch Slough	559	559	559	559	0	0	0	0	0	0	0	0	0	0	0
For Loans/Interfund Advances Receivable	1,051	1,409	2,217	2,107	2,137	2,122	2,107	2,092	2,077	2,062	2,047	2,047	2,032	2,032	
Receivable for State Prop 1A Loan															
For Termination Payouts	81	118	133	133	133	133	133	133	133	133	133	133	133	133	
Land Held for Resale (4)	2,222	2,222	2,222	2,182	2,182	2,182	2,182	2,182	2,182	2,182	2,182	2,182	2,182	2,182	
Funds held for Redevelopment dispute resolution with State	1,575	1,575													
Unrestricted Fund Balances	5,501	7,702	7,643	6,232	3,375	4,355	4,983	5,709	6,315	7,028	7,683	8,495	9,479	10,872	
as a % of the Next Year's General Fund Expenditures			34%	41%	21%	25%	27%	29%	30%	32%	33%	35%			

(1) Fund balances are affected by both operations as shown in the 10 Year Plan Projections above and from the repayment of interfund and other loans.

(2) For the purposes of this analysis, the repayment of interfund loans is planned to occur as soon as practicable.

(3) For the purposes of this analysis, the land held for resale is acknowledged but the proceeds of sale is not relied upon. A portion of the property is currently in contract to be sold.

Definition of Changes and Assumptions for 16/17 and thereafter

General Purpose Revenues

Property tax and Property Tax in Lieu reflects growth of 6% in 16/17, and 5% thereafter.

Transfer taxes reflect 5% per year in growth.

Sales Tax reflects annual growth of 5%, and a true up of the end of the triple flip

TOT and Business License Tax reflect annual growth of 5%.

Franchise Fees reflect increases anticipated from the new Solid Waste Franchise Agreement and annual growth of 5%.

Traffic Fines reflect annual growth of 5%.

Interest Income is expected to rise as interest rates rise, but are estimated at today's low levels to maintain conservatism.

P-6 revenue growth is based on projected subdivision activity ; annual growth in per Officer costs charged by the County are projected at 5% per year.

Fee/Reimbursement Revenues based on projected activity; Interfund Cost Recoveries are projected to grow 5% per year.

Departmental Expenditures

Administrative Departmental expenses include growth of 5% each year .

Police expenses allow for growth of 5% each year with plans to add additional officers in 17/18 and to add one officer approximately every two years to maintain current staffing ratios.

Recreation expenses include growth of 5% per year .

Public Works/Engineering and Planning are projected to grow 5% per year.

Building/Plan Check, after adjusting for bringing operations in-house, is projected to grow 5% per year.

Non-Departmental Expenditures

Other Non-Departmental Expenses are estimated to grow 5% each year .

Equipment Replacement (exp & reserve) costs are based on expected depreciation of equipment so that equipment can be replaced at the end of their useful lives.

The Facilities Maintenance and Replacement (exp & reserve) costs are included to provide for unfunded expenses anticipated in the upcoming 5 years, as needed.

The General Fund Contingency is approximately 2% of General Fund proposed operating expenses.

The General Fund Contingency is intended to be used for special projects/demands and remains separate from Fund Balances that act as reserves for economic uncertainties.

The amount charged to Departments accounts for the fact that non-departmental costs are allocated and thus already included in the departmental expenditures.

Transfers and Loans

Where included, transfers to Roadway Maintenance Programs reflect the ongoing need to augment street maintenance with General Fund transfers.

Where included, transfers to fund the Reserve for Roadway Maintenance are set aside during good times so that maintenance activities can be sustained during recessionary periods.

Where included, transfers to the Main Street Fund reflect the ongoing need to fund the maintenance and enhancement of its major gateways and arterials.

Loans to Community Parks for current operations are included as necessary to cover community park shortfalls until assessments are sufficient to balance the budget.

Use of Fund Balance Reserves

Release and use of Dutch Slough Reserves. The City has reserves of approximately \$559,000 for Dutch Slough parks. Fiscal Year 16/17 shows the amount to be appropriated.

Assigned Revenues

P-6 revenues are projected to grow with development and per officer costs: New Development is now projected at 180 units in 15/16, 200 units in 16/17 and 17/18, and 250 per year thereafter.

The growth in officer costs is being projected at 5% per year.

Parks revenues are estimated to grow with development and include adjustments of 3% each year for inflation on those portions subject to inflation factors.

Use of park asset replacement reserves are appropriations of fund balance for use, as needed, and are excluded from the projections.

Roadway Maintenance revenues are estimated to grow with development, and when possible will include additional transfers from the General Fund.

Transfers of Gas Tax funds to Street Lighting are shown to continue, even with development. This largely is a reflection of the expectation that utility costs will grow faster than the assessment.

Transfers of Gas Tax and Measure C/J revenues to capital projects are shown only to the extent reflected in the current Capital Improvement Plan, and afterwards are discontinued. This reflects

the expectation that 5 years from now, more funds will need to be available for street maintenance and less for capital improvements.

Drainage and Stormwater assessment revenues are projected to grow 3% per year.

Assigned Expenditures

Community Parks expenditures are limited to growth of 5% per year in order to continue repaying the General Fund loan and adequately funding its reserve for Resurfacing and Equipment Replacement.

As more of our community parks are at least several years old, starting in 14/15, an additional amount has been added to each year for the use of equipment replacement reserves.

Street Lighting expenditures are estimated to grow at 5% annually to reflect increased costs from CPI and development.

Neighborhood Parks and Landscape Maintenance revenues are projected to be spent in the year received, after funding replacement reserves, as appropriate.

As more of our neighborhood parks are at least several years old, starting in 14/15, an additional amount has been added to each year for the use of equipment replacement reserves.

Other than maintaining a small fund balance for cash flow purposes, Gas Tax and Measure C funds are projected to be spent in full in the year received.

Other than maintaining a small fund balance for cash flow purposes, Drainage and Stormwater funds are projected to be spent in full in the year received.

Grants

Grants are not included in the budget until actually approved by the Grantor, and accordingly are not projected beyond the current year.

CONTRACTS ANALYSIS

Contractor	Services		Funding Summary	
Contra Costa County Sheriff	Dispatch	\$500,000	General Fund – Taxes	\$500,000
	Forensics and Other Support Services	\$153,500	P-6 Special Taxes	\$54,500
			Annual State COPS Grant (Supplemental Law Enforcement Services Funds)	\$99,000
	Total	\$653,500	Total Contract	\$653,500
County Animal Services	Animal Control	\$222,649	General Fund-Taxes	\$222,649
County Library	Augmented Library Services	\$18,521	General Fund- Taxes	\$18,521
Antai Network Services	Information Services	\$164,900	General Fund-Taxes 65%	\$107,185
			Cost Recoveries 35%	\$57,715
			Total Contract	\$164,900
Dean Hurney Inspection Svcs	Plan Check/ ADA	\$82,000	General Fund – Permit Fees	\$82,000
Bear Electrical	Signal Maintenance	\$50,000	Gas Tax	\$50,000
	Street Light Maintenance	\$25,000	Lighting Assessments	\$25,000
Cole Management and Engineering	Public Works Inspection Services	\$65,000	Capital Improvement Funds	\$65,000
East Bay Construction Co.	Parks and Landscaping Maintenance	\$311,200	Landscape Assessments	\$311,200

Contractor	Services		Funding Summary	
TerraCare Landscape Co.	Parks and Landscaping Maintenance	\$594,500	Landscape Assessments	\$594,500
Commercial Support Services	Park Maintenance Services	\$58,910	Landscape Assessments	\$58,910
KB Security	Cameras and Video Surveillance	\$25,000	Landscape Assessments	\$25,000
Cota Cole & Associates	Legal Services	\$190,000	General Fund Taxes Capital Projects and/or Other Funds Successor Agency Total Contract	\$150,000 \$25,000 \$15,000 \$190,000
Municipal Pooling Authority of Northern California	Insurance and Claims Administration	\$530,430	General Fund Taxes 65% Cost Recoveries 35% Total Contract	\$344,780 \$185,650 \$530,430
Paychex	Payroll Processing	\$19,000	General Fund Taxes 65% Cost Recoveries 35% Total Contract	\$12,350 \$6,650 \$19,000
Shine House Cleaning	Janitorial & Building Maintenance	\$50,000	General Fund Taxes 65% Cost Recoveries 35% Total Contract	\$32,500 \$17,500 \$50,000

APPROPRIATIONS LIMIT

The passage of Propositions 4 and 111 defined the basis for an annual appropriation limit for state and local entities. The limit is applicable to the spending of taxes, as defined in the Constitution and in State Proposition 4/111 implementation Guidelines. Fees and voter approved special taxes are exempted. The Limit is recalculated each year and applied to appropriations subject to the limit. The calculation of the Limit allows for increases proportional to increases in population and growth in the State per capita income, and/or growth in commercial and industrial assessed values. The City's Limit for fiscal year 2016-2017 is \$10,100,590.

CITY OF OAKLEY APPROPRIATIONS LIMIT CALCULATION FOR FISCAL YEAR 2016-2017
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<i>Beginning Limit (FY 2015-2016):</i>	\$9,459,079
<i>Per Capita Income Growth Factor</i>	X1.0537
<i>Higher of:</i>	
<i>County Population Growth Factor or City Population Growth Factor</i>	<u>x1.0134</u>
<i>Limit (FY 2016-2017):</i>	<u>\$10,100,590</u>

This year the City population factor was higher than the County population factor. By adopting the calculated limit above, the Council is taking action as required under the constitution to select the City Population Growth Factor for the FY 2016-2017 calculation.

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GLOSSARY OF BUDGET TERMINOLOGY

Appropriation:	An authorization by the City Council to make expenditures and to incur obligations for a specific purpose within a specific time frame.
Assessed Value:	The value placed on real estate or other property by the County Assessor as a basis for levying ad valorem (rate based) property tax.
Assessment District:	A defined area of land that is benefited by the acquisition, construction or maintenance of a public improvement. An assessment is levied and collected on the regular property tax bill to fund the improvements.
Audit:	Scrutiny of the City's accounts by an independent auditing firm to determine whether the City's financial statements are fairly presented in conformity with generally accepted accounting principles. An independent audit is performed annually.
Available Beginning Fund Balance:	Unencumbered resources available in a fund from the prior fiscal year after payment of prior fiscal year expenditures.
Bond:	Capital raised by issuing a written promise to pay a specified sum of money, called the face value or principal amount, with interest at predetermined intervals.
Budget:	A financial plan, usually for a one or two year period, listing an estimate of recommended expenditures and the recommended means of financing them.
Capital Improvement Plan (CIP):	The five-year financial plan for capital improvements, including considerations for related debt service and future ongoing maintenance. The CIP is adopted in a separate document and updated annually.

Deficit:	An excess of expenditures over revenues (resources).
Department:	An organizational unit comprised of divisions or functions. It is the basic unit of service responsibility encompassing a broad mandate of related activities.
Expenditure:	The actual payment for goods and services.
Fiscal Year (FY):	The period designed by the City for the beginning and ending of financial transactions. The City of Oakley fiscal year begins July 1st and ends June 30th of the following year.
Full-Time Equivalent (FTE):	The amount of time a regular full or part-time position has been budgeted for in terms of the amount of time an employee works in a year.
Gas Tax:	Administered by the State Board of Equalization, this is an 18-cent per gallon tax on fuel used to propel a motor vehicle or aircraft. Use of the revenue is for research, planning, construction, improvement, maintenance and operation of public streets and highways or public mass transit.
General Fund:	The fund used to account for all financial resources except those required to be accounted for in another fund.
General Fund Taxes:	This is the term in the Budget to describe the City's use of general purpose tax revenue, including primarily: Property Taxes, Property Taxes in lieu of VLF, and Sales Tax.
General Plan:	A policy document that serves as a guideline for future development. California State law requires each city to adopt a General Plan.
Infrastructure:	Facilities on which the continuance and growth of the community depend on such roads, water lines, sewers, public buildings, etc.

Internal Service Fund (ISF)

Internal service funds account for the financing of goods and services provided by one department to another department on a cost-reimbursement basis. In Oakley, we have ISF's that serve as sinking funds for the future replacement of vehicles and equipment; and for repairs and replacements for facilities. In each case, the costs are supported by charges to departmental operating budgets.

Lighting and Landscaping District:

The City has established a separate District to manage and fund the maintenance of the City's Public Landscaping, Community Parks, Street Lighting, and Neighborhood Parks. Each activity is accounted for in a separate fund and budgets are established yearly as part of the District's activities. Detailed breakdowns of estimated revenues and expenditures are provided in a required engineer's report. Costs are funded by landscape assessments levied in each zone, and as necessary, subsidies or loans from other eligible funds.

Measure J:

In 2004, voters approved Measure J, extending a previously approved Countywide ½ cent sales tax measure for transportation related purposes. The original Measure (Measure C) included a provision that 18% of the funds are returned to local agencies based on an allocation relative population and relative maintained street miles. Expenditures are restricted to the same uses as Gas Tax, but may also be applied to transit improvement and operation, growth management planning and compliance, pedestrian and bicycle trail construction, maintenance and operation parking facility development and transportation efficiency program development and operation (ridesharing, etc.). Measure J continues to be subject to Measure C's growth management component and funds may not be used to replace developer obligations that would otherwise not be publicly funded under jurisdiction policy. Measure J runs until March 2034.

Motor Vehicle License Fee:

A State vehicle license fee imposed on motorists for the privilege of operating a motor vehicle on the public highways.

Police Services Tax:	A voter approved special tax levied by the City and collected at the same time and in the same manner as property taxes that is used exclusively for Public Safety.
Property Tax:	Property Tax is imposed on real property (land and permanently attached improvements) and tangible personal property located within the City. Proposition 13 set the basic property tax at one percent of the assessed value of the property, and the limited the assessed value to the cash value at acquisition plus inflation, at no more than 2% per year. Property taxes are shared by all local agencies that provide service to the property. On average, Oakley receives between 5% - 6% of the basic property taxes paid by Oakley property owners.
Property Tax in Lieu of VLF:	In the early 1990's the State levied a local tax on vehicles, in the form of a 2% Motor Vehicle License Fee (see above). The then Governor successfully lobbied the legislature and passed a law allowing a temporary discount on the fee, if the State could afford it. A provision of that law was that the State backfill the lost revenue to the local agencies that resulted (since it was a local tax being reduced). Since then, the State has permanently lowered the Fee, and permanently backfilled it by shifting additional property taxes from their control to each local agency. This separate revenue is referred to as Property Taxes in Lieu of Vehicle License Fees (VLF).
Reserved Fund Balance:	Accounts used to record a portion of the fund balance as legally segregated for a specific use or not available for appropriation.
Resolution:	A special order of the City Council, requiring a majority vote, which has a lower legal standing than an ordinance.
Revenue:	Income received by the City.
Salaries and Benefits:	A budget category, which generally accounts for full time and temporary employees, overtime and all employee benefits, such as medical, dental and pension costs

Successor Agency:	With the dissolution of the Oakley Redevelopment Agency on February 1, 2012, the City elected to become the Successor Agency to the Redevelopment Agency, responsible for preserving and administering its non-housing related assets, paying and ensuring performance of its obligations, and for complying with the new law that requires the unimpeded winding down of the prior Redevelopment Agency's affairs.
Successor Housing Agency:	With the dissolution of the Oakley Redevelopment Agency on February 1, 2012, the City elected to become the Successor Housing Agency, accepting the prior Redevelopment Agency's housing related assets and related housing responsibilities.
Taxes:	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.
Transient Occupancy Tax (TOT):	A 10% tax imposed on travelers who stay in temporary lodging facilities within the City. Also referred to as a Hotel/Motel Tax.
Unassigned Balances	The City established a policy in fiscal year 2012-2013 that in its special purpose funds, it would budget not only anticipated revenues, but also projected remaining available fund balances. The unassigned balance amount budgeted in any fund is the amount of available funds (revenues and available fund balances) that have not yet been assigned a specific current year purpose.



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5-Year Capital Improvement Program

For Fiscal Years 2016/17 to 2020/21

Recommended

OAKLEY



CALIFORNIA

City of Oakley
FY 2016/17 Project Summary
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

FY 16/17 Proposed Revenues												
	General Capital Projects	Main Street Fund	TIF	Measure J	Gas Tax	Stormwater Fund	2012 Bond Benefit	Facility Fund	Community Park Fund	Park Impact Fee	Grant	
FY 15/16 Fund Balance	\$ 46,250	\$ 44,855	\$ 1,086,250	\$ 183,316	\$ 87,143	\$ 902,997	\$ 166,561	\$ 203,000	\$ 500,000	\$ 877,254	\$ -	
FY 16/17 Revenues	\$ 4,200,000	\$ 150,000	\$ 1,200,000	\$ 547,375	\$ 799,223	\$ 462,000	\$ 63,600	\$ 50,000	\$ 1,000,000	\$ 452,800	\$ 214,000	
FY 16/17 Operational Expenditures	\$ 98,646	\$ 4,000	\$ 96,646	\$ 204,110	\$ 583,738	\$ 664,894	\$ -	\$ 27,000	\$ -	\$ 4,000	\$ -	
FY 16/17 CIP Staff Labor Charges	\$ 97,454	\$ -	\$ 281,967	\$ 194,451	\$ 167,081	\$ 212,642	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Available for Capital Projects	\$ 4,050,150	\$ 190,855	\$ 1,907,647	\$ 332,130	\$ 135,547	\$ 487,461	\$ 230,161	\$ 226,000	\$ 1,500,000	\$ 1,326,054	\$ 214,000	

FY 16/17 Proposed Expenditures													
#	Project	FY 16/17 Total	General Capital Fund	Main Street Fund	TIF	Measure J	Gas Tax	Stormwater Fund	2012 Bond Benefit	Facility Fund	Community Park fund	Park Impact Fee	Grant
165	Main Street Realignment Project	\$ 1,200,000		\$ 150,000	\$ 700,000	\$ 300,000	\$ 50,000						
176	Oakley Community Park Project	\$ 550,000									\$ 550,000		
177	Bethel Island Road Culvert Rehabilitation Project	\$ 90,000						\$ 90,000					
179	FY 2016/17 Street Repair and Resurfacing Project	\$ 700,000			\$ 700,000								
181	FY 2016/17 Curb, Gutter, & Sidewalk Repair and Reconstruction Project	\$ 100,000	\$ 50,000				\$ 50,000						
182	FY 2016/17 Frontage Gap Closure Project	\$ 150,000							\$ 150,000				
183	FY 2016/17 Storm Drain Improvement Project	\$ 100,000						\$ 100,000					
184	FY 2016/17 Traffic Calming Project	\$ 50,000			\$ 50,000								
185	FY 2016/17 Street Restriping Project	\$ 50,000							\$ 50,000				
186	West Cypress Road Bridge at Contra Costa Canal Reconstruction Project	\$ 10,000						\$ 10,000					
187	Main Street Bridge at Contra Costa Canal Rehabilitation Project	\$ 10,000						\$ 10,000					
189	Piper Lane Drainage Channel Trash Capture Device Project	\$ 200,000						\$ 200,000					
191	Laurel Road/Rose Avenue Intersection Improvement Project	\$ 150,000			\$ 150,000								
192	FY 2016/17 Traffic Signal Modernization Project	\$ 175,000			\$ 175,000								
193	Public Works Operations Building Rehabilitation Project	\$ 100,000								\$ 100,000			
194	Oakley Recreation Center Project	\$ 4,664,000	\$ 4,000,000									\$ 450,000	\$ 214,000
195	Bodehead Road Pump Station Rehabilitation Project	\$ 45,000						\$ 45,000					
196	Laurel Road Widening (Rose Avenue to Mellowood Drive) Project	\$ 120,000			\$ 120,000								
	Total	\$ 8,250,000	\$ 4,050,000	\$ 150,000	\$ 1,895,000	\$ 300,000	\$ 100,000	\$ 453,000	\$ 200,000	\$ 100,000	\$ 550,000	\$ 450,000	\$ 214,000
	Remaining Unassigned Balances		\$ 150	\$ 40,855	\$ 12,647	\$ 32,130	\$ 35,547	\$ 32,461	\$ 30,161	\$ 126,000	\$ 950,000	\$ 876,054	\$ -

City of Oakley
Funding Summary
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Funding Source	16/17	17/18	18/19	19/20	20/21	Total
	Traffic Impact Fee	\$ 1,895,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
CFD Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stromwater Fund	\$ 455,000	\$ 50,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ 605,000
Park Impact Fee	\$ 450,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ 1,050,000
Measure J	\$ 300,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,300,000
Gas Tax	\$ 100,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 620,000
Main Street Fund	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 450,000
Grant	\$ 214,000	\$ 1,900,000	\$ 2,000,000	\$ -	\$ -	\$ 4,114,000
Facility Fund	\$ 100,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 200,000
2012 Bond Benefit	\$ 200,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 400,000
LLD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Capital Fund	\$ 4,050,000	\$ 600,000	\$ 900,000	\$ 1,200,000	\$ 1,300,000	\$ 8,050,000
Total	\$ 7,914,000	\$ 4,555,000	\$ 4,955,000	\$ 3,080,000	\$ 2,980,000	\$ 23,484,000

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	Main Street Realignment and Improvement Project	Project Proponent:	Public Works and Engineering
Project Category:	Streets	Project Manager:	City Engineer
Project Type:	Street realignment and reconstruction	Project Number:	165
Project Priority:	Immediate	In Successor Agency Area:	Yes
Project Description:	This street realignment and reconstruction will improve the traffic flow and safety for motorists and pedestrians in downtown.		
Project Justification:	The downtown visioning project that was completed in 2014 and outlined the future vision and plan for downtown Oakley. Building upon the success of the downtown and Main Street improvements from 2012, this project reconstructs Main Street from Norcross Lane towards 5th Street. The improvements include construction of a new traffic signal at Norcross Lane, new streetscape, new curb gutter and sidewalk and street lighting. The Federal grant for this project provides a great opportunity to improve Main Street and promote the growth and vitality of downtown Oakley. The design of this project began in FY 2015/16 and construction of the project will start in FY 2016/17.		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design	\$ 225,000	\$ 175,000					\$ 400,000
Environmental							\$ -
Right of Way		\$ 25,000					\$ 25,000
Construction	\$ 3,000,000	\$ 1,000,000					\$ 4,000,000
Operating Costs							\$ -
TOTAL	\$ 3,225,000	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ 4,425,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee	\$ 800,000	\$ 700,000					\$ 1,500,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
General Capital Fund	\$ 300,000						\$ 300,000
Measure J		\$ 300,000					\$ 300,000
Gas Tax		\$ 50,000					\$ 50,000
Stormwater Fund	\$ 250,000						\$ 250,000
2012 Bond Rebate	\$ 64,000						\$ 64,000
Main Street Fund	\$ 350,000	\$ 150,000					\$ 500,000
Grant	\$ 1,461,000						\$ 1,461,000
TOTAL	\$ 3,225,000	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ 4,425,000

Comments: The City is in process of securing a Federal grant, Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) for this project and the funding is in the State Transportation Improvement Program for this project.

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	Oakley Community Park Project	Project Proponent:	Public Works and Engineering
Project Category:	Park	Project Manager:	City Engineer
Project Type:	Park Facility Recreation	Project Number:	176
Project Priority:	Moderate	In Successor Agency Area:	No
Project Description:	This project will design and construct a Community Park at north end of Sellers Road.		
Project Justification:	This project transforms a 55 acre site at the end of Sellers Avenue that was given to the City as part of the development agreements with the Emerson and Gilbert Ranch projects. This 55 acre site has a number of older buildings and facilities related to a dairy farm that has been closed for decades. This project will clean up the site and construct a Community Park that will be a destination point for the community. The first phase of this project is to complete the Environmental Impact Review (EIR) for the site, as well as demolish and remove the old and abandoned buildings. Concurrently the City is actively pursuing and applying to secure funding for the future phases of this project.		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design		\$ 100,000					\$ 100,000
Environmental		\$ 150,000					\$ 150,000
Right of Way							\$ -
Construction		\$ 300,000					\$ 300,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Community Park Fund		\$ 550,000					\$ 550,000
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
2012 Bond Benefit							\$ -
Storm drain Fund							\$ -
TOTAL	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	Bethel Island Road Culvert Rehabilitation Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Storm Drain Improvement	Project Number:	177
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will repair and rehabilitate an old metal culvert under Bethel Island Road that has rusted and failed.		
Project Justification:	The storm drain infrastructure in rural parts of Oakley is primarily made up of old corrugated metal pipes. These pipes rust over time due to direct contact and exposure to water, causing them to decompose and fail. The options to address these failure problems are, rehabilitation by either lining the pipes, if practical, or full replacement. Staff has determined that the Bethel Island Road 48" metal pipe can be lined, and it will help in the structural integrity and improve the hydraulic capacity of the storm water flow in the pipe without the need for total replacement. This rehabilitation method is the most practical and cost effective in addressing this failure.		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 90,000					\$ 90,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
2012 Bond Benefit							\$ -
Storm drain Fund		\$ 90,000					\$ 90,000
TOTAL	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	FY 2016/17 Street Repair and Resurfacing Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Street Repair and Resurfacing	Project Number:	179
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will repair and reconstruct damaged curb, gutter, and sidewalks.		
Project Justification:	Street repair and resurfacing is critical for keeping the quality of the City's street infrastructure in good condition and prevent the necessity of costly reconstruction of streets due to the lack of proper rehabilitation and maintenance. This work not only improves the quality of City streets, but also the quality of life for the community's residents. This project for FY 2016/17 will repair and resurface several areas that need Sierra Crete remediation in the Vintage Parkway Neighborhood.		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design		\$ 60,000					\$ 60,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 640,000					\$ 640,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee		\$ 700,000					\$ 700,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
2012 Bond Benefit							\$ -
Storm drain Fund							\$ -
TOTAL	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	FY 2016/17 Curb, Gutter, Sidewalk Repair & Reconstruction Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Curb, Gutter and Sidewalk Reconstruction	Project Number:	181
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will repair and reconstruct damaged curb, gutter, and sidewalk		
Project Justification:	Curb, gutter, and sidewalk areas throughout the City are damaged and uplifted by tree root overgrowth that can create a safety hazard for pedestrians and a liability for the City with trip and fall accidents. As a part of this project, the concrete ADA ramps at street intersections will be inspected and upgraded to the new standards.		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 100,000					\$ 100,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax		\$ 50,000					\$ 50,000
Developer							\$ -
Grant (see comments)							\$ -
General Capital Fund		\$ 50,000					\$ 50,000
Stormdrain Fund							\$ -
TOTAL	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	FY 2016/17 Frontage Gap Closure Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Street Widening	Project Number:	182
Project Priority:	Moderate	In Successor Agency Area:	No
Project Description:	This project will widen Mercedes Lane across the Oakley Union School District campus towards Laurel Road to provide a right turn lane onto Laurel Road.		
Project Justification:	Mercedes Lane is the main access point to Laurel Elementary School, Oakley Union School District campus, and the adjacent residential neighborhoods. Currently Mercedes Lane has a one-way travel way in the northbound direction from the intersection at Laurel Road. This is congested during morning and afternoon peak periods. This project will widen Mercedes Lane by adding a dedicated right turn lane at the intersection. This will help the traffic flows at this intersection and improve the safety for pedestrians and vehicles.		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design		\$ 15,000					\$ 15,000
Environmental							\$ -
Right of Way							\$ -
Construction			\$ 135,000				\$ 135,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 15,000	\$ 135,000	\$ -	\$ -	\$ -	\$ 150,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
2012 Bond Benefit		\$ 15,000	\$ 135,000				\$ 150,000
Stormdrain Fund							\$ -
TOTAL	\$ -	\$ 15,000	\$ 135,000	\$ -	\$ -	\$ -	\$ 150,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	FY 2016/17 Storm Drain Improvement Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Storm Drain	Project Number:	183
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will construct storm drain infrastructure on Brock Lane to eliminate flooding		
Project Justification:	Lack of any storm drain system on Brock Lane has caused chronic flooding for properties at end of this street over the years. This project will construct a self-contained storm drain system that will help in collecting the storm drain run-off and prevent it from impacting the residential properties on this street.		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design		\$ 10,000					\$ 10,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 90,000					\$ 90,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
2012 Bond Benefit							\$ -
Storm drain Fund		\$ 100,000					\$ 100,000
TOTAL	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	FY 2016/17 Street Restriping Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Traffic Calming	Project Number:	184
Project Priority:	Moderate	In Successor Agency Area:	No
Project Description:	This project will install traffic calming devices in residential streets		
Project Justification:	The traffic operations in the community has become one of the major issues that the Police and Public Works Departments handle on a regular basis. This project provides funding for the placement of traffic calming features in accordance with the neighborhood traffic calming policy. Various traffic calming requests are being evaluated by staff from the Police and Public Works Departments, and are addressed in collaboration with the residents based on priority and order received.		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 50,000					\$ 50,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee		\$ 50,000					\$ 50,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
2012 Bond Benefit							\$ -
Stormdrain Fund							\$ -
TOTAL	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	FY 2016/17 Street Restriping Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Striping	Project Number:	185
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will restripe streets to provide clear lane delineation		
Project Justification:	This project will restripe various City streets each year to help maintain delineations that are marked for usage by motorists and pedestrians. The work performed under this project focuses on the streets that are not in the plan for resurfacing in the next 2 years, and need the striping for lane delineation (centerline, edge line, crosswalk, pavement marking) to provide safe streets for the community.		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 50,000					\$ 50,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
2012 Bond Benefit		\$ 50,000					\$ 50,000
Stormdrain Fund							\$ -
TOTAL	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	West Cypress Road Bridge at Contra Costa Canal Reconstruction Project	Project Proponent:	Public Works and Engineering
Project Category:	Storm Drain	Project Manager:	City Engineer
Project Type:	Bridge Reconstruction	Project Number:	186
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will reconstruct the West Cypress Road bridge across Contra Costa Canal		
Project Justification:	The existing West Cypress Road Bridge that crosses the Contra Costa canal is structurally deficient according to the latest Caltrans inspections and will need to be reconstructed in order to continue to be safe and remain in service. This project will fund the preliminary design and start the process of securing grants that will provide a funding source to design the replacement of this structure.		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design		\$ 10,000					\$ 10,000
Environmental							\$ -
Right of Way							\$ -
Construction							\$ -
Operating Costs							\$ -
TOTAL	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Stormdrain Fund		\$ 10,000					\$ 10,000
TOTAL	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	Main Street Bridge at Contra Costa Canal Rehabilitation Project	Project Proponent:	Public Works and Engineering
Project Category:	Storm Drain	Project Manager:	City Engineer
Project Type:	Bridge Rehabilitation	Project Number:	187
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will rehabilitate the Main Street bridge across Contra Costa Canal		
Project Justification:	The existing Main Street Bridge that crosses the Contra Costa canal is in need of rehabilitation to protect its structural integrity and keep it off of the Caltrans structurally deficient list. This project will fund the preliminary design of the structural rehabilitation and start the process of securing grants that will fund the design for the improvements needed to rehabilitate this bridge.		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design		\$ 10,000					\$ 10,000
Environmental							\$ -
Right of Way							\$ -
Construction							\$ -
Operating Costs							\$ -
TOTAL	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Stormdrain Fund		\$ 10,000					\$ 10,000
TOTAL	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	Piper Lane drainage channel Trash Capture Device Project	Project Proponent:	Public Works and Engineering
Project Category:	Storm Drain	Project Manager:	City Engineer
Project Type:	Drainage Improvement	Project Number:	189
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will construct a Trash capture Device at this major drainage channel		
Project Justification:	The Piper Lane drainage channel is one of the major drainage outfalls from the City of Oakley to the Delta which the City is responsible for its maintaining and operating. This is an open channel that flows freely to the Delta. Based on the new permit issued by SF Regional Water Quality Control Board, it cannot convey trash to the open waters of the Delta. Historically, a large amount of trash and debris are transported to the Delta through this channel. This project will construct new trash capture devices at the upstream end of the channel near Vintage Parkway. The trash capture device will stop trash from flowing into the Delta and the City will be in compliance with the SF Regional Water Quality Control Board permit.		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design		\$ 30,000					\$ 30,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 170,000					\$ 170,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Stormdrain Fund		\$ 200,000					\$ 200,000
TOTAL	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	Laurel Road/Rose Avenue Intersection Improvement Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Traffic Operations	Project Number:	191
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will improve the traffic flow and operation at this intersection		
Project Justification:	The intersection of Laurel Road and Rose Avenue is a major intersection in the City of Oakley on an arterial road that is not signalized. Currently, this intersection operates as a four-way stop and has one lane of traffic in each direction. This project will widen the intersection, construct a new traffic signal, and improve the traffic flows on Laurel Road at Rose Avenue. This project is in conjunction with a private development project that will widen the south side of Laurel Road to the east; and the City of Oakley's Capital Improvement Project (CIP 196) which will widen the north side of Laurel Road from Rose Avenue to Mellowood Drive. This project will be designed in FY 2016/17, followed up with the construction in FY 2017/18.		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design		\$ 150,000					\$ 150,000
Environmental							\$ -
Right of Way							\$ -
Construction							\$ -
Operating Costs							\$ -
TOTAL	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee		\$ 150,000					\$ 150,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Stormdrain Fund							\$ -
TOTAL	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	FY 2016/17 Traffic Signal Modernization Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Traffic Operations	Project Number:	192
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will improve the traffic signal system on major streets in Oakley		
Project Justification:	Traffic operations and public safety have become one of the more important issues for the community. Staff from both Public Works and the Police Department are continually working to improve the traffic operations on City streets. This project will replace some of the older internal components of the City's traffic signal systems which will allow better and more coordinated traffic signal operations.		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design		\$ 25,000					\$ 25,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 150,000					\$ 150,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee		\$ 175,000					\$ 175,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Stormdrain Fund							\$ -
TOTAL	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	Public Works Operations Building Rehabilitation Project	Project Proponent:	Public Works and Engineering
Project Category:	Facility	Project Manager:	City Engineer
Project Type:	Facility Operations	Project Number:	193
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will rehabilitate an existing building for use for Public Works Operations.		
Project Justification:	The Public Works Maintenance staff use an area next to the Civic Center Park as the corporation yard. This area is not suited for the long term operations and maintenance service center for the Public Works Department. This project will rehabilitate an existing building that will be used as the new operation center and the existing area used for the corporation yard will be improved and paved for a parking lot		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 100,000					\$ 100,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Facility Fund		\$ 100,000					\$ 100,000
Other (see comments)							\$ -
Stormdrain Fund							\$ -
TOTAL	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	Oakley Recreation Center Project	Project Proponent:	Public Works and Engineering
Project Category:	Recreation	Project Manager:	City Engineer
Project Type:	New building and athletic fields	Project Number:	194
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will design and construct new Recreation buildings and athletic fields.		
Project Justification:	The City of Oakley is growing and the demands for recreation facilities are increasing. The current facility at the former Moura property on O'Hara Avenue is no longer a practical option to serve the recreation needs of the community. This project will provide the community with a modern and functional recreation facility. The new facility will provide the City with room to program a wide range of recreation services in one location. This project will be constructed in phases as funding becomes available. The first phase of the project is going to be designed in FY 2016/17, followed by construction in FY 2017/18.		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design		\$ 300,000					\$ 300,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 2,364,000	\$ 2,000,000				\$ 4,364,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 2,664,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 4,664,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact		\$ 450,000					\$ 450,000
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant		\$ 214,000					\$ 214,000
General Capital Fund		\$ 4,000,000					\$ 4,000,000
Other							\$ -
TOTAL	\$ -	\$ 4,664,000	\$ -	\$ -	\$ -	\$ -	\$ 4,664,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	Bridgehead Road Pump Station Rehabilitation Project	Project Proponent:	Public Works and Engineering
Project Category:	Storm Drain	Project Manager:	City Engineer
Project Type:	Pump Station	Project Number:	195
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will rehabilitate the storm drain pump station on Bridgehead Road.		
Project Justification:	The pump station under the railroad bridge on Bridgehead Road was built by the County decades ago and has not received formal preventative maintenance since the roadway was transferred to the City after incorporation. This past winter, the pumps broke down, and will need to be operational for the next rainy season. This project will rehabilitate the pump station and install new pumps in preparation of the winter months and rainy season. The new pumps will be maintained on a regular schedule to ensure their long term performance		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 45,000					\$ 45,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Storm Drain Fund		\$ 45,000					\$ 45,000
Other (see comments)							\$ -
Stormdrain Fund							\$ -
TOTAL	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2016/17 to 2020/21

Project Title:	Laurel Road (Rose Avenue to Mellowood Drive) Widening Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Street Widening	Project Number:	196
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will widen north side of Laurel Road between Rose Avenue and Mellowood Drive		
Project Justification:	This section of Laurel Road between Rose Avenue and Mellowood Drive is a narrow 2 lane road that does not accommodate the traffic demands of the community. Laurel Road is a major Arterial street in Oakley, and a direct connection to Highway 4. This section of Laurel Road has not been widened or improved due to the lack of Right of Way. The City was successful in acquiring the Right of Way needed for this road, and plans to design the project and relocate the utilities in FY 2016/17. Construction of the roadway widening project is scheduled for FY 2017/18. This project is in conjunction with CIP#191 which will reconstruct the intersection of Laurel Road/Rose Avenue		

PROJECT FINANCING DETAILS

Project Expenditures	15/16	16/17	17/18	18/19	19/20	20/21	Total
Planning & Design		\$ 120,000					\$ 120,000
Environmental							\$ -
Right of Way							\$ -
Construction							\$ -
Operating Costs							\$ -
TOTAL	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000

Project Funding	15/16	16/17	17/18	18/19	19/20	20/21	Total
Traffic Impact Fee		\$ 120,000					\$ 120,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Stormdrain Fund							\$ -
TOTAL	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000

Comments: