



## **CITY BUDGET AND CAPITAL IMPROVEMENT PROGRAM WORKSESSION**

Tuesday, May 27, 2014

### **I. Introduction and Overview of the Proposed City Budget for FY 2014-15:**

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

### **II. Public Comment**

### **III. Review of Capital Improvement Program and Projects Proposed for FY 2014-15:**

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

### **IV. Public Comment**

### **V. Discussion of Potential One-Time Fund Balance Uses**

### **VI. Public Comment**

### **VII. Closing comments and recap of all proposed changes.**

### **Attachments**

1. Fiscal Year 2014-2015 Preliminary Budget



**ANNUAL OPERATING AND CAPITAL BUDGET**  
**FISCAL YEAR 2014-2015**  
**Preliminary**





## CITY MANAGER'S BUDGET MESSAGE

### Fiscal Year 2014-2015

#### INTRODUCTION

It is my pleasure to present the Fiscal Year 2014-15 Preliminary Budget for your consideration. The Budget is balanced, but tight. As mentioned in the mid-year report, 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. Real estate market values have improved as well, although we will need to confirm how much of an increase in property taxes to expect when the Assessor releases his valuations in July.

As always, we have developed the Preliminary Budget with restraint and a focus on core services. While the Budget includes some increase in revenues, we also expect some losses; in particular, the State's denial of the \$250,000 minimum administrative allowance to manage the wind down of the Successor Agency to the Oakley Redevelopment Agency. In addition, we are facing a projected increase of approximately \$600,000 in contracted police services costs charged by the County to maintain our current level of service. These items leave little for new initiatives; however, the Budget does include additions to the City's operations that you directed at mid-year -- adding to our economic development and code enforcement teams.

Lastly, we continue to increase our emphasis in restoring the annual allocations to augment roadway maintenance; in order to do so, it has required a reduction in allocations to the Vehicle & Equipment Replacement Reserve Fund. As a result, our projected balance in that fund will fall below our policy threshold; but, given the Fund has a balance of more than \$1 million, the Budget assigns more weight to the priority of restoring recurring capital expenditures. Should property tax or other revenues exceed the conservative level in the Budget, we will have the opportunity to propose increasing the allocation to the Vehicle & Equipment Replacement Reserve Fund.

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 2014-2015 Budget was just recently updated and the State continues to report better than expected current year revenues and has begun focusing on establishing policies to ensure longer-term stability in the State's budgeting practices, both of which are favorable and lead us to expect no further local government takeaways. We will continue to monitor State budget discussions and report to you any adjustments to the City's Budget we believe become necessary..

Overall, we are not able to include in the Preliminary Budget all that we know is on the City's wish list, but the Budget presented here is lean, balanced, and remains true to the City's current strategic priorities.

### 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 year include:

- Successfully introduced the Heart of Oakley Festival, highlighting locally grown grapes, new businesses and the newly renovated area of Downtown.
- Continued the City's extensive public information program, leveraging online and social network communications using Nextdoor, Facebook, Twitter, and the City's weekly *Oakley Outreach* email blasts, and publication of the quarterly Recreation Guide, and biannual publication of the *OakLeaf* newsletter.
- Launched the new Image Silo program, making a searchable public document database available on the City's website.
- Installed safety improvements in the City's parks, new bleachers for parks ball fields, and completed implementation of the automated irrigation system which will result in improved water management and reduced maintenance costs for the affected City parks and streetscapes.
- Expanded the City's recreation programs in virtually every way – coordinated more classes, more City events, and served more participants.
- Initiated the 2014-1022 Housing Element Update project
- Updated City ordinances related to commercial vehicle parking, home based businesses, accessory structures, and commercial signage.
- Secured the City's third allocation of grant funding for the You, Me, We = Oakley! Program, totaling \$92,000.
- Expanded the City's volunteer and project search internship programs – achieving significant savings in Staff cost

- Approved entitlements for twelve separate residential and commercial developments
- Approved amended Development Agreements for property in the Dutch Slough development area Assisted with components of the new Ace Hardware building in the Oakley Plaza.
- Approved plans for Grocery Outlet to locate within the Downtown Oakley Plaza property.

Capital projects completed or nearing completion this year include:

- The Downtown Main Street Improvement project
- The O'Hara Avenue widening projects that include a segment from Vineyard to Carpenter and from Laurel to Cypress
- The Civic Center parking lot resurfacing project
- Traffic safety and neighborhood traffic calming projects in the Gateway and Riata neighborhoods.
- All planned fiscal year 2013-2014 pavement management plan projects
- All planned fiscal year 2013-2014 City-wide safety improvement plan projects
- All planned fiscal year 2013-2014 gap closure projects
- All planned fiscal year 2013-2014 street name sign replacement projects
- Supervised the construction of two (2) new City parks in the Summer Lake subdivision (Lakeside Park and Leeward Park)

### **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 is balanced; including \$13,887,175 in estimated revenues and \$13,849,814 in proposed expenditures. Revenues are approximately \$412,000 more than projections for Fiscal Year 2013-2014; however, the increases in estimated property taxes, franchise fees and interfund charges for services are offset by the loss of the Successor Agency administrative allowance and a more conservative estimate of building permit revenues. Excluding Fiscal Year 2013-2014 one-time expenditures for economic development projects, proposed expenditures for this coming fiscal year are approximately \$441,000 more than currently those projected for Fiscal Year 2013-2014. Increases in Police, Code Enforcement, and General Fund contributions to augment roadway maintenance funding are offset in part by reduced

contributions to the Vehicle & Equipment Replacement Fund and reductions in the Public Works and Building departments, resulting from this current year's restructuring.

Available Fund Balance is expected to be approximately \$4.7 million at June 30, 2014, which is 34% of Fiscal Year 2014-2015 proposed expenditures; although we expect a portion of this will be used for one-time expenditures to be considered during the upcoming budget work session.

As noted in the 10-Year Plan, the Budget has been prepared to ensure recurring revenues remain in excess of recurring expenditures. To accomplish this and meet the City's highest priorities, allocations to the City's Vehicle & Equipment Replacement Reserve have been lowered, and annual allocations to capital projects for roadway maintenance have been increased. In addition, in order to accommodate the increase in contract police services costs and to remain balanced, the 10-Year Plan includes changing the rate at which we expect to increase police staffing, from one officer every two years to one officer every three years.

### **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 for the first time since the recession, the Budget contains a more significant amount towards restoration. In addition, it contains the first allocation to the Roadway Maintenance Reserve Fund established this past year. The Preliminary Budget includes the following transfers:

- \$100,000 to the General Capital Projects Fund for road maintenance,
- \$100,000 to the Main Street Fund to beautify and improve Main Street, and
- \$75,000 to the Street Maintenance Reserve Fund.

### **PROPOSED NEW FINANCIAL POLICY**

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. In the past, a policy was established that for all special purpose funds, the budget would include appropriations of the projected *available* but otherwise *unassigned* balances. This Preliminary Budget includes a proposed addition to extend a similar policy to the Capital Asset Lifecycle Replacement Reserves in each Lighting and Landscaping District. The new policy would state that 25% of

the available replacement reserve balance, up to a maximum of \$100,000, would be budgeted in a new "unassigned replacement reserve balance" account. The use of these funds would, like the other unassigned balances, would require City Manager approval. The Preliminary Budget does not yet include these appropriations, but if the proposed policy addition is approved, the Recommended Budget in June will be updated to include these amounts.

### **GOALS AND OBJECTIVES FOR FISCAL YEAR 2013-2014**

The Strategic Plan for 2014-2016 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 2014-2015:

- Continue to implement the City's Economic Development Work Plan
- Expand Code Enforcement activities; begin inventorying the City's major eyesores and prioritize them for abatement.
- Complete construction of ongoing capital projects, including:
  - The Laurel Road widening project.
  - Construction of the Civic Center Park Amphitheatre project
  - The Raye Avenue improvement project.
  - The East Cypress Widening Extension in coordination with Brookfield Homes.
  - Planned roadway maintenance projects, including the major Main Street resurfacing project from Bridgehead to Big Break, and pavement rehabilitation projects at Cypress, Big Break and Rose Avenue.
- Complete the State-mandated Housing Element update
- Complete the Long-Term Police Services Delivery Plan project

- Obtain a Finding of Completion from the State so that the Successor Agency can move forward with the winding down of the Agency's affairs; and prepare a Long Term Property Management and Disposition Plan for submittal to the Department of Finance for their approval.

### **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 now manages many of the funds simply to live within their means.

While not included in this Preliminary Budget, Staff is currently working to expand the Asset Lifecycle Replacement Program to include reserving for the City's tree pruning program (scheduled every 7 years), and the replacement of streetscapes (provided for on a 20 year cycle) in all of the landscaping funds. While this greatly increases the amount of reserves identified as needed over time, the costs are inevitable, and this change better accounts for the funding needed to maintain these assets effectively over the long-term.

Unfortunately, it also points out that many of the older landscaping zones are not sustainable over the long run. Until times are better, we will continue to do the best we can with the funds available, though it will be something we will have to address more aggressively in the future. More than 75% of the zones have assessments established and approved by the County prior to the City's incorporation 15 years ago, that remain at their original levels because they include no cost of living/inflation factor.

### **CAPITAL PROJECTS**

Presented separately is the detailed Proposed Capital Improvement Program (CIP) with new funds totaling \$4.6 million. Almost all of the new allocations are for infrastructure maintenance. New construction and improvement projects include:



- Construction of the Civic Center Park Amphitheatre project, and
- The East Cypress Widening Extension in coordination with Brookfield Homes.

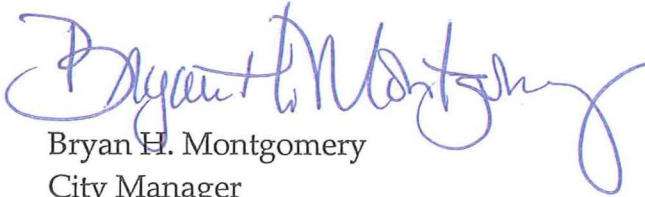
### CONCLUSION

Development of this year's Budget has been an up and down process, with great initial optimism regarding new revenues from the ongoing economic recovery, followed by the difficult news of greater than expected police services contract costs, and the State's denial of the Successor Agency's administrative allowance.

Along with the accommodations necessary to adjust to these developments, the Preliminary Budget maintains core service levels and allocates additional funds to the City's highest priorities.

We thank you for your support and leadership in guiding Oakley to be the best it can be today and ensure it remains well positioned to shine in the years to come.

Respectfully submitted,



Bryan H. Montgomery  
City Manager



**TABLE OF CONTENTS**

**COMMUNITY PROFILE..... 3**

**ELECTED OFFICIALS & CITY MANAGEMENT TEAM..... 5**

**CITY ORGANIZATIONAL CHART ..... 7**

**BUDGET STRATEGIES AND FINANCIAL POLICIES..... 9**

**STATEMENT OF FINANCIAL POLICIES..... 10**

    GENERAL FINANCIAL GOALS ..... 10

    OPERATING BUDGET POLICIES ..... 10

    REVENUE POLICIES ..... 12

    EXPENDITURE POLICIES ..... 13

    CAPITAL BUDGET IMPROVEMENT BUDGET POLICIES ..... 13

    OTHER CAPITAL IMPROVEMENT POLICIES ..... 15

    SHORT-TERM DEBT POLICIES ..... 15

    LONG-TERM DEBT POLICIES ..... 15

    RESERVE POLICIES ..... 17

    INVESTMENT POLICIES ..... 19

    ACCOUNTING, AUDITING & FINANCIAL REPORTING POLICIES ..... 20

    GRANT FUNDING POLICIES ..... 22

    HUMAN CAPITAL INVESTMENT POLICIES ..... 22

    APPROPRIATIONS CONTROL..... 23

**BUDGET SCHEDULE..... 25**

**ALL FUNDS SUMMARY..... 27**

**POSITION ALLOCATION SUMMARY ..... 28**

**GENERAL FUND ESTIMATED REVENUES..... 31**

    PROPERTY TAXES ..... 32

    SALES TAX..... 33

    MOTOR VEHICLE IN LIEU FEES ..... 34

    OTHER TAXES ..... 34

    DEVELOPMENT FEES..... 35

    INTERFUND CHARGES FOR SERVICES ..... 36

    OVERALL ANALYSIS OF GENERAL FUND REVENUES..... 36

**GENERAL FUND RECOMMENDED EXPENDITURES..... 37**

    ANIMAL CONTROL..... 39

    CITY COUNCIL ..... 41

    CITY CLERK..... 43

    CITY ATTORNEY..... 45

    CITY MANAGER..... 47

    COMMUNITY OUTREACH..... 49

    FINANCE..... 51



HUMAN RESOURCES .....	53
MAINTENANCE CUSTODIAN .....	55
INFORMATION TECHNOLOGY .....	57
NON-DEPARTMENTAL .....	59
ECONOMIC DEVELOPMENT.....	61
BUILDING & CODE ENFORCEMENT.....	63
POLICE.....	67
PLANNING.....	71
PUBLIC WORKS/ ENGINEERING/MAINTENANCE & PARKS .....	75
RECREATION .....	87
TRANSFERS.....	91
CAPITAL OUTLAY .....	91
<b>SPECIAL REVENUE FUNDS .....</b>	<b>93</b>
COMMUNITY FACILITIES DISTRICT #1 (CYPRESS GROVE) .....	93
YOUTH DEVELOPMENT GRANT FUND .....	95
YOU, ME, WE = OAKLEY!.....	97
AGRICULTURAL PRESERVATION .....	99
LIGHTING AND LANDSCAPING DISTRICT.....	101
ROAD MAINTENANCE FUNDS.....	113
STORM WATER PROGRAM FUND.....	116
POLICE SERVICE FUNDS.....	117
DEVELOPER DEPOSITS FUND.....	119
SUCCESSOR HOUSING ASSETS .....	121
<b>DEBT SERVICE FUNDS .....</b>	<b>123</b>
<b>CAPITAL IMPROVEMENT PROGRAM .....</b>	<b>125</b>
<b>INTERNAL SERVICE FUNDS.....</b>	<b>135</b>
<b>AGENCY FUNDS .....</b>	<b>139</b>
<b>10 YEAR PLAN .....</b>	<b>143</b>
<b>CONTRACTS ANALYSIS .....</b>	<b>150</b>
<b>APPROPRIATIONS LIMIT.....</b>	<b>153</b>
<b>GLOSSARY OF BUDGET TERMINOLOGY.....</b>	<b>155</b>

## 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 38,075 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.



This page intentionally left blank.



## **ELECTED OFFICIALS & CITY MANAGEMENT TEAM**

### **- CITY COUNCIL -**

Randy Pope, Mayor  
Doug Hardcastle, Vice Mayor  
Diane Burgis, Councilmember  
Carol Rios, Councilmember  
Kevin Romick, Councilmember

### **- MANAGEMENT TEAM -**

Bryan Montgomery, City Manager  
Dan Gomez, Chief of Police  
Paul Abelson, Finance Director  
Kevin Rohani, City Engineer  
Libby Vreonis, City Clerk  
Derek Cole, City Attorney



This page intentionally left blank.

**CITIZENS OF OAKLEY**

**CITY COUNCIL**

**CITY ATTORNEY**

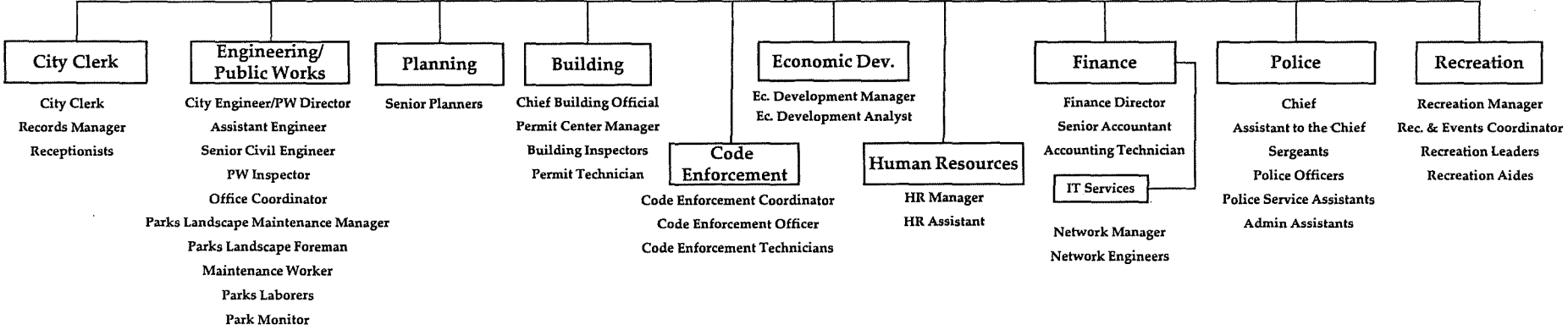
City Attorney  
Special Counsel  
Paralegal

**CITY MANAGER**

Assistant to the City Manager

Maintenance Custodian

You, Me, We = Oakley  
Program Coordinator







This page intentionally left blank.

## 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>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>	
<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.</p>	<p>Yes</p>	

### REVENUE POLICIES

<p>The City will work to develop a diversified and stable revenue system to protect it from short-term fluctuations in any one revenue source.</p>	<p>Yes</p>	
<p>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.</p>	<p>Yes</p>	
<p>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.</p>	<p>Yes</p>	



<p>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.</p>	<p>Yes</p>	
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------	--

### EXPENDITURE POLICIES

<p>The City will maintain a level of expenditures which will provide for the public well-being and safety of the residents of the community.</p>	<p>Yes</p>	
<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>	<p>Yes</p>	

### CAPITAL BUDGET IMPROVEMENT BUDGET POLICIES

<p>The City will make all capital improvements in accordance with an adopted and funded capital improvement program.</p>	<p>Yes</p>	
--------------------------------------------------------------------------------------------------------------------------	------------	--



<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>	<p>Yes</p>	
<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>	<p>Yes</p>	
<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>	<p>Yes</p>	
<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>	<p>Yes</p>	
<p>Cost tracking for components of the CIP will be implemented and updated quarterly to ensure project completion within budget and established timelines.</p>	<p>Yes</p>	
<p>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.</p>	<p>Yes</p>	
<p>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.</p>	<p>Yes</p>	



## OTHER CAPITAL IMPROVEMENT POLICIES

<p>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.</p>	<p>Yes</p>	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------	--

## SHORT-TERM DEBT POLICIES

<p>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.</p>	<p>Yes</p>	
<p>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.</p>	<p>Yes</p>	

## LONG-TERM DEBT POLICIES

<p>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.</p>	<p>Yes</p>	
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------	--





<p>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.</p>	<p>Yes</p>	
<p>When the City issues assessment 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.</p>	<p>Yes</p>	
<p>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.</p>	<p>Yes</p>	
<p>Where possible, the City will use special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.</p>	<p>Yes</p>	
<p>Proceeds of long-term debt will not be used for current ongoing operations.</p>	<p>Yes</p>	
<p>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.</p>	<p>Yes</p>	



## RESERVE POLICIES

<p>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%.</p>	<p>Yes</p>	
<p>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.</p>	<p>Yes</p>	
<p>The level of the Contingency Reserve will be established as needed but shall not be less than 2% of General Fund operating expenditures.</p>	<p>Yes</p>	
<p>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 pay out accumulated benefits requiring conversion to pay on termination).</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>Yes</p>	





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

## ACCOUNTING, AUDITING & FINANCIAL REPORTING POLICIES

<p>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.</p>	<p>Yes</p>	
<p>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.</p>	<p>Yes</p>	



<p>Fixed Assets shall be accounted for using the following useful lives:</p> <p>Buildings – 40 years</p> <p>Improvements – 5-15 years</p> <p>Machinery &amp; Equipment – 5 years</p> <p>Vehicles – 5 years</p> <p>Roadways:</p> <p>Streets (Includes Pavement, Sidewalk, Curb &amp; Gutters, Trees &amp; Signs) – 40 years</p> <p>Traffic Signals – 25 years</p> <p>Street Lights – 40 years</p> <p>Bridges – 100 years</p> <p>Parks &amp; Recreation:</p> <p>General Improvements – 25 years</p> <p>Specialty features – 10 years</p>	Yes	
<p>The Finance Department will prepare monthly reports for the City Manager and Department Heads so that they may effectively evaluate their financial performance.</p>	Yes	
<p>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.</p>	Yes	
<p>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.</p>	Yes	
<p>Full and continuing disclosure will be provided in the City’s financial statements and bond representations.</p>	Yes	
<p>The City will build and maintain a good credit rating in the financial community.</p>	Yes	



## GRANT FUNDING POLICIES

<p>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.</p>	<p>Yes</p>	
<p>The City will establish accounting procedures to support the tracking of grant funds and their use and for the timely administration of grant programs.</p>	<p>Yes</p>	
<p>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.</p>	<p>Yes</p>	

## HUMAN CAPITAL INVESTMENT POLICIES

<p>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.</p>	<p>Yes</p>	
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------	--



## 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 replacement 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 replacement reserves and unassigned balances in special purpose funds.

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





This page intentionally left blank.



## BUDGET SCHEDULE FY 2014-2015 BUDGET

<b>Date</b>	<b>Function</b>
January 27	2014-15 Budget Instructions Distributed
February 10	DH Strategic Planning Session
February 11	FY 2013-14 Midyear review with City Council
Week of February 17	Finance Available for Budget System Training to anyone needing assistance.
February 25	City Council Strategic Planning Session
March 10	Strategic Planning Session(s) with the Public
Week of March 10	City Manager Discussions with DH's Individually, as needed
March 21, noon	2014-15 Department Goals due to City Manager & Finance Director 2014-15 Operating Budgets due to Finance Director 2014-15 Final CIP Requests due to City Engineer
March 24 - April 4	Finance & Engineering Review Period
April 7-18	City Manager Review Period
April 21-25	City Manager Reviews with DH's individually, as needed
April 30	2013-14 Departmental Accomplishments Due to City Manager & Finance Director
May 1-15	Preparation and Final City Manager Review of Proposed Budgets, CIP and Presentations
May 19-20	Production and Distribution of Proposed City, RDA and CIP Budgets to Council and Staff
May 27	Budget Work Session
June 24	2014-15 Public Hearings and Budget Adoptions



This page intentionally left blank.

Proposed Budget  
All Funds Summary

Fund #	Fund Name	Estimated Available Resources July 1, 2014	Estimated Revenues 2014/15	Recommended Expenditures 2014/15	Appropriation of Unassigned Balances*	Estimated Available Resources July 1, 2015
100	General Fund**	\$ 4,709,000	\$ 13,887,175	\$ 13,849,814		4,746,361.00
110	Comm Facilities Dist #1 (Cypress Grove)	1,110,338	252,000	514,150	848,188	-
123	Youth Development Fund		20,550	20,550		-
125	You, Me, We = Oakley!		67,586	67,586		-
132	Park Landscaping Zn 1 (Comm Parks)		1,090,500	1,090,500		-
133	LLD Zone 2 (Streetlighting)		327,960	327,960		-
136	Agricultural Preservation		-	-		-
140	Gas Tax Fund	37,109	920,930	952,586	5,453	-
145	Stormwater NPDES	1,004,085	461,000	607,020	858,065	-
148	Measure J	125,354	513,433	604,300	34,487	-
150	Police P-6 Fund		3,308,250	3,308,250		-
151	Police SLESF Fund		100,000	100,000		-
170	LLD Vintage Parkway	73,783	73,822	74,572	73,033	-
171	LLD Oakley Ranch	57,041	26,496	26,746	56,791	-
172	LLD Empire	80,421	4,584	4,609	80,396	-
173	LLD Oakley Town Center	69,363	10,991	11,091	69,263	-
174	LLD Oak Grove		28,455	28,455		-
175	LLD Laurel Woods/Luna Estates	67,062	7,718	7,768	67,012	-
176	LLD South Forty	18,327	9,738	9,838	18,227	-
177	LLD Claremont	11,875	7,653	7,728	11,800	-
178	LLD Gateway	187,947	18,485	18,560	187,872	-
179	LLD Countryside (Village Green)	20,298	2,588	2,613	20,273	-
180	LLD Country Fair ( Meadow Glen)		5,423	5,423		-
181	LLD California Sunrise	55,576	3,552	3,552	55,576	-
182	LLD California Visions (Laurel)	126,966	12,100	12,150	126,916	-
183	LLD Claremont Heritage	159,096	18,340	18,440	158,996	-
184	LLD Country Fair (Meadow Glen II)		122,644	123,844		(1,200)
185	LLD Sundance	13,799	8,935	11,010	11,724	-
186	LLD Calif Jamboree (Laurel Anne)	108,843	117,847	118,472	108,218	-
187	LLD Country Place		31,360	47,730		(16,370)
188	LLD Laurel Crest	57,561	97,125	109,813	44,873	-
189	LLD Marsh Creek Glen	338,072	82,725	83,225	337,572	-
190	LLD Quail Glen	65,383	25,925	26,150	65,158	-
191	Cypress Grove	108,596	255,609	257,709	106,496	-
192	South Oakley	71,888	333,683	336,733	68,838	-
193	Stone Creek	149,505	15,975	12,403	153,077	-
194	Magnolia Park	551,038	521,200	526,075	546,163	-
195	Summer Lakes	365,376	90,424	114,150	341,650	-
201	General Capital Projects	325,000	1,129,050	1,451,167	2,883	-
202	Traffic Impact Fee Fund	978,782	1,204,000	1,923,333	259,449	-
204	Park Impact Fee Fund		-	2,000		(2,000)
205	Childcare Impact Fee Fund	18,000	-	5,000	13,000	-
206	Public Facilities Impact Fee Fund		499,900	586,635		(86,735)
207	Reserve for Qualifying Expenditures		-	-		-
208	Fire Impact Fees Fund	80,836	50	2,000	78,886	-
209	Proposition 1B Fund		-	-		-
211	WW Parks Grant	2,511	405,000	405,000	2,511	-
231	Main Street Fund	134,089	100,000	234,000	89	-
235	Street Maintenance Reserve Fund	-	75,000	-	75,000	-
301	Developer Deposits Fund		423,000	423,000		-
351	2006 COPs Debt Svc Fund		571,635	571,635		-
501	Equipment Replacement Fund	1,268,000	55,750	185,400	1,138,350	-
502	Capital Facilities Mtc and Replacement Fund	231,000	200	2,000	229,200	-
621	AD 2004-1 Debt Svc Fund		1,165,688	1,165,688		-
622	AD 2006-1 Debt Svc Fund		754,223	754,223		-
767	Successor Housing Agency	23,401	14,400	3,500	34,301	-

\*The Budget includes the appropriation of unassigned balances in special purpose funds so they can be assigned if needed during the year.

\*\*General Fund resources excludes the value of real estate held, which at June 30, 2014 is estimated at \$2.2 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.

**2014-15 Position Allocation Summary**

	Position	Status	City of Oakley FTE	Contract FTE	Total FTE
<b>City Council</b>					
	Mayor	Elected	1.00		1.00
	Vice Mayor	Elected	1.00		1.00
	Councilmembers	Elected	3.00		3.00
	<b>Total City Council Staffing:</b>		<b>5.00</b>	<b>0.00</b>	<b>5.00</b>
<b>Building</b>					
	Building Official	Contract		0.40	0.40
	Permit Center Manager	Contract		0.60	0.60
	Building Inspector II	Employee	1.00		1.00
	Permit Technician	Employee	1.00		1.00
	<b>Total Building/Code Enforcement Staffing:</b>		<b>2.00</b>	<b>1.00</b>	<b>3.00</b>
<b>City Attorney</b>					
	City Attorney	Contract		0.25	0.25
	Special Counsel	Contract		0.25	0.25
	City Clerk/Paralegal	Employee	0.30		0.30
	<b>Total City Attorney Staffing:</b>		<b>0.30</b>	<b>0.50</b>	<b>0.80</b>
<b>City Clerk</b>					
	City Clerk/Paralegal	Employee	0.70		0.70
	Records Manager	Employee	1.00		1.00
	Receptionists	Employee	0.98		0.98
	<b>Total City Clerk Staffing:</b>		<b>2.68</b>	<b>0.00</b>	<b>2.68</b>
<b>City Manager</b>					
	City Manager	Employee	1.00		1.00
	Assistant to the City Manager/HR Manager	Employee	0.63		0.63
	You Me We Project Coordinator/HR Assistant	Employee	0.63		0.63
	Maintenance Custodian/Code Enforcement Technician	Employee	0.75		0.75
	<b>Total City Manager Staffing:</b>		<b>3.00</b>	<b>0.00</b>	<b>3.00</b>
<b>Code Enforcement</b>					
	Code Enforcement Coordinator	Employee	1.00		1.00
	Code Enforcement Officer/Building Inspector II	Employee	1.00		1.00
	Maintenance Custodian/Code Enforcement Technician	Employee	0.25		0.25
	Police Services Asst/Code Enforcement Technician	Employee	0.25		0.25
	<b>Total Building/Code Enforcement Staffing:</b>		<b>2.50</b>	<b>0.00</b>	<b>2.50</b>
<b>Community Outreach</b>					
	Assistant to the City Manager/HR Manager	Employee	0.33		0.33
	<b>Total Community Outreach Staffing:</b>		<b>0.33</b>	<b>0.00</b>	<b>0.33</b>
<b>Economic Development</b>					
	Economic Development Manager	Employee	1.00		1.00
	Senior Planner/Housing and Economic Development Analyst	Employee	0.25		0.25
	<b>Total Economic Development Staffing:</b>		<b>1.25</b>	<b>0.00</b>	<b>1.25</b>
<b>Finance &amp; Information Technology Services</b>					
	Finance Director	Employee	1.00		1.00
	Senior Accountant	Employee	1.00		1.00
	Accounting Technician	Employee	1.00		1.00
	Network Manager	Contract		on call	on call
	Network Engineers	Contract		0.60	0.60
	<b>Total Finance &amp; Information Technology Staffing:</b>		<b>3.00</b>	<b>0.60</b>	<b>3.60</b>
<b>Human Resources</b>					
	Assistant to the City Manager/HR Manager	Employee	0.05		0.05
	You Me We Project Coordinator/HR Assistant	Employee	0.37		0.37
	<b>Total Human Resources Staffing:</b>		<b>0.42</b>	<b>0.00</b>	<b>0.42</b>
<b>Planning</b>					
	Senior Planner/Housing and Economic Development Analyst	Employee	0.75		0.75
	Senior Planner	Employee	1.00		1.00
	<b>Total Planning Staffing:</b>		<b>1.75</b>	<b>0.00</b>	<b>1.75</b>

2014-15 Position Allocation Summary					
	Position	Status	City of Oakley FTE	Contract FTE	Total FTE
<b>Police</b>					
	Chief	Contract		1.00	1.00
	Sergeants	Contract		5.00	5.00
	Officers	Contract		22.00	22.00
	Administrative Assistants	Employee	1.25		1.25
	Assistant to the Chief	Employee	0.48		0.48
	Police Services Assistants	Employee	1.75		1.75
	<b>Total Police Department Staffing:</b>		<b>3.48</b>	<b>28.00</b>	<b>31.48</b>
<b>Public Works and Engineering</b>					
	City Engineer/Public Works Director	Employee	1.00		1.00
	Assistant Engineer	Employee	1.00		1.00
	Associate Engineer	Contract		0.46	0.46
	Senior Civil Engineer	Employee	1.00		1.00
	Public Works Inspector	Employee	1.00		1.00
	Public Works Office Coordinator	Employee	1.00		1.00
	Public Works Maintenance Worker II	Employee	1.00		1.00
	Public Works Maintenance Worker I	Employee	1.00		1.00
	Parks Maintenance Manager	Employee	0.75		0.75
	Parks & Landscape Maintenance Foreman	Employee	1.00		1.00
	Parks Laborer	Employee	1.00		1.00
	Parks Laborers (Seasonal)	Employee	2.00		2.00
	Parks Monitor	Employee	0.25		0.25
	<b>Total Public Works/Engineering Staffing:</b>		<b>12.00</b>	<b>0.46</b>	<b>12.46</b>
<b>Recreation</b>					
	Recreation Manager	Employee	1.00		1.00
	Recreation and Event Coordinator	Employee	1.00		1.00
	Recreation Leader (Seasonal)	Employee	2.40		2.40
	Recreation Aide (Seasonal)	Employee	0.96		0.96
	<b>Total Recreation Division Staffing</b>		<b>5.37</b>	<b>0.00</b>	<b>5.37</b>
	<b>Total Contract Employees</b>			<b>30.56</b>	<b>30.56</b>
	<b>Total City Employees:</b>			<b>43.07</b>	<b>43.07</b>
	<b>Total Position Allocation Summary</b>				<b>73.63</b>



This page intentionally left blank.

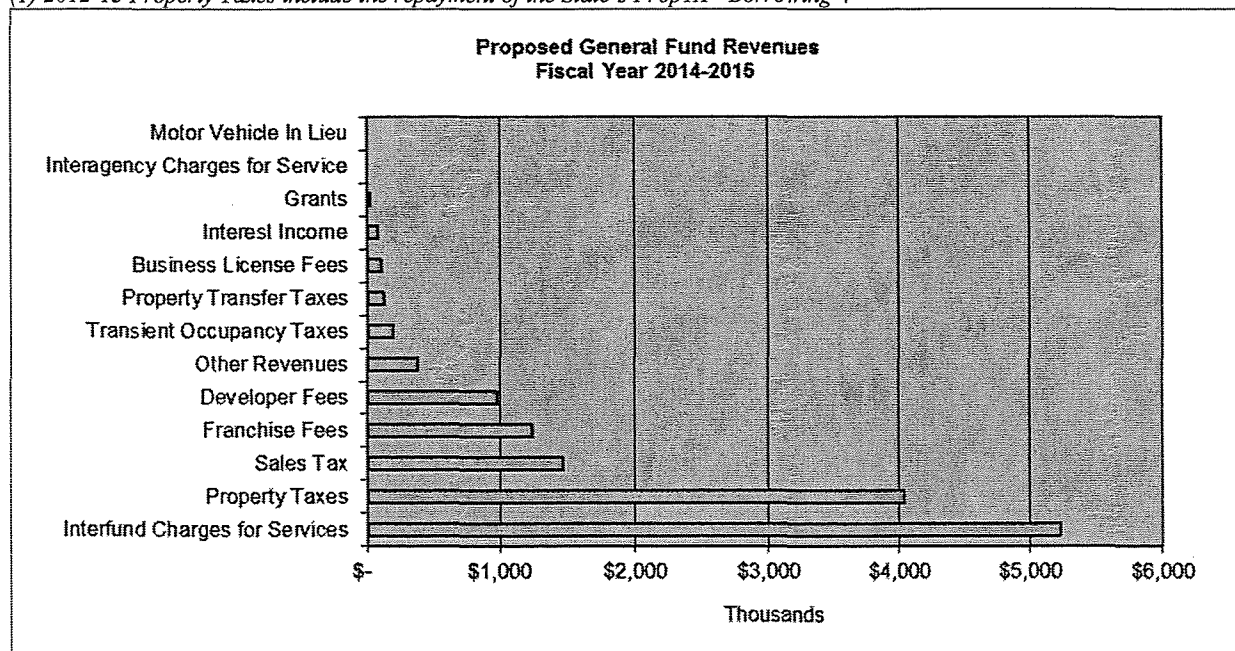


## GENERAL FUND ESTIMATED REVENUES FY 2014-2015

Revenue	Actual 2011-2012 Revenues	Actual 2012-2013 Revenues	Projected 2013-2014 Revenues*	Recommended 2014-2015 Revenues*
Interfund Charges for Services	\$4,613,058	\$5,108,438	\$4,767,000	\$5,228,000
Property Taxes (1)	\$3,577,248	\$4,180,722	\$3,762,000	\$4,044,000
Sales Tax	\$1,590,120	\$1,617,770	\$1,450,000	\$1,475,000
Franchise Fees	\$1,028,073	\$1,115,304	\$1,187,000	\$1,243,000
Developer Fees	\$792,189	\$1,107,743	\$1,138,000	\$974,000
Other Revenues	\$529,115	\$456,495	\$418,000	\$389,000
Transient Occupancy Taxes	\$165,077	\$195,941	\$192,000	\$195,000
Property Transfer Taxes	\$110,430	\$137,101	\$125,000	\$131,000
Business License Fees	\$107,651	\$106,743	\$107,000	\$107,000
Interest Income	\$35,944	\$20,919	\$50,000	\$82,000
Grants	\$19,553	\$19,946	\$14,000	\$19,000
Interagency Charges for Services	\$250,000	\$250,000	\$250,000	\$0
Motor Vehicle in Lieu	\$17,809	\$18,727	\$16,000	\$0

\*2013-14 and 2014-15 data rounded to thousands

(1) 2012-13 Property Taxes include the repayment of the State's Prop 1A "Borrowing".

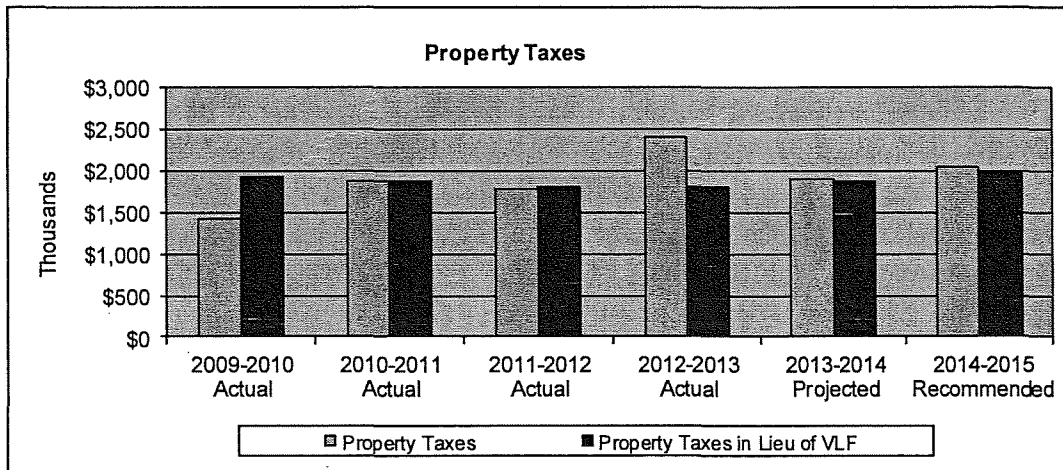






## PROPERTY TAXES

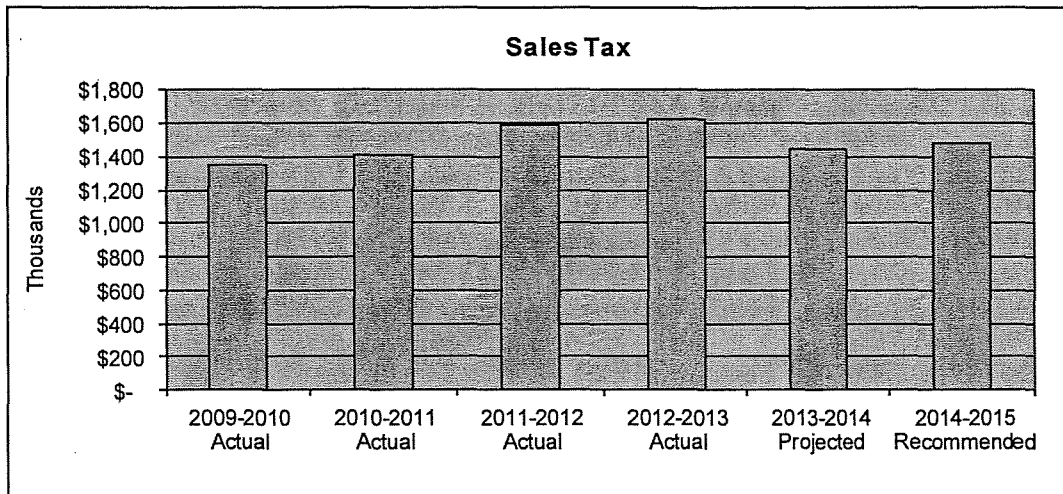
The City receives two significant types of property taxes: 1) the City's share of 1% Property Taxes collected by the County; and, 2) Property Tax In Lieu Of Vehicle License Fees. Both are driven primarily by changes in assessed values. After removing the effect of the State's 2012-2013 repayment of taxes borrowed in 2009-2010 pursuant to Proposition 1A, estimates for fiscal year 2014-2015 anticipate an increase of 7.5% in citywide assessed values. The budget includes estimated 1% Property Taxes totaling \$2,042,000 and Property Taxes In Lieu Of Vehicle License Fees totaling \$2,002,000.





## SALES TAX

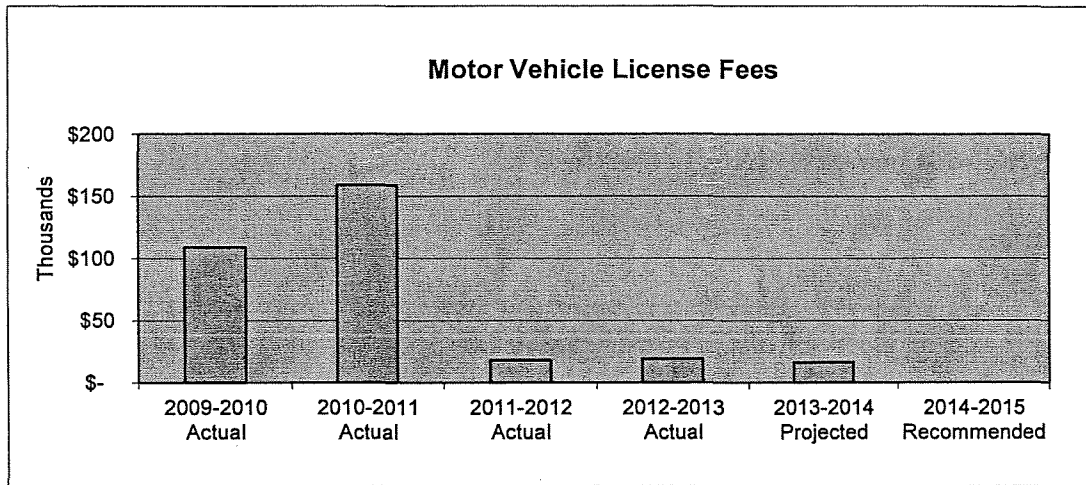
The City receives a share of sales taxes where the point of sale is located in the City. While the City does not yet have a large commercial base, business activity is expected to grow over time and these revenues will increase. For fiscal year 2014-2015, the estimated sales taxes are \$1,475,000, slightly more than fiscal year 2013-2014, reflecting the impact of a still recovering local economy.





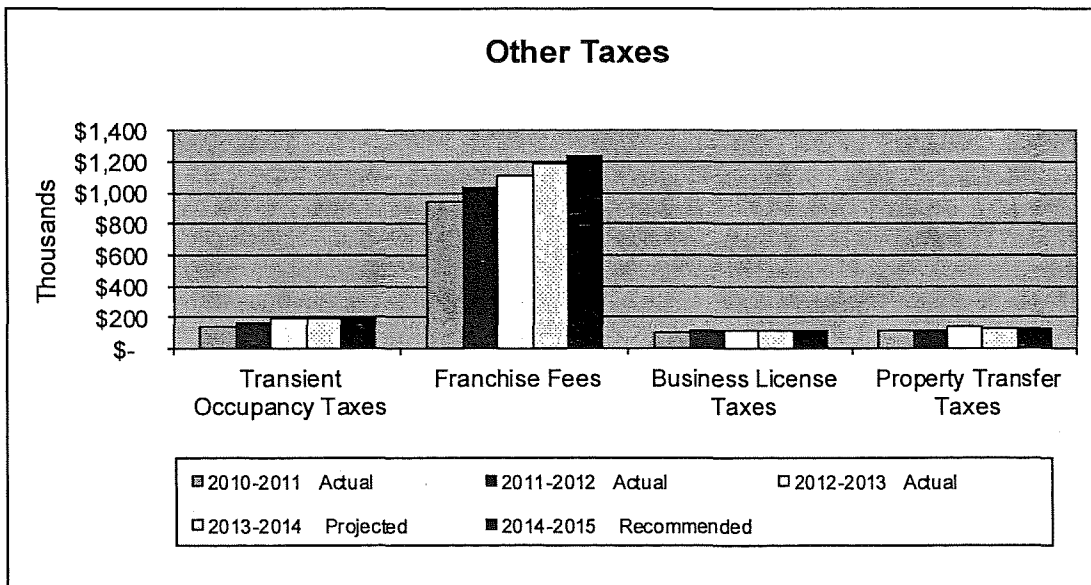
## MOTOR VEHICLE IN LIEU FEES

The State ended allocations of Motor Vehicle in Lieu fees to local governments in fiscal year 2011-2012, and other than prior years' true ups, no future revenues are expected.



## OTHER TAXES

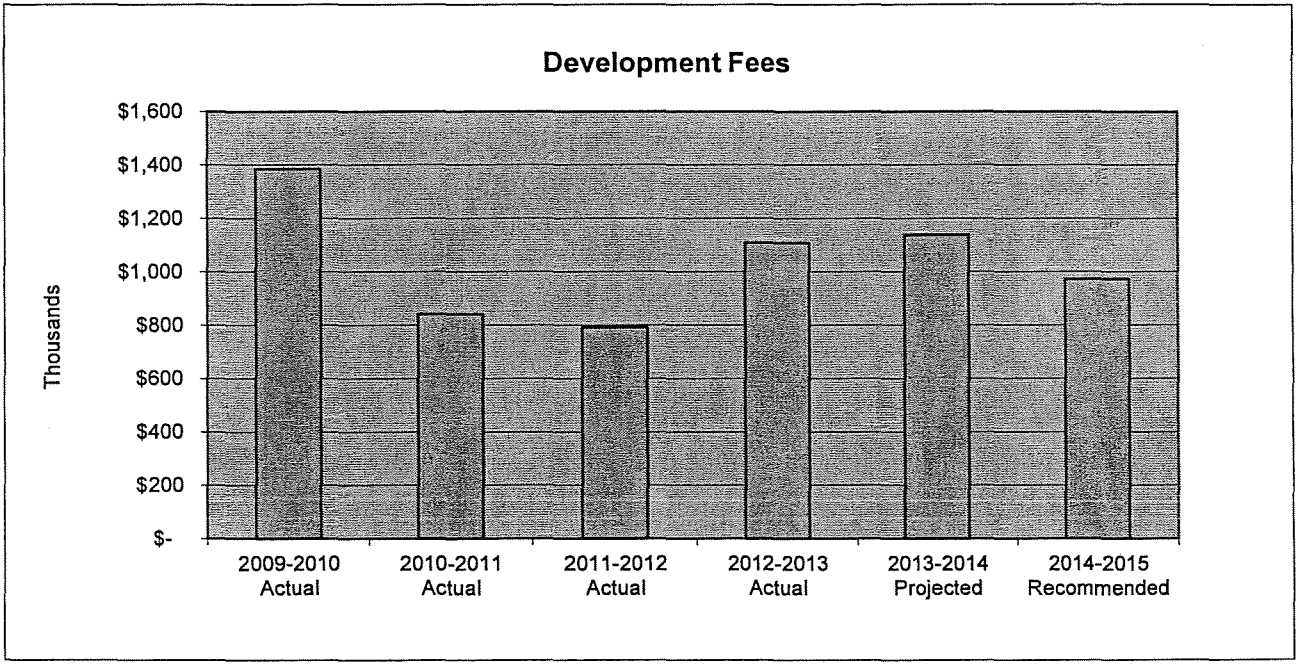
In addition to the above Taxes, the City collects a Transient Occupancy (Hotel) Tax, Utility Franchise Fees, Property Transfer Taxes, and Business License Taxes. For fiscal year 2014-2015, estimated total Other Taxes are \$1,676,000, an increase of \$62,000 over fiscal year 2013-2014. The increase is primarily due to increased franchise fee revenues.





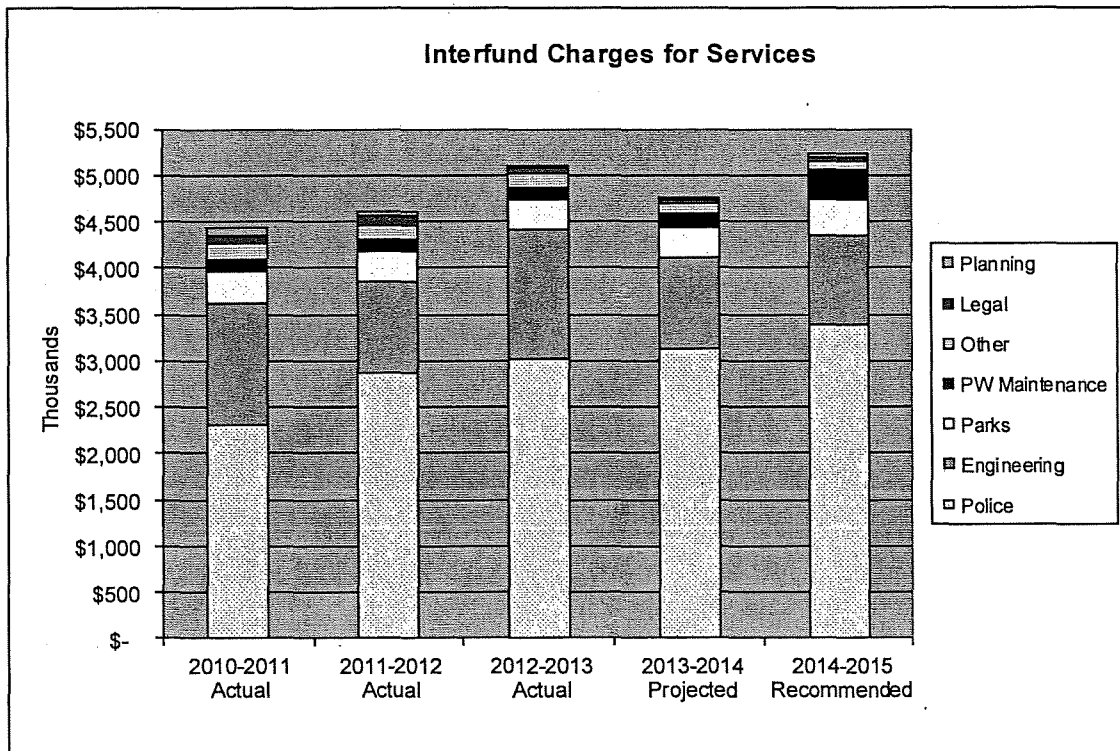
## DEVELOPMENT FEES

Development Fees consist primarily of building permits, plan review, and administrative fees. For fiscal year 2014-2015, estimated Development Fees total is \$974,000, a small decrease from the projected revenue for fiscal year 2013-2014. This smaller budget reflects conservative development estimates, taking into account the variability in building activity experienced this past year.



## INTERFUND CHARGES FOR SERVICES

Interfund Charges for Services is the largest revenue of the City. More than one-third of the Fiscal Year 2014-2015 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 2014-2015, estimated Interfund Charges for Police Services total approximately \$3.4 million, for Engineering Services approximately \$975,000, for Public Works Maintenance \$315,000, for Planning Services \$30,000, for Legal Services \$50,000, for Parks Maintenance Services \$375,000, and for Other Services \$92,000.



## OVERALL ANALYSIS OF GENERAL FUND REVENUES

Overall revenues continue to be stable, and tax revenues are beginning to increase, although discretionary revenues remain at levels less than prior to the recession. The shift in the composition of City revenues continue to be most affected by lower property taxes and reduced development activity, both of which are gradually increasing as the economy improves.

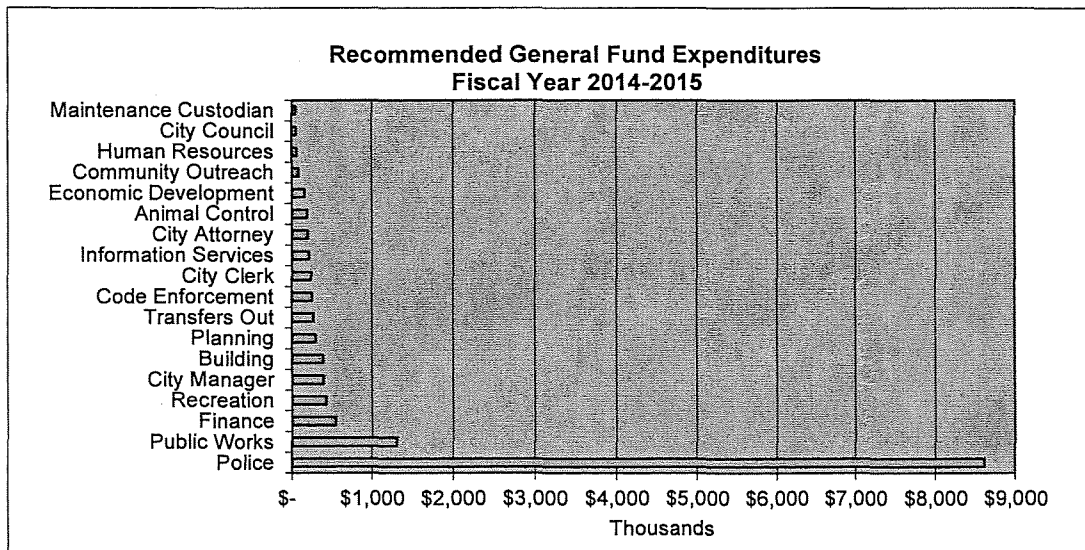


## GENERAL FUND RECOMMENDED EXPENDITURES

FY 2014-2015

Department	Actual 2011-2012 Expenditures	Actual 2012-2013 Expenditures	Projected 2013-2014 Expenditures*	Recommended 2014-2015 Expenditures*
Police	\$7,568,270	\$7,222,659	\$8,290,000	\$8,616,000
Public Works	\$1,336,149	\$1,580,629	\$1,309,000	\$1,315,000
Finance	\$470,732	\$527,373	\$556,000	\$551,000
Recreation	\$284,550	\$330,280	\$394,000	\$430,000
City Manager	\$394,617	\$381,759	\$395,000	\$400,000
Building	\$540,698	\$616,155	\$491,000	\$394,000
Planning	\$343,293	\$299,137	\$343,000	\$305,000
Transfers Out	\$171,000	\$291,586	\$341,000	\$275,000
Code Enforcement	\$19,852	\$39,560	\$147,000	\$259,000
City Clerk	\$177,463	\$251,148	\$221,000	\$249,000
Information Services	\$216,917	\$214,051	\$238,000	\$221,000
City Attorney	\$261,517	\$214,035	\$225,000	\$205,000
Animal Control	\$189,280	\$191,141	\$194,000	\$198,000
Economic Development	\$111,990	\$152,529	\$162,000	\$165,000
Community Outreach	\$37,717	\$66,290	\$109,000	\$90,000
Human Resources	\$16,206	\$31,622	\$19,000	\$67,000
City Council	\$59,750	\$61,603	\$59,000	\$61,000
Maintenance Custodian	\$43,008	\$42,776	\$47,000	\$49,000
Non-Departmental	\$(255,751)	\$(202,449)	\$50,000	3,000

2013-14 & 2014-15 data rounded to thousands





This page intentionally left blank.



## 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 2014-2015:

### 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 2014-2015. The County charge per capita is unchanged at \$5.31 this year, so the entire increase is due to the City's increase in population.

<b>ANIMAL CONTROL</b>			
<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>
<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Recommended</b>
<b>\$189,280</b>	<b>\$191,141</b>	<b>\$193,985</b>	<b>\$198,000</b>





This page intentionally left blank.



## 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	2011-2012	2012-2013	2013-2014	2014-2015
	Actual	Actual	Projected	Recommended
Personnel	\$33,073	\$32,460	\$31,174	\$31,636
Services				
Services	\$24,637	\$25,496	\$26,336	\$26,650
Supplies	\$2,040	\$3,647	\$1,500	\$2,500
<b>Total</b>	<b>\$59,750</b>	<b>\$61,603</b>	<b>\$59,010</b>	<b>\$60,786</b>

CITY COUNCIL MEMBERS	
Mayor	1
Vice-Mayor	1
Council members	3
<b>Total City Council</b>	<b>5</b>



This page intentionally left blank.



## 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 70% 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

None

<b>CITY CLERK</b>				
<b>USE OF FUNDS</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Personnel Services	\$156,234	\$209,975	\$194,589	\$198,644
Services	\$20,980	\$40,666	\$24,882	\$48,685
Supplies	\$249	\$507	\$1,200	\$1,200
<b>Total</b>	<b>\$177,463</b>	<b>\$251,148</b>	<b>\$220,671</b>	<b>\$248,529</b>

<b>CITY CLERK STAFFING</b>	
City Clerk/Paralegal	0.70
Records Manager	1.00
Receptionist	0.98
<b>Total City Clerk Staffing</b>	<b>2.68</b>



## 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 30% 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**

None

<b>CITY ATTORNEY</b>				
<b>USE OF FUNDS</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Personnel	\$100,290	\$44,638	\$42,916	\$43,991
Services	\$161,227	\$169,398	\$182,294	\$160,643
<b>Total</b>	<b>\$261,517</b>	<b>\$214,036</b>	<b>\$225,210</b>	<b>\$204,634</b>

<b>CITY ATTORNEY STAFFING</b>	
City Attorney	.25
Special Counsel	.25
City Clerk/Paralegal	.30
<b>Total City Attorney Staffing</b>	<b>.80</b>



## **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 Oakley's municipal operations, 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, Building & Code Enforcement, 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 and the Assistant to the City Manager.

### **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**

No program changes.





<b>CITY MANAGER</b>				
<b>USE OF FUNDS</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Personnel Services	\$326,189	\$321,462	\$360,531	\$366,247
Services	\$68,421	\$60,298	\$34,575	\$33,655
Supplies	\$7			
<b>Total</b>	<b>\$394,617</b>	<b>\$381,760</b>	<b>\$395,106</b>	<b>\$399,902</b>

<b>CITY MANAGER STAFFING</b>	
City Manager	1.00
Assistant to the City Manager/HR Manager	0.63
<b>Total City Manager Staffing</b>	<b>1.63</b>



## COMMUNITY OUTREACH

### Program Description and Objectives

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. Lastly, the purchasing of simultaneous translation systems will increase our capacity to involve this demographic in community meetings.

Additionally, the Office organizes City special events (Veterans Day, Memorial Day), groundbreaking, grand openings for City projects and neighborhood driven beautification projects. Furthermore, through volunteers we're actively marketing brick sales to finance the proposed Veterans Memorial. Other volunteer driven projects coordinated are

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 approximately .40% of her time serving in this capacity. Additional assistance is provided by the Recreation Manager, who coordinates the City’s website.

**Program Changes**

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

<b>COMMUNITY OUTREACH</b>				
<b>USE OF FUNDS</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Personnel	\$478	\$21,012	\$40,622	\$39,672
Services				
Services	\$37,239	\$45,277	\$68,786	\$50,495
Supplies				
<b>Total</b>	<b>\$37,717</b>	<b>\$66,289</b>	<b>\$109,408</b>	<b>\$90,167</b>

<b>COMMUNITY OUTREACH STAFFING</b>	
Assistant to the City Manager/HR Manager	.33
<b>Total Community Outreach Staff</b>	<b>.33</b>



## **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, when such funding is approved by the State.

### **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 Successor Agency compliance matters; and City special projects.

### **Staffing Summary**

The Finance Department consists of three full-time staff: The Finance Director, one Senior Accountant, and one Accounting Technician.

### **Program Objectives**

The primary operating objectives for the department for fiscal year 2014-2015 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.



<b>FINANCE</b>				
<b>USE OF FUNDS</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Personnel	\$353,586	\$413,688	\$438,970	\$436,405
Services	\$116,982	\$113,685	\$117,386	\$114,137
Supplies	\$164		\$100	\$100
<b>Total</b>	<b>\$470,732</b>	<b>\$527,373</b>	<b>\$556,456</b>	<b>\$550,642</b>

<b>FINANCE STAFFING</b>	
Finance Director	1
Senior Accountant	1
Accounting Technician	1
<b>Total Finance Staffing</b>	<b>3</b>



## 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 Division is staffed part time by both the Assistant to the City Manager/HR Manager and the You Me We Project Coordinator/HR Assistant.

### **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**

The direct supervision of Human Resources has been assigned to the Assistant to the City Manager, with the day to day activities being addressed by a new part-time position of Human Resources Assistant.



<b>HUMAN RESOURCES</b>				
<b>USE OF FUNDS</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Personnel	\$4,967	\$1,474	\$3,000	\$37,862
Services				
Services	\$11,239	\$29,903	\$14,794	\$19,032
Supplies		\$244	\$1,000	\$10,000
<b>Total</b>	<b>\$16,206</b>	<b>\$31,621</b>	<b>\$18,794</b>	<b>\$66,894</b>

<b>HUMAN RESOURCES STAFFING</b>	
Assistant to the City Manager/HR Manager	.05
You Me We Project Coordinator/HR Assistant	.37
<b>Total Finance Staffing</b>	<b>.42</b>



## MAINTENANCE CUSTODIAN

### Program Costs and Revenues

The Maintenance Custodian is a part of City Administration and all costs are funded by the General Fund.

### Program Description

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

### Staffing Summary

The recommended budget includes one maintenance custodian at an average of 30 hours per week or .75 of full-time equivalency.

### 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

There are no program changes.

Maintenance Custodian				
USE OF FUNDS	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected	2014-2015 Recommended
Personnel Services	\$39,622	\$39,270	\$43,614	\$45,021
Services	\$3,386	\$3,506	\$3,885	\$3,711
<b>Total</b>	<b>\$43,008</b>	<b>\$42,776</b>	<b>\$47,499</b>	<b>\$48,732</b>

MAINTENANCE CUSTODIAN STAFFING	
Maintenance Custodian/Code Enforcement Technician	.75
<b>Total Maintenance Custodian Staffing</b>	<b>.75</b>





This page intentionally left blank.



## **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 network.

### **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 2014-2015 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 2014-2015.



<b>INFORMATION SYSTEMS</b>				
<b>USE OF FUNDS</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Services	\$146,999	\$146,801	\$165,969	\$164,104
Supplies	\$97	\$893	\$1,000	\$500
Capital Outlay	\$69,821	\$66,356	\$71,300	\$56,575
<b>Total</b>	<b>\$216,917</b>	<b>\$214,050</b>	<b>\$238,269</b>	<b>\$221,179</b>

<b>INFORMATION TECHNOLOGY DEPARTMENT STAFFING</b>	
Network Manager (Contracted)	On call
Network Engineers (Contracted)	.625



## **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, depreciation and replacement cost amounts transferred to the Equipment and Vehicle Replacement and Building Replacement and Maintenance Internal Service Funds, 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 program changes; although the amount budgeted to transfer to the Equipment Replacement Reserve has been reduced to provide increased transfers to roadway maintenance funds.



<b>NON-DEPARTMENTAL</b>				
<b>USE OF FUNDS</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Personnel Services	\$30,489	\$44,089	\$35,655	\$72,600
Services*	\$268,085	\$340,441	\$617,221	\$645,800
Supplies	\$42,951	\$42,191	\$53,000	\$54,000
Capital Outlay			\$90,000	
Transfers Out	\$301,614	\$280,000	\$249,000	\$50,000
Interdepartmental Allocations	\$(898,890)	\$(909,170)	\$(904,409)	\$(819,400)
<b>Total</b>	<b>\$(255,751)</b>	<b>\$(202,449)</b>	<b>\$140,467</b>	<b>\$3,000</b>

\* Recommended amount includes the 2% General Fund Contingency.

<b>NON-DEPARTMENTAL STAFFING</b>	
<b>None</b>	



## 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
- Encourage local financial participation in the community as a means of facilitating economic development

### 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 the Empire/Neroly Commercial Center
- 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. The Planning Division's Senior Planner/Housing and Economic Development Analyst provides additional support equal to approximately .25 FTE.



## Program Changes

Hiring of a full-time Economic Development Manager and supplemental staffing from Planning represents an increase in direct Economic Development staffing. In prior years, the Division was comprised of a part-time Economic Development Coordinator.

<b>ECONOMIC DEVELOPMENT</b>				
<b>USE OF FUNDS</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Personnel Services	\$91,045	\$120,512	\$129,978	\$140,742
Services	\$20,729	\$28,333	\$24,227	\$20,627
Supplies	\$216	\$3,683	\$7,400	\$3,800
<b>Total</b>	<b>\$111,990</b>	<b>\$152,528</b>	<b>\$161,605</b>	<b>\$165,169</b>

<b>ECONOMIC DEVELOPMENT STAFFING</b>	
Economic Development Manager	1
<b>Total Economic Development Staffing</b>	<b>1</b>



## **BUILDING & CODE ENFORCEMENT**

### **Program Costs and Revenue**

Revenues are comprised of building permit, plan check, inspection fees and the residential rental inspection fees.

### **Program Description**

The Building & Code Enforcement Division is responsible for the administration and enforcement of building codes (California Building, Plumbing, Mechanical Codes and the National Electrical Code). To provide 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, while maintaining an aggressive code enforcement program. The Building and Code Enforcement Department is also responsible for the City's residential rental inspection program (RRIP) and the property maintenance inspection programs.

### **Program Staffing**

The Building Division consists of 6 staff: Part-Time Building Official, Part-Time Permit Center Manager, Building Inspector, Permit Technician. The Code Enforcement Division consists of a Code Enforcement Coordinator, and 1 Code Enforcement Officer and 2 Part-Time Code Enforcement Technicians.

### **Program Objectives**

- Continue to refine internal processes within Community Development functions.
- Continue to utilize the Administrative Citation process.
- 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 workload allows.
- When needed, provide Friday, weekend or after hour inspections when City Hall is normally scheduled for closure.





- Continue to work with Code Enforcement to respond to all code enforcement inquiries within two working days.
- 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 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.
- Continue to enforce the Foreclosed and Abandoned Property Ordinance.
- 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.

### **Program Changes**

- The addition of one full-time Code Enforcement Coordinator, and a .25 FTE Code Enforcement Technician.



<b>BUILDING &amp; CODE ENFORCEMENT</b>				
<b>USE OF FUNDS</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Personnel Services		\$15,661	\$345,587	\$491,023
Services	\$558,321	\$636,752	\$281,414	\$153,192
Supplies	\$2,229	\$3,302	\$11,250	\$8,000
Capital Outlay				
<b>Total</b>	<b>\$560,550</b>	<b>\$655,715</b>	<b>\$638,251</b>	<b>\$652,215</b>

<b>BUILDING AND CODE ENFORCEMENT STAFFING</b>	
Building Official	0.40
Permit Center Manager	0.60
Building Inspector II	1.00
Permit Technician	1.00
Code Enforcement Coordinator	1.00
Code Enforcement Officer/Building Inspector II	1.00
Maintenance Custodian/Code Enforcement Technician	0.25
Police Services Assistant/Code Enforcement Technician	0.25
<b>Total Building and Code Enforcement Staffing</b>	<b>5.50</b>



This page intentionally left blank.



## POLICE

### **Program Costs and Revenues**

The City of Oakley contracts for police services with the Contra Costa County Office of the Sheriff. The costs of police services are driven primarily by the costs per officer charged by the Office of the Sheriff, although support costs, capital costs and administrative costs also contribute to the overall fiscal picture. 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. Officer's 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 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 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 2014-2015 maintains staffing at current levels with 28 FTE officers, 1.75 FTE Police Services Assistants, 1.25 FTE Administrative Assistants and a .475 FTE Assistant to the Chief. For the fiscal year 2014-2015 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.
- Review and evaluate the Emergency Operations Center
- Continue to focus on quality of life issues through the Problem Oriented Policing (POP) program, working with the Building Department and the Office of the Sheriff Narcotics Unit.
- Address increasing costs for law enforcement services by continuing to use sound resource management, strategic cost cutting reviews, and search for feasible law enforcement grants.
- Continue to work with all City departments to analyze future revenues for police services that are realized on an incremental basis. Use these revenues to continue the expansion of personnel and other resources to keep pace with growth.

## **Program Changes**

Increase community outreach and information sharing through social media.



<b>POLICE DEPARTMENT</b>				
<b>USE OF FUNDS</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Personnel Services	\$206,102	\$212,422	\$224,681	\$227,064
Services	\$7,075,403	\$6,816,698	\$7,842,443	\$8,157,642
Supplies	\$205,027	\$176,619	\$223,000	\$230,800
Capital Outlay	\$81,738	\$16,920		
<b>Total</b>	<b>\$7,568,270</b>	<b>\$7,222,659</b>	<b>\$8,290,124</b>	<b>\$8,615,506</b>

<b>POLICE DEPARTMENT STAFFING</b>	
The following staff are provided under contract with the Contra Costa County Office of the Sheriff:	
Police Chief	01.00
Police Sergeants	05.00
Police Officers	22.00
<b>Total staff provided under CCC Office of the Sheriff</b>	<b>28.00</b>
City Staff:	
Administrative Assistant	01.25
Assistant to the Chief	00.48
Police Services Assistant	01.75
<b>Total City Staff</b>	<b>03.48</b>
<b>Total Police Department Staffing</b>	<b>31.48</b>



This page intentionally left blank.



## PLANNING

### Program Costs and Revenue

Planning Department 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 Department provides land use, current and long range planning, and environmental services. The Department is responsible for implementation of policy pertaining to orderly development and balanced, quality growth in the City of Oakley. In anticipation of an improving economy, the Department has recently been focusing efforts on streamlining the development process. The Department continues to focus on programs that assist the City in economic development and growth. Specifically, the department is processing both residential and commercial applications to help facilitate the goals of the General Plan and Strategic Plan.

There are several planning projects that continue to have activity at this time. Projects within the East Cypress Road corridor have been entitled and the Emerson Ranch project is currently under construction. The Dutch Slough Tidal Wetlands Restoration Project has a certified EIR, and the Department of Water Resources, in collaboration with the City, started rough grading in 2012, and will begin construction in 2014. Phase 1 of the Agricultural Conservation and Viticulture Program has been completed and future phases will be implemented as funding becomes available. The Action Programs within the current Housing Element continue to be implemented. Staff is currently working on the 2014-2022 Housing Element Update. Finally, Staff is working with representatives from DuPont and their consultants to find a developer and to encourage the entitlement processing and development of that site.

In 2013 the adopted Municipal and Community Wide Greenhouse Gas Emissions Inventories were updated. The next large step in this effort would be the development and adoption of a Climate Action Plan that will have positive impacts on streamlining future development and improvements within the City of Oakley as well as increasing eligibility on potential future grants. Department Staff has also implemented several recycling and solid waste reduction programs and is continually looking at ways to





expand the program. Staff is involved in 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 Department also serves as the in-house environmental Staff to prepare environmental documents for City projects.

### **Program Staffing**

The Planning Department is made up of one Senior Planner and one Senior Planner/Housing and Economic Development Analyst.

### **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
- Identify and complete required updates of the General Plan
- Integrate the newly formed Citizen Planning Advisors into the Design Review and Subdivision application review process
- Complete 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 find a developer and to encourage the entitlement processing and development of that 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
- Monitor the Policy Action Programs of the Certified Housing Element and initiate the 2014-2022 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



<b>PLANNING DIVISION</b>				
<b>USE OF FUNDS</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Personnel Services	\$289,020	\$252,568	\$265,542	\$278,695
Services	\$54,237	\$46,394	\$76,128	\$25,110
Supplies	\$36	\$175	\$900	\$800
<b>Total</b>	<b>\$343,293</b>	<b>\$299,137</b>	<b>\$342,570</b>	<b>\$304,605</b>

<b>PLANNING DIVISION STAFFING</b>	
Senior Planner	1
Senior Planner/Housing and Economic Development Analyst	1
<b>Total Planning Division Staffing</b>	<b>2</b>



This page intentionally left blank.



## **PUBLIC WORKS/ ENGINEERING/STREETS, LANDSCAPING & PARKS MAINTENANCE**

### **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 NPDES requirements, and reviews and inspects private development and grading and infrastructure improvements for compliance with City standards.

### **Program Changes**

This program will continue to refine and restructure with the goal of improved service delivery for the community with a more focused approach on the maintenance of the City of Oakley infrastructure system. The Public Works and Engineering Department had been staffed by consultants since the City's incorporation until October 2013 when the consultant contract was terminated. The transition from the consulting firm has been completed and some of the consultant staff members were retained as full time City staff.

The Parks and Landscape Maintenance Division will continue to contract for the majority of the park and landscape maintenance needs. The Division's Park Maintenance Manager and Parks and Landscape Maintenance Foreman will continue to manage the contracted work, as well as manage the in-house maintenance crew that consists of the equivalent of two seasonal maintenance workers year-round to supplement the one full time maintenance worker.

The Streets Maintenance Division has one full time maintenance worker and it is proposed for the FY 2014-15 to add one full time maintenance worker to create the foundation of a crew that performs day to day maintenance of City street infrastructure.

The department is also planning to implement a program in FY 2014-15 that will utilize the Sheriff Department's Alternative Work Program to provide free labor for various maintenance activities (i.e. trash pick-up, weed and brush removal, etc.) that are labor



intensive which the City does not have sufficient internal resources to perform. This Alternative Work program is very beneficial for municipalities that do not have large maintenance staffing and can utilize the free labor for basis tasks.

The overall goal of all 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 Department has one full-time Public Works Inspector, and will add a temporary inspector if the development and construction activity necessitates. Private development activity is increasing and many of the subdivision projects that have been on hold for years are being renewed by developers, which is a positive sign. It remains to be seen how many of these development projects will get fully activated and under construction.

During the transition from consultants to City staff, an Associate Engineer position was created. This position will be contracted, part-time, in FY 2014-15 and will work on private development and public projects, in addition to providing an in-house traffic engineering resource.

### **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-\$920,930*
- **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-\$513,433*

- **Stormwater 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-\$460,000*
- **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 those 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-\$298,000*
- **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-\$1,090,000*
- **Streetlight Assessments-** Zone 2 of the Oakley Lighting and Landscape Assessment District No. 1 provides for the maintenance and utilities for citywide street lighting. *Anticipated Revenues - \$207,000*
- **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-\$1,985,000*



- **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-\$251,000*
- **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 12 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 2014-15 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's 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. With a larger focus towards the maintenance of



City's street infrastructure and its long term health and performance, starting in the fourth quarter of Fiscal Year 2013-14, the City contracted for on-call maintenance contractors that will be available to perform various repair and 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.

- **Signals & Lighting-** The City owns and operates traffic signals at 29 separate intersections, as well as numerous pedestrian safety flashing lights throughout Oakley. In addition to traffic signals, the City owns and maintains over 1,100 street lights throughout the community. The majority of street lights in the City, however, are owned and maintained by PG&E. Traffic Signal, and City owned Street Light, and Parking Lot Light maintenance is provided through a contract with a specialized electrical contractor who has the resources and expertise needed. This service has been performed in the past years by several contractors and consolidating the work with a firm that specializes in signal and lighting maintenance is expected to result in improved preventive maintenance and long-term financial savings.
- **Drainage-** In order to minimize potential flooding and ensure that stormwater is collected and conveyed in the manner intended, 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. Water quality activities such as hazardous materials cleanup and runoff filter repair are also provided for. 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 30 public parks. The City supplements the Oakley Union Elementary School District financially for the maintenance of another four (4) joint-use public park facilities. In addition, the City maintains thousands of square feet of public right of way landscaping, street median landscaping, and public trail corridors. With the restructuring of the Parks and Landscaping Division completed last year, the division now has a Parks Maintenance Manager and a Parks and Landscaping Maintenance Foreman that leads the day-to-day parks and landscaping maintenance needs of the community. The City parks and





landscape maintenance staff and outside contract resources provide landscaping maintenance service for the City. The Parks Division staff work diligently every day to provide the best quality of maintenance services for the City's Parks and Landscaped medians and pathways.

- **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. The typical 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 the 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 staff 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 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 will utilize contract consulting services for the processing and administration of this task due to its specialized nature of work.
- ***Administration-*** The administration of the department has evolved over the years as the department restructuring took place. This process has been completed and it is anticipated that the department will move forward as a solid team and with the staffing level 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, and other various activities.
  - ***Public Works Office Coordinator (1 FTE)*** – This full time position performs a wide range of important tasks for the department including: contract administration and processing, bid documents, 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 liaison, and general administrative and clerical activities and tasks.



- **Senior Civil Engineer (1 FTE)** – This full time position coordinates and performs all development related activities within the department, including entitlements, plan and map review and approvals. Other duties include project management of CIP and special projects; coordination of inspections for development projects, review of encroachment permits and related traffic control plans, research information related to floodplain permits and questions as well as represents the City as the Stormwater Coordinator. This position will oversee work flow and quality of other staff members, and will assist the Director with planning and coordination of CIP and development projects.
- **Associate Engineer, (1 PTE)** – This part-time position replaces the Project Manager position that was created during the FY 2007-08 budget cycle, with a focus on the design and construction of CIP projects. The Associate Engineer position will be contracted part-time depending on the volume of projects that are processed.
- **Assistant Engineer, CIP (1 FTE)** - This full time Assistant Engineer position focuses on CIP project management duties from design and development to construction.
- **Public Works Inspector (1 FTE)** - This full time position provides inspection of work within the public right of way including CIP construction 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 Workers (2 FTE)** - The department budget for last year included a Street Maintenance Worker II position to perform routine maintenance activities for the City's roadway and drainage systems. For FY 2014-15, it is proposed that a Street Maintenance Worker I be added to the department workforce to begin building the foundation of a street maintenance crew and to address the increasing maintenance needs of the City's infrastructure.
- **Parks Maintenance Division Manager (0.75 FTE)** - This City staff position manages the maintenance efforts for all publically maintained parks and landscape facilities within the City. The position monitors all water and utility uses associated with the facilities, schedules and manages the work of



City and contract staff, and coordinates facility uses with the Recreation Department.

- *Parks and Landscape Maintenance Foreman (1 FTE)* – This City staff position plans, schedules, and coordinates the in-house landscape field personnel, performs playground inspections, and assists with other parks and landscaping operations. This is a working foreman position that reports to the Division Manager.
- *Park Maintenance Worker (1 FTE)* – This City staff position performs as the lead park and landscape maintenance crew member. Seasonal park maintenance laborers (2 FTE) provide parks and landscape maintenance service as part of the City parks maintenance crew. Seasonal workers generally work on a 6 months on, 6 months off basis.

## Program Objectives

The goals and objectives of the Public Works and Engineering Department for FY 2014-15 are:

- Focus on the maintenance of the City's infrastructure and develop a long range maintenance program that will be used to protect the City's infrastructure using 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.
- 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.
- Implement a Computer Aided Design and Drafting (CADD) and Geographical Information System (GIS) system that will be used for not only the Public Works and Engineering Department but will also be a valuable resource to other City departments and community residents to share information such as maps and infrastructure information.
- Coordinate and collaborate with other City Departments to provide exemplary and proactive service to potential developers to enhance Oakley's economic development opportunities.



<b>PUBLIC WORKS /ENGINEERING/MAINTENANCE &amp; PARKS</b>				
<b>USE OF FUNDS</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Personnel Services	\$344,874	\$403,287	\$849,260	\$1,130,039
Services	\$978,558	\$1,164,591	\$436,186	\$162,060
Supplies	\$11,359	\$12,339	\$18,500	\$22,800
Capital Outlay	\$1,358	\$412	\$5,000	
<b>Total</b>	<b>\$1,336,149</b>	<b>\$1,580,629</b>	<b>\$1,308,946</b>	<b>\$1,314.899</b>

<b>PUBLIC WORKS/ENGINEERING/MAINTENANCE &amp; PARKS DEPARTMENT STAFFING</b>	
City Engineer/Public Works Director	1.00
Assistant Engineer	1.00
Associate Engineer	0.46
Senior Civil Engineer	1.00
Public Works Inspectors	1.00
Public Works Office Coordinator	1.00
Public Works Maintenance Worker II	1.00
Public Works Maintenance Worker I	1.00
Parks Maintenance Manager	0.75
Parks & Landscaping Maintenance Foreman	1.00
Parks Laborer	1.00
Parks Laborer (Seasonal)	2.00
Parks Monitor	0.25
<b>Total Public Works / Engineering / and Parks Department Staffing</b>	<b>12.46</b>



This page intentionally left blank.



## RECREATION

### **Program Costs and Revenues**

Programs for the fiscal year 2014-2015 budget are funded in part by the following revenues:

Parks and facility rental fees, program fees, grants, and sponsorships. While the Recreation Division has seen an increase in revenue generated through programming fees and increased park and facility rentals, the majority of costs are 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, one Recreation Technician, part time Senior Recreation leader and several part time seasonal Recreation Leaders and Aides.

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

*Recreation Technician-* The full-time Recreation Technician is responsible for the Kids and Tots Programs, classes, parks and facility rentals and Special Events.

*Senior Recreation Leader-* This limited term position oversees classes and program registrations.





*Recreation Leaders and Aides-* 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 2014-2015 objectives:

- **Special Events-** Special Events facilitated by the Recreation Division will continue to include the It's A Girl Thing, Boyz Time, Science Week Program, Christmas Tree Lighting increased number of Movies in the Plaza, Cityhood Celebration, Kids Fishing Derby, Marsh Creek Coastal Clean Up, Harvest Festival and Christmas Tree Lighting. The addition of a fall downtown event, "The Heart of Oakley" is once again included in the special events budget.
- **Kids and Tots-** The objective of kids and tots programs is to provide safe and fun activities for kids after school, during the summer as well as on their breaks from school.
- **Sports Programming-** Sports programs will be operated by the use of independent contracts.
- **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 at the White House and Oakley Recreation Building 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 Creekside and Summer Lake parks for private rentals as well as playing fields for team rentals, as well as rentals for the White House and Oakley Recreation Buildings are reflected in the 2014-2015 budget.

## **Program Changes**

The Recreation Division proposed budget incorporates changes in staff costs based on the increased minimum wage that goes into effect in July 2014. It also reflects the ongoing costs of the additional Heart of Oakley Festival added previous fiscal year.



<b>RECREATION</b>				
<b>USE OF FUNDS</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Personnel	\$202,331	\$221,096	\$240,104	\$263,263
Services	\$46,516	\$47,551	\$62,333	\$62,842
Supplies	\$35,703	\$61,633	\$90,450	\$103,850
<b>Total</b>	<b>\$284,550</b>	<b>\$330,280</b>	<b>\$392,887</b>	<b>\$429,955</b>

<b>RECREATION DEPARTMENT STAFFING</b>	
Recreation Manager	1.00
Recreation and Event Coordinator	1.00
Recreation Leader (Seasonal)	2.40
Recreation Aide (Seasonal)	0.96
<b>Total Recreation Department Staffing</b>	<b>5.36</b>



This page intentionally left blank.



## TRANSFERS

Staff proposes the following transfers from the General Fund in fiscal year 2014-2015.

\$100,000 To the General Capital Projects Fund for capital projects and administration.

\$100,000 To the Main Street Fund for capital projects and administration.

\$75,000 To the Streets Maintenance Reserve Fund

	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected	2014-2015 Recommended
<b>Transfers Out</b>	\$171,000	\$291,586	\$341,212	\$275,000

## CAPITAL OUTLAY

There are no appropriations for fiscal year 2014-2015 for direct Capital Outlay by the General Fund.

	2011-2012 Actual	2012-2013 Actual*	2013-2014 Projected	2014-2015 Recommended
<b>Capital Outlay</b>		\$223,798		

\* Acquired property at 111 Carol Lane



This page intentionally left blank.



## 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 is 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)				
	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected	2014-2015 Recommended
Assessments	\$277,283	\$282,828	\$251,150	\$251,000
Interest	\$3,051	\$1,988	\$1,000	\$1,000
<b>Total Revenues</b>	<b>\$280,334</b>	<b>\$284,816</b>	<b>\$252,150</b>	<b>\$252,000</b>
Services	\$66,248	\$40,975	\$90,803	\$97,000
Capital Outlay		\$24,467		\$250,000
Supplies	\$69,245	\$43,805	\$180,750	\$167,150
<b>Total Expenditures</b>	<b>\$135,493</b>	<b>\$109,247</b>	<b>\$271,553</b>	<b>\$514,150</b>
<b>Unassigned Balances</b>			<b>\$1,110,338</b>	<b>\$848,188</b>
<b>Total Budgeted</b>	<b>\$135,493</b>	<b>\$109,247</b>	<b>\$1,381,891</b>	<b>\$1,362,338</b>



This page intentionally left blank.



## 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 and plans to continue the youth development programs to December 2014. A separate fund is utilized to account for these activities.

FUND 123- YOUTH DEVELOPMENT GRANTS				
	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected	2014-2015 Recommended
Grant Proceeds	\$22,001	\$31,922	\$27,500	\$20,500
Interest	\$288	\$119		\$50
<b>Total Revenues</b>	<b>\$22,289</b>	<b>\$32,041</b>	<b>\$27,500</b>	<b>\$20,550</b>
Services	\$2,231	\$1,202	\$16,500	\$16,000
Capital Outlay				
Supplies	\$4,388	\$9,725	\$11,000	\$4,550
<b>Total Expenditures</b>	<b>\$6,619</b>	<b>\$10,927</b>	<b>\$27,500</b>	<b>\$20,550</b>





This page intentionally left blank.



## 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 Zellerbach Family Foundation and 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.

<b>FUND 125- YOU, ME, WE = OAKLEY!</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Grant Proceeds	\$58,326	\$65,622	\$70,716	\$67,586
Interest				
<b>Total Revenues</b>	<b>\$58,326</b>	<b>\$65,622</b>	<b>\$70,716</b>	<b>\$67,586</b>
Personnel Services	\$25,901	\$42,654	\$42,893	\$42,814
Services	\$29,102	\$22,285	\$38,822	\$24,122
Capital Outlay	\$2,620			
Supplies	\$904	\$812	\$2,000	\$650
<b>Total Expenditures</b>	<b>\$58,527</b>	<b>\$65,751</b>	<b>\$83,715</b>	<b>\$67,586</b>

<b>FUND 125- YOU, ME, WE = OAKLEY! STAFFING</b>	
You Me Wee Project Coordinator/HR Assistant	.63
<b>Total STAFFING</b>	<b>.63</b>



This page intentionally left blank.



## 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				
	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected	2014-2015 Recommended
Developer Fees				
Interest				
<b>Total Revenues</b>	\$0	\$0	\$0	\$0
Services		10,000	\$3,700	
Capital Outlay				
Supplies				
<b>Total Expenditures</b>	\$0	\$10,000	\$3,700	\$0
<b>Unassigned Balances</b>			\$1,717	
<b>Total Budgeted</b>	\$135,493	\$109,247	\$5,417	\$0



**This page intentionally left blank.**



## 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 2014-2015, the subsidy is estimated to be \$121,000.

### **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 have not had sufficient revenues to fully fund their Capital Asset Lifecycle Replacement Reserves. Staff is in the process of expanding the Capital Asset Lifecycle Replacement program to include period tree pruning (which is performed on a 7 year cycle) and streetscapes replacements (on a 20 year cycle). The Capital Asset Lifecycle Replacement establishes reserves necessary to ensure asset replacements and funds for remediation projects are available when needed. These reserves are used to pay for the replacement or remediation of items, but are not limited strictly to those items. The reserves are eligible to fund the replacement, remediation or improvement of any asset or amenity in the Zone or sub-Zone.

Adding these components to the program does result in more zones showing insufficient ongoing revenues, but these costs are predictable and inevitable and their inclusion better accounts for the funding needed to maintain these assets over the long-term. With these additions, nearly all of the zones formed by the County prior to the City's incorporation and which comprise more than 75% of the City's Lighting and Landscaping zones and sub-zones, currently don't have sufficient annual revenues to operate and set aside the annual funds needed to fully fund an appropriate annual contribution to replacement reserves.



A further, more detailed analysis of the program will be included in the Engineer's Report that will be presented to the Council in early June. While no existing critical need is going unaddressed at present, Staff continues to work to find ways to ensure these long-term future needs are addressed.

Below are a series of tables showing the revenues and expenditures for each fund. For those funds with revenues in excess of expenditures, balances are originally established for capital asset replacements, to ensure funds are available to maintain the landscape as assets wear out, and then to an operating reserve, if possible, to ensure cash is available to fund services until tax revenues are received during the year. \*

<b>FUND 132 – ZONE 1 (COMMUNITY PARKS)</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$1,008,340	\$1,070,305	\$1,088,000	\$1,090,000
Interest	\$2,169	\$1,468		\$1,500
Other	\$21,026	\$42,997	\$8,687	
<b>Total Revenues</b>	<b>\$1,031,535</b>	<b>\$1,114,770</b>	<b>\$1,096,687</b>	<b>\$1,090,500</b>
Services	\$741,709	\$715,579	\$908,050	\$904,520
Capital Outlay		\$44,485		
Transfers Out	\$57,275	\$57,275	\$152,853	\$185,980
Transfer to Capital Reserve				
Interest	\$622	\$521		
<b>Total Expenditures</b>	<b>\$799,606</b>	<b>\$817,860</b>	<b>\$1,060,903</b>	<b>\$1,090,500</b>

\* Transfers to Capital Reserves in each fund, where noted, are projected and budgeted looking forward; however, as setting aside revenues are not technically "expenditures", the actual transfers are excluded from "actual" expenditure amounts reported in the tables below. The tables also exclude interfund loan activity for the several funds affected.



<b>FUND 133 – ZONE 2 (STREET LIGHTING)</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$196,231	\$200,619	\$199,000	\$207,000
Interest	\$527	\$195		\$100
Transfer in	\$198,551	\$161,852	\$151,000	\$120,860
<b>Total Revenues</b>	<b>\$395,309</b>	<b>\$362,656</b>	<b>\$350,000</b>	<b>\$327,960</b>
Services	\$369,249	\$347,279	\$331,800	\$312,500
Transfer to Capital Reserve			\$17,000	\$15,460
<b>Total Expenditures</b>	<b>\$369,249</b>	<b>\$347,279</b>	<b>\$348,800</b>	<b>\$327,960</b>
<b>Unassigned Balances</b>			<b>1,604</b>	
<b>Total Budgeted</b>	<b>\$369,249</b>	<b>\$347,279</b>	<b>\$350,404</b>	<b>\$327,960</b>

<b>FUND 170 – VINTAGE PARKWAY</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$73,772	\$73,772	\$73,771	\$73,772
Donations	\$338	\$1,715		
Interest	\$201	\$1,726	\$100	\$50
<b>Total Revenues</b>	<b>\$74,311</b>	<b>\$77,213</b>	<b>\$73,871</b>	<b>\$73,822</b>
Services	\$87,817	\$58,865	\$73,770	\$74,572
<b>Total Expenditures</b>	<b>\$87,817</b>	<b>\$58,865</b>	<b>\$73,770</b>	<b>\$74,572</b>
<b>Unassigned Balances</b>			<b>\$73,783</b>	<b>\$73,033</b>
<b>Total Budgeted</b>	<b>\$87,817</b>	<b>\$58,865</b>	<b>\$147,553</b>	<b>\$147,605</b>

<b>FUND 171 – OAKLEY RANCH</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$26,247	\$26,446	\$26,246	\$26,446
Interest	\$203	\$94	\$100	\$50
<b>Total Revenues</b>	<b>\$26,450</b>	<b>\$26,540</b>	<b>\$26,346</b>	<b>\$26,496</b>
Services	\$30,238	\$34,578	\$27,252	\$26,746
Supplies				
<b>Total Expenditures</b>	<b>\$30,238</b>	<b>\$34,578</b>	<b>\$27,252</b>	<b>\$26,746</b>
<b>Unassigned Balances</b>			<b>\$57,041</b>	<b>\$56,791</b>
<b>Total Budgeted</b>	<b>\$30,238</b>	<b>\$34,578</b>	<b>\$84,293</b>	<b>\$83,537</b>





<b>FUND 172 – EMPIRE</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$4,534	\$4,534	\$4,534	\$4,534
Interest	\$239	\$122	\$100	\$50
<b>Total Revenues</b>	<b>\$4,773</b>	<b>\$4,656</b>	<b>\$4,634</b>	<b>\$4,584</b>
Services	\$2,944	\$4,821	\$4,514	\$4,609
<b>Total Expenditures</b>	<b>\$2,944</b>	<b>\$4,821</b>	<b>\$4,514</b>	<b>\$4,609</b>
<b>Unassigned Balances</b>			<b>\$80,421</b>	<b>\$80,396</b>
<b>Total Budgeted</b>	<b>\$2,944</b>	<b>\$4,821</b>	<b>\$84,935</b>	<b>\$85,005</b>

<b>FUND 173 – OAKLEY TOWN CENTER</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$10,935	\$10,935	\$10,935	\$10,941
Interest	\$181	\$100	\$100	\$50
<b>Total Revenues</b>	<b>\$11,116</b>	<b>\$11,035</b>	<b>\$11,035</b>	<b>\$10,991</b>
Services	\$5,395	\$5,334	\$10,748	\$11,091
<b>Total Expenditures</b>	<b>\$5,395</b>	<b>\$5,334</b>	<b>\$10,748</b>	<b>\$11,091</b>
<b>Unassigned Balances</b>			<b>\$69,363</b>	<b>\$69,263</b>
<b>Total Budgeted</b>	<b>\$5,395</b>	<b>\$5,334</b>	<b>\$80,111</b>	<b>\$80,354</b>

<b>FUND 174 – OAK GROVE</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$28,500	\$28,405	\$28,405	\$28,405
Interest	\$126	\$70	\$50	50
<b>Total Revenues</b>	<b>\$28,626</b>	<b>\$28,475</b>	<b>\$28,455</b>	<b>\$28,455</b>
Services	\$23,033	\$22,178	\$28,455	\$28,455
<b>Total Expenditures</b>	<b>\$23,033</b>	<b>\$22,178</b>	<b>\$28,455</b>	<b>\$28,455</b>
<b>Unassigned Balances</b>				
<b>Total Budgeted</b>	<b>\$23,033</b>	<b>\$22,178</b>	<b>\$28,455</b>	<b>\$28,455</b>



<b>FUND 175 – LAUREL WOODS/LUNA ESTATES</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$7,668	\$7,668	\$7,668	\$7,668
Interest	\$176	\$96	\$100	\$50
<b>Total Revenues</b>	<b>\$7,844</b>	<b>\$7,764</b>	<b>\$7,768</b>	<b>\$7,718</b>
Services	\$2,450	\$2,512	\$7,668	\$7,668
<b>Total Expenditures</b>	<b>\$2,450</b>	<b>\$2,512</b>	<b>\$7,668</b>	<b>\$7,668</b>
<b>Unassigned Balances</b>			<b>\$67,062</b>	<b>\$67,012</b>
<b>Total Budgeted</b>	<b>\$2,450</b>	<b>\$2,512</b>	<b>\$74,730</b>	<b>\$74,780</b>

<b>FUND 176 – SOUTH FORTY</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$9,805	\$9,712	\$9,712	\$9,713
Interest	\$80	\$24	\$25	\$25
<b>Total Revenues</b>	<b>\$9,885</b>	<b>\$9,736</b>	<b>\$9,737</b>	<b>\$9,738</b>
Services	\$25,834	\$6,294	\$9,911	\$9,838
<b>Total Expenditures</b>	<b>\$25,834</b>	<b>\$6,294</b>	<b>\$9,911</b>	<b>\$9,838</b>
<b>Unassigned Balances</b>			<b>\$18,327</b>	<b>\$18,227</b>
<b>Total Budgeted</b>	<b>\$25,834</b>	<b>\$6,294</b>	<b>\$28,238</b>	<b>\$28,065</b>

<b>FUND 177 – CLAREMONT</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$7,628	\$7,628	\$7,628	\$7,628
Interest	\$59	\$31	\$25	\$25
<b>Total Revenues</b>	<b>\$7,687</b>	<b>\$7,659</b>	<b>\$7,653</b>	<b>\$7,653</b>
Services	\$5,766	\$7,576	\$7,628	\$7,728
<b>Total Expenditures</b>	<b>\$5,766</b>	<b>\$7,576</b>	<b>\$7,628</b>	<b>\$7,728</b>
<b>Unassigned Balances</b>			<b>\$11,875</b>	<b>\$11,800</b>
<b>Total Budgeted</b>	<b>\$5,766</b>	<b>\$7,576</b>	<b>\$19,503</b>	<b>\$19,528</b>



<b>FUND 178 – GATEWAY</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$18,360	\$18,360	\$18,360	\$18,360
Interest	\$552	\$287	\$300	\$125
<b>Total Revenues</b>	<b>\$18,912</b>	<b>\$18,647</b>	<b>\$18,660</b>	<b>\$18,485</b>
Capital Outlay				
Services	\$12,987	\$17,663	\$18,360	\$18,560
<b>Total Expenditures</b>	<b>\$12,987</b>	<b>\$17,663</b>	<b>\$18,360</b>	<b>\$18,560</b>
<b>Unassigned Balances</b>			<b>\$187,947</b>	<b>\$187,872</b>
<b>Total Budgeted</b>	<b>\$12,987</b>	<b>\$17,663</b>	<b>\$206,307</b>	<b>\$206,432</b>

<b>FUND 179 – COUNTRYSIDE (VILLAGE GREEN)</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$2,625	\$2,563	\$2,562	\$2,563
Interest	\$58	\$31	\$25	\$25
<b>Total Revenues</b>	<b>\$2,683</b>	<b>\$2,594</b>	<b>\$2,587</b>	<b>\$2,588</b>
Services	\$1,533	\$1,592	\$2,625	\$2,613
<b>Total Expenditures</b>	<b>\$1,533</b>	<b>\$1,592</b>	<b>\$2,625</b>	<b>\$2,613</b>
<b>Unassigned Balances</b>			<b>\$20,298</b>	<b>\$20,273</b>
<b>Total Budgeted</b>	<b>\$1,533</b>	<b>\$1,592</b>	<b>\$22,923</b>	<b>\$22,886</b>

<b>FUND 180 – COUNTRY FAIR (MEADOW GLEN)</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$5,423	\$5,423	\$5,423	\$5,423
Interest	\$9	\$8		
<b>Total Revenues</b>	<b>\$5,432</b>	<b>\$5,431</b>	<b>\$5,423</b>	<b>\$5,423</b>
Interest				
Services	\$3,531	\$3,783	\$5,523	\$5,423
<b>Total Expenditures</b>	<b>\$3,531</b>	<b>\$3,783</b>	<b>\$5,523</b>	<b>\$5,423</b>
<b>Unassigned Balances</b>				
<b>Total Budgeted</b>	<b>\$3,531</b>	<b>\$3,783</b>	<b>\$5,523</b>	<b>\$5,423</b>



<b>FUND 181 – CALIFORNIA SUNRISE</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$3,502	\$3,502	\$3,502	\$3,502
Interest	\$154	\$80	\$75	\$50
<b>Total Revenues</b>	<b>\$3,656</b>	<b>\$3,582</b>	<b>\$3,577</b>	<b>\$3,552</b>
Services	\$1,388	\$513	\$3,502	\$3,552
<b>Total Expenditures</b>	<b>\$1,388</b>	<b>\$513</b>	<b>\$3,502</b>	<b>\$3,552</b>
<b>Unassigned Balances</b>			<b>\$55,576</b>	<b>\$55,576</b>
<b>Total Budgeted</b>	<b>\$1,388</b>	<b>\$513</b>	<b>\$59,078</b>	<b>\$59,128</b>

<b>FUND 182 – CALIFORNIA VISIONS (LAUREL)</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$12,000	\$12,000	\$11,875	\$12,000
Interest	\$369	\$193	\$200	\$100
<b>Total Revenues</b>	<b>\$12,369</b>	<b>\$12,193</b>	<b>\$12,075</b>	<b>\$12,100</b>
Services	\$6,152	\$8,137	\$11,875	\$12,150
Transfer to Capital Reserve			\$3,132	
<b>Total Expenditures</b>	<b>\$6,152</b>	<b>\$8,137</b>	<b>\$15,007</b>	<b>\$12,150</b>
<b>Unassigned Balances</b>			<b>\$126,966</b>	<b>\$126,916</b>
<b>Total Budgeted</b>	<b>\$6,152</b>	<b>\$8,137</b>	<b>\$141,973</b>	<b>\$139,066</b>

<b>FUND 183 – CLAREMONT HERITAGE</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$18,240	\$18,240	\$18,240	\$18,240
Interest	\$418	\$228	\$200	\$100
<b>Total Revenues</b>	<b>\$18,658</b>	<b>\$18,468</b>	<b>\$18,440</b>	<b>\$18,340</b>
Services	\$5,635	\$5,842	\$8,614	\$8,840
Transfer to Capital Reserve			\$9,600	\$9,600
<b>Total Expenditures</b>	<b>\$5,635</b>	<b>\$5,842</b>	<b>\$18,214</b>	<b>\$18,440</b>
<b>Unassigned Balances</b>			<b>\$159,096</b>	<b>\$158,996</b>
<b>Total Budgeted</b>	<b>\$5,635</b>	<b>\$5,842</b>	<b>\$177,310</b>	<b>\$177,436</b>



<b>FUND 184 – COUNTRY FAIR (MEADOW GLEN II)</b>				
	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Recommended</b>
Assessments	\$120,819	\$122,544	\$121,026	\$122,544
Interest	\$407	\$193	\$200	\$100
<b>Total Revenues</b>	<b>\$121,226</b>	<b>\$122,737</b>	<b>\$121,226</b>	<b>\$122,644</b>
Services	\$117,615	\$119,965	\$121,026	\$123,844
Capital Outlay			\$1,650	
<b>Total Expenditures</b>	<b>\$117,615</b>	<b>\$119,965</b>	<b>\$122,676</b>	<b>\$123,844</b>
<b>Unassigned Balances</b>				
<b>Total Budgeted</b>	<b>\$117,615</b>	<b>\$119,965</b>	<b>\$122,676</b>	<b>\$123,844</b>

<b>FUND 185 – SUNDANCE</b>				
	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Recommended</b>
Assessments	\$8,910	\$8,910	\$8,910	\$8,910
Interest	\$54	\$25	\$25	\$25
<b>Total Revenues</b>	<b>\$8,964</b>	<b>\$8,935</b>	<b>\$8,935</b>	<b>\$8,935</b>
Services	\$8,872	\$11,458	\$11,710	\$11,010
<b>Total Expenditures</b>	<b>\$8,872</b>	<b>\$11,458</b>	<b>\$11,710</b>	<b>\$11,010</b>
<b>Unassigned Balances</b>			<b>\$13,799</b>	<b>\$11,724</b>
<b>Total Budgeted</b>	<b>\$8,872</b>	<b>\$11,458</b>	<b>\$25,509</b>	<b>\$22,734</b>

<b>FUND 186 – CALIFORNIA JAMBOREE</b>				
	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Recommended</b>
Assessments	\$87,684	\$87,548	\$87,547	\$87,547
Interest	\$1,374	\$701	\$700	\$300
Other	\$4,452	\$4,709	\$2,252	
Transfers In	\$30,000	\$30,000	\$40,000	\$30,000
<b>Total Revenues</b>	<b>\$123,510</b>	<b>\$122,958</b>	<b>\$130,499</b>	<b>\$117,847</b>
Services	\$77,654	\$108,023	\$166,782	\$118,472
Capital Outlay	\$7,794	\$11,448	\$4,452	
Transfer to Capital Reserve			30,000	
<b>Total Expenditures</b>	<b>\$85,448</b>	<b>\$119,471</b>	<b>\$201,234</b>	<b>\$118,472</b>
<b>Unassigned Balances</b>			<b>\$108,843</b>	<b>\$108,218</b>
<b>Total Budgeted</b>	<b>\$85,448</b>	<b>\$119,471</b>	<b>\$310,077</b>	<b>\$226,690</b>



<b>FUND 187 – COUNTRY PLACE</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$23,400	\$23,400	\$23,400	\$23,400
Interest	\$-34	\$-29		\$-40
Transfers In	\$4,325	\$4,325	\$8,000	\$8,000
<b>Total Revenues</b>	<b>\$27,691</b>	<b>\$27,696</b>	<b>\$31,400</b>	<b>\$31,360</b>
Services	\$46,277	\$45,571	\$47,480	\$47,730
<b>Total Expenditures</b>	<b>\$46,277</b>	<b>\$45,571</b>	<b>\$47,480</b>	<b>\$47,730</b>
<b>Unassigned Balances</b>				
<b>Total Budgeted</b>	<b>\$46,277</b>	<b>\$45,571</b>	<b>\$47,480</b>	<b>\$47,730</b>

<b>FUND 188 – LAUREL CREST</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$87,600	\$87,000	\$87,000	\$87,000
Interest	\$626	\$311	\$300	\$125
Transfers In				\$10,000
<b>Total Revenues</b>	<b>\$88,226</b>	<b>\$87,311</b>	<b>\$87,300</b>	<b>\$97,125</b>
Services	\$99,740	\$105,086	\$106,788	\$109,813
<b>Total Expenditures</b>	<b>\$99,740</b>	<b>\$105,086</b>	<b>\$106,788</b>	<b>\$109,813</b>
<b>Unassigned Balances</b>			<b>\$57,561</b>	<b>\$44,873</b>
<b>Total Budgeted</b>	<b>\$99,740</b>	<b>\$105,086</b>	<b>\$164,349</b>	<b>\$154,686</b>

<b>FUND 189 – MARSH CREEK GLEN</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$78,065	\$80,404	\$80,403	\$82,375
Interest	\$1,427	\$735	\$700	\$350
<b>Total Revenues</b>	<b>\$79,492</b>	<b>\$81,139</b>	<b>\$81,103</b>	<b>\$82,725</b>
Services	\$33,710	\$53,135	\$47,238	\$48,338
Capital Outlay		50,127	\$102,443	
Transfer to Capital Reserve				34,887
<b>Total Expenditures</b>	<b>\$33,710</b>	<b>\$103,262</b>	<b>\$149,681</b>	<b>\$83,225</b>
<b>Unassigned Balances</b>			<b>\$338,072</b>	<b>\$337,572</b>
<b>Total Budgeted</b>	<b>\$33,710</b>	<b>\$103,262</b>	<b>\$487,753</b>	<b>\$420,797</b>



<b>FUND 190 – QUAIL GLEN</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$24,522	\$25,528	\$25,257	\$25,875
Interest	\$360	\$113	\$100	\$50
<b>Total Revenues</b>	<b>\$24,882</b>	<b>\$25,371</b>	<b>\$25,357</b>	<b>\$25,925</b>
Services	\$26,697	\$77,320	24,980	\$26,150
<b>Total Expenditures</b>	<b>\$26,697</b>	<b>\$77,320</b>	<b>\$24,980</b>	<b>\$26,150</b>
<b>Unassigned Balances</b>			<b>\$65,383</b>	<b>\$65,158</b>
<b>Total Budgeted</b>	<b>\$26,697</b>	<b>\$77,320</b>	<b>\$90,363</b>	<b>\$91,308</b>

<b>FUND 191 – CYPRESS GROVE</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$222,995	\$229,686	\$229,686	\$235,309
Interest	\$1,022	\$619	\$600	\$300
Transfers In				\$20,000
<b>Total Revenues</b>	<b>\$224,017</b>	<b>\$230,305</b>	<b>\$230,286</b>	<b>\$255,609</b>
Services	\$142,460	\$159,137	\$191,514	\$257,709
Transfer to Capital Reserve			\$62,140	
<b>Total Expenditures</b>	<b>\$142,460</b>	<b>\$159,137</b>	<b>\$253,654</b>	<b>\$257,709</b>
<b>Unassigned Balances</b>			<b>\$108,596</b>	<b>\$106,496</b>
<b>Total Budgeted</b>	<b>\$142,460</b>	<b>\$159,137</b>	<b>\$362,250</b>	<b>\$364,205</b>

<b>FUND 192 – SOUTH OAKLEY</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$306,293	\$315,486	\$315,705	\$323,433
Interest	\$917	\$515	\$500	\$250
Other	\$3,083	\$2,453	\$795	
Transfers In	\$12,950	\$12,950	\$10,000	\$10,000
<b>Total Revenues</b>	<b>\$323,243</b>	<b>\$331,404</b>	<b>\$327,000</b>	<b>\$333,683</b>
Services	\$264,975	\$286,172	\$314,100	\$328,500
Transfer to Capital Reserve			\$17,465	\$8,233
<b>Total Expenditures</b>	<b>\$264,975</b>	<b>\$286,172</b>	<b>\$331,565</b>	<b>\$336,733</b>
<b>Unassigned Balances</b>			<b>\$71,888</b>	<b>\$68,838</b>
<b>Total Budgeted</b>	<b>\$264,975</b>	<b>\$286,172</b>	<b>\$403,453</b>	<b>\$405,571</b>



<b>FUND 193 – STONE CREEK</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments		\$15,875	\$15,000	\$15,875
Interest	\$397	\$209	\$200	\$100
<b>Total Revenues</b>	<b>\$397</b>	<b>\$16,084</b>	<b>\$15,200</b>	<b>\$15,975</b>
Services		\$1,128	\$12,200	\$12,403
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$1,128</b>	<b>\$12,200</b>	<b>\$12,403</b>
<b>Unassigned Balances</b>			<b>\$149,505</b>	<b>\$153,077</b>
<b>Total Budgeted</b>	<b>\$0</b>	<b>\$1,128</b>	<b>\$161,705</b>	<b>\$165,480</b>

<b>FUND 194 – MAGNOLIA PARK (NEW IN 2007-2008)</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$473,941	\$510,500	\$532,000	\$510,500
Interest	\$2,265	\$1,389	\$1,400	\$700
Other	\$2,543	\$7,504	\$2,180	
Transfer In	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Revenues</b>	<b>\$488,749</b>	<b>\$529,393</b>	<b>\$545,580</b>	<b>\$521,200</b>
Services	\$289,799	\$363,191	\$343,150	\$358,225
Capital Outlay			\$11,726	
Transfer to Capital Reserve			\$75,000	\$167,850
<b>Total Expenditures</b>	<b>\$289,799</b>	<b>\$363,191</b>	<b>\$429,876</b>	<b>\$526,075</b>
<b>Unassigned Balances</b>			<b>\$551,038</b>	<b>\$546,163</b>
<b>Total Budgeted</b>	<b>\$289,799</b>	<b>\$363,191</b>	<b>\$980,914</b>	<b>\$1,072,238</b>

<b>FUND 195 – SUMMER LAKE</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$102,874	\$89,974	\$88,500	\$89,974
Interest	\$1,741	\$941	\$900	\$450
Other	\$112			
<b>Total Revenues</b>	<b>\$104,727</b>	<b>\$90,915</b>	<b>\$89,400</b>	<b>\$90,424</b>
Services	\$46,475	\$51,212	\$90,200	\$114,150
Transfer to Capital Reserve			\$42,813	
<b>Total Expenditures</b>	<b>\$46,475</b>	<b>\$51,212</b>	<b>\$133,013</b>	<b>\$114,150</b>
<b>Unassigned Balances</b>			<b>\$365,376</b>	<b>\$341,650</b>
<b>Total Budgeted</b>	<b>\$46,475</b>	<b>\$51,212</b>	<b>\$498,389</b>	<b>\$455,800</b>





**This page intentionally left blank.**



## 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				
	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected	2014-2015 Recommended
Gas Taxes	\$1,010,827	\$833,523	\$1,032,500	\$920,430
Grant Proceeds				
Interest	\$2,116	\$2,116	\$500	\$500
Other				
Congestion Management Funds				
<b>Total Revenues</b>	<b>\$1,012,943</b>	<b>\$834,581</b>	<b>\$1,033,000</b>	<b>\$920,930</b>
Services	\$396,757	\$356,085	\$284,574	\$461,726
Supplies	\$45,694	\$52,000	\$196,000	\$230,000
Capital Outlay	\$558,289	\$203,474	\$1,157,651	\$140,000
Transfers Out	\$198,551	\$161,842	\$150,746	\$120,860
<b>Total Expenditures</b>	<b>\$1,199,291</b>	<b>\$773,401</b>	<b>\$1,788,971</b>	<b>\$952,586</b>
Unassigned Balances			\$37,109	\$5,453
<b>Total Budgeted</b>	<b>\$1,199,291</b>	<b>\$773,401</b>	<b>\$1,826,080</b>	<b>\$958,039</b>



## 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				
	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected	2014-2015 Recommended
Grants				
Measure J Allocations	\$419,364	\$913,878	\$480,059	\$512,433
Interest	\$3,374	\$-423	\$1,500	\$1,000
<b>Total Revenues</b>	<b>\$422,738</b>	<b>\$913,455</b>	<b>\$481,559</b>	<b>\$513,433</b>
Services	\$57,622	\$71,853	\$219,253	\$329,300
Supplies				
Capital Outlay	\$1,220,795	\$408,249	\$1,086,374	\$275,000
<b>Total Expenditures</b>	<b>\$1,278,417</b>	<b>\$480,102</b>	<b>\$1,305,627</b>	<b>\$604,300</b>
<b>Unassigned Balances</b>			<b>\$125,354</b>	<b>\$34,487</b>
<b>Total Budgeted</b>	<b>\$1,278,417</b>	<b>\$480,102</b>	<b>\$1,430,981</b>	<b>\$638,787</b>



## Streets Maintenance Reserve

The Streets Maintenance Reserve Fund is a new fund established in Fiscal Year 2013-2014 and is proposed to receive 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				
	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected	2014-2015 Recommended
Transfers In				\$75,000
Other				
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>
Services				
Supplies				
Capital Outlay				
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Unassigned Balances</b>				<b>\$75,000</b>
<b>Total Budgeted</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>



## 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				
	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected	2014-2015 Recommended
Assessments	\$382,352	\$482,953	\$460,000	\$460,000
Interest	\$3,097	\$1,702	\$1,500	\$1,000
Other	\$230	\$-77		
<b>Total Revenues</b>	<b>\$385,679</b>	<b>\$484,578</b>	<b>\$461,500</b>	<b>\$461,000</b>
Services	\$163,943	\$222,642	\$277,525	\$359,020
Supplies	\$100,276	\$116,274	\$179,000	\$193,000
Capital Outlay		39,025		\$55,000
<b>Total Expenditures</b>	<b>\$264,219</b>	<b>\$377,941</b>	<b>\$456,525</b>	<b>\$607,020</b>
<b>Unassigned Balances</b>			<b>\$1,004,085</b>	<b>\$858,065</b>
<b>Total Budgeted</b>	<b>\$264,219</b>	<b>\$377,941</b>	<b>\$1,460,610</b>	<b>\$1,465,085</b>



## 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 2014-2015 budget reflects the use of the grant from the State to supplement Police Department costs.

<b>FUND 150 – P-6 POLICE SERVICES</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Assessments	\$2,573,104	\$2,856,484	\$3,031,000	\$3,308,000
Interest	\$1,003	\$343	\$500	\$250
<b>Total Revenues</b>	<b>\$2,574,107</b>	<b>\$2,856,827</b>	<b>\$3,031,500</b>	<b>\$3,308,250</b>
Services	\$2,574,107	\$2,856,827	\$3,031,500	\$3,308,250
<b>Total Expenditures</b>	<b>\$2,574,106</b>	<b>\$2,856,827</b>	<b>\$3,031,500</b>	<b>\$3,308,250</b>

<b>FUND 151 – SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND</b>				
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Recommended</b>
Grant Revenues	\$203,038	\$114,322	\$100,000	\$100,000
Interest	\$55	\$-25		
<b>Total Revenues</b>	<b>\$203,093</b>	<b>\$114,297</b>	<b>\$100,000</b>	<b>\$100,000</b>
Services	\$198,554	\$114,297	\$100,000	\$100,000
Supplies				
Capital Outlay	\$4,539			
<b>Total Expenditures</b>	<b>\$203,093</b>	<b>\$114,297</b>	<b>\$100,000</b>	<b>\$100,000</b>



This page intentionally left blank.



## 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				
	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected	2014-2015 Recommended
Developer Fees	\$530,528	\$632,560	\$323,815	\$423,000
<b>Total Revenues</b>	<b>\$530,528</b>	<b>\$632,560</b>	<b>\$323,815</b>	<b>\$423,000</b>
Services	\$486,041	\$469,565	\$323,815	\$423,000
Operating Transfers Out				
<b>Total Expenditures</b>	<b>\$486,041</b>	<b>\$469,565</b>	<b>\$323,815</b>	<b>\$423,000</b>





This page intentionally left blank.



## **SUCCESSOR HOUSING ASSETS**

### **Successor Housing Assets**

The City has become the Successor Housing Agency to the now dissolved Oakley Redevelopment Agency and the City Redevelopment Housing Fund is now 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. The amounts received are so small that program costs are generally limited to staff and internal administrative support costs for the program.

### **Program Description**

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

### **Staffing Summary**

The work is performed by a Senior Planner/Housing and Economic Development Analyst in the Planning Division, and his time is charged to the program on an hourly basis.

### **Program Objectives**

The primary operating objectives for the program in fiscal year 2014-2015 is to ensure Developers continue to maintain comply with their obligations, and for the Agency to comply with the new State Law that defines the operational requirements of Successor Housing Agencies state-wide.

### **Program Changes**

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



<b>FUND 767 – SUCCESSOR HOUSING ASSETS</b>				
	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Recommended</b>
Property Tax				
Interest Income	\$23,503	\$-573	\$12,000	\$12,000
Loan Repayments	\$9,767	\$1,181	\$2,400	\$2,400
Rents				
Sale of Property				
Transfers In				
Interfund Charges for Svc				
<b>Total Revenues</b>	<b>\$33,270</b>	<b>\$608</b>	<b>\$14,400</b>	<b>\$14,400</b>
Personnel				
Supplies				
Services	\$107,425	\$9,298	\$14,400	\$3,500
Transfer Out	\$-97,173	4,504		
<b>Total Expenditures</b>	<b>\$10,232</b>	<b>\$13,801</b>	<b>\$14,400</b>	<b>\$3,500</b>
<b>Unassigned Balances</b>			<b>\$23,401</b>	<b>\$34,301</b>
<b>Total Budgeted</b>	<b>\$10,232</b>	<b>\$13,801</b>	<b>\$37,801</b>	<b>\$37,801</b>

*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 2014-2015: 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

None



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

<b>ESTIMATED REVENUES</b>		
Transfers In	Interest Income	Total Revenues
\$571,635		\$571,635

<b>RECOMMENDED EXPENDITURES</b>			
Principal	Interest	Administration	Total Expenditures
\$265,000	\$296,635	\$10,000	\$571,635

**DEBT LISTING:**

2006 Certificates	Civic Center Project	\$8,500,000
-------------------	----------------------	-------------

**REMAINING DEBT SERVICE:**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Service</b>
2014-15	\$265,000	\$296,635	\$561,635
2015-16	\$275,000	\$286,035	\$561,035
2016-17	\$285,000	\$275,035	\$560,035
2017-18	\$300,000	\$263,635	\$563,635
2018-19	\$310,000	\$251,635	\$561,635
Other Years	\$5,520,000	\$1,857,105	\$7,377,105
<b>Totals</b>	<b>\$6,955,000</b>	<b>\$3,230,080</b>	<b>\$10,185,080</b>



## CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is a major public infrastructure and planning tool for the City of Oakley and the CIP serves as a statement of the City's policies and financial abilities to manage the physical development of the community. The development 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.

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 improved timing of projects, and coordinating City projects with the projects of other public or private entities.

Despite the many benefits of capital improvement programming, 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 a critical investment in the community.

The focus of the proposed CIP for FY 2014/15 through 2018/19 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. The CIP for FY 2014/15 is divided into specific projects to address unique needs for each component of the infrastructure system. This approach provides funding for both the infrastructure maintenance and construction of new improvements with 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, and Federal & State Grants. The reduction of Impact Fee revenues due to the economic recession and the building downturn has had an effect on the overall scope and magnitude of the CIP projects. With the focus of FY 2014/15 CIP on core infrastructure asset protection/maintenance, some projects will be deferred to future years as a strategic approach and to work within the available funding. The deferred projects include: the Rose Avenue/Laurel Road Intersection and Traffic Signal Construction Project, LED Streetlight Replacement Project, Traffic Signal Modernization Project, the and Thoroughfare Street Tree Replacement Project. These CIP projects can be included in future CIP programs as funding becomes available.

With the improved economic forecast, it is expected that the Impact Fee revenue will grow and be a larger part of the future funding of the projects. The increase in the level of private development activity will provide opportunities for the City to undertake projects with various infrastructure improvements in conjunction with the developments; and to construct roadway improvements that will be cost effective and timely.

**City of Oakley**  
**FY 2014/15 Project Summary**  
**Capital Improvement Program for Fiscal Years 2014/15 to 2018/19**

**FY 14/15 Proposed Revenues**

	General Capital Projects	Main Street Fund	TIF	Measure J	Gas Tax	CFD	Grant	Stormwater Fund
FY 13/14 Fund Balance	\$ 325,000	\$ 134,000	\$ 978,000	\$ 125,000	\$ 37,000	\$ 1,110,000	\$ -	\$ 1,004,000
FY 14/15 Revenues	\$ 100,000	\$ 100,000	\$ 1,200,000	\$ 513,433	\$ 920,930	\$ 251,000	\$ 1,434,000	\$ 460,000
FY 14/15 Operational Expenditures	\$ 22,167	\$ 2,000	\$ 64,333	\$ 329,300	\$ 812,726	\$ 651,820	\$ -	\$ 582,020
Total Available for Capital Projects	\$ 402,833	\$ 232,000	\$ 2,113,667	\$ 309,133	\$ 145,204	\$ 709,180	\$ 1,434,000	\$ 881,980

**FY 14/15 Proposed Expenditures**

#	Project	14/15 Total	General Capital fund	Main Street Fund	TIF	Measure J	Gas Tax	CFD	Grant	Stormwater Fund
147	East Cypress Road Widening	\$ 420,000			\$ 420,000					
148	Cypress Grove Irrigation Well	\$ 250,000						\$ 250,000		
150	Civic Center Park Improvements	\$ 537,000		\$ 132,000					\$ 405,000	
151	FY 2014/15 Street Repair and Resurfacing	\$ 300,000			\$ 150,000	\$ 150,000	\$ -			
152	FY 2014/15 Street Restriping	\$ 25,000				\$ 25,000				
153	FY 2014/15 Curb, Gutter, and Sidewalk Reconstruction	\$ 40,000					\$ 40,000			
154	FY 2014/15 Frontage Gap Closure Improvements	\$ 50,000					\$ 50,000			
155	FY 2014/15 Traffic Safety Improvements	\$ 100,000				\$ 50,000	\$ 50,000			
156	FY 2014/15 Storm Drain Improvements	\$ 25,000				\$ -				\$ 25,000
163	Cypress, Big Break, & Rose Pavement Rehabilitation	\$ 1,289,000			\$ 260,000	\$ -	\$ -		\$ 1,029,000	\$ -
164	Main Street Resurfacing ( Bridgehead to Big Break)	\$ 1,600,000	\$ 400,000	\$ 100,000	\$ 1,050,000	\$ 50,000	\$ -			
	<b>Total</b>	<b>\$ 4,611,000</b>	<b>\$ 400,000</b>	<b>\$ 232,000</b>	<b>\$ 1,880,000</b>	<b>\$ 275,000</b>	<b>\$ 140,000</b>	<b>\$ 250,000</b>	<b>\$ 1,434,000</b>	<b>\$ 25,000</b>
	Remaining Unassigned Balances		\$ 2,833	\$ -	\$ 233,667	\$ 34,133	\$ 5,204	\$ 459,180	\$ -	\$ 856,980





## **Proposed Projects for FY 2014/15 CIP**

***Project 147, East Cypress Road Widening*** - The Emerson Ranch subdivision was conditioned during its planning process to widen the north side of Cypress Road along their subdivision frontage and install a portion of the median and landscaping. The responsibility of the developers is for curb, gutter, sidewalk and one travel lane. The second travel lane and the medians will be the responsibility of the City. The actual construction work will be performed by the developer; and the City's cost of the project is eligible for Traffic Impact Fee credits. The project is expected to go to construction in 2015. Fee credits will be based on actual construction costs and will be issued at the time of building permits. Total Budget- \$420,000 (\$420,000 Traffic Impact Fee)

***Project 148, Cypress Grove Irrigation Well*** - When the Cypress Grove neighborhood was originally constructed, the design had configured the irrigation system to draw from the stormwater pond through a series of filters. The filters routinely clog with organic materials causing inefficient and unreliable irrigation that are very costly to

repair. Constructing a dedicated well for irrigation eliminates the need to irrigate with pond water. The construction of irrigation well for Cypress Grove was included in the FY 2013/14 CIP at a cost of \$150,000. During the design and development of this project it was determined that the actual cost for this project would be approximately \$250,000. The project was deferred to FY 2014/15 to provide sufficient time to review the design in detail and construct the irrigation well in spring 2015. Total Budget- \$250,000 (\$250,000 Community Facility District)

***Project 150, Civic Center Park Improvements*** - This project will construct a new stage and amphitheater style seating at the Civic Center Park for special events. The project will also install a pre-fabricated dual purpose concession and restroom building for use during special events in downtown. This project will complement those downtown street improvements that were constructed in 2013 and also the future Veterans Memorial to be constructed at the corner of Norcross Lane and Main Street. The design of this project was started in second quarter of FY 2013/14 with the intention to have the



final construction completed by September 2014 and have the facility ready for the fall festivals. Total Budget- \$537,000 (\$405,000 Measure WW Grant, \$132,000 Main Street Fund)

*Project 151, FY 2014/15 Street Repair & Resurfacing* - This project will repair the base and surface failures and resurface streets throughout the City as a part of a comprehensive program to maintain the streets for the community. The resurfacing project for FY 2014/15 will focus on subdivisions west of Empire Avenue between Oakley Road and El Monte Drive. Total Budget- \$300,000 (\$150,000 Traffic Impact Fee, \$150,000 Measure J)

*Project 152, FY 2014/15 Street Restriping*- This project will restripe various City streets each year to help maintain the streets that are delineated and marked clearly for the public use for the motorists and pedestrians. The work performed under this project focus 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, cross walk, pavement marking) to provide safe streets for the community. Total Budget- \$25,000 (\$25,000 Measure J)

*Project 153, FY 2014/15 Curb, Gutter, and Sidewalk Repair and Reconstruction*- This project will coordinate with the responsible property owners the repair and reconstruct damaged and broken concrete curbs, gutters, and sidewalk throughout the City to eliminate trip and fall hazard accidents caused by sidewalks and curbs uplifted by tree root overgrowth and to provide safe streets for the community. This project works in coordination with the 50-50 cost share program that helps the property owners in the City to address concrete sidewalk and curb and gutter uplifts caused by tree root overgrowth. Total Budget- \$40,000 (\$40,000 Gas Tax)

*Project 154, FY 2014/15 Frontage Gap Closure Improvements* - This project will construct localized curb, gutter, sidewalk, ADA ramps, and pavement widening improvements that are necessary for vehicular and pedestrian safety and will likely not be provided for by future private developments. Total Budget- \$100,000 (\$100,000 Gas Tax)



***Project 155, FY 2014/15 Traffic Safety Improvements*** - This project will construct various traffic calming and safety improvements for the community. The scope of the work includes traffic calming measures such as speed bumps, electronic crosswalk warning systems, enhanced signage and striping near schools and public places. This project involves close coordination between the Police and Public Works Department to ensure the safest and most effective traffic safety measures are implemented for the community. Total Budget- \$100,000 (\$50,000 Gas Tax, \$50,000 Measure J)

***Project 156, FY 2014/15 Storm Drain Improvements*** - This project will construct storm drain systems on Main Street in the vicinity of O'Neal Court. This area does not have a formal storm drain system and experience chronic flooding during the rainy season. Total Budget- \$25,000 (\$25,000 Stormwater Fund)

***Project 163, Cypress, Big Break, & Rose Pavement Rehabilitation Project*** - This project will rehabilitate three streets in Oakley and will consist of repairing areas of failed street base and asphalt surface, update ADA ramps to meet new State and Federal codes, and placement of an asphalt overlay on the streets followed with new signing and striping. Total Budget- \$1,289,000 (OneBayAreaGrant - \$1,029,000 OBAG, Local Match Requirement \$260,000 Traffic Impact Fee)

***Project 164, Main Street Resurfacing (Bridgehead Road to Big Break Road)*** - This project will repair the base and surface failures, repair and reconstruct damaged curb, gutter, and sidewalks, repair shoulders, and resurface and restripe. This project has been in the planning stage for a number of years and its final construction will greatly enhance one of the major gateways into the City of Oakley. Total Budget- \$1,600,000 (\$50,000 Measure J, \$1,050,000 Traffic Impact Fee, \$400,000 General Capital Projects, \$100,000 Main Street Fund)

## Completed Projects in FY 2013/14

PROJECT LOCATIONS	
A Main Street Realignment & Downtown Plaza	F Citywide Street Name Sign Replacement Project
B O'Hara Avenue Widening (Covered Wagon to Laurel)	G Raye Avenue Improvement Project
C O'Hara Avenue Widening (Carpenter to Vintage)	H Pavement Rehabilitation Project
D Marsh Creek Restoration Project	
E Citywide Safety & Traffic Management Improvements	



**A Main Street Realignment & Downtown Plaza Project**

### Main Street Realignment & Downtown Plaza Project

This project widened Main Street between Vintage Parkway and Norcross Lane, added on-street parking, and constructed a landscaped median to enhance the look and feel of Downtown Oakley. The Plaza included a fountain between the new restaurant buildings in the downtown.

The total project cost was \$6,200,000.



**B O'Hara Avenue Widening (Covered Wagon to Laurel)**

### O'Hara Ave. Widening (Covered Wagon Dr. to Laurel Rd.)

This Project widened O'Hara Avenue as a four lane divided arterial from Laurel Road north across the CCWD canal and in front of the Moura parcel that included landscaped medians and LED street lighting.

The total project cost was \$2,128,000.

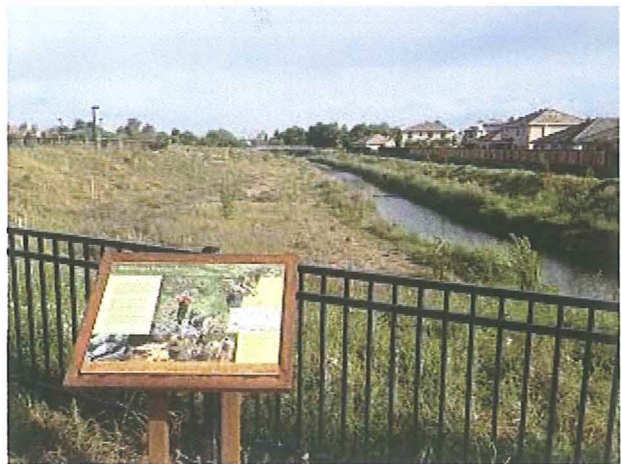


**C O'Hara Avenue Widening (Carpenter to Vintage)**

**O'Hara Avenue Widening (Carpenter Rd. to Vintage Dr.)**

This project included construction of the complete roadway improvements and construction of curb, gutter, and sidewalk, signalized intersection at Carpenter Road and O'Hara Avenue, and landscaping improvements.

The total project cost was \$1,370,000.



**D Marsh Creek Restoration Project**

**Marsh Creek Restoration Project**

This project widened Marsh Creek adjacent to Creekside Park to provide recreation opportunities and enhanced creek habitat. The project included a pedestrian bridge across Marsh Creek near the south end of Creekside Park.

The total project cost was \$815,000.



**E Citywide Safety & Traffic Management Improvements**

**Citywide Safety & Traffic Management Improvements**

This project included installing cross-walks, pavement markings and stop signs around the park in the Magnolia Park neighborhood.

The total project cost was \$8,500



**F Citywide Street Name Sign Replacement Project**

**Citywide Street Name Sign Replacement Project**

This project replaced the old black and white Contra Costa County street name signs with the new Oakley Standard street name signs in various neighborhoods within the City.

The total project cost was \$90,000



**G Raye Avenue Improvement Project**

#### Raye Avenue Improvement Project

This project installed 5 infiltration basins to alleviate the flooding in three locations on Raye Avenue. The infiltration basins capture the stormwater off the roadway providing a safer path of travel.

The total project cost was \$118,000.



**H Pavement Rehabilitation**

#### Pavement Rehabilitation Project

This project removed base failed areas followed by placing a thin rubberized overlay throughout the entire Heather Park Subdivision including added alternate streets Canopy Ln, Garden Ct., and Springbrook Ct. Finally striping was placed as the last item of work.

The total project cost was \$645,000.



## 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. All of the revenues recommended in the Budget are transfers in from the General Fund. The funds transferred are 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 contains budgeted expenditures to replace and outfit 3 patrol cars, 2 network firewalls, 4 network switches, and updates to the City Hall WiFi system.

### **Program Changes**

There are no program changes; however, transfers in from the General Fund for Equipment Replacement have been reduced for Fiscal Year 2014-2015 in order to direct more funds to roadway maintenance. Balances in the Equipment Replacement Fund remain sufficient to fund all planned replacements in the near term, and still retain approximately \$1 million in reserves.





**FUND 501      EQUIPMENT REPLACEMENT FUND**

Revenues

Transfers in	\$ 50,000
Salvage Values	\$ 5,000
Interest	\$ 750
<b>Total Revenues</b>	<b>\$ 55,750</b>

Expenditures

Vehicles	\$ 90,000
Vehicles Equipment	\$ 45,000
Network Firewalls	\$ 9,500
Network Switches	\$ 33,500
WiFi Equipment	\$ 4,400
Interfund Charges	\$ 3,000
<b>Total Expenditures</b>	<b>\$185,400</b>

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Est. Accum Depr BOY	2,747	2,892	3,017	3,117	3,217
Est. New Depreciation	325	325	325	325	325
Est. Deletions (Replaced assets)	(180)	(200)	(225)	(225)	(250)
<b>Est. Accum Depr EOY</b>	<b>2,892</b>	<b>3,017</b>	<b>3,117</b>	<b>3,217</b>	<b>3,292</b>
Net additions to reserve (including interest, asset sales, and insurance recoveries, and net of interfund charges)	53	103	202	202	246
Reserve Bal BOY	1,268	1,139	1,017	994	946
Equipment Replacements	(182)	(225)	(225)	(250)	(250)
<b>Reserve Bal EOY</b>	<b>1,139</b>	<b>1,017</b>	<b>994</b>	<b>946</b>	<b>942</b>
Target @ 50% Accum Depr.	1,446	1,508	1,558	1,608	1,646

BOY= Beginning of the year

EOY=End of the year



PLANNED REPLACEMENTS FOR 2014-2015			
Description	Quantity	Estimated Cost/Unit	Total Estimated Cost
Patrol Vehicles	3	\$30,000	\$90,000
Patrol Vehicle Equip.	3	\$15,000	\$45,000
Network Firewalls	2	\$4,750	\$9,500
Network Switches	4	\$8,375	\$33,500
WiFi Equipment	1	\$4,400	\$4,400
<b>Totals</b>			<b>\$ 182,400</b>

\*Amounts shown include equipment and installation/implementation costs.

**FUND 502            CAPITAL FACILITIES MAINTENANCE &  
REPLACEMENT FUND**

Revenues

Transfers in                    \$0  
Interest                         \$1,000

Expenditures

Interfund Charges            \$2,000

Fund Balances in Fund 502 are projected to be \$231,000 at July 1, 2014; and Staff believes that amount is sufficient to meet the policy target of enough to pay for 5 years' estimated costs. As a result, no additional transfers-in have been budgeted in FY 2014-15.



This page intentionally left blank.



## **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 2014-2015: 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**

None



**2004-1 ASSESSMENT DISTRICT DEBT**  
**Fund 621**

ESTIMATED REVENUES		
Assessment Revenues	Interest Income	Total Revenues
\$1,164,688	\$1,000	\$1,165,688

RECOMMENDED EXPENDITURES			
Principal	Interest	Administration	Total Expenditures
\$350,000	\$786,188	\$29,500	\$1,165,688

**DEBT LISTING:**

2004-1 AD	Cypress Grove/Live Oak	\$17,150,000
-----------	------------------------	--------------

**REMAINING DEBT SERVICE:**

Fiscal Year	Principal	Interest	Total Debt Service
2014-15	\$350,000	\$785,325	\$1,135,325
2015-16	\$370,000	\$766,644	\$1,136,644
2016-17	\$385,000	\$746,584	\$1,131,584
2017-18	\$405,000	\$725,100	\$1,130,100
2018-19	\$430,000	\$701,869	\$1,131,869
Other Years	\$11,575,000	\$14,611,652	\$26,186,652
<b>Totals</b>	<b>\$13,515,000</b>	<b>\$18,337,174</b>	<b>\$31,852,174</b>



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

<b>ESTIMATED REVENUES</b>		
Assessment Revenues	Interest Income	Total Revenues
\$753,823	\$400	\$754,223

<b>RECOMMENDED EXPENDITURES</b>			
Principal	Interest	Administration	Total Expenditures
\$230,000	\$496,423	\$27,800	\$754,223

**DEBT LISTING:**

2006-1 AD	Magnolia Park/Riata	\$11,460,000
-----------	---------------------	--------------

**REMAINING DEBT SERVICE:**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Service</b>
2014-15	\$230,000	\$496,423	\$726,423
2015-16	\$240,000	\$484,903	\$724,903
2016-17	\$255,000	\$472,528	\$727,528
2017-18	\$270,000	\$459,403	\$729,403
2018-19	\$280,000	\$445,652	\$725,652
Other Years	\$8,405,000	\$4,562,494	\$12,967,494
<b>Totals</b>	<b>\$9,680,000</b>	<b>\$6,921,403</b>	<b>\$16,601,403</b>



This page intentionally left blank.



## 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 light of the slower than normal recovery from the recession, we include improving but conservative assumptions today and going forward for several years. We do this because while the local and regional economies are recovering from the recession, that recovery has only modestly improved the City's current financial outlook. Any new economic downturn or weakness would likely affect anticipated City gains, so the Plan does not include aggressive growth projections. That same cautious approach applies to excess revenues available to augment Gas Tax and Measure J revenues that are largely dedicated to roadway maintenance. The Plan shows growth in these allocations as the economy returns to a more normal state, but as important as they are, they remain vulnerable in an economic downturn (the primary reason for establishing and working to fund the new Street Maintenance Reserve Fund).

As always, since we include both general purpose and special purpose (assigned) revenues in the Plan, 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.

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 Recommended Budget is balanced, and it provides a look forward at how, with discipline, it can remain that way. With increased charges from the County for police services costs, the Plan has been revised from prior years to plan for an Officer addition every three years, instead of every two. While not ideal, it adds to the importance of our evaluating whether police services cost growth can be managed better, long-term, by another means or a restructuring of the arrangement with the County.

Lastly, it is useful to remind ourselves that 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, as demonstrated in the Plan.

(10 Year Plan attached.)

City of Oakley  
10 Year Plan  
For Inclusion in the  
FY 2014-15  
City Budget

Description	General Character	(Dollars in Thousands)														
		Actual	Actual	Projected	Proposed											Total
		11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	14/15-23/24	
<b>General Purpose Revenues</b>																
Property Taxes	Recurring	\$1,773	1,914	\$1,900	\$2,043	\$2,145	\$2,252	\$2,365	\$2,483	\$2,607	\$2,738	\$2,875	\$3,018	\$3,169	25,697	
PT in Lieu of VLF	Recurring	1,803	1,793	1,862	2,002	2,102	2,207	2,318	2,433	2,555	2,683	2,817	\$2,958	\$3,106	25,181	
State Prop 1A Loan/Repayment w/2% int.	On Occasion		473												0	
Sales & Use Tax	Recurring	1,590	1,617	1,450	1,475	1,549	1,626	1,707	1,793	1,883	1,977	2,075	\$2,179	\$2,288	18,552	
Motor Vehicle In-Lieu Fees	Recurring	18	19	16	0	0	0	0	0	0	0	0	\$0	\$0	0	
Trans. Occupancy Tax (TOT)	Recurring	165	196	192	195	205	215	226	237	249	261	274	\$288	\$303	2,453	
Real Property Transfer Tax	Recurring	110	137	125	131	138	145	152	160	168	176	185	\$194	\$204	1,651	
Franchise Fees	Recurring	1,028	1,115	1,187	1,243	1,305	1,370	1,439	1,511	1,586	1,666	1,749	\$1,836	\$1,928	15,634	
Business License Tax	Recurring	107	107	107	107	109	111	114	116	118	120	123	125	128	1,172	
Traffic Fines	Recurring	123	155	125	128	134	141	148	156	163	172	180	\$189	\$199	1,610	
Interest Income	Recurring	36	21	50	82	134	175	185	195	195	195	210	\$210	\$225	1,806	
<b>Subtotal General Purpose</b>		<b>6,753</b>	<b>7,547</b>	<b>7,014</b>	<b>7,406</b>	<b>7,821</b>	<b>8,243</b>	<b>8,653</b>	<b>9,083</b>	<b>9,524</b>	<b>9,987</b>	<b>10,488</b>	<b>10,999</b>	<b>11,549</b>	<b>93,755</b>	
<b>Fee/Reimbursement Revenues</b>																
Building Permits/Plan Check/Rental Inspections	Recurring	614	816	850	733	754	863	889	1,145	1,179	1,215	1,251	1,289	1,327	10,646	
Engineering Fees	Recurring	9	10	20	20	21	22	23	24	26	27	28	30	31	252	
Planning Fees	Recurring	10	11	10	11	12	12	13	13	14	15	16	16	17	140	
Law Enforcement Fees/Reimbursement Revenues	Recurring	61	27	80	89	92	94	97	100	103	106	109	113	116	1,020	
Recreation Fees	Recurring	80	71	50	54	56	59	62	65	68	72	75	79	83	673	
City Admin Fees	Recurring	226	306	430	242	249	285	294	628	640	651	663	676	689	5,017	
Interfund Cost Recoveries (operations)	Recurring	4,863	5,359	4,766	5,223	5,594	6,007	6,445	6,965	7,564	8,203	8,884	9,609	10,366	74,859	
Interfund Cost Recoveries (charging grant funds)	one-time	16	21	14	14										14	
Other Miscellaneous Fees & Charges	Rec & one-time	134	107	73	73	75	77	80	82	85	87	90	92	95	837	
<b>Subtotal Fee/Reimbursement Revenues</b>		<b>6,013</b>	<b>6,728</b>	<b>6,293</b>	<b>6,458</b>	<b>6,853</b>	<b>7,421</b>	<b>7,903</b>	<b>9,024</b>	<b>9,679</b>	<b>10,375</b>	<b>11,116</b>	<b>11,904</b>	<b>12,724</b>	<b>93,458</b>	
<b>Total General Operating Revenues</b>		<b>12,766</b>	<b>14,275</b>	<b>13,307</b>	<b>13,864</b>	<b>14,674</b>	<b>15,664</b>	<b>16,556</b>	<b>18,107</b>	<b>19,203</b>	<b>20,363</b>	<b>21,605</b>	<b>22,903</b>	<b>24,274</b>	<b>187,213</b>	
<i>Release of Dutch Slough Fund Balance Reserves</i>	one-time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<i>Proceeds from the Sale of Property</i>	one-time															
<b>Total Sources of Funds</b>		<b>12,766</b>	<b>14,275</b>	<b>13,307</b>	<b>13,864</b>	<b>14,674</b>	<b>15,664</b>	<b>16,556</b>	<b>18,107</b>	<b>19,203</b>	<b>20,363</b>	<b>21,605</b>	<b>22,903</b>	<b>24,274</b>	<b>187,213</b>	

City of Oakley  
10 Year Plan  
For Inclusion in the  
FY 2014-15  
City Budget

General														(Dollars in Thousands)	
Description	Character	Actual	Actual	Projected	Proposed									Total	
		11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	14/15-23/24
<b>Department Expenses</b>															
City Council	Recurring	60	62	59	61	62	64	65	67	68	71	72	74	75	679
Elections	Recurring	0	17	0	25	0	27	0	29	0	31	0	34	0	146
City Manager	Recurring	395	381	394	400	420	441	463	556	584	613	644	676	710	5,507
Economic Development	Recurring	112	153	162	165	173	182	191	261	274	287	302	317	333	2,483
Community Outreach	Recurring	38	66	88	90	95	99	104	109	115	121	127	133	140	1,132
Human Resources	Recurring	16	32	14	67	70	74	78	81	86	90	94	99	104	843
Maintenance Custodial	Recurring	43	46	48	49	51	54	57	60	63	66	69	72	76	616
City Clerk	Recurring	177	234	214	224	235	247	259	332	349	366	385	404	424	3,226
Finance	Recurring	471	527	553	551	579	607	638	740	777	816	856	899	944	7,407
Information Technology	Recurring	217	214	238	221	232	244	256	269	282	296	311	327	343	2,780
Public Safety	Recurring	7,568	7,168	8,290	8,616	9,047	9,749	10,237	10,748	11,536	12,113	12,718	13,604	14,284	112,652
City Attorney	Recurring	262	214	225	205	215	226	237	249	262	275	288	303	318	2,578
Animal Control	Recurring	189	191	194	198	208	218	229	241	253	265	279	293	307	2,490
Planning	Recurring	343	299	343	305	320	336	353	441	463	486	510	536	562	4,312
Building Inspection	Recurring	541	616	521	394	414	434	456	479	503	528	554	582	611	4,956
Code Enforcement/Rental Inspections	Recurring	20	40	144	259	272	286	300	315	331	347	364	383	402	3,258
Public Works/Engineering	Recurring	921	1,106	884	793	833	874	918	1,034	1,086	1,140	1,197	1,257	1,320	10,450
Public Works Maintenance	Recurring	93	97	113	187	196	206	216	227	239	251	263	276	290	2,352
Recreation	Rec & one-time	285	330	393	430	452	474	498	523	549	576	605	635	667	5,408
Parks	Recurring	321	378	350	334	351	368	387	466	489	514	539	566	595	4,609
<b>Department Expenditures:</b>		<b>12,072</b>	<b>12,171</b>	<b>13,227</b>	<b>13,574</b>	<b>14,224</b>	<b>15,211</b>	<b>15,942</b>	<b>17,227</b>	<b>18,305</b>	<b>19,251</b>	<b>20,178</b>	<b>21,469</b>	<b>22,505</b>	<b>173,276</b>
<b>Non-Departmental Expenses</b>															
Other Non-Departmental Expenses	Recurring	341	416	405	486	505	526	547	569	591	615	640	665	692	5,835
Equipment Replacement (exp & reserve)	Recurring	302	280	249	50	100	200	200	250	260	270	280	290	300	2,200
Capital Facilities Mtc & Replacement (exp & reserve)	Recurring	0	0	0	0	25	30	40	50	50	50	50	50	50	395
Interim Needs/Contingency	Recurring	15	11	200	283	297	319	335	362	384	404	423	449	471	3,727
Amount charged to Departments	Recurring	(899)	(909)	(904)	(819)	(928)	(1,075)	(1,121)	(1,231)	(1,286)	(1,339)	(1,393)	(1,455)	(1,513)	(12,160)
<b>Total Non-Department Expend.</b>		<b>(241)</b>	<b>(202)</b>	<b>(50)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(3)</b>
<b>Total Expenditures</b>		<b>11,831</b>	<b>11,969</b>	<b>13,177</b>	<b>13,574</b>	<b>14,224</b>	<b>15,211</b>	<b>15,942</b>	<b>17,227</b>	<b>18,305</b>	<b>19,251</b>	<b>20,178</b>	<b>21,469</b>	<b>22,505</b>	<b>173,274</b>
<b>Net General Operating Revenue (Expense)</b>		<b>935</b>		<b>130</b>	<b>290</b>	<b>450</b>	<b>453</b>	<b>615</b>	<b>881</b>	<b>898</b>	<b>1,112</b>	<b>1,427</b>	<b>1,433</b>	<b>1,769</b>	
<b>Transfers and Loans</b>															
Transfers to Active Roadway Maintenance Programs	recurring	(129)	(43)	(44)	(100)	(125)	(125)	(175)	(275)	(300)	(375)	(475)	(475)	(575)	(3,000)
Transfer to Street Maintenance Reserve Fund	recurring				(75)	(100)	(125)	(175)	(275)	(275)	(350)	(450)	(475)	(575)	(2,875)
Transfers to Main Street Fund	recurring	(28)	(25)	(25)	(100)	(125)	(125)	(175)	(275)	(300)	(375)	(475)	(475)	(575)	(3,000)
Transfers to General Capital Projects Fund	one-time		0	0	0	0	0	0	0	0	0	0	0	0	0
Loans to Public Facilities Fee Fund/Repayments	one-time		(75)	(75)	(74)	(87)	(54)	(54)	80	80	80	29	0	0	0
<b>Total Transfers</b>		<b>(157)</b>	<b>(143)</b>	<b>(144)</b>	<b>(349)</b>	<b>(437)</b>	<b>(429)</b>	<b>(579)</b>	<b>(745)</b>	<b>(795)</b>	<b>(1,020)</b>	<b>(1,371)</b>	<b>(1,425)</b>	<b>(1,725)</b>	<b>(8,875)</b>
<b>Use of Fund Balance</b>															
For General Fund One Time uses	one-time		(224)	(90)											
Transfer to General Capital Projects Fund	one-time		0	(272)											
Economic Development Loans	one-time			(400)	400										
Anticipated Sales Tax Allocation Correction	one-time			(45)	(135)										
<b>Total Net Sources (Uses) of Funds</b>		<b>778</b>	<b>1,939</b>	<b>(821)</b>	<b>206</b>	<b>13</b>	<b>24</b>	<b>36</b>	<b>136</b>	<b>103</b>	<b>92</b>	<b>56</b>	<b>8</b>	<b>44</b>	

Goal of Funding Reserve for Roadway mtc by June 30, 2018 will require ~\$4.0 million in additional one time funds to get to fully funded amt of \$4.5 million; or a portion of the Radback recurring funds if/when those revenues begin.

City of Oakley  
 10 Year Plan  
 For Inclusion in the  
 FY 2014-15  
 City Budget

Description	General Character	(Dollars in Thousands)													
		Actual 11/12	Actual 12/13	Projected 13/14	Proposed 14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23		23/24
<b>Summary of Recurring and One-Time Amounts</b>															
<b>Recurring Activities Summary</b>															
Revenues		12,686	13,781	13,293	13,850	14,674	15,664	16,556	18,107	19,203	20,363	21,605	22,903	24,274	
Expenditures/ Including Transfers and Loans		11,870	12,016	13,232	13,835	14,574	15,586	16,467	18,052	19,180	20,351	21,578	22,894	24,230	
Revenues over (under) Expenditures		816	1,765	61	15	100	78	90	56	23	12	27	8	44	
<b>One-Time Activities Summary</b>															
Revenues		80	494	(61)	414	0	0	0	80	80	80	29	0	0	
Expenditures/ Including Transfers and Loans		118	96	821	223	87	54	54	0	0	0	0	0	0	
Revenues over (under) Expenditures		(38)	398	(882)	191	(87)	(54)	(54)	80	80	80	29	0	0	
<b>Total Recurring and One-Time</b>		<b>778</b>	<b>2,163</b>	<b>(821)</b>	<b>206</b>	<b>13</b>	<b>24</b>	<b>36</b>	<b>136</b>	<b>103</b>	<b>92</b>	<b>56</b>	<b>8</b>	<b>44</b>	
														<b>Total 14/15-23/24</b>	
<b>Assigned Revenues/Police</b>															
State COPS Grant (SLESF)	one-time	203	114	100	100	100	100	100	100	100	100	100	100	100	1,000
P-6 Police Services Assessments	Recurring	2,574	2,857	3,032	3,308	3,583	3,896	4,228	4,637	5,120	5,636	6,189	6,780	7,395	50,772
School Resource Officer Grant	one-time	55	55	55	55	55	55	55	55	55	55	55	55	55	550
Police Equip./Traffic Grants	one-time														0
<b>Subtotal Assigned Police Revenues</b>		<b>2,832</b>	<b>3,026</b>	<b>3,187</b>	<b>3,463</b>	<b>3,738</b>	<b>4,051</b>	<b>4,383</b>	<b>4,792</b>	<b>5,275</b>	<b>5,791</b>	<b>6,344</b>	<b>6,935</b>	<b>7,550</b>	<b>52,322</b>
														180	
														180	
														180	
														200	
														200	
														250	
														250	
														250	
														250	
														250	
<b>Restricted Police Expenditures</b>															
State COPS Grant (SLESF)	one-time	203	114	100	100	100	100	100	100	100	100	100	100	100	1,000
P-6 Supported Police Services	Recurring	2,574	2,857	3,032	3,308	3,583	3,896	4,228	4,637	5,120	5,636	6,189	6,780	7,395	50,772
School Resource Officer Grant	one-time	55	55	55	55	55	55	55	55	55	55	55	55	55	550
Police Equip./Traffic Grants	one-time														0
<b>Subtotal Restricted Police Expenditures</b>		<b>2,832</b>	<b>3,026</b>	<b>3,187</b>	<b>3,463</b>	<b>3,738</b>	<b>4,051</b>	<b>4,383</b>	<b>4,792</b>	<b>5,275</b>	<b>5,791</b>	<b>6,344</b>	<b>6,935</b>	<b>7,550</b>	<b>52,322</b>
<b>Rollover Balances*</b>															
		0	0	0	0	0	0	0	0	0	0	0	0	0	0

City of Oakley  
10 Year Plan  
For Inclusion in the  
FY 2014-15  
City Budget

Description	General Character	(Dollars in Thousands)												Total 14/15-23/24	
		Actual 11/12	Actual 12/13	Projected 13/14	Proposed 14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23		23/24
<b>Parks, Landscaping &amp; Lighting Revenues</b>															
Community Parks	Recurring	1,032	1,115	1,090	1,090	1,152	1,219	1,288	1,369	1,452	1,536	1,622	1,710	1,799	14,236
<i>Loan from General Fund, if necessary</i>	<i>one-time</i>														0
Street Lighting	Recurring	197	201	199	207	216	227	237	250	263	275	288	301	314	2,578
<i>Transfer in from Gas Tax Fund</i>	<i>one-time</i>	199	162	151	121	128	135	141	147	153	160	168	177	187	1,518
Neighborhood Parks	Recurring	1,848	1,908	1,917	1,933	2,028	2,130	2,235	2,354	2,476	2,602	2,731	2,865	3,002	24,356
<b>Total Parks, Landscaping &amp; Lighting Revenues</b>		<b>3,276</b>	<b>3,386</b>	<b>3,357</b>	<b>3,351</b>	<b>3,524</b>	<b>3,710</b>	<b>3,901</b>	<b>4,119</b>	<b>4,343</b>	<b>4,573</b>	<b>4,810</b>	<b>5,053</b>	<b>5,303</b>	<b>42,687</b>
<b>Parks, Landscaping &amp; Lighting Expenditures</b>															
Community Parks	Recurring	800	818	961	982	1,031	1,133	1,189	1,249	1,311	1,377	1,446	1,518	1,594	12,829
<i>Repay General Fund Loans</i>	<i>one-time</i>	0	0	33	27	30	22	25	30	35	40	44	18	18	288
Street Lighting	Recurring	369	348	333	313	329	345	362	380	399	419	440	462	486	3,937
Neighborhood Parks	Recurring	1,396	1,640	1,675	1,778	1,867	2,060	2,163	2,271	2,385	2,504	2,629	2,761	2,899	23,318
<b>Total Parks, Landscaping &amp; Lighting Expenditures</b>		<b>2,565</b>	<b>2,806</b>	<b>3,002</b>	<b>3,100</b>	<b>3,257</b>	<b>3,560</b>	<b>3,739</b>	<b>3,931</b>	<b>4,131</b>	<b>4,340</b>	<b>4,560</b>	<b>4,759</b>	<b>4,996</b>	<b>40,373</b>
<b>Rollover Balances</b>															
<b>Community Parks (Including Loans &amp; Reserves)</b>		658	955	1,051	1,132	1,222	1,287	1,361	1,451	1,556	1,676	1,808	1,982	2,169	
<b>Street Lighting (Including Reserves)</b>		134	149	166	181	197	213	229	245	261	277	293	309	325	
<b>Neighborhood Parks (Including Reserves)</b>		4,407	4,675	4,917	5,072	5,233	5,303	5,375	5,457	5,548	5,646	5,747	5,851	5,954	
<b>Roadway Maintenance Revenues</b>															
Gas Tax Revenues	Recurring	1,013	835	1,066	921	967	1,015	1,066	1,119	1,175	1,234	1,296	1,361	1,429	11,584
Measure J Revenues	Recurring	423	913	482	513	539	566	594	624	655	687	722	758	796	6,452
Transfers in from the General Fund for Current Capital Projects		128	68	44	200	250	250	350	550	600	750	950	950	1,150	6,000
General Fund Transfers to the Street Maintenance Reserve Fund				75	75	100	125	175	275	275	350	450	475	575	
<b>Total Roadway Maintenance Revenues</b>		<b>1,564</b>	<b>1,816</b>	<b>1,592</b>	<b>1,709</b>	<b>1,856</b>	<b>1,956</b>	<b>2,185</b>	<b>2,568</b>	<b>2,705</b>	<b>3,022</b>	<b>3,418</b>	<b>3,544</b>	<b>3,950</b>	<b>24,037</b>
<b>Roadway Maintenance Expenditures</b>															
Gas Tax Expenditures for roadway repairs & maintenance	Recurring	593	303	399	813	489	492	600	973	1,023	1,074	1,128	1,184	1,241	9,016
<i>Transfer to Street Lighting Fund</i>	<i>one-time</i>	(199)	(162)	(151)	(120)	(128)	(135)	(141)	(147)	(153)	(160)	(168)	(177)	(187)	(1,517)
<i>Used for Capital Projects (for new or expanded roadways)</i>	<i>one-time</i>	(407)	(308)	(495)	(140)	(350)	(389)	(325)							(1,204)
Measure J Expenditures for roadway repairs & maintenance	Recurring	682	72	136	329	167	177	219	624	655	687	722	758	796	5,132
<i>Used for Capital Projects (for new or expanded roadways)</i>	<i>one-time</i>	(597)	(417)	(395)	(275)	(372)	(389)	(375)							(1,411)
Use of General Fund Transfers	<i>one-time</i>	128	358	44	200	250	250	350	550	600	750	950	950	1,150	6,000
Use of Street Maintenance Reserves				0	0	0	300	0	300	400	400	450	475	575	
<b>Total Roadway Maintenance Expenditures &amp; Transfers</b>		<b>2,606</b>	<b>1,620</b>	<b>1,620</b>	<b>1,877</b>	<b>1,756</b>	<b>2,131</b>	<b>2,010</b>	<b>2,593</b>	<b>2,830</b>	<b>3,072</b>	<b>3,418</b>	<b>3,544</b>	<b>3,950</b>	<b>24,280</b>
<b>Rollover Balances</b>		<b>1,257</b>	<b>1,453</b>	<b>1,425</b>	<b>1,257</b>	<b>1,357</b>	<b>1,182</b>	<b>1,357</b>	<b>1,332</b>	<b>1,207</b>	<b>1,157</b>	<b>1,157</b>	<b>1,157</b>	<b>1,157</b>	

City of Oakley  
10 Year Plan  
For Inclusion in the  
FY 2014-15  
City Budget

Description	General Character	(Dollars in Thousands)												Total 14/15-23/24	
		Actual 11/12	Actual 12/13	Projected 13/14	Proposed 14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23		23/24
<b>Drainage and Stormwater Revenues</b>															
Community Facilities District Assessments	Recurring	280	285	252	252	260	267	275	284	292	301	310	319	329	2,889
Stormwater Assessments	Recurring	386	485	462	461	475	489	504	519	534	550	567	584	602	5,285
<b>Total Drainage and Stormwater Revenues</b>		<b>666</b>	<b>770</b>	<b>714</b>	<b>713</b>	<b>734</b>	<b>756</b>	<b>779</b>	<b>802</b>	<b>827</b>	<b>851</b>	<b>877</b>	<b>903</b>	<b>930</b>	<b>8,174</b>
<b>Drainage and Stormwater Expenditures</b>															
Community Facilities District Drainage Maintenance	Recurring	135	109	271	514	260	267	275	284	292	301	310	319	329	3,151
Stormwater Program Expenditures	Recurring	264	378	457	607	475	489	504	519	534	550	567	584	602	5,431
<b>Total Drainage and Stormwater Expenditures</b>		<b>399</b>	<b>487</b>	<b>728</b>	<b>1,121</b>	<b>734</b>	<b>756</b>	<b>779</b>	<b>802</b>	<b>827</b>	<b>851</b>	<b>877</b>	<b>903</b>	<b>930</b>	<b>8,582</b>
<b>Rollover Balances</b>		<b>2,151</b>	<b>2,434</b>	<b>2,420</b>	<b>2,012</b>	<b>2,012</b>	<b>2,012</b>	<b>2,012</b>	<b>2,012</b>	<b>2,012</b>	<b>2,012</b>	<b>2,012</b>	<b>2,012</b>	<b>2,012</b>	
<b>Other Grant Revenues</b>															
Recycling Grant	one-time	14	9	15	15	0	0	0	0	0	0	0	0	0	15
Oakley Welcoming (You+Me=We)	one-time	58	66	83	67	0	0	0	0	0	0	0	0	0	67
Recreation Grants (Misc)	one-time	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vesper Grant	one-time	22	32	28	21	0	0	0	0	0	0	0	0	0	21
Urban Forestry Grant		0	0	22	0	0	0	0	0	0	0	0	0	0	0
<b>Total Other Grant Revenues</b>		<b>94</b>	<b>107</b>	<b>148</b>	<b>103</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>103</b>
<b>Other Grant Expenditures</b>															
Recycling Grant	one-time	14	9	15	15	0	0	0	0	0	0	0	0	0	15
Oakley Welcoming (You+Me=We)	one-time	58	66	83	67	0	0	0	0	0	0	0	0	0	67
Recreation Grants (Misc)	one-time	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vesper Grant	one-time	22	32	28	21	0	0	0	0	0	0	0	0	0	21
Urban Forestry Grant		0	0	22	0	0	0	0	0	0	0	0	0	0	0
<b>Total Other Grant Expenditures</b>		<b>94</b>	<b>107</b>	<b>148</b>	<b>103</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>103</b>
<b>Rollover Balances</b>															
Recycling Grant		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oakley Welcoming (You+Me=We)		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Recreation Grants		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vesper Grant		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Urban Forestry Grant		0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Qualifying Capital Projects</b>	recurring	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Long-Term Analysis of General Fund Fund Balances</b>															
<b>Restricted Fund Balances:</b>															
For Dutch Slough		559	559	559	559	559	559	559	559	559	559	559	559	559	559
For Loans/Interfund Advances Receivable		833	1,051	1,364	996	1,038	1,055	1,070	945	815	680	592	559	526	
Receivable for State Prop 1A Loan		429	0												
For Termination Payouts		75	81	100	125	125	125	125	125	125	125	125	125	125	
Land Held for Resale (3)		1,998	2,222	2,222	2,222	2,222	2,222	2,222	2,222	2,222	2,222	2,222	2,222	2,222	
Funds held for dispute resolution (4)			1,575	1,575											
<b>Unrestricted Fund Balances</b>		<b>5,255</b>	<b>5,501</b>	<b>4,709</b>	<b>4,932</b>	<b>4,990</b>	<b>5,051</b>	<b>5,126</b>	<b>5,307</b>	<b>5,460</b>	<b>5,607</b>	<b>5,722</b>	<b>5,763</b>	<b>5,840</b>	
as a % of the Next Year's General Fund Expenditures				34%	34%	32%	31%	28%	28%	27%	26%	25%	24%		

- (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.
- (4) Funds held for dispute resolution are expected to be used by the end of FY 14/15.

**Definition of Changes and Assumptions for 15/16 and thereafter**

**General Purpose Revenues**

Property tax and Property Tax in Lieu reflects growth of 5%.  
Transfer taxes reflect 5% per year in growth.  
Sales Tax reflects annual growth of 5%.  
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 low levels to maintain conservatism.  
P-6 revenue growth is based on projected subdivision activity; and 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 one officer approximately every three 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.  
Contributions to the Equipment Replacement Reserve Fund have been temporarily eliminated in order to maintain a balanced operating budget. Contributions to the reserve fund will resume when funds are available.  
Until then, the reserve will be used to replace existing equipment as long as balances remain available.  
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 Streets Maintenance Reserve Fund are set aside during good times so that maintenance activities can occur when appropriate and 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. This line will show when amounts are thought 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 14/15 and 15/16, 200 units in 16/17 and 17/18, and 250 per year thereafter.  
The growth in officer costs is being projected at 9% for 14/15, and 5% per year thereafter.  
Parks revenues are estimated to grow with development and include adjustments of 3% each year for inflation on those portions subject to inflation factors.  
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 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 Capital Asset Lifecycle Replacement Reserves.  
As more of our community parks are at least several years old, starting in 16/17, 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 16/17, 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	Police Staffing	\$7,273,705	General Fund – Taxes	\$4,141,599
	Forensics and Other Support Services	\$261,644	P-6 Special Taxes	\$3,295,250
			Annual State COPS Grant (Supplemental Law Enforcement Services Funds)	\$98,500
	<b>Total</b>	<b>\$7,535,349</b>	<b>Total Contract</b>	<b>\$7,535,349</b>
County Animal Services	Animal Control	\$198,000	General Fund-Taxes	\$198,000
County Library	Augmented Library Services	\$17,116	General Fund- Taxes	\$17,116
Antai Network Services	Information Services	\$153,000	General Fund-Taxes 65%	\$99,000
			Cost Recoveries 35%	\$54,000
			<b>Total Contract</b>	<b>\$153,000</b>
Universal Building Services	Street Sweeping	\$150,000	Stormwater Assessments	\$150,000
Duron & Venables, Inc	Street Maintenance	\$100,000	Gas Tax	\$100,000
JW Backhoe Construction, Inc	Drainage Maintenance	\$30,000	Stormwater Assessments	\$30,000
Terradan Construction, Inc	Drainage Maintenance	\$30,000	Stormwater Assessments	\$30,000
Bear Electrical Solutions, Inc	Traffic Signal Maintenance	\$60,000	Gas Tax	\$60,000
	Street Light Maintenance	\$35,000	Lighting Assessments	\$35,000
	<b>Total</b>	<b>\$95,000</b>	<b>Total Contracts</b>	<b>\$95,000</b>





Contractor	Services		Funding Summary	
Marina Landscape, Inc.	Parks and Landscaping Maintenance	\$306,798	Landscape Assessments	\$306,798
TerraCare Landscape Co.	Parks and Landscaping Maintenance	\$542,388	Landscape Assessments	\$542,388
Commercial Support Services	Park Maintenance Services	\$55,380	Landscape Assessments	\$55,380
Cota Cole & Associates	Legal Services	\$140,000	General Fund Taxes	\$90,000
			Capital Projects and/or Other Funds	\$35,000
			Successor Agency	\$15,000
			<b>Total Contract</b>	<b>\$130,000</b>
Municipal Pooling Authority of Northern California	Insurance and Claims Administration	\$177,600	General Fund Taxes 65%	\$115,440
			Cost Recoveries 35%	\$62,160
			<b>Total Contract</b>	<b>\$177,600</b>
Paychex	Payroll Processing	\$18,000	General Fund Taxes 65%	\$11,700
			Cost Recoveries 35%	\$6,300
			<b>Total Contract</b>	<b>\$18,000</b>



## 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 2014-2015 is \$8,955,217.

**CITY OF OAKLEY  
APPROPRIATIONS LIMIT CALCULATION  
FOR FISCAL YEAR 2014-2015**

<i>Beginning Limit ( FY 2013-2014):</i>	<b>\$8,794,691</b>
<i>Per Capita Income Growth Factor</i>	x0.9977
<i>Higher of:</i>	
<i>County Population Growth Factor or City Population Growth Factor</i>	<u><b>x1.0206</b></u>
<i>Limit ( FY 2014-2015):</i>	<u><b>\$8,955,217</b></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 2014-2015 calculation.*



This page intentionally left blank.



## GLOSSARY OF BUDGET TERMINOLOGY

<b>Appropriation:</b>	An authorization by the City Council to make expenditures and to incur obligations for a specific purpose within a specific time frame.
<b>Assessed Value:</b>	The value placed on real estate or other property by the County Assessor as a basis for levying ad valorem (rate based) property tax.
<b>Assessment District:</b>	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.
<b>Audit:</b>	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.
<b>Beginning Fund Balance:</b>	Unencumbered resources available in a fund from the prior fiscal year after payment of prior fiscal year expenditures.
<b>Bond:</b>	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.
<b>Budget:</b>	A financial plan, usually for a one or two year period, listing an estimate of recommended expenditures and the recommended means of financing them.
<b>Capital Improvement Plan (CIP):</b>	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.
<b>Deficit:</b>	An excess of expenditures over revenues (resources).
<b>Department:</b>	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 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 C & Measure J:**

In 1988 voters approved this Countywide ½ cent sales tax measure, which includes a provision that 18% of the funds are returned to the local agencies based on a minimum allocation, relative population and relative maintained street miles. Measure C 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 and operation parking facility development and transportation efficiency program development and operation (ridesharing, etc.). Since Measure C contains a growth management component, funds may not be used to replace developer obligations that would otherwise not be publicly funded under jurisdiction policy. Measure C expired in March of 2009 and was in effect "extended" until March 2034 by the voters' approval of Measure J in 2004.

**Motor Vehicle License Fee:**

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



<b>Police Services Tax:</b>	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.
<b>Property Tax:</b>	Property Tax is imposed on real property (land and permanently attached improvements) and tangible personal property located within the City. The tax comprises one percent of the assessed value of the property.
<b>Property Tax in Lieu of VLF:</b>	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).
<b>Reserved Fund Balance:</b>	Accounts used to record a portion of the fund balance as legally segregated for a specific use or not available for appropriation.
<b>Resolution:</b>	A special order of the City Council, requiring a majority vote, which has a lower legal standing than an ordinance.
<b>Revenue:</b>	Income received by the City.
<b>Salaries and Benefits:</b>	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.



**Recommended  
CIP Budget FY 14/15**

# 5-Year Capital Improvement Program

For Fiscal Years 2014/15 to 2018/19

**RECOMMENDED**



**City of Oakley**  
**FY 2014/15 Project Summary**  
**Capital Improvement Program for Fiscal Years 2014/15 to 2018/19**

**FY 14/15 Proposed Revenues**

	General Capital Projects	Main Street Fund	TIF	Measure J	Gas Tax	CFD	Grant	Stormwater Fund
FY 13/14 Fund Balance	\$ 325,000	\$ 134,000	\$ 978,000	\$ 125,000	\$ 37,000	\$ 1,110,000	\$ -	\$ 1,004,000
FY 14/15 Revenues	\$ 100,000	\$ 100,000	\$ 1,200,000	\$ 513,433	\$ 920,930	\$ 251,000	\$ 1,434,000	\$ 460,000
FY 14/15 Operational Expenditures	\$ 22,167	\$ 2,000	\$ 64,333	\$ 329,300	\$ 812,726	\$ 651,820	\$ -	\$ 582,020
Total Available for Capital Projects	\$ 402,833	\$ 232,000	\$ 2,113,667	\$ 309,133	\$ 145,204	\$ 709,180	\$ 1,434,000	\$ 881,980

**FY 14/15 Proposed Expenditures**

#	Project	14/15 Total	General Capital fund	Main Street Fund	TIF	Measure J	Gas Tax	CFD	Grant	Stormwater Fund
147	East Cypress Road Widening	\$ 420,000			\$ 420,000					
148	Cypress Grove Irrigation Well	\$ 250,000						\$ 250,000		
150	Civic Center Park Improvements	\$ 537,000		\$ 132,000					\$ 405,000	
151	FY 2014/15 Street Repair and Resurfacing	\$ 300,000			\$ 150,000	\$ 150,000	\$ -			
152	FY 2014/15 Street Restriping	\$ 25,000				\$ 25,000				
153	FY 2014/15 Curb, Gutter, and Sidewalk Reconstruction	\$ 40,000					\$ 40,000			
154	FY 2014/15 Frontage Gap Closure Improvements	\$ 50,000					\$ 50,000			
155	FY 2014/15 Traffic Safety Improvements	\$ 100,000				\$ 50,000	\$ 50,000			
156	FY 2014/15 Storm Drain Improvements	\$ 25,000				\$ -				\$ 25,000
163	Cypress, Big Break, & Rose Pavement Rehabilitation	\$ 1,289,000			\$ 260,000	\$ -	\$ -		\$ 1,029,000	\$ -
164	Main Street Resurfacing ( Bridgehead to Big Break)	\$ 1,600,000	\$ 400,000	\$ 100,000	\$ 1,050,000	\$ 50,000	\$ -			
	<b>Total</b>	<b>\$ 4,611,000</b>	<b>\$ 400,000</b>	<b>\$ 232,000</b>	<b>\$ 1,880,000</b>	<b>\$ 275,000</b>	<b>\$ 140,000</b>	<b>\$ 250,000</b>	<b>\$ 1,434,000</b>	<b>\$ 25,000</b>
	Remaining Unassigned Balances		\$ 2,833	\$ -	\$ 233,667	\$ 34,133	\$ 5,204	\$ 459,180	\$ -	\$ 856,980

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2014/15 to 2018/19**

<b>Project Title:</b>	East Cypress Road Widening and Median Improvements	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Roadway	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Roadway Widening	<b>Project Number:</b>	147
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No
<b>Project Description:</b>	The Emerson Ranch Subdivision (Subdivision 9032) was conditioned to widen the north side of Cypress Road and install a portion of median and landscaping. These improvements are eligible for Traffic Impact Fee credits. This project is anticipated to start construction by late 2014 and be completed in 2015. Fee Credits will be based on actual construction costs.		
<b>Project Justification:</b>	Development in the East Cypress corridor requires the widening and improvement of Cypress Road to provide capacity for the expected growth in the traffic volumes.		

**PROJECT FINANCING DETAILS**

Project Expenditures	13/14	14/15	15/16	16/17	17/18	18/19	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 420,000					\$ 420,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 420,000	\$ -	\$ -	\$ -	\$ -	\$ 420,000

Project Funding	13/14	14/15	15/16	16/17	17/18	18/19	Total
Traffic Impact Fee		\$ 420,000					\$ 420,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Unfunded							\$ -
<b>TOTAL</b>	\$ -	\$ 420,000	\$ -	\$ -	\$ -	\$ -	\$ 420,000

**Comments:** It is expected that the project will construct curb, gutter, landscaping, bike lanes, two westbound travel ways, and a portion of the median.

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2014/15 to 2018/19**

<b>Project Title:</b>	Cypress Grove Irrigation Well Construction	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Parks	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Irrigation Well	<b>Project Number:</b>	148
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No
<b>Project Description:</b>	This project will construct an irrigation well in the Cypress Grove park to accommodate the landscaping irrigation needs of the park and will replace the usage of pond water for irrigation needs.		
<b>Project Justification:</b>	When the Cypress Grove neighborhood was originally developed and constructed, the design concept was to utilize the stormwater pond as the source of water for the irrigation system of the park. The system that is currently in place utilizes a combination of pumps and filter to get the pond water to the irrigation system. This approach has been less than successful as designed due to the growth of organic materials in the filter and pumps causing frequent costly breakdowns. Previous efforts to solve this problem has been less than successful in solving the problem. Construction of an irrigation well eliminates the need to use pond water for irrigation and on-going and costly repair and replacement of the pump system.		

**PROJECT FINANCING DETAILS**

Project Expenditures	13/14	14/15	15/16	16/17	17/18	18/19	Total
Planning & Design		\$ 10,000					\$ 10,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 240,000					\$ 240,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Project Funding	13/14	14/15	15/16	16/17	17/18	18/19	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)		\$ 250,000					\$ 250,000
Unfunded							\$ -
<b>TOTAL</b>	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

**Comments:** Due to the breakdown of the pumping system, the City is currently using potable water to irrigate the Cypress Grove park and the landscaping. The Cypress Grove CFD will benefit from removing the existing pump from the pond irrigation system in the long term. Staff has been working on the final scope and details of this project with the goal of bidding and constructing the irrigation well by the end of 2014 and have a new well ready for service by spring 2015. As part of the FY 2013/14 CIP budget, \$150,000 had been allocated for this project. However, based on preliminary research on the cost for construction of this irrigation well, it is anticipated that the actual cost will be approximately \$250,000 and this amount is proposed for the FY 2014/15 CIP budget.

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2014/15 to 2018/19**

<b>Project Title:</b>	Civic Center Park Improvement Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Park	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	New Facility Construction	<b>Project Number:</b>	150
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	Yes
<b>Project Description:</b>	This project will construct an amphitheater, stage, and restroom facilities at the Civic Center Park		
<b>Project Justification:</b>	The construction of this project will create a focal point in downtown for variety of Community events and a main feature of downtown Oakley.		

**PROJECT FINANCING DETAILS**

Project Expenditures	13/14	14/15	15/16	16/17	17/18	18/19	Total
Planning & Design	\$ 20,000						\$ 20,000
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 27,000	\$ 490,000					\$ 517,000
Operating Costs							\$ -
<b>TOTAL</b>	<b>\$ 47,000</b>	<b>\$ 490,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 537,000</b>

Project Funding	13/14	14/15	15/16	16/17	17/18	18/19	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)		\$ 405,000					\$ 405,000
Other (see comments)							\$ -
Main Street Fund		\$ 132,000					\$ 132,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 537,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 537,000</b>

**Comments:** To expedite the construction of this project and have the amphitheater ready for service by fall 2014, the design of this project began during FY 2013-14 as authorized by Council. The funding of this project is from the East Bay Regional Park District (EBRPD) Measure WW grant funds designated for Oakley in the amount of \$405,000 and also supplemented by City funds in the amount of \$132,000.

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2014/15 to 2018/19**

<b>Project Title:</b>	FY 2014-15 Street Repair and Resurfacing Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Pavement Preservation and Rehabilitation	<b>Project Number:</b>	151
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No
<b>Project Description:</b>	This project will perform pavement repairs and resurfacing to preserve the street infrastructure throughout the City		
<b>Project Justification:</b>	Street repair and resurfacing is critical on 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 life for community		

**PROJECT FINANCING DETAILS**

Project Expenditures	13/14	14/15	15/16	16/17	17/18	18/19	Total
Planning & Design		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 300,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 1,650,000
Operating Costs							\$ -
<b>TOTAL</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 1,800,000</b>

Project Funding	13/14	14/15	15/16	16/17	17/18	18/19	Total
Traffic Impact Fee		\$ 150,000					\$ 150,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 900,000
Gas Tax	\$ 150,000	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Unfunded							\$ -
<b>TOTAL</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 1,800,000</b>

**Comments:** The City in the past years has allocated \$300,000 for this project annually. Staff will continue to explore grant funding opportunities to supplement this amount in future years.

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2014/15 to 2018/19**

<b>Project Title:</b>	FY 2014-15 Street Restriping Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Pavement Striping	<b>Project Number:</b>	152
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No
<b>Project Description:</b>	This project will perform pavement striping throughout the City		
<b>Project Justification:</b>	Street pavement striping wears out under normal traffic usage and weather elements. Lack of clear striping on the City streets creates safety issues that need to be addressed by the Public Works Department. This project performs annual restriping of streets to improve the quality of striping on all City streets and enhance safety for the public.		

**PROJECT FINANCING DETAILS**

Project Expenditures	13/14	14/15	15/16	16/17	17/18	18/19	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

Project Funding	13/14	14/15	15/16	16/17	17/18	18/19	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Unfunded							\$ -
<b>TOTAL</b>	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

**Comments:** In the past years, all the striping and other traffic improvements had been compiled into one project. From FY 2014/15, the projects are separated to give clarity of the scope of work and also get better pricing from contractors since each task has its own unique trade.



**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2014/15 to 2018/19**

<b>Project Title:</b>	FY 2014-15 Curb, Gutter, & Sidewalk Repair and Reconstruction Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Concrete curb, gutter, and sidewalk repair and reconstruction	<b>Project Number:</b>	153
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No
<b>Project Description:</b>	This project will repair and replace the existing damaged and broken concrete curb, gutter, and sidewalks throughout the City		
<b>Project Justification:</b>	Curb, gutter, and sidewalks are damaged and uplifted by tree root overgrowth and create safety hazard for pedestrians and a liability for the City with potential trip and fall accidents.		

**PROJECT FINANCING DETAILS**

Project Expenditures	13/14	14/15	15/16	16/17	17/18	18/19	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 240,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 240,000

Project Funding	13/14	14/15	15/16	16/17	17/18	18/19	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax		\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 240,000
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Unfunded							\$ -
<b>TOTAL</b>	\$ -	\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 240,000

**Comments:** This is a new project to address damaged and broken existing curb, gutter, and sidewalks throughout the City with the goal of minimizing and eliminating the trip and fall accidents. This project will be a part of the newly implemented 50-50 cost share program between the residents and the City.

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2014/15 to 2018/19**

<b>Project Title:</b>	FY 2014-15 Frontage Gap Closure Improvement Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	New concrete Curb, Gutter, and Sidewalk Construction	<b>Project Number:</b>	154
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No
<b>Project Description:</b>	This project will construct new curb, gutter, and sidewalk throughout the City to close the gaps that exist in this infrastructure element		
<b>Project Justification:</b>	Lack of connectivity and continuity in curb, gutter and sidewalks not only creates safety issues for pedestrians, but also impacts the community image. This project will enhance the public infrastructure system in the City.		

**PROJECT FINANCING DETAILS**

Project Expenditures	13/14	14/15	15/16	16/17	17/18	18/19	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Project Funding	13/14	14/15	15/16	16/17	17/18	18/19	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Unfunded							\$ -
<b>TOTAL</b>	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Comments:

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2014/15 to 2018/19**

<b>Project Title:</b>	FY 2014-15 Traffic Safety Improvement Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	New Pedestrian and Traffic Safety Facilities	<b>Project Number:</b>	155
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No
<b>Project Description:</b>	This project will construct new pedestrian crosswalks and lights throughout the City around schools to improve the safety of pedestrians		
<b>Project Justification:</b>	It is of high priority for the City to improve the quality of City infrastructure for pedestrians citywide, and more critically around school sites.		

**PROJECT FINANCING DETAILS**

Project Expenditures	13/14	14/15	15/16	16/17	17/18	18/19	Total
Planning & Design		\$ 10,000	\$ 10,000				\$ 20,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 90,000	\$ 90,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 330,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 100,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 350,000

Project Funding	13/14	14/15	15/16	16/17	17/18	18/19	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Gas Tax		\$ 50,000	\$ 50,000				\$ 100,000
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Unfunded							\$ -
<b>TOTAL</b>	\$ -	\$ 100,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 350,000

Comments:

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2014/15 to 2018/19**

<b>Project Title:</b>	FY 2014-15 Storm Drain Improvement Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Storm Drain infrastructure Construction	<b>Project Number:</b>	156
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No
<b>Project Description:</b>	This project will construct new storm drain infrastructure throughout the City specially in areas that have history of flooding.		
<b>Project Justification:</b>	The construction of drainage systems and facilities helps in addressing chronic flooding problems and protect the integrity of the City's street infrastructure.		

**PROJECT FINANCING DETAILS**

Project Expenditures	13/14	14/15	15/16	16/17	17/18	18/19	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

Project Funding	13/14	14/15	15/16	16/17	17/18	18/19	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		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
<b>TOTAL</b>	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

Comments:

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2014/15 to 2018/19**

<b>Project Title:</b>	W. Cypress, Big Break, and Rose Pavement Rehabilitation Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Streets	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Pavement Preservation and Rehabilitation	<b>Project Number:</b>	163
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	Yes
<b>Project Description:</b>	This project will make repairs and resurface West Cypress Road, Big Break Road, and Rose Avenue.		
<b>Project Justification:</b>	Street repair and resurfacing is critical on 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 life for community residents.		

**PROJECT FINANCING DETAILS**

Project Expenditures	13/14	14/15	15/16	16/17	17/18	18/19	Total
Planning & Design		\$ 89,000					\$ 89,000
Environmental		\$ 30,000					\$ 30,000
Right of Way							\$ -
Construction		\$ 1,170,000					\$ 1,170,000
Operating Costs							\$ -
<b>TOTAL</b>		\$ 1,289,000	\$ -	\$ -	\$ -	\$ -	\$ 1,289,000

Project Funding	13/14	14/15	15/16	16/17	17/18	18/19	Total
Traffic Impact Fee		\$ 260,000					\$ 260,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)		\$ 1,029,000					\$ 1,029,000
Other (see comments)							\$ -
Unfunded							\$ -
<b>TOTAL</b>	\$ -	\$ 1,289,000	\$ -	\$ -	\$ -	\$ -	\$ 1,289,000

**Comments:** This project is funded from the OneBayAreaGrant (OBAG) grant in the amount of \$1,029,000 with a Local Match Requirement of \$260,000 from the Traffic Impact Fee fund.

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2014/15 to 2018/19**

<b>Project Title:</b>	Main Street Resurfacing (Bridgehead to Big Break)	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Streets	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Pavement Preservation and Rehabilitation	<b>Project Number:</b>	164
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	Yes
<b>Project Description:</b>	This project will repair the base and surface failures, repair and reconstruct damaged curb, gutter, and sidewalks, repair shoulders, resurface and restripe the roadway..		
<b>Project Justification:</b>	Street repair and resurfacing is critical on keeping the quality of the City's street infrastructure in good condition and prevent the necessity of costly reconstruction of streets due to lack of proper rehabilitation and maintenance. This work not only improves the quality of City streets, but also the quality life for community residents.		

**PROJECT FINANCING DETAILS**

Project Expenditures	13/14	14/15	15/16	16/17	17/18	18/19	Total
Planning & Design		\$ 100,000					\$ 100,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 1,500,000					\$ 1,500,000
Operating Costs							\$ -
<b>TOTAL</b>		\$ 1,600,000	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000

Project Funding	13/14	14/15	15/16	16/17	17/18	18/19	Total
Traffic Impact Fee		\$ 1,050,000					\$ 1,050,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J		\$ 50,000					\$ 50,000
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
General Capital Fund		\$ 400,000					\$ 400,000
Main Street Fund		\$ 100,000					\$ 100,000
<b>TOTAL</b>	\$ -	\$ 1,600,000	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000

Comments: