

# OAKLEY



## CALIFORNIA

**ADOPTED ANNUAL OPERATING AND  
CAPITAL BUDGET  
FISCAL YEAR 2017/2018**





## **CITY MANAGER'S BUDGET MESSAGE**

### **Fiscal Year 2017-2018**

#### **INTRODUCTION**

It is my pleasure to present the Fiscal Year 2017-2018 Preliminary Budget for your consideration. The Budget is structurally balanced and, adding to last year's actions, includes further steps towards restoring services downsized during the recession. The City continues to see modest benefits from improvement in the local economy. Employment continues to improve gradually and both business and building activity continue to increase.

As always, we have developed the Preliminary Budget with restraint and a focus on core services. The Budget includes some increases in revenue, most notably in property tax and building revenues. As the economy continues to grow, the increase in housing development will continue and both property tax and sales tax revenue is expected to increase. On the expenditure side, the completed transition to an in-house police department has lowered overall costs per officer which translates into an increase in the number of police officers. The other departments/divisions have slight increases.

Lastly, the Budget continues the restoration of annual General Fund allocations to augment roadway maintenance. Unlike last year, this focus on roads is tempered with the ongoing funding issue of the East Contra Costa Fire Protection District (ECCFPD). The continued phased-in restoration of allocations to the Equipment Replacement Reserve Fund still leaves the projected balance in that fund below our policy threshold. We are able to proceed in this manner again this year, as the Reserve fund balance is sufficient to fund anticipated equipment replacement, but we will need to make additional contributions to the Reserve in the future. Even more importantly, restoring annual allocations to roadway maintenance is needed, though this Preliminary Budget does reduce that transfer in order to set aside some funds for financial assistance, if any is eventually approved, to the ECCFPD.

Each year, we also look at the State's budget to determine whether there are components likely to affect the local outlook for the City. The State's Fiscal Year 2017-2018 Budget projects a deficit in the upcoming year, but also includes a number of budget solutions that do not include any city government takeaways.

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

### **ACCOMPLISHMENTS**

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

- Successfully completed the transition from the Sheriff's Office to an "in-house" Police Department
- Hired four additional police officers
- Received "Smart City" designation
- Increased outreach to the business community with the "Shop Oakley" coupon book and the Oakley VIB (Very Important Business) visitation and promotion program
- Refunded the City's 2006 Certificates of Participation and issued 2016 Lease Revenue Bonds to fund a significant portion of the City's new Recreation Center
- Increased passport agents from 1 to 3 persons to service passport requests (passports processed have increased by more than 50% compared to 2016-2017)
- Named "Playful City USA"
- Developed second annual "Shop Oakley" coupon book
  - Updated City marketing materials, including:
  - New residential development map
  - Development activity map
  - Demographics page
  - OppSites website

- Provided the 3rd annual Oakley Entrepreneur Training class
- Completed Economic Development 101 training update with City departments/divisions
- Completed 3<sup>rd</sup> annual Citizen Leadership Academy
- Completed outreach, lease negotiation, and managed renovation of former Carpaccio restaurant space with Buon Appetito Italian restaurant
- Upgraded the City's phone system to a hosted PBX, increased the internet bandwidth expanding the capabilities and room for growth
- Implemented an in-house payroll, human resources and web-based employee service module which includes automated time sheets which is fully integrated with the City's accounting system
- Proactively implemented Code Enforcement program that included performing City-abatements of nuisance properties and gaining Council approval for reimbursement of actual costs
- Completed a comprehensive fee study to ensure cost recovery of City services and presented to City Council to be implemented on July 1, 2017
- Approved various residential and commercial projects
- Fully implemented the Citizen Planning Advisor Program
- Approved an additional PACE (Property Assessed Clean Energy) program involvement with Open PACE.
- Completed updates to the Transportation and Parks Impact Fee studies
- Review and Revised Residential Standard Conditions of Approval
- Text Amendment regarding Accessory Structures
- Text Amendment regarding Donation Bins
- Oakley Recreation Center Design Review and Ball Field HCP/NCCP Planning Survey Report
- Formed ad hoc citizen committee to evaluated Community Choice Energy and City Council approved proceed with MCE
- Facilitated the purchase of 310 4th Street/305 5th Street to become a Maintenance Operations and Storage Center.
- Received \$490,000 grant for Community Dog Park
- Received \$98,000 CDBG grant for renovations at the Senior Center

- Installed free Wi-Fi service at various City parks
- Developed an Engineering Traffic Model for new private development, to provide traffic related information to the community to evaluate traffic patterns based on community needs
- Received an unqualified opinion from the City's auditors, completed the Comprehensive Annual Financial Report and received the Excellence in Reporting Award from the GFOA

**Capital projects completed or nearing completion this year include:**

- Downtown Renovation and Streetscape Construction project
- Brock Lane Storm Drain Improvement project
- Bridgehead Road Storm Drain Pump Station Improvement Project
- Tables, benches and trash receptacles removed, refurbished and replaced with new throughout City parks
- Big Break and Main Street signage and landscaping improvement
- Marsh Creek Glen Park basketball court addition
- Summer Lake Park parking lot resurfacing
- Traffic Signal coordination on Main Street and Empire Avenue corridors
- Streetscape improvements along Teton Road, East Cypress Road and Picasso Drive

**GENERAL FUND**

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

The General Fund Budget includes \$17,681,853 in estimated revenues, and \$19,898,721 in proposed expenditures. Recurring revenues are approximately \$17,611,000, approximately \$592,000 more than currently projected Fiscal Year 2016-2017 revenues. The increase is largely due to increases in property taxes, franchise fees and estimated interfund charges. Recurring expenditures are approximately \$17,607,000, approximately \$626,000 more than currently those projected for Fiscal Year 2016-2017, largely due to additional staff and equipment and additional allocations to pay down the PERS unfunded liability.

Available Fund Balance at June 30, 2017, is projected to be a healthy \$3.6 million, or approximately 20% of projected Fiscal Year 2017-2018 recurring expenditures (City Council policy is to maintain at least a 20% reserve).

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

### **TRANSFERS**

In pre-recession years, the Budget included larger recurring transfers for road maintenance and for the Main Street Fund. This year's Preliminary Budget includes reduced transfers to the Roadway Maintenance Fund, in part due to the possible decision to assist ECCFPD. The Preliminary Budget includes the following transfers:

- \$700,000 to the Traffic Impact Fee fund for the Laurel Rd project
- \$300,000 to the Measure J Fund for street maintenance
- \$350,000 to the Main Street Fund
- \$200,000 to the Roadway Maintenance Reserve Fund
- \$110,000 to the Capital Projects Fund for the Senior Center and City Hall lobby improvements

### **PROPOSED MODIFICATIONS TO FINANCIAL POLICIES**

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

### **GOALS AND OBJECTIVES FOR FISCAL YEAR 2017-2018**

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

- Business and Job Growth
- Planned, Quality Growth
- Community Infrastructure and Traffic Safety
- Downtown & Main Street Revitalization and Enhancement
- Public Safety
- Parks, Streetscapes and Recreational Opportunities

- Financial Stability and Sustainability
- Community Outreach, Communication and Participation
- Political Leadership and Stability
- Operational Excellence

The Proposed Budget reflects allocations to the City Council's existing priorities, including public safety, infrastructure maintenance, economic development, and code enforcement. In addition, the following are some of the more significant goals and objectives for Fiscal Year 2017-2018:

- Continue to implement the City's Economic Development Work Plan
- Complete construction of the capital projects in the Fiscal Year 2017-2018 Capital Improvement Plan

#### **LANDSCAPE MAINTENANCE CHALLENGE UPDATE**

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

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

#### **NEW INTERFUND LOANS**

One of the City's financial policies is that interfund loans be approved by the City Council. Considering all aspects of the Preliminary Budget, as presented, it appears that several funds will likely need a General Fund loan during Fiscal Year 2017-2018. Accordingly, Staff recommends the following interfund loans be approved as part of the Budget:

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

that the work could be performed, and so that the General Fund can be repaid in the future when more revenues become available.

*Fund 206* – Public Facilities Impact Fees, a loan up to \$100,000. This fund is used to account for public facilities impact fees from new development. The fees collected are currently committed first to pay the debt service on the 2016 Lease Revenue Bonds. If these fees are not sufficient to pay the debt service in full, the General Fund is pledged to make up the shortfall. Development activity is projected to increase in Fiscal Year 2017-2018, but not quite enough for these impact fees to fully cover the debt service on the Bonds. As is our practice, the recommendation is for this amount to be a loan, so that the General Fund may be repaid in the future when more revenues become available.

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

### **CAPITAL PROJECTS**

Presented separately is the detailed Proposed Capital Improvement Program (CIP) with new funds totaling \$12.6 million. The majority of the new allocations are for infrastructure maintenance.

New construction and improvement projects include:

- Oakley Recreation Center
- Laurel Road/Rose Avenue Intersection
- Laurel Road Widening Rose Avenue to Mellowood
- Oakley Community Dog Park
- 3330 Main Street Remodeling
- Downtown Train Platform Station & Parking Lot Phase 1
- Athletic Field at Nunn-Wilson Park
- Senior Center Renovation
- Laurel Road Reconstruction Mellowood to Main
- Development Services Counter Renovations
- Main Street/Rose Ave Intersection
- East Cypress Road Widening Machado Lane to Sellers
- Police Department Locker Room/Detective Room Expansion

In addition, maintenance projects include:

- Street repair and resurfacing
- Street Restriping



- Curb, Gutter, & Sidewalk repair and reconstruction
- Frontage Gap Closure improvements
- Storm Drain Improvements
- Traffic Calming

### CONCLUSION

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

Respectfully submitted,

Bryan H. Montgomery  
City Manager



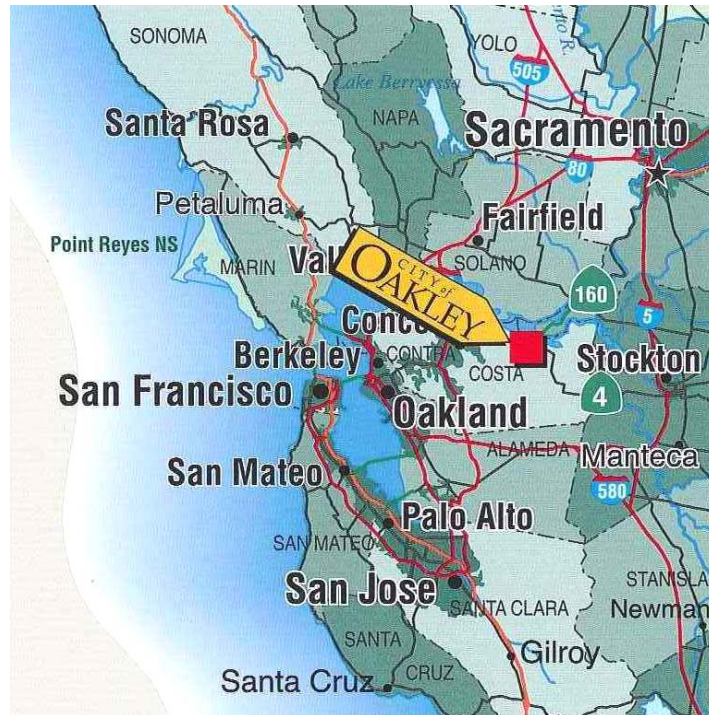
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## COMMUNITY PROFILE



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

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

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

Oakley's 41,199 residents enjoy a progressive community that is rich in history, supports strong family values, and offers a high quality of life. Our residents take pride in being part of a City that is building a prosperous future for generations to come.



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

### **- CITY COUNCIL -**

Sue Higgins, Mayor

Randy Pope, Vice Mayor

Kevin Romick, Councilmember

Doug Hardcastle, Councilmember

Claire Alaura, Councilmember

### **- MANAGEMENT TEAM -**

Bryan Montgomery, City Manager

Chris Thorsen, Chief of Police

Deborah Sultan, Finance Director

Kevin Rohani, Public Works Director/City Engineer

Libby Vreonis, City Clerk

Derek Cole, City Attorney

Joshua McMurray, Planning Manager

Lindsey Bruno, Recreation Manager

Dwayne Dalman, Economic Development Manager

Troy Edgell, Code Enforcement Manager

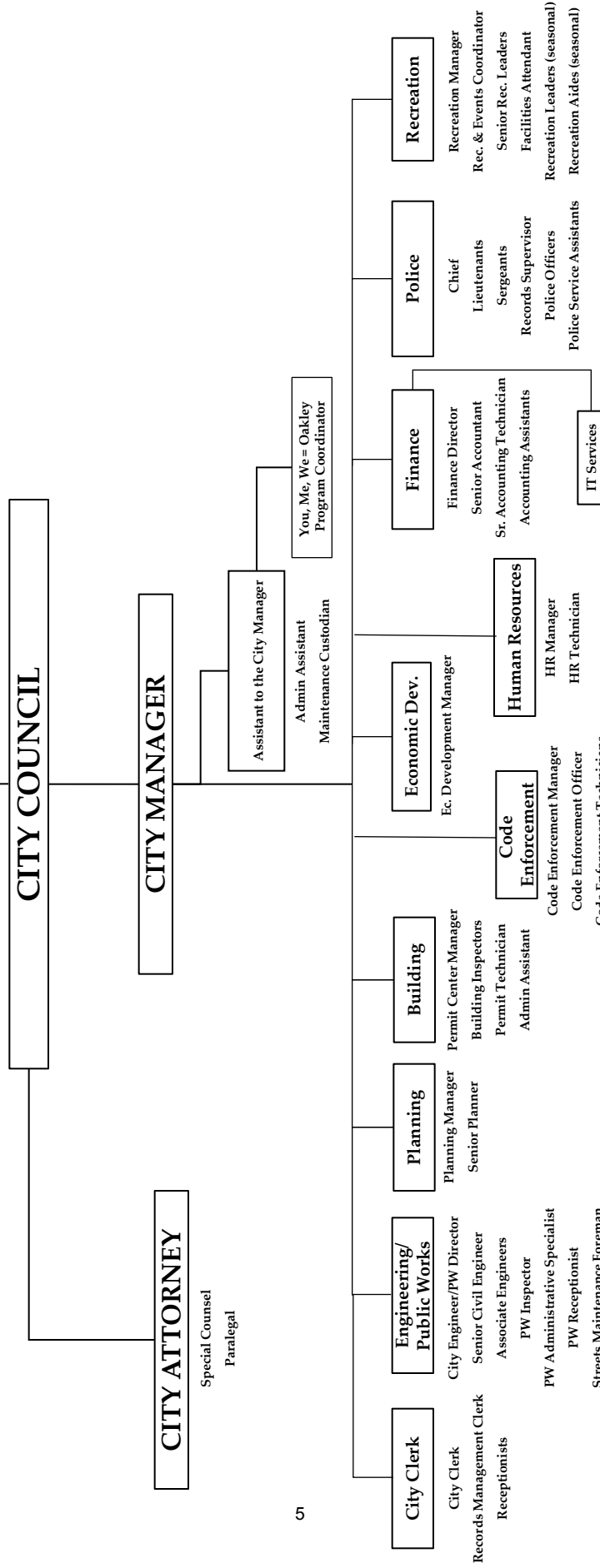
Nancy Marquez-Suarez, Assistant to the City Manager



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# CITIZENS OF OAKLEY







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## **BUDGET STRATEGIES AND FINANCIAL POLICIES**

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

### **BUDGET STRATEGIES**

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



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

## STATEMENT OF FINANCIAL POLICIES

### GENERAL FINANCIAL GOALS

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

### OPERATING BUDGET POLICIES

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

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

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

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

## EXPENDITURE POLICIES

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

<p>The City will make all capital improvements in accordance with an adopted and funded capital improvement program (CIP).</p>	Yes	
<p>The City will develop an annual Five-Year Plan for Capital Improvements, including sections for CIP design, development, implementation, and operating and maintenance costs.</p>	Yes	
<p>The City will identify the estimated capital and ongoing operations and maintenance costs, potential funding sources and project schedule for each capital project proposal before it is submitted to the Council for approval.</p>	Yes	
<p>The City will coordinate development of the annual capital improvement budget with the development of the operating budget. All costs for internal professional services needed to implement the CIP will be included in the operating budget for the year the CIP is to be implemented.</p>	Yes	
<p>The Capital Budget will be based on the CIP, and each project’s unused appropriations at each year-end will be automatically rolled over to the subsequent year, until the project is completed. Additions to project funding plans require Council approval. Changes that do not increase funding levels may be approved by the City Manager.</p>	Yes	
<p>Cost tracking for components of the CIP will be implemented and updated quarterly to ensure project</p>	Yes	

completion within budget and established timelines.		
The Council will review the pavement management program each year at budget time and will seek to supplement Gas Tax, Measure J, other street improvement funds, and the Street Maintenance Reserve Fund to adequately fund the program.	Yes	.
City Impact Fees shall be used to fund the direct and indirect costs associated with capital projects identified in the City's impact fee studies.	Yes	

**OTHER CAPITAL IMPROVEMENT POLICIES**

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

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

## 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 style="text-align: center;">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 style="text-align: center;">Yes</p>	
<p>When the City issues assessment type debt, it will work cooperatively with the project area Developers to identify an appropriate and acceptable financing team to obtain the best possible outcomes for the City and its citizens, and ensure compliance with all legal requirements.</p>	<p style="text-align: center;">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>Both the Original Budget adopted each year, and the Mid-Year Budget Report will include a separate section identifying anticipated interfund loans, and the City Council's approval of these reports shall be approval of the interfund loans.</p>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	
<p>Where possible, the City will use special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.</p>	<p style="text-align: center;">Yes</p>	
<p>Proceeds of long-term debt will not be used for current ongoing operations.</p>	<p style="text-align: center;">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>	
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## 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>The City Manager may release and appropriate funds from this reserve during the year, but solely for terminal pay expenditures.</p>	<p>Yes</p>	
<p>Claims Reserves will be budgeted at a level which, together with purchased insurance, adequately protects the City. The City will maintain a reserve of two times its deductibles for those claims covered by the insurance pool of which the City is a member (currently the Municipal Pooling Authority of Northern California). In addition, the City will perform an annual analysis of past claims not covered by the pool, and reserve an appropriate amount to pay for uncovered claims.</p>	<p>Yes</p>	
<p>The City will establish a Street Maintenance Reserve Fund for the accumulation of funds for the long-term maintenance of the City's streets. The amounts transferred into the reserve will be used to augment the City's Gas Tax, Measure J, and other street improvement revenues in completing street maintenance and improvement projects. The reserve shall be considered fully funded when the balance and the combination of anticipated special revenues eligible for street maintenance is sufficient to pay for the next 3 years' anticipated maintenance. The City shall seek to fully fund the reserve by June 30, 2018.</p>	<p>Yes</p>	
<p>The City will establish a Vehicle and Equipment Replacement Reserve Fund for the accumulation of funds for the replacement of worn and obsolete vehicles and other capital equipment. The accumulated amount in the reserve will equal at least 50% of the accumulated depreciation on the City's books for these assets, plus any amounts necessary to ensure the City's ability to replace them when they reach the end of their useful lives. Network and Computer replacement will be gauged using a 3 year lifecycle.</p>	<p>No</p>	<p>Budgeted transfers to the Reserve will not keep the reserve at the targeted level; however the balance is sufficient to fund all anticipated replacements</p>
<p>The City will seek to build and maintain a Facilities Maintenance Capital Asset Reserve for capital costs</p>	<p>Yes</p>	

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

**INVESTMENT POLICIES**

<p>The City Manager and Finance Director will annually submit an investment policy to the City Council for review and adoption, and shall provide the Council with quarterly investment reports.</p>	<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</p>		

pay at least six months operating expenses.	Yes	
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## ACCOUNTING, AUDITING & FINANCIAL REPORTING POLICIES

The City's accounting and financial reporting systems will be maintained in accordance with generally accepted accounting principles and standards of the Governmental Accounting Standards Board.	Yes	
A capital asset system will be maintained to identify all City assets, their condition, historical and estimated replacement costs, and useful life. All equipment with a cost of \$5,000 or more and a useful life of more than two years, and all buildings, improvements and infrastructure with a cost of \$50,000 or more and a useful life of more than two years will be capitalized and included in the system. While asset purchases and disposals will be tracked and accounted for each year, unless otherwise needed, vehicles and office equipment will be inventoried and infrastructure assets will be subject to an internal audit, every 3 years on a rotating cycle, with each category reviewed in turn.	Yes	
Fixed Assets shall be accounted for using the following useful lives: Buildings – 40 years Improvements – 5-15 years Machinery & Equipment – 5 years Vehicles – 5 years Roadways: Streets (Includes Pavement, Sidewalk, Curb & Gutters, Trees & Signs) – 7-40 years Traffic Signals – 25 years Street Lights – 40 years Bridges – 100 years Parks & Recreation: General Improvements – 25 years Specialty features – 10 years	Yes	
The Finance Department will prepare monthly reports for the City Manager and Department Heads so that they	Yes	

may effectively evaluate their financial performance.		
A Mid-Year Budget Review, assessing the status of both operating and capital activities and recommending appropriate mid-year adjustments, will be submitted to the City Council and made available to the public in February each year.	Yes	
An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Comprehensive Annual Financial Report, including an audit opinion.	Yes	
Full and continuing disclosure will be provided in the City's financial statements and bond representations.	Yes	
The City will build and maintain a good credit rating in the financial community.	Yes	

## **GRANT FUNDING POLICIES**

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

## HUMAN CAPITAL INVESTMENT POLICIES

<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>	
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## **APPROPRIATIONS CONTROL**

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

### **Appropriations requiring Council action are:**

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

### **Appropriations requiring City Manager action are:**

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

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



## BUDGET SCHEDULE FY 2017-2018 BUDGET

Date	Function
<b>January 27</b>	<i>2017-18 Budget Instructions Distributed</i>
<b>February 14</b>	<i>FY 2016-17 Midyear review with City Council</i>
<b>Week of February 13</b>	<i>Finance Available for Budget System Training to anyone needing assistance.</i>
<b>February 27</b>	<i>DH Strategic Planning Session</i>
<b>Week of March 13</b>	<i>City Manager Discussions with DH's Individually, as needed</i>
<b>March 22</b>	<i>2017-18 Department Goals due to City Manager &amp; Finance Director 2017-18 Operating Budgets due to Finance Director 2017-18 Final CIP Requests due to City Engineer</i>
<b>March 22 - April 6</b>	<i>Finance &amp; Engineering Review Period</i>
<b>April 10-20</b>	<i>City Manager Review Period</i>
<b>April 18</b>	<i>City Council Strategic Planning Session</i>
<b>April 24-28</b>	<i>City Manager Reviews with DH's individually, as needed</i>
<b>April 28</b>	<i>2016-17 Departmental Accomplishments Due to City Manager &amp; Finance Director</i>
<b>May 1-12</b>	<i>Preparation and Final City Manager Review of Proposed Budgets, CIP and Presentations</i>
<b>May 15-16</b>	<i>Production and Distribution of Proposed Budget and CIP to Council and Staff</i>
<b>May 23</b>	<i>Budget Work Session</i>
<b>June 13</b>	<i>2017-18 Public Hearings and Budget Adoptions</i>



Recommended Budget  
All Funds Summary

Fiscal Year 2017/2018

<u>Fund #</u>	<u>Fund Name</u>	<u>Estimated Available Resources July 1, 2017</u>	<u>Estimated Revenues 2017/18</u>	<u>Recommended Expenditures 2017/18</u>	<u>Appropriation of Unassigned/ Available Fund Balances*</u>	<u>Appropriation of Asset Replacement Reserves</u>	<u>Estimated Available Resources July 1, 2018</u>	<u>Additional Appropriation of Available Asset Replacement Reserves*</u>
100	General Fund**	\$ 5,894,263	\$ 17,681,853	\$ 18,788,721	1,200,000		\$ 3,587,395	
110	Comm Facilities Dist #1 (Cypress Grove)	\$ 1,434,539	313,500	219,150			\$ 1,528,889	
123	Youth Development Fund	\$ -	15,800	15,800			\$ -	
125	You, Me, We = Oakley!	\$ -		-			\$ -	
132	Park Landscaping Zn 1 (Comm Parks)	\$ 35,425	1,195,534	1,313,695		82,736	\$ -	100,000
133	LLD Zone 2 (Streetlighting)	\$ -	419,787	446,500		26,713	\$ -	13,695
136	Agricultural Preservation	\$ 1,790	-	-	1,790		\$ -	
138	Economic Dev. Revolving Loan Program	\$ 100,000	406,000	491,000	15,000		\$ -	
140	Gas Tax Fund	\$ 106,472	1,078,621	1,065,148	119,945		\$ -	
145	Stormwater NPDES	\$ 73,934	462,000	526,210	9,724		\$ -	
148	Measure J	\$ 142,651	877,750	922,437	97,964		\$ -	
150	Police P-6 Fund	\$ -	3,947,925	3,947,925			\$ -	
151	Police SLESF Fund	\$ -	100,000	100,000			\$ -	
168	Athletic Field Maintenance Fund	\$ 12,636	50,000	37,000	25,636		\$ -	
170	LLD Vintage Parkway	\$ -	73,722	72,664	1,058		\$ -	21,543
171	LLD Oakley Ranch	\$ -	26,446	28,146		1,700	\$ -	5,453
172	LLD Empire	\$ -	4,534	4,934		400	\$ -	18,752
173	LLD Oakley Town Center	\$ -	10,941	10,312	629		\$ -	13,357
174	LLD Oak Grove	\$ -	28,405	28,405			\$ -	7,721
175	LLD Laurel Woods/Luna Estates	\$ -	7,668	7,668			\$ -	18,022
176	LLD South Forty	\$ -	9,713	9,713			\$ -	6,787
177	LLD Claremont	\$ -	7,628	9,781		2,153	\$ -	1,013
178	LLD Gateway	\$ -	18,360	53,360		35,000	\$ -	26,774
179	LLD Countryside (Village Green)	\$ -	2,563	3,014		451	\$ -	4,976
180	LLD Country Fair ( Meadow Glen)	\$ -	5,423	5,844		421	\$ -	
181	LLD California Sunrise	\$ -	3,502	3,502			\$ -	14,452
182	LLD California Visions (Laurel)	\$ -	12,000	12,000			\$ -	33,579
183	LLD Claremont Heritage	\$ -	18,240	18,240			\$ -	41,808
184	LLD Country Fair (Meadow Glen II)	\$ -	122,544	122,544			\$ -	13,869
185	LLD Sundance	\$ -	8,910	8,910			\$ -	1,205
186	LLD Calif Jamboree (Laurel Anne)	\$ -	117,547	117,547			\$ -	84,447
187	LLD Country Place	\$ -	31,400	39,961		8,561	\$ -	-
188	LLD Laurel Crest	\$ -	117,000	117,000			\$ -	21,353
189	LLD Marsh Creek Glen	\$ -	92,202	92,202			\$ -	47,834
190	LLD Quail Glen	\$ -	29,916	29,916			\$ -	20,335
191	Cypress Grove	\$ -	273,379	273,379			\$ -	100,000
192	South Oakley	\$ -	377,199	378,918		1,719	\$ -	31,223
193	Stone Creek	\$ -	30,255	30,255			\$ -	46,528
194	Magnolia Park	\$ -	581,490	586,009		4,519	\$ -	100,000
195	Summer Lakes	\$ -	298,992	347,176		48,184	\$ -	100,000
201	General Capital Projects	\$ 155,619	110,000	221,638	43,981		\$ -	43,981
202	Traffic Impact Fee Fund	\$ 2,117,733	3,100,000	4,982,132	235,601		\$ -	
204	Park Impact Fee Fund	\$ 629,204	600,000	1,200,000	29,204		\$ -	
205	Childcare Impact Fee Fund		-	-			\$ -	
206	Public Facilities Impact Fee Fund		676,319	676,319			\$ -	
208	Fire Impact Fees Fund		125,000		125,000		\$ -	
211	WW Parks Grant	\$ -	-	-			\$ -	
221	2004-1AD Capital Projects	\$ 549,514	64,000	580,000	33,514		\$ -	
231	Main Street Fund	\$ 235,181	350,000	563,613	21,568		\$ -	

Recommended Budget  
All Funds Summary

Fiscal Year 2017/2018

<u>Fund #</u>	<u>Fund Name</u>	<u>Estimated Available Resources July 1, 2017</u>	<u>Estimated Revenues 2017/18</u>	<u>Recommended Expenditures 2017/18</u>	<u>Appropriation of Unassigned/ Available Fund Balances*</u>	<u>Appropriation of Asset Replacement Reserves</u>	<u>Estimated Available Resources July 1, 2018</u>	<u>Additional Appropriation of Available Asset Replacement Reserves*</u>
232	Regional Park Fund	\$ (550,000)	559,000	-			\$ 9,000	
235	Street Maintenance Reserve Fund	\$ 372,561	150,000	-	522,561		\$ -	
301	Developer Deposits Fund	\$ -	474,865	474,865			\$ -	
351	2006 COPs Debt Svc Fund	\$ -	676,319	676,319			\$ -	
401	CFD 2015-1 (Emerson Ranch)	\$ 159,861	414,831	323,100	251,592		\$ -	
405	Citywide CFD 2015-2a (Prescott)		-	-			\$ -	
501	Equipment Replacement Fund	\$ 1,596,662	150,000	308,870	1,437,792		\$ -	
502	Capital Facilities Mtc and Replacement Fund	\$ 171,270	100,000	260,000	11,270		\$ -	
621	AD 2004-1 Debt Svc Fund	\$ -	1,153,791	1,153,791			\$ -	
622	AD 2006-1 Debt Svc Fund	\$ -	745,903	745,903			\$ -	
767	Successor Housing Agency	\$ -		-			\$ -	
			38,308,777	42,451,536	4,183,829	212,557		938,705
*The Budget includes the appropriation of unassigned balance in special purpose funds so they can be assigned if needed during the year; although in the landscaping district funds, available resources appropriated for unanticipated asset replacements or remediations are shown in the appropriation of available asset replacement reserves pursuant to City policy.								
**General Fund resources excludes the value of real estate held which at June 30, 2017 is estimated at \$4.3 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.								
Since all revenues in excess of expenditures at year end in landscaping district funds are now added to each Fund's reserves for asset replacement, the estimated available resources at July 1, of each year are \$0, unless the reserve is fully funded. Appropriations from a prior year capital project will roll into the new year, as with all capital project appropriations, but otherwise, the beginning of the year available resources in these funds will be \$0.								
A new column has also been added this year to show the amount of the replacement reserves included in the recommended expenditures. These reduce the amount of replacement reserves available for appropriation for unanticipated replacement or remediation activities.								

## 2017-18 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/Permit Center Manager	Contract		0.60	0.60
	Building Inspector II	Employee	1.00		1.00
	Permit Technician	Employee	1.00		1.00
	Administrative Asst.	Employee	0.50		0.50
	Planning Technician	Employee	0.25		0.25
	<b>Total Building Staffing:</b>		<b>2.75</b>	<b>0.60</b>	<b>3.35</b>
<b>Code Enforcement</b>					
	Code Enforcement Manager	Employee	1.00		1.00
	Code Enforcement Officer	Employee	1.00		1.00
	Code Enforcement Technician	Employee	1.25		1.25
	<b>Total Code Enforcement Staffing:</b>		<b>3.25</b>	<b>0.00</b>	<b>3.25</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 Management Clerk	Employee	1.00		1.00
	Receptionists	Employee	1.07		1.07
	<b>Total City Clerk Staffing:</b>		<b>2.77</b>	<b>0.00</b>	<b>2.77</b>
<b>City Manager</b>					
	City Manager	Employee	1.00		1.00
	Assistant to the City Manager/HR Manager	Employee	0.50		0.50
	Administrative Asst.	Employee	0.48		0.48
	<b>Total City Manager Staffing:</b>		<b>1.98</b>	<b>0.00</b>	<b>1.98</b>
<b>Community Outreach</b>					
	Assistant to the City Manager	Employee	0.25		0.25
	You Me We Project Coordinator	Employee	0.05		0.05
	<b>Total Community Outreach Staffing:</b>		<b>0.30</b>	<b>0.00</b>	<b>0.30</b>
<b>Human Resources</b>					
	Assistant to the City Manager/HR Manager	Employee	0.25		0.25
	Human Resources Technician	Employee	0.95		0.95
	<b>Total Human Resources Staffing:</b>		<b>1.20</b>	<b>0.00</b>	<b>1.20</b>
<b>Building Maintenance</b>					
	Maintenance Custodian	Contract		0.75	0.75
	<b>Total Building Maintenance Staffing:</b>		<b>-</b>	<b>0.75</b>	<b>0.75</b>
<b>Finance</b>					
	Finance Director	Employee	1.00		1.00
	Senior Accountant	Employee	1.00		1.00
	Senior Accounting Technician	Employee	1.00		1.00
	Accounting Assistants	Employee	1.48		1.48
	<b>Total Finance Department Staffing:</b>		<b>4.48</b>	<b>0.00</b>	<b>4.48</b>
<b>Information Technology</b>					
	Network Engineers	Contract		0.60	0.60
	<b>Total Information Technology Staffing:</b>		<b>0.00</b>	<b>0.60</b>	<b>0.60</b>
<b>Economic Development</b>					
	Economic Development Manager	Employee	1.00		1.00
	Planning Technician	Employee	0.25		0.25
	<b>Total Economic Development Staffing:</b>		<b>1.25</b>	<b>0.00</b>	<b>1.25</b>
<b>Planning</b>					
	Planning Manager	Employee	1.00		1.00
	Principal Planner	Employee	1.00		1.00
	Planning Technician	Employee	0.50		0.50

## 2017-18 Position Allocation Summary

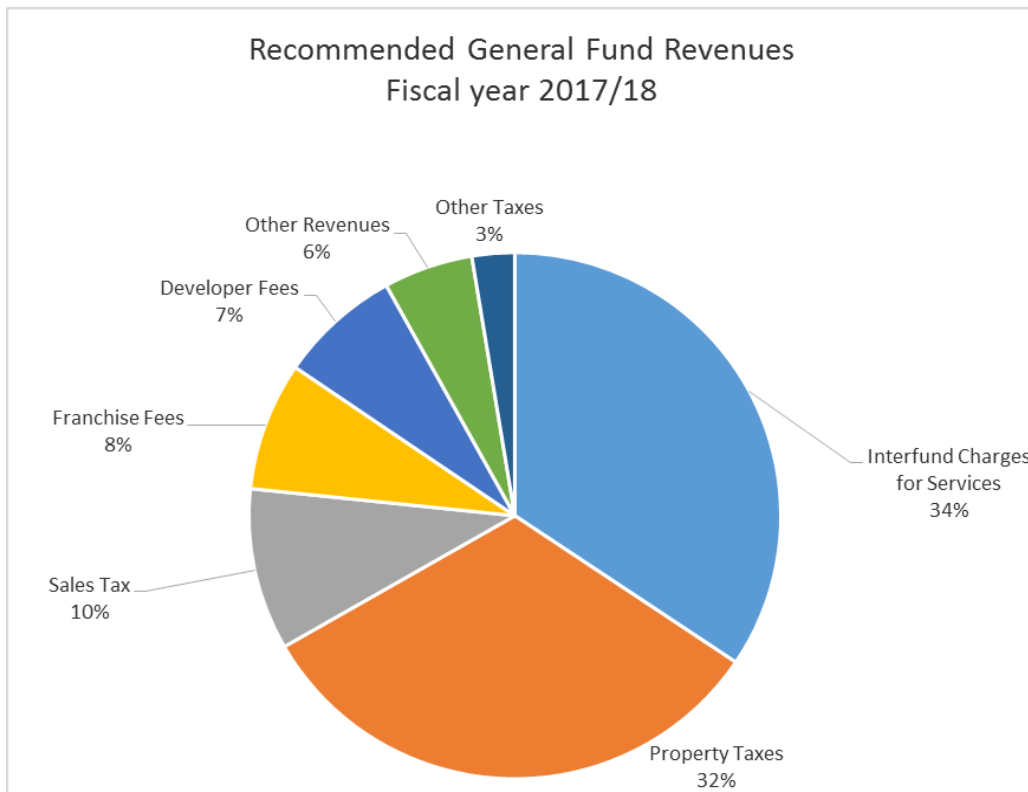
		Total Planning Staffing:	2.50	0.00	2.50
<b>Police</b>					
	Chief	Employee	1.00		1.00
	Lieutenants	Employee	1.00		1.00
	Sergeants	Employee	7.00		7.00
	Records Supervisor	Contract		0.48	0.48
	Officers	Employee	25.0		25.00
	Police Services Assistants	Employee	5.40		5.40
<b>Total Police Department Staffing:</b>			<b>39.40</b>	<b>0.48</b>	<b>39.88</b>
<b>Public Works and Engineering</b>					
	City Engineer/Public Works Director	Employee	1.00		1.00
	Associate Engineers	Employee	2.00		2.00
	Senior Civil Engineer	Employee	1.00		1.00
	Public Works Inspector	Employee	1.00		1.00
	Public Works Administrative Specialist	Employee	1.00		1.00
	Public Works Receptionist	Employee	0.53		0.53
	Streets Maintenance Foreman	Employee	1.00		1.00
	Parks and Landscape Maintenance Superintendent	Employee	1.00		1.00
	Parks & Landscape Crew Leader	Employee	1.00		1.00
	PW Laborer II	Employee	1.00		1.00
	PW Laborer I	Employee	2.00		2.00
	Tree Maintenance Laborer	Employee	1.00		1.00
	Parks and Landscape Laborers (Seasonal)	Employee	1.00		1.00
	Parks Monitor	Employee	0.25		0.25
	Sports Field Maintenance Laborer	Employee	0.25		0.25
<b>Total Public Works/Engineering Staffing:</b>			<b>15.03</b>	<b>0.00</b>	<b>15.03</b>
<b>Recreation</b>					
	Recreation Manager	Employee	1.00		1.00
	Recreation and Event Coordinator	Employee	1.00		1.00
	Senior Recreation Leader	Employee	0.96		0.96
	Recreation Leader (Seasonal)	Employee	1.65		1.65
	Recreation Aide (Seasonal)	Employee	1.65		1.65
	Facilities Attendant	Employee	0.38		0.38
<b>Total Recreation Division Staffing:</b>			<b>6.64</b>	<b>0.00</b>	<b>6.64</b>
<b>Total Contract Employees</b>					
				<b>2.93</b>	<b>2.93</b>
<b>Total City Employees:</b>			<b>86.85</b>		<b>86.85</b>
<b>Total Position Allocation Summary</b>					<b>89.78</b>



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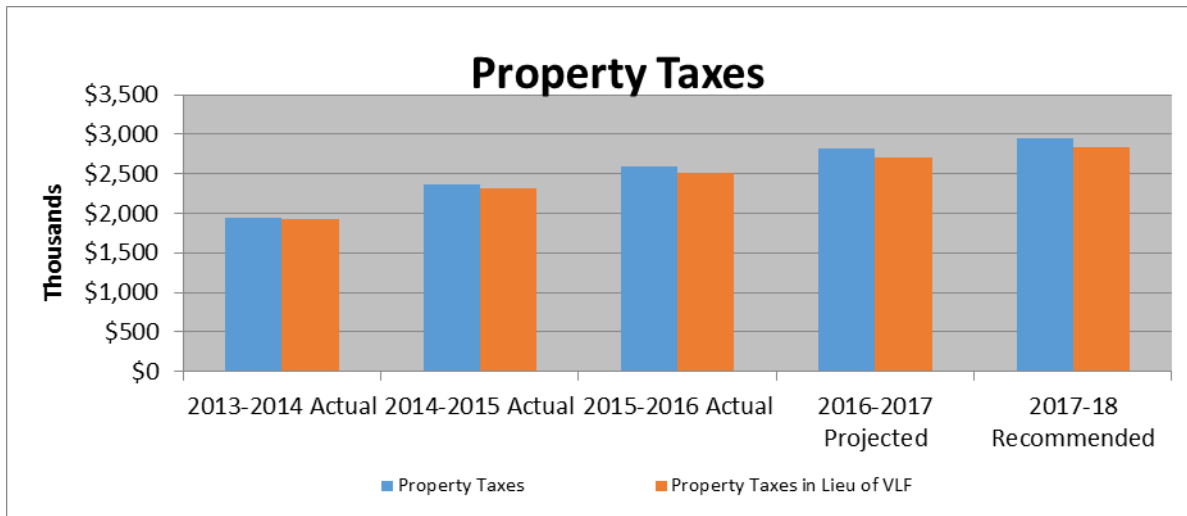
## GENERAL FUND ESTIMATED REVENUES FY 2017-2018

Revenue	Actual 2014-2015 Revenues	Actual 2015-2016 Revenues	Projected 2016-2017 Revenues	Recommended 2017-2018 Revenues
Interfund Charges for Services	\$5,296,000	\$5,919,000	\$5,603,000	\$6,169,000
Property Taxes	\$4,681,000	\$5,097,000	\$5,517,000	\$5,793,000
Sales Tax	\$1,506,000	\$1,753,000	\$1,767,000	\$1,782,000
Franchise Fees	\$1,298,000	\$1,436,000	\$1,375,000	\$1,415,000
Developer Fees	\$1,034,000	\$1,828,000	\$1,365,000	\$1,333,000
Other Revenues	\$610,000	\$613,000	\$591,000	\$238,000
Intergovernmental Revenues	\$543,000	\$389,000	\$320,000	\$386,000
Transient Occupancy Taxes	\$196,000	\$210,000	\$200,000	\$200,000
Property Transfer Taxes	\$152,000	\$227,000	\$150,000	\$150,000
Interest Income	\$119,000	\$119,000	\$130,000	\$100,000
Business License Fees	\$119,000	\$147,000	\$110,000	\$115,000
Sale of Property	\$10,000	\$79,000	\$886,000	



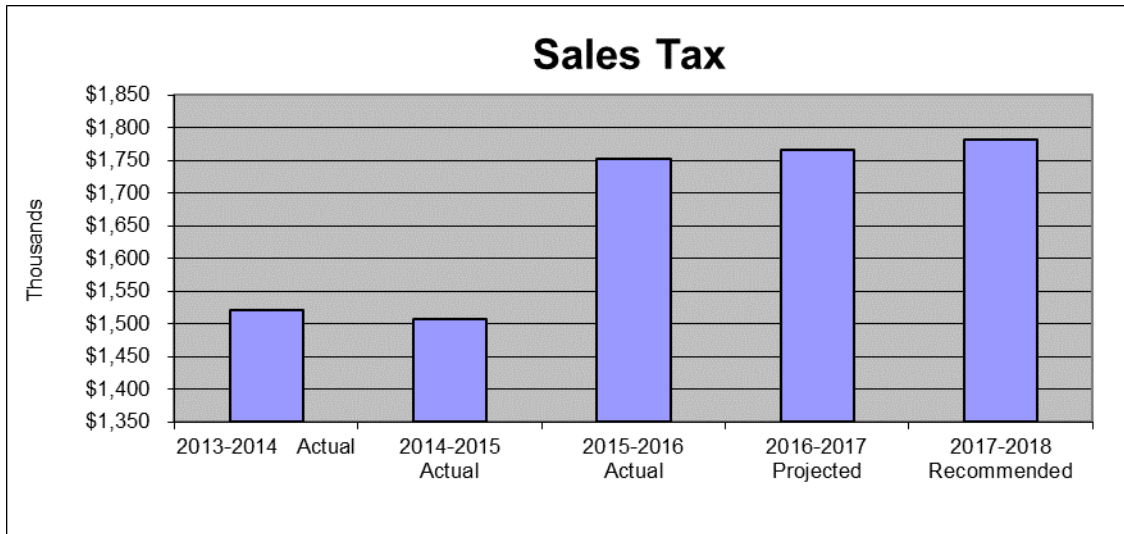
## PROPERTY TAXES

The City receives two significant types of property taxes: 1) the City’s share of 1% Property Taxes collected by the County; and, 2) Property Tax In Lieu Of Vehicle License Fees. Both are driven primarily by changes in assessed values. Estimates for fiscal year 2017-2018 anticipate an increase of 5% in citywide assessed values. The budget includes estimated 1% Property Taxes totaling \$2,954,000 and Property Taxes In Lieu Of Vehicle License Fees totaling \$2,839,000.



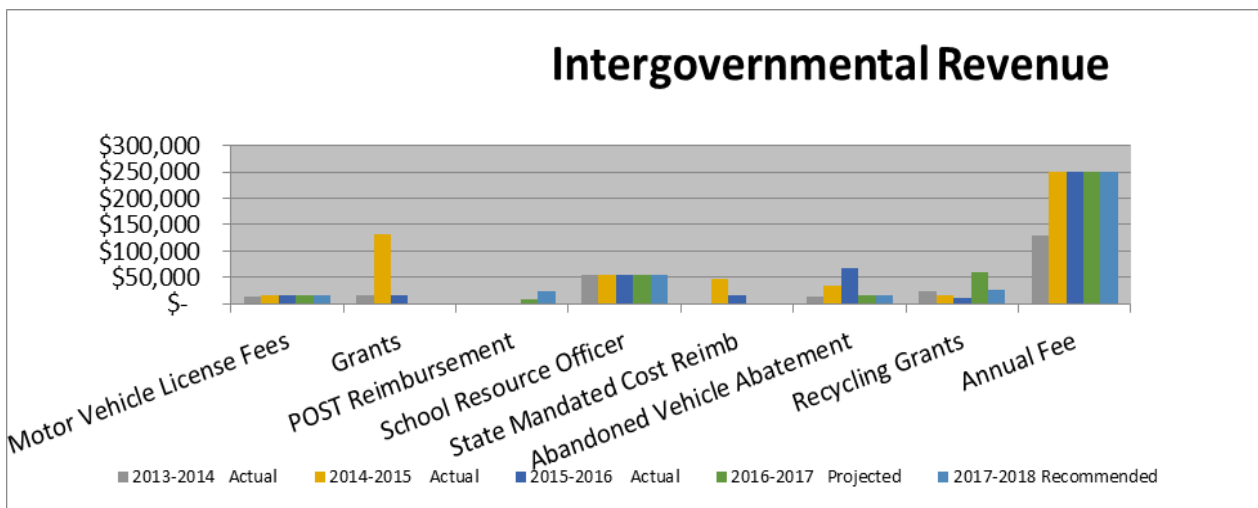
## SALES TAX

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 2017-2018, the estimated sales taxes are \$1,782,000, an increase of 1%.



## INTERGOVERNMENTAL REVENUES

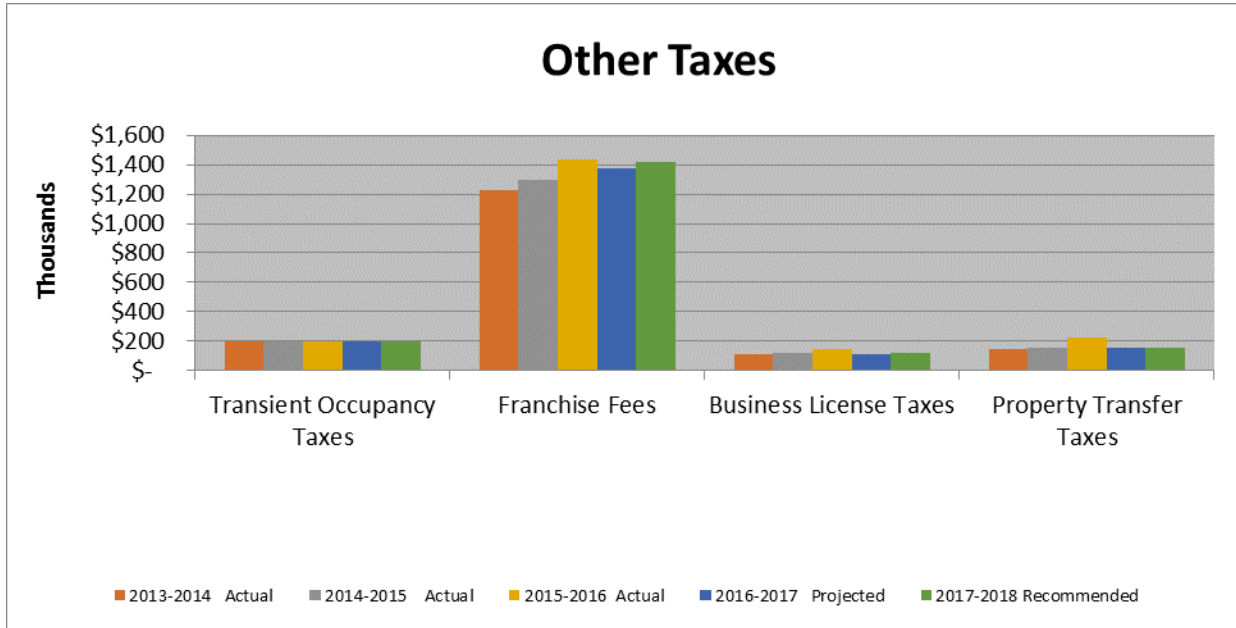
The City receives revenue from various other governmental agencies in the form of grants, motor vehicle tax, school resource officer reimbursements, vehicle abatement, recycling grants and administrative charges. For fiscal year 2017-18 total intergovernmental revenues are \$386,000, a less than fiscal year 2016-17 due to a decrease in grant revenues.





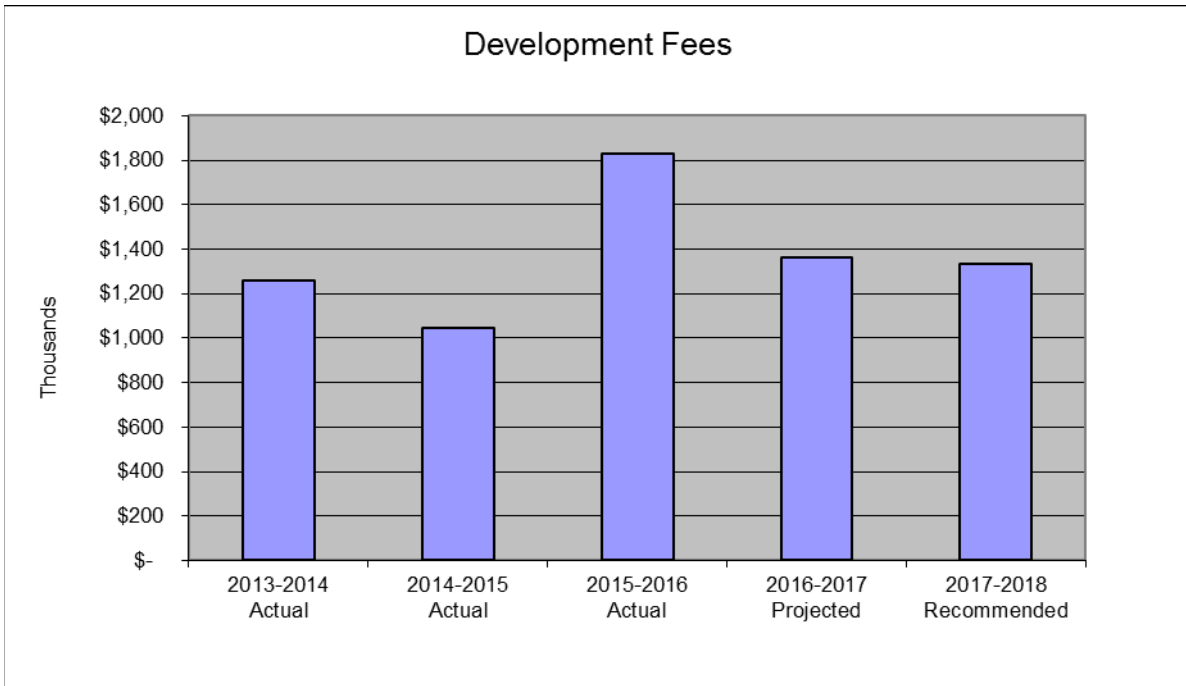
## OTHER TAXES

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 2017-2018, estimated total Other Taxes are \$1,880,000, an increase of \$45,000 over fiscal year 2016-2017. The increase is primarily due to increased franchise fee revenues.



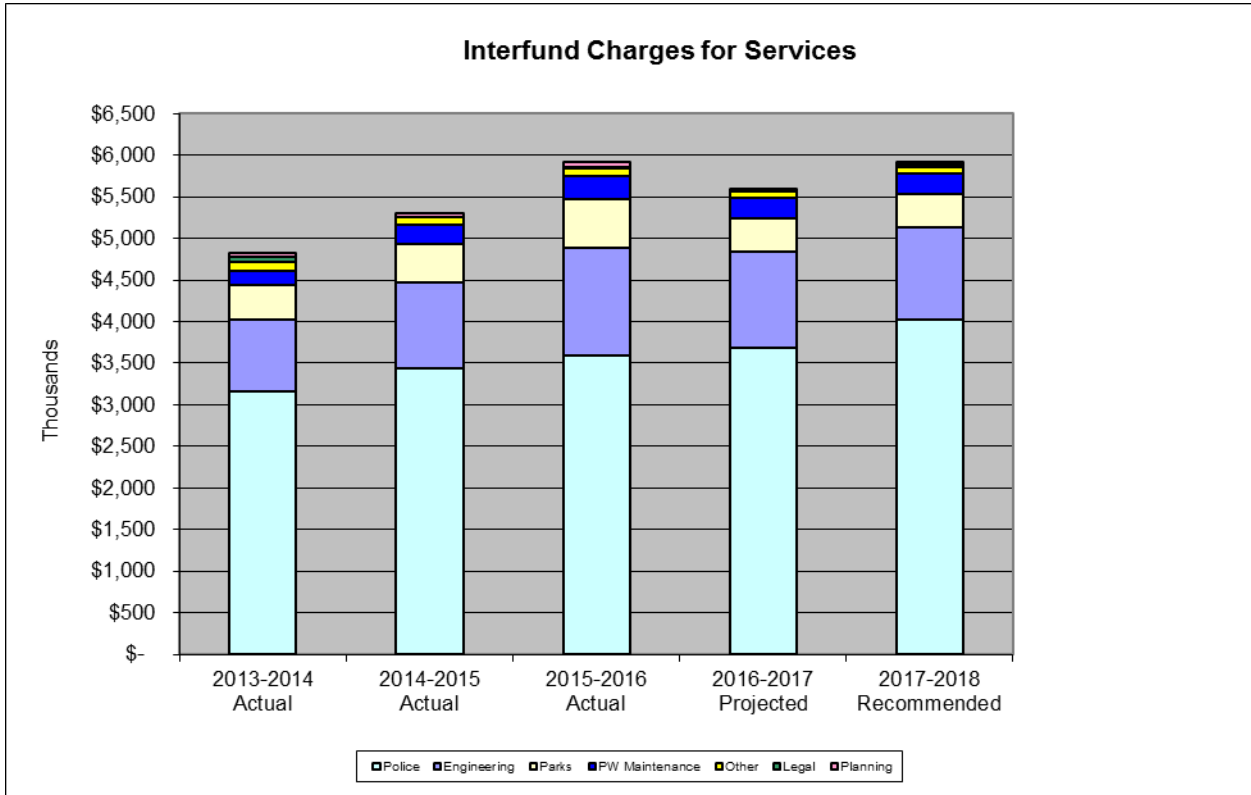
## DEVELOPMENT FEES

Development Fees consist primarily of building permits, plan review, and administrative fees. For fiscal year 2017-2018, estimated Development Fees total is \$1,333,000, a 3% decrease from the projected revenue for fiscal year 2016-2017. The budget reflects an increase in projected development activities, taking in to account primarily any delays in building activities



## INTERFUND CHARGES FOR SERVICES

Interfund Charges for Services is the largest revenue of the City. More than one-third of the Fiscal Year 2016-2017 General Fund revenue categories are cost recoveries for activities funded by impact fees, developer application fees, special taxes, assessments and other special purpose revenues. For fiscal year 2017-2018, estimated Interfund Charges for Police Services total approximately \$4.0 million, for Engineering Services approximately \$1.1 million, for Public Works Maintenance \$245,000, for Planning Services \$30,000, for Parks Maintenance Services \$400,000, for legal services \$25,000 and for Other Services \$81,000.

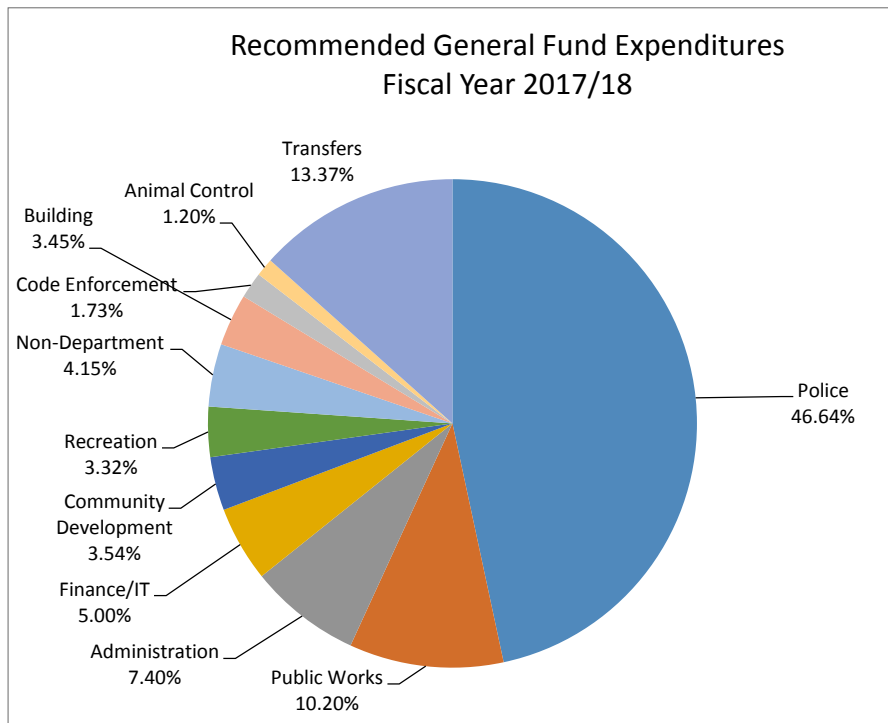


## OVERALL ANALYSIS OF GENERAL FUND REVENUES

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

## GENERAL FUND RECOMMENDED EXPENDITURES FY 2017-2018

Department	Actual 2014-2015 Expenditures	Actual 2015-2016 Expenditures	Projected 2016-2017 Expenditures	Recommended 2017-2018 Expenditures
Police	\$7,915,000	\$7,515,000	\$8,528,000	\$9,280,000
Public Works	\$1,577,000	\$1,859,000	\$2,039,000	\$2,030,000
Finance	\$616,000	\$745,000	\$675,000	\$694,000
Recreation	\$445,000	\$505,000	\$591,000	\$660,000
Transfers Out	\$1,433,000	\$2,207,000	\$6,091,000	\$2,660,000
Non-Departmental	\$(111,000)	(\$240,000)	\$238,000	\$826,000
Building	\$367,000	\$366,000	\$467,000	\$686,000
City Manager	\$434,000	\$453,000	\$476,000	\$449,000
Code Enforcement	\$264,000	\$352,000	\$388,000	\$345,000
Planning	\$339,000	\$358,000	\$365,000	\$439,000
City Clerk	\$248,000	\$241,000	\$346,000	\$272,000
City Attorney	\$141,000	\$199,000	\$279,000	\$280,000
Information Services	\$232,000	\$237,000	\$325,000	\$301,000
Animal Control	\$198,000	\$211,000	\$223,000	\$238,000
Economic Development	\$194,000	\$219,000	\$228,000	\$266,000
Human Resources	\$66,000	\$65,000	\$207,000	\$234,000
Community Outreach	\$125,000	\$102,000	\$171,000	\$122,000
City Council	\$61,000	\$59,000	\$61,000	\$57,000
Maintenance Custodian	\$65,000	\$76,000	\$57,000	\$60,000



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## DEPARTMENT DETAIL

The following pages review each of the proposed Department budgets with a summary discussion of program description, staffing, and objectives for fiscal year 2017-2018:

### 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 2017-2018. The County charge per capita has, after many years, been increased. The rate for 2017-2018 is \$5.94, increased from the \$5.74 in 2016-17.

ANIMAL CONTROL			
2014-2015 Actual	2015-2016 Actual	2016-2017 Projected	2017-2018 Recommended
\$197,808	\$211,697	\$222,649	\$238,438

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## CITY COUNCIL

### Program Costs and Revenues

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

### Program Description

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

### Staffing Summary

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

### Program Changes

None

CITY COUNCIL				
USE OF FUNDS	2014-2015 Actual	2015-2016 Actual	2016-2017 Projected	2017-2018 Recommended
Personnel Services	\$31,272	\$31,410	\$31,697	\$31,699
Services	\$27,925	\$25,924	\$27,650	\$25,210
Supplies	\$2,169	\$1,267	\$2,000	\$250
<b>Total</b>	<b>\$61,366</b>	<b>\$58,601</b>	<b>\$61,347</b>	<b>\$57,159</b>

	CITY COUNCIL MEMBERS		
	2015-2016	2016-2017	2017-2018
Mayor	1.00	1.00	1.00
Vice-Mayor	1.00	1.00	1.00
Council members	3.00	3.00	3.00
<b>Total City Council</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>





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## **CITY CLERK**

### **Program Costs and Revenues**

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

### **Program Description**

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

### **Staffing Summary**

The City Clerk is assigned to work in both the City Clerk and City Attorney Offices, with approximately 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**

No program changes.

<b>CITY CLERK</b>				
<b>USE OF FUNDS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Personnel Services	\$206,590	\$209,375	\$221,489	\$224,878
Services	\$40,062	\$31,067	\$122,849	\$45,885
Supplies	\$974	\$257	1,300	\$1,300
<b>Total</b>	<b>\$247,626</b>	<b>\$240,699</b>	<b>\$345,638</b>	<b>\$272,063</b>

<b>CITY CLERK STAFFING</b>			
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
City Clerk/Paralegal	0.70	0.70	0.70
Records Management Clerk	1.00	1.00	1.00
Receptionists	1.07	1.07	1.07
<b>Total City Clerk Staffing</b>	<b>2.77</b>	<b>2.77</b>	<b>2.77</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**

No program changes.

<b>CITY ATTORNEY</b>				
<b>USE OF FUNDS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Personnel Services	\$43,624	\$39,240	\$50,367	\$45,373
Services	\$97,056	\$159,480	\$229,060	\$234,569
<b>Total</b>	<b>\$140,680</b>	<b>\$198,720</b>	<b>\$279,427</b>	<b>\$279,942</b>

<b>CITY ATTORNEY STAFFING</b>			
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
City Attorney (Contracted)	0.25	0.25	0.25
Special Counsel (Contracted)	0.25	0.25	0.25
City Clerk/Paralegal	0.30	0.30	0.30
<b>Total City Attorney Staffing</b>	<b>0.80</b>	<b>0.80</b>	<b>0.80</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 all Oakley's municipal operations, except the City Attorney and including the Successor Agency and Oversight Board. Activities include coordinating organizational programs; developing and general managing of operating and capital budgets, conducting fiscal planning, selecting personnel; disseminating public information, encouraging civic engagement and community participation; and facilitating the implementation of the City's short and long-term economic development strategies. The City Manager also provides direct administrative oversight for the City's Community Outreach, Economic Development, Human Resources, City Clerk, Planning, and Recreation Divisions.

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

### **Staffing Summary**

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

### **Program Objectives**

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

### **Program Changes**

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

<b>CITY MANAGER</b>				
<b>USE OF FUNDS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2015-2016 Projected</b>	<b>2017-2018 Recommended</b>
Personnel Services	\$399,829	\$396,890	\$415,020	\$387,303
Services	\$34,063	\$56,530	\$61,343	\$61,596
Supplies				
<b>Total</b>	<b>\$433,892</b>	<b>\$453,420</b>	<b>\$476,363</b>	<b>\$448,899</b>

<b>CITY MANAGER STAFFING</b>			
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
City Manager	1.00	1.00	1.00
Assistant to the City Manager/HR Manager	0.62	0.50	0.50
Administrative Assistant	0.48	0.48	0.48
<b>Total City Manager Staffing</b>	<b>2.10</b>	<b>1.98</b>	<b>1.98</b>



## COMMUNITY OUTREACH

### **Program Costs and Revenues**

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

### **Program Description**

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

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

In 2016 the City launched Engage in Oakley, an online platform designed to engage citizens in a conversation about important projects and issues. Residents are invited to access Engage in Oakley through the City's website. Upon access residents will see each post provides background information, followed by a question or opportunity for citizen's comments, interaction, and engagement. City officials will use that public input to help guide their decision-making process.

Furthermore, the City looks forward to offering the Leadership Academy in the fall of 2017. The Leadership Academy is designed to provide residents an opportunity to familiarize themselves with the City operations and processes. The sessions presented by City Staff addressed how City funds are allocated, decisions made, current challenges, future plans and much more. The program has been well received by the public and resulted in three graduating classes of roughly 75 residents.





**Staffing Summary**

The Assistant to the City Manager is assigned to conduct the Community Outreach functions, with the assistance of the part-time Administrative Assistant in the City Manager’s Office. Approximately 25% of her time has her serving in this capacity. Additional assistance is provided by the Recreation Manager, who coordinates the City’s website.

**Program Changes**

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

<b>COMMUNITY OUTREACH</b>				
<b>USE OF FUNDS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Personnel Services	\$43,437	\$38,664	\$41,529	\$37,349
Services	\$66,608	\$62,885	\$129,681	\$84,627
Supplies	\$15,000			
<b>Total</b>	<b>\$125,045</b>	<b>\$101,549</b>	<b>\$171,210</b>	<b>\$121,976</b>

<b>COMMUNITY OUTREACH STAFFING</b>			
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
Assistant to the City Manager/HR Manager	0.32	0.25	0.25
You, Me, We Oakley Project Coordinator		.05	.05
<b>Total Community Outreach Staff</b>	<b>0.32</b>	<b>0.30</b>	<b>0.30</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.

### **Program Description**

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

### **Staffing Summary**

The Finance Department consists of four full-time staff and one limited-term part-time: The Finance Director, one Senior Accountant, one Senior Accounting Technician, one Accounting Assistant and one part-time Accounting Assistant.

### **Program Objectives**

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

### **Program Changes**

There is a proposed increase of .5 full-time equivalent employee in regular staffing levels and no significant one-time costs proposed.

<b>FINANCE</b>				
<b>USE OF FUNDS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Personnel Services	\$467,022	\$562,263	\$473,959	\$517,117
Services	\$148,865	\$182,775	\$200,977	\$176,151
Supplies		\$98	\$100	\$200
<b>Total</b>	<b>\$615,887</b>	<b>\$745,136</b>	<b>\$675,036</b>	<b>\$693,468</b>

<b>FINANCE STAFFING</b>			
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
Finance Director	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00
Senior Accounting Technician	1.00	1.00	1.00
Accounting Assistants	0.48	0.96	1.48
<b>Total Finance Staffing</b>	<b>3.48</b>	<b>3.96</b>	<b>4.48</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 Manager and Human Resources Assistant provide management and oversight for the City's Human Resources program.

### **Program Objectives**

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

### **Program Changes**

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

<b>HUMAN RESOURCES</b>				
<b>USE OF FUNDS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2015-2016 Projected</b>	<b>2017-2018 Recommended</b>
Personnel Services	\$35,818	\$40,354	\$133,675	\$129,404
Services	\$25,069	\$22,635	\$66,919	\$63,746
Supplies	\$5,465	\$1,874	\$6,000	\$41,000
<b>Total</b>	<b>\$66,352</b>	<b>\$64,863</b>	<b>\$206,594</b>	<b>\$234,150</b>

<b>HUMAN RESOURCES STAFFING</b>			
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
Assistant to the City Manager/HR Manager	0.05	0.25	0.25
You Me We Project Coordinator/HR Technician	0.38	0.95	.95
<b>Total HR Staffing</b>	<b>0.43</b>	<b>1.20</b>	<b>1.20</b>



## MAINTENANCE CUSTODIAN

### Program Costs and Revenues

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

### Program Description

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

### Staffing Summary

With the retirement of the Maintenance Custodian, the proposal for fiscal year 2017-18 is to utilize contracted services.

### Program Objectives

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

### Program Changes

No program changes.

Maintenance Custodian				
USE OF FUNDS	2014-2015 Actual	2015-2016 Actual	2016-2017 Projected	2017-2018 Recommended
Personnel Services	\$53,450	\$41,539	\$0	\$0
Services	\$11,889	\$33,974	\$57,061	\$60,055
<b>Total</b>	<b>\$65,339</b>	<b>\$75,513</b>	<b>\$57,061</b>	<b>\$60,055</b>

MAINTENANCE CUSTODIAN STAFFING			
	2015-2016	2016-2017	2017-2018
Maintenance Custodian/Code Enforcement Technician	0.75		
Maintenance Custodian (Contract)		.75	.75
<b>Total Maintenance Custodian Staffing</b>	<b>0.75</b>	<b>0.75</b>	<b>.75</b>

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## **INFORMATION TECHNOLOGY**

### **Program Costs and Revenue**

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

### **Program Description**

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

### **Staffing Summary**

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

### **Program Objectives**

The primary operating objectives for the department for fiscal year 2017-2018 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 2017-2018.



<b>INFORMATION SYSTEMS</b>				
<b>USE OF FUNDS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Services	\$164,104	\$180,975	\$194,428	\$196,172
Supplies		56	\$500	\$1,000
Capital Outlay	\$67,535	\$55,843	\$129,725	\$103,575
<b>Total</b>	<b>\$231,639</b>	<b>\$236,874</b>	<b>\$324,653</b>	<b>\$300,747</b>

<b>INFORMATION TECHNOLOGY DEPARTMENT STAFFING</b>			
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
<i>Network Manager (Contracted)</i>	<i>On Call</i>	<i>On Call</i>	<i>On Call</i>
<i>Network Engineers (Contracted)</i>	<i>0.625</i>	<i>0.625</i>	<i>0.60</i>

## **NON-DEPARTMENTAL**

### **Program Costs and Revenues**

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

### **Program Description**

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

### **Staffing Summary**

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

### **Program Objectives**

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

### **Program Changes**

There are no proposed program changes for fiscal year 2017-18.

<b>NON-DEPARTMENTAL</b>				
<b>USE OF FUNDS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Personnel Services	\$69,357	\$177,715	\$393,565	\$624,866
Services*	\$507,700	\$555,743	\$990,601	\$1,497,259
Supplies	\$55,635	\$58,525	\$61,700	\$50,000
Capital Outlay	\$25,706	\$746		
Transfers Out	\$50,000	\$150,000	\$150,000	\$250,000
Interdepartmental Allocations	(\$819,402)	(\$1,182,432)	(\$1,457,687)	(\$1,796,211)
<b>Total</b>	<b>\$(111,004)</b>	<b>\$(239,703)</b>	<b>\$138,179</b>	<b>\$625,914</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
- Facilitate new business opportunities and new investment in the community

### **Program Objectives**

Economic Development will focus on:

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

### **Staffing Summary**

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

### **Program Changes**

There are no proposed program changes for fiscal year 2017-2018.

<b>ECONOMIC DEVELOPMENT</b>				
<b>USE OF FUNDS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Personnel Services	\$144,720	\$154,775	\$157,765	\$158,320
Services	\$43,122	\$61,935	\$70,056	\$104,037
Supplies	\$6,281	\$1,913	\$300	\$3,800
<b>Total</b>	<b>\$194,123</b>	<b>\$218,623</b>	<b>\$228,121</b>	<b>\$266,157</b>

<b>ECONOMIC DEVELOPMENT STAFFING</b>			
	<b>2014-2015</b>	<b>2015-2016</b>	<b>2017-2018</b>
Economic Development Manager	1.00	1.00	1.00
Planning Technician			.25
<b>Total Economic Development Staffing</b>	<b>1.00</b>	<b>1.00</b>	<b>1.25</b>

## **BUILDING & CODE ENFORCEMENT**

### **Program Costs and Revenue**

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

### **Program Description**

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

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

### **Program Staffing**

The Building Division consists of a part-time Building Official/ Permit Center Manager, and a full-time Building Inspector, and a full-time Permit Technician and part-time Permit Technician. The Code Enforcement Division consists of a Code Enforcement Manager, one full-time Code Enforcement Officer (who also assists as a Building Inspector), and one full-time Code Enforcement Technician.

### **Program Objectives**

- Continue to refine internal processes within functions of the two divisions
- Improve efficiencies by expanding the use of existing technological programs for the inspection, follow-up, and penalty phases of program compliance.
- Maintain standard fifteen-day plan review as a maximum turnaround time but in 98% of projects within five days

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

### **Program Changes**

There is an increase of a part time administrative assistant to assist with the building permits and code enforcement.

<b>BUILDING &amp; CODE ENFORCEMENT</b>				
<b>USE OF FUNDS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2015-2016 Projected</b>	<b>2017-2018 Recommended</b>
Personnel Services	\$400,314	\$494,253	\$535,173	\$616,518
Services	\$217,427	\$213,054	\$310,934	\$405,533
Supplies	\$13,838	\$10,798	\$9,200	\$8,250
Capital Outlay				
<b>Total</b>	<b>\$631,579</b>	<b>\$718,105</b>	<b>\$855,307</b>	<b>\$1,030,301</b>

<b>BUILDING AND CODE ENFORCEMENT STAFFING</b>			
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
Building Official (Contracted)	0.40	-	-
Permit Center Manager (Contracted)	0.60	0.60	0.60
Building Inspector II	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00
Administrative Assistant	-	.48	.50
Planning Technician			.25
Code Enforcement Manager	1.00	1.00	1.00
Code Enforcement Officer/Building Inspector II	1.00	1.00	1.00
Code Enforcement Technician	1.00	1.25	1.25
Maintenance Custodian/Code Enforcement Technician	0.25	-	-
<b>Total Building and Code Enforcement Staffing</b>	<b>6.25</b>	<b>6.33</b>	<b>6.60</b>





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## **POLICE**

### **Program Costs and Revenues**

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

### **Program Description**

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

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

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

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

### **Program Staffing**

The costs for fiscal year 2017-2018 are for a fully-staffed department with 34 sworn FTE law enforcement positions. This represents an increase of one officer to our sworn staffing level over the 2016/17 budget year. We added two Lieutenant positions in our 2016/17



budget. One of those positions (Administrative Lieutenant) was temporarily converted to an Administrative Sergeant when Lt. Billeci retired in December of 2016. Our intent is to promote a Lieutenant into this position from within in the coming year.

Five (5) FTE positions in the classification of Police Services Assistant (PSA). The PSA classification is being broadened to incorporate all professional support positions within the Police Department. These duties include working in records, investigations, the front counter/reception area, managing our property room and fleet.

For the fiscal year 2017-2018 the City's sworn officers per 1,000 citizens ratio will be approximately .8 officers per thousand.

### **Program Objectives**

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

### **Program Changes**

In the coming months we will reestablish the Police K9 program and fill the third traffic enforcement position.

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

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

<b>POLICE DEPARTMENT</b>				
<b>USE OF FUNDS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2015-2016 Projected</b>	<b>2017-2018 Recommended</b>
Personnel Services	\$232,427	\$1,007,731	\$6,213,021	\$6,672,797
Services	\$7,547,738	\$6,268,619	\$1,851,086	\$2,139,523
Supplies	\$133,259	\$177,841	\$259,592	\$288,200
Capital Outlay	\$1,765	\$62,234	\$204,000	\$180,000
<b>Total</b>	<b>\$7,915,189</b>	<b>\$7,516,425</b>	<b>\$8,527,699</b>	<b>\$9,280,520</b>

<b>POLICE DEPARTMENT STAFFING</b>			
The following staff are provided under contract with the Contra Costa County Office of the Sheriff:	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
Police Chief	1.00	-	-
Police Sergeants	5.00	-	-
Police Officers	22.00	-	-
Records Supervisor	-	.48	0.48
<b>Total staff provided under CCC Office of the Sheriff</b>	<b>28.00</b>	<b>.48</b>	<b>0.48</b>
<b>City Staff:</b>			
Administrative Assistant	1.25	-	-
Assistant to the Chief	0.48	-	-
Police Chief	-	1.00	1.00
Police Lieutenants	-	2.00	1.00
Police Sergeants	-	5.00	7.00
Police Officers	-	21.00	25.00
Police Services Assistant	2.00	5.40	5.40
<b>Total City Staff</b>	<b>3.73</b>	<b>34.40</b>	<b>39.40</b>
<b>Total Police Department Staffing</b>	<b>31.73</b>	<b>34.88</b>	<b>39.88</b>

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## PLANNING

### **Program Costs and Revenue**

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

### **Program Description**

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

There are several planning projects that continue to have activity at this time. Several projects within the East Cypress Road corridor have been entitled and the Emerson Ranch project is well under construction with four home builders continuing to construct homes. Staff is still seeing an increase in the number of new projects (both residential and commercial) and anticipates this to be the trend going forward. There is a continued focus on the redevelopment of the City's Downtown with several pending projects in this coming fiscal year to include the Main Street realignment project, the several facade improvement projects, and several private development projects. Staff is also still looking to secure grant funding to assist with the development of the future Train Platform and Parking Lot. The Action Programs within the recently adopted 2015-2023 Housing Element have been implemented. Staff is proactively working with representatives from Chemours, formally DuPont, to assist Claremont Homes with the entitlement processing and development of that site.

Staff is involved with General Plan and Zoning Code amendments to ensure the City's zoning laws are consistent with State laws and to complete the remaining reserved sections of the Zoning Code. There is continued effort to identify areas for Zoning Code improvements and enhancements. The Division also serves as the in-house environmental Staff to prepare environmental documents for City projects.

## **Program Staffing**

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

## **Program Objectives**

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

## **Program Changes**

There is an addition of a part time planning technician to assist the department.

<b>PLANNING DIVISION</b>				
<b>USE OF FUNDS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Personnel Services	\$278,151	\$293,761	\$301,038	\$330,767
Services	\$60,940	\$64,928	\$78,740	\$107,538
Supplies	\$153	\$117	\$1,025	\$600
<b>Total</b>	<b>\$339,244</b>	<b>\$358,806</b>	<b>\$380,803</b>	<b>\$438,905</b>

<b>PLANNING DIVISION STAFFING</b>			
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
Senior Planner	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00
Planning Technician			.50
<b>Total Planning Division Staffing</b>	<b>2.00</b>	<b>2.00</b>	<b>2.50</b>



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## **PUBLIC WORKS/ ENGINEERING/MAINTENANCE & PARKS**

### **Program Description**

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

The Parks and Landscape Maintenance Division will continue to contract for the some of the park and landscape maintenance needs. The in-house maintenance crew will continue to grow and increase its capacity to perform park and landscape maintenance services which is perform by combination of full-time and seasonal maintenance workers.

The Streets Maintenance Division has two full time maintenance workers which form the foundation of a maintenance crew and perform the day to day maintenance of City street infrastructure.

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

### **Staffing Changes**

The Parks and Landscape Maintenance Division has gone through a transition as a result of the retirement of the Parks and Landscape Manager. After evaluation of the operations of this division, it was determined that instead of hiring a new Parks and Landscape Manager, a new position of Parks and Landscape Superintendent was created. The current Parks and Landscape Foreman was promoted to this new Superintendent position. This strategy created the funding for hiring a new Lead Parks and Landscape Worker which should help in stabilizing the field operations.

The Department has hired a new Engineering Inspector for the services related to the City's Capital Improvement Projects. For inspection services related to private development projects; contract Inspectors will be hired as the private development and construction activity necessitates.

## **Revenues**

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

- **Gas Tax-** Funds are restricted to "the research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for non-motorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes." *Anticipated Revenues-\$799,223*
- **Measure J-** Measure J expenditures are restricted to the same uses as Gas Tax, but can also be applied to transit improvement and operation, growth management planning and compliance, pedestrian and bicycle trail construction/maintenance/operation, parking facility development, and transportation efficiency program development and operation (ridesharing, etc.). Since Measure J contains a growth management component, funds may not be used to replace developer obligations that would otherwise not be publicly funded under jurisdiction policy. In order to qualify for Measure J allocations a jurisdiction must submit a self-certified program compliance checklist every other year. *Anticipated Revenues-\$547,375*
- **Storm Water Utility Assessments-** The City has adopted a Storm Water Management Plan, and based on the estimated maintenance, inspection, and administrative activities required to enact the plan, has established an annual parcel assessment. *Anticipated Revenues-\$461,000*
- **Traffic Impact Fee-** In 2003 the City adopted a Traffic Impact Fee program to replace the prior area of benefit and median island fee programs. The program funds the improvement of major roadways and specific signalized intersections, including the design, staff support, and construction management activities associated with private development projects. *Anticipated Revenues-\$1,200,000*
- **Development Deposits/Permit Applications-** Public Works and Engineering collects deposits for the review and inspection of final maps, grading plans and improvements plans related to development applications. In addition, fees are

collected for encroachment permits, transportation permits, and documentation related to the FEMA Floodplain Management program. Actual staff expenditures are tracked and applied against a deposit, and refunds or additional deposits are made as necessary. *Anticipated Revenues-\$675,000*

- **Citywide Parks Assessments-** Zone 1 of the Oakley Lighting and Landscape Assessment District No. 1 provides for the maintenance and utilities for citywide parks and landscaping facilities. *Anticipated Revenues-\$1,165,170*
- **Streetlight Assessments-** Zone 2 of the Oakley Lighting and Landscape Assessment District No. 1 provides for the maintenance and utilities for citywide street lighting. The City is in the process of collaborating with PG&E to replace some of the existing street lights to LED lights which will bring cost savings in future years in terms of the electricity usage. *Anticipated Revenues - \$322,991*
- **Neighborhood Landscaping Assessments-** Zone 3 of the Oakley Lighting and Landscape Assessment District No. 1 provides for the maintenance and utilities for neighborhood landscaping improvements throughout the City. The Zone currently contains 26 sub-zones, and revenues and expenditures are tracked at the sub-zone level. *Anticipated Revenues-\$2,102,396*
- **Community Facilities District No 1-** This District was formed in 2006 to fund the operations and maintenance of the levee system, stormwater pond, and the associated pump, force main, and outfall for the Cypress Grove development. Landscape and lighting maintenance for the project are funded through a separate mechanism. *Anticipated Revenues-\$306,142*
- **Community Facilities District No. 2015-1 – Emerson Ranch.** This District was formed in 2015 to fund the operations and maintenance of Regional Parks, Community Parks, Landscaping, Neighborhood Parks and Street Lighting and Stormwater maintenance for the Emerson Ranch Development. *Anticipated Revenues - \$221,955*
- **Community Facilities District No. 2015-2 – Citywide.** This District was formed in 2015 to fund the operations and maintenance of Regional Parks, Community Parks, Landscaping, Street Lighting, Neighborhood Parks & Landscaping and Stormwater maintenance throughout the City of Oakley. It is anticipated this CFD will take the place of the Citywide Parks Assessment, Streetlight Assessments and Neighborhood Landscaping Assessments for all new Development moving forward. *Anticipated Revenues - \$44,988*

- **General Fund-** Since the majority of the funding sources for Public Works and Engineering are restricted to specific expenditures, it is recognized that some staff time and activities will require other funding sources. Those activities will be kept to a minimum, and eligible funding sources will continually be sought out.

## **PROGRAM AND STAFFING SUMMARY**

The mission of Public Works and Engineering is to steward Oakley's infrastructure utilizing a variety of maintenance, improvement, and service activities. Through a blend of contract and City staff, the Department has nearly 15 FTE's and is supplemented through additional contract services. The Department is managed by the Public Works Director and has 7 primary functions. The Fiscal Year 2017-18 Budget proposes the following operating areas and staffing:

### **Operating Areas**

- **Operations and Maintenance-** One of the most important tasks for Public Works and Engineering is to maintain the City's wide range of infrastructure. City staff will monitor and direct all maintenance activities, and maintenance services will be provided by both City staff and contract personnel. The individual maintenance elements are as follows:
  - **Roadway-** Routine maintenance is necessary to keep the City's road network operating in a safe and efficient manner. This includes pavement maintenance activities such as pothole patching, crack sealing, shoulder repair, signing and striping repair and replacement, and keeping the roadways free of obstructions via street sweeping and debris cleanup. As a supplement to the regular patrols of the maintenance staff, public works staff will field and investigate citizen requests to determine corrective action for conditions that may not be known or readily apparent. Since surface treatment projects like pavement overlays or chip seals tend to be extensive in nature, they are recognized as a Capital Improvement and not included in this maintenance element. The City will use an on-call maintenance contractor to supplement City maintenance staff to perform various maintenance services (i.e. pavement repair and patching, curb, gutter, and sidewalk repair, striping, guard rail repair, etc.) The City's maintenance staff will utilize this contractor service to supplement in-house resources to better provide maintenance service for the community in a proactive way.
  - **Signals & Lighting-** The City owns and operates traffic signals at 35 separate intersections, as well as numerous pedestrian safety flashing lights throughout

Oakley. In addition to traffic signals, the City owns and maintains over 1,300 street lights throughout the community. There are some street lights that are owned and maintained by PG&E, in addition to the City owned street lights. Traffic Signal, Street Light, and Parking Lot Light maintenance is provided through a contract with a specialized electrical contractor who has the resources and expertise needed.

- ***Drainage-*** In order to minimize potential flooding and ensure that storm water is collected and conveyed properly in accordance to the regional storm water quality permits that the City operates under, maintenance staff will conduct routine inspection and service on the storm drainage system. These activities include catch basin cleaning, ditch cleaning, culvert flushing and repair, and inlet maintenance. Drainage maintenance will primarily be performed by the City's maintenance staff in coordination with the on-call service contractor to supplement in-house resources and better provide maintenance service for the community.
- ***Parks and Landscaping-*** The City currently maintains 35 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. The City park and landscape maintenance staff and outside maintenance 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. Also, Engineering staff, in collaboration with the City Planning and Economic Development Team, review and process various private development projects, from residential subdivisions to commercial building projects. The typical engineering services that may be provided include:
  - ***Capital Project Engineering-*** Engineering staff performs design and construction management for all City public projects. A detailed explanation of this service is provided in the Capital Improvement Program (CIP) section of the budget document.

- **Traffic Engineering-** Engineering staff throughout the year perform a variety of tasks associated with traffic engineering. These tasks will include: completing speed surveys to ensure that traffic citations issued by the Police Department are enforceable, implementing neighborhood traffic calming projects, coordinating activities with the Police Department Traffic Division on traffic safety projects around school sites, investigating citizen's requests for traffic control devices and speed limit changes.
- **Private Development Engineering-** Engineering staff review and process private development projects that are submitted to the City for construction. The scope and complexity of development projects vary from small office buildings to large residential subdivisions. Engineering staff work on each step of the entitlement process to ensure development projects are designed and constructed according to City standards and codes. In addition to addressing the engineering needs of development projects, engineering staff coordinate regularly with the Planning Department and Economic Development Manager to facilitate the development applications in Oakley.
- **Surveying-** The primary need for land surveying services are in the area of subdivision map review and will be funded by private developer deposits. The City utilizes contract services on an as-needed basis to address any land surveying service needs.
- **Floodplain Management-** Certain areas within the City are subject to periodic flooding, and the Federal Emergency Management Agency (FEMA) requires Oakley to participate in the National Flood Insurance Program so that flood insurance can be provided to affected property owners. As a result of participating in the program, the City must keep Flood Insurance Rate Maps for viewing by the public, and must provide certain information upon request. Additionally, the City will review and process applications to modify known floodplain boundaries.
- **Clean Water Program-** The City's joint municipal National Pollutant Discharge Elimination System (NPDES) permit and its participation in the Contra Costa County Clean Water Program necessitate a number of expenditures. Maintenance related activities have been accounted for in both the roadway and drainage maintenance categories. Other tasks include: contributions to the Clean Water Program for staff and resources, illicit discharge investigation, industrial and commercial site inspection, and public outreach.

- **Assessment District Engineering-** In order to collect the funds for the City's assessment district and community facilities district, an annual engineer's report and associated budgets must be completed. The City has a contract with a financial services consultant for the processing and administration of this task, due to its specialized nature of work.
- **Administration-** The 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 with the staffing levels as follows:
  - **Public Works Director/City Engineer (1 FTE)**-Day to day operations in Public Works and Engineering will be managed by the Public Works Director/City Engineer. Duties will include coordination with other City departments and outside agencies, consultant/maintenance/construction contract management, development review and coordination, public outreach, traffic calming, and a wide range of other activities.
  - **Administrative Specialist (1 FTE)** – This full time position performs a wide range of important tasks for the department including: contract administration and processing, budget preparation assistance, City Council reports, accounting and vendor invoice processing, responding to inquiries, complaints and service requests by the public, issuance of permits, claims processing, department analyst and liaison, and general administrative tasks.
  - **Senior Civil Engineer (1 FTE)** – This full time position will coordinate and perform all development related activities within the department, including entitlements, plan and map review and approvals. Other duties include; coordination of inspections for development projects, review of various permits and related traffic control plans, research information related to floodplain permits and questions.
  - **Associate Civil Engineer, (1 FTE)** – This full time position that works on operation of the City's traffic signal system, leading the City's NPDES stormwater permit program. The Associate Engineer will also be working with the engineering and planning team to review and process development projects without delay and to facilitate further development activity.
  - **Associate Civil Engineer, CIP (1 FTE)** - This full time Associate Engineer position focuses on CIP projects. The responsibilities of the position include; management and administration, development, design and construction of a



wide range of CIP projects. The Associate Engineer also works collaboratively with Caltrans in securing and processing various grants for CIP projects for the City of Oakley.

- ***Public Works Inspector (1 FTE)*** - This full time position provides inspection of work within the public right of way and all CIP construction inspection services. 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 Worker (2 FTE)*** – These two full time positions are the nucleus of the street maintenance crew to address the increasing maintenance needs of the City’s infrastructure. This maintenance team provides a wide range of maintenance services such as: pothole patching, storm drain cleaning, sign installation, pavement striping and marking, roadside brushing and spraying, and other maintenance services.
- ***Parks and Landscape Maintenance Division Superintendent (1 FTE)*** - This City staff position manages the maintenance efforts for all publically maintained parks and landscape facilities within the City. The position develops and manages the division budget, monitors all water and utility uses associated with the facilities, schedules and manages the work of the landscape maintenance contractors, and coordinates facility uses with the Recreation Department.
- ***Parks and Landscape Lead Worker (1 FTE)*** – This City staff position plans, schedules, and coordinates the in-house landscape maintenance staff, performs playground inspections, and assists with other parks and landscaping operations. This is a working foreman position that reports to the Division Superintendent.
- ***Tree Laborer (1 FTE)*** – This City staff position performs daily maintenance of City owned trees in public right of ways and parks. This tree pruning and maintenance task is important to the health and growth of the trees and a quality of life enhancement for the community residents.
- ***Parks and Landscape Maintenance Worker (1 FTE)*** – This City staff position performs as the lead park and landscape maintenance crew member. In addition to this position, Seasonal laborers provide parks and landscape maintenance services as part of the City parks maintenance crew. Seasonal workers generally work on a 6 month on - 6 month off basis.

- ***Sports Field Maintenance Worker (0.25 FTE)*** – This City staff position provides maintenance and additional safety checks to sports fields and courts, keeping fields and courts in safe and playable condition.
- ***Parks Monitor (0.25 FTE)*** – This City staff position assists with the custodial maintenance and cleaning of parks and facilities on weekends and holidays. They are primarily responsible for cleaning and restocking the park restrooms and ensuring that the rented group picnic areas and other scheduled activity areas are clean and safe.
- ***Receptionist (0.50 FTE)*** – This part time position assists the Public Works and Engineering staff, as well as the Maintenance Divisions with general administrative functions such as: answering phones, filing, records management, data entry, public inquiries, service requests and various administrative project tasks related to the general operation of the department.

## **Program Objectives**

The goals and objectives of the Public Works and Engineering Department for FY 2017-18 are:

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

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

<b>PUBLIC WORKS /ENGINEERING/MAINTENANCE &amp; PARKS</b>				
<b>USE OF FUNDS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Personnel Services	\$1,238,016	\$1,443,073	\$1,497,086	\$1,473,143
Services	\$314,455	\$394,028	\$506,475	\$517,300
Supplies	\$25,269	\$21,103	\$35,600	\$33,650
Capital Outlay	\$259			\$5,500
<b>Total</b>	<b>\$1,577,999</b>	<b>\$1,858,204</b>	<b>\$2,039,161</b>	<b>\$2,029,593</b>

<b>PUBLIC WORKS/ENGINEERING/MAINTENANCE &amp; PARKS DEPARTMENT STAFFING</b>			
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
City Engineer/Public Works Director	1.00	1.00	1.00
Assistant Engineer	2.00		-
Associate Engineer	-	2.00	2.00
Senior Civil Engineer	1.00	1.00	1.00
Public Works Inspectors	1.00	1.00	1.00
Public Works Administrative Specialist	1.00	1.00	1.00
Public Works Receptionist	.36	0.53	0.53
Streets Maintenance Foreman	1.00	1.00	1.00
Public Works Maintenance Worker I	1.00	-	-
Parks & Landscape Division Manager	.75	.75	
Parks & Landscape Maintenance Superintendent			1.00
Parks & Landscaping Maintenance Foreman	1.00	1.00	
Parks & Landscaping Crew Leader			1.00
PW Laborer II	-	1.00	1.00
PW Laborer I	1.00	2.00	2.00
Tree Maintenance Laborer	1.00	1.00	1.00
Parks and Landscape Laborers (Seasonal)	2.00	1.00	1.00
Parks Monitor	0.25	0.25	0.25
Sports Field Maintenance Worker part time	.25	0.25	0.25
<b>Total Public Works / Engineering / and Parks Department Staffing</b>	<b>14.61</b>	<b>14.78</b>	<b>15.03</b>

## RECREATION

### **Program Costs and Revenues**

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

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

### **Program Description**

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

### **Staffing Summary**

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

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

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

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

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

## **Program Objectives**

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

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

## **Program Changes**

The Recreation Division proposed budget incorporates changes made from last year's budget. The addition of the new Special Events including Rock the Chalk, Hometown Holiday and Halloween Decorating Contest, Spring Concert, Car Show, Summer Concert and the expanded Heart of Oakley and Cityhood Celebrations. There are also minor increases to account for minimum wage increase, and increased costs of supplies and increased distribution of the Recreation Guide to three times annually, as well as a proposed increase for online registration/ reservation software.

<b>RECREATION</b>				
<b>USE OF FUNDS</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2015-2016 Projected</b>	<b>2017-2018 Recommended</b>
Personnel Services	\$277,320	\$296,138	\$313,271	\$328,921
Services	\$50,989	\$73,070	\$93,166	\$110,813
Supplies	\$116,307	\$135,315	\$184,700	\$190,700
Capital Outlay				\$30,000
<b>Total</b>	<b>\$444,616</b>	<b>\$504,523</b>	<b>\$591,137</b>	<b>\$660,434</b>

<b>RECREATION DEPARTMENT STAFFING</b>			
	<b>2014-2015</b>	<b>2015-2016</b>	<b>2017-2018</b>
Recreation Manager	1.00	1.00	1.00
Recreation and Event Coordinator	1.00	1.00	1.00
Senior Recreation Leader	.48	0.48	0.96
Recreation Leaders (Seasonal)	1.65	1.65	1.65
Recreation Aides (Seasonal)	1.65	1.65	1.65
Facility Attendant	-	.38	0.38
<b>Total Recreation Department Staffing</b>	<b>5.78</b>	<b>6.16</b>	<b>6.64</b>

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## TRANSFERS

Staff proposes four transfers from the General Fund in fiscal year 2017-2018.

- \$500,000      To the Traffic Impact Fee Fund for roadway maintenance.\*
- \$350,000      To the Main Street Fund for capital projects and administration.\*
- \$200,000      To the Reserve for Roadway Maintenance \*\*
- \$500,000      To Measure J Fund for Laurel Avenue Widening Project
- \$110,000      To the General Capital Projects Fund for safety improvements to City Hall Lobbies and Senior Center Projects.

2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Actual	Actual	Actual	Projected	Recommended
\$341,212	\$1,707,500	\$1,530,000	\$5,300,000	\$1,660,000

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

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



## CAPITAL OUTLAY

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

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

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

\*\* Acquired 3570 Main Street, opened escrow on 310 4<sup>th</sup> Street & 305 5<sup>th</sup> Street

## SPECIAL REVENUE FUNDS

### COMMUNITY FACILITIES DISTRICT #1 (CYPRESS GROVE)

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

<b>FUND 110- COMMUNITY FACILITIES DISTRICT #1 (CYPRESS GROVE)</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$294,261	\$299,748	\$306,142	\$312,500
Interest	\$3,054	\$5,398	\$1,000	\$1,000
<b>Total Revenues</b>	<b>\$297,315</b>	<b>\$305,146</b>	<b>\$307,142</b>	<b>\$313,500</b>
Services	\$93,758	\$84,713	\$11,500	\$15,000
Capital Outlay	\$35,299	\$253,527		
Supplies	\$65,054	\$108,846	\$172,150	\$204,150
<b>Total Expenditures</b>	<b>\$344,1178</b>	<b>\$447,086</b>	<b>\$183,650</b>	<b>\$219,150</b>
Unassigned Balances			\$1,102,592	
<b>Total Budgeted</b>	<b>\$344,112</b>	<b>\$344,112</b>	<b>\$1,286,242</b>	<b>\$1,292,742</b>



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## YOUTH DEVELOPMENT GRANT FUND

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

<b>FUND 123- YOUTH DEVELOPMENT GRANTS</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Grant Proceeds	\$19,480	\$18,578	\$15,000	\$15,000
Interest	\$146	\$192		
<b>Total Revenues</b>	<b>\$19,626</b>	<b>\$18,770</b>	<b>\$15,000</b>	<b>\$15,000</b>
Services	\$786	\$18,077	\$9,000	\$9,000
Capital Outlay				
Supplies	\$1,603	\$693	\$6,00	\$6,000
<b>Total Expenditures</b>	<b>\$2,389</b>	<b>\$18,770</b>	<b>\$15,000</b>	<b>\$15,000</b>



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## YOU, ME, WE = OAKLEY!

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

<b>FUND 125- YOU, ME, WE = OAKLEY!</b>				
	<b>2014-2015 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Projected</b>	<b>2017-2018 Recommended</b>
Grant Proceeds	\$69,293	\$54,392	\$60,433	\$
Interest	\$149	\$151		
<b>Total Revenues</b>	<b>\$69,442</b>	<b>\$54,543</b>	<b>\$60,433</b>	
Personnel Services	\$45,913	\$51,597	\$34,333	
Services	\$13,823	\$2,839	\$27,950	
Supplies	\$70	\$357	\$6,400	
Capital Outlay	\$9,636			
<b>Total Expenditures</b>	<b>\$69,442</b>	<b>\$54,793</b>	<b>\$60,433</b>	

<b>FUND 125- YOU, ME, WE = OAKLEY! STAFFING</b>	
You Me We Project Coordinator	
<b>Total STAFFING</b>	



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## AGRICULTURAL PRESERVATION

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

<b>FUND 136- AGRICULTURAL PRESERVATION</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Developer Fees				
Interest	\$16	\$49		
Operating Transfers In	\$17,500			
<b>Total Revenues</b>	<b>\$17,516</b>	<b>\$49</b>	<b>\$0</b>	<b>\$0</b>
Services		\$7,500	\$10,000	
Capital Outlay				
Supplies				
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$0</b>
<b>Unassigned Balances</b>			<b>\$1,178</b>	<b>\$1,178</b>
<b>Total Budgeted</b>	<b>\$0</b>	<b>\$7,500</b>	<b>\$11,178</b>	<b>\$1,178</b>





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## DOWNTOWN REVITALIZATION FUND

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

In Fiscal Year 2015/16, the City received the transfer from the Oakley Redevelopment Successor Agency, the properties designated for “government use” and for “future development”. In order to track the rents and services related to these properties they are included in this fund and the name of the fund was changed from Economic Development Revolving Loan Program to Downtown Revitalization Fund to more accurately describe the activities tracked in this fund.

FUND 138- DOWNTOWN REVITALIZATION FUND				
	2014-2015 Actual	2015-2016 Actual	2016-2017 Projected	2017-2018 Recommended
Rents & Concessions		\$9,132	\$156,000	\$156,000
Interest	\$197	\$648		
Operating Transfers In	\$275,000			\$250,000
<b>Total Revenues</b>	<b>\$275,197</b>	<b>\$9,780</b>	<b>\$156,000</b>	<b>\$406,000</b>
Services	\$2,877	\$5,826	\$121,000	\$117,250
Capital Outlay		\$116,629	\$20,000	\$350,000
Supplies				
<b>Total Expenditures</b>	<b>\$2,877</b>	<b>\$122,455</b>	<b>\$141,000</b>	<b>\$467,250</b>
<b>Unassigned Balances</b>	<b>\$272,320</b>		<b>\$156,082</b>	<b>\$15,000</b>
<b>Total Budgeted</b>	<b>\$272,320</b>	<b>\$122,455</b>	<b>\$297,082</b>	<b>\$482,250</b>



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## SPORTS FIELD MAINTENANCE

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

FUND 168- SPORTS FIELD MAINTENANCE				
	2014-2015 Actual	2015-2016 Actual	2016-2017 Projected	2017-2018 Recommended
Rental Revenues	\$26,457	\$49,751	\$50,000	\$50,000
<b>Total Revenues</b>	<b>\$26,457</b>	<b>\$49,751</b>	<b>\$50,000</b>	<b>\$50,000</b>
Services	\$1,893	\$27,168	\$38,000	\$37,000
Supplies				
Capital Outlay				
<b>Total Expenditures</b>	<b>\$1,893</b>	<b>\$27,168</b>	<b>\$28,000</b>	<b>\$37,000</b>
<b>Unassigned Balances</b>			<b>\$12,000</b>	<b>\$13,000</b>
<b>Total Budgeted</b>	<b>\$1,893</b>	<b>\$27,168</b>	<b>\$50,000</b>	<b>\$50,000</b>

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

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

<b>FUND 401- COMMUNITY FACILITIES DISTRICT #2015-1 (EMERSON RANCH)</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$0	\$169,722	\$412,831	\$412,831
Interest	\$0	\$0	\$2,000	\$2,000
<b>Total Revenues</b>	<b>\$0</b>	<b>\$169,722</b>	<b>\$414,831</b>	<b>\$414,831</b>
Services	\$0	\$12,860	\$307,295	\$323,100
Capital Outlay				
Supplies	\$0	\$0		
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$12,860</b>	<b>\$307,295</b>	<b>\$323,100</b>
<b>Unassigned Balances</b>			<b>\$264,398</b>	<b>\$251,592</b>
<b>Total Budgeted</b>	<b>\$0</b>	<b>\$12,860</b>	<b>\$571,693</b>	<b>\$574,692</b>

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## COMMUNITY FACILITIES DISTRICT #2015-2A

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

<b>FUND 402- COMMUNITY FACILITIES DISTRICT #2015-2A (NEIGHBORHOOD PARKS AND LANDSCAPE)</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$0	\$0	\$12,500	\$12,500
Interest	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,500</b>	<b>\$12,500</b>
Services	\$0	\$0	\$12,500	\$12,500
Supplies	\$0	\$0		
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,500</b>	<b>\$12,500</b>
<b>Unassigned Balances</b>				
<b>Total Budgeted</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,500</b>	<b>\$12,500</b>

<b>FUND 403- COMMUNITY FACILITIES DISTRICT #2015-2A (STORMWATER)</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$0	\$0	\$15,000	\$15,000
Interest	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$15,000</b>
Services	\$0	\$0	\$0	\$0
Supplies	\$0	\$0		
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Unassigned Balances</b>				<b>\$</b>
<b>Total Budgeted</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



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## LIGHTING AND LANDSCAPING DISTRICT

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

### **Zone 1 – Fund 132 Community Parks**

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

### **Zone 2 – Fund 133 Street Lighting**

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

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

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

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

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

Below are a series of tables showing the revenues and expenditures for each fund. The City’s policies require the budgets consider lifecycle replacement reserves be considered as a part of the budget development process. As a result, some funds show revenues in excess of expenditures – in which case the surplus will become contributions to the

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

<b>FUND 132 – ZONE 1 (COMMUNITY PARKS)</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$1,100,298	\$1,139,530	\$1,165,170	\$1,195,434
Interest	\$2,716	\$4,585		
Other	\$7,024			
<b>Total Revenues</b>	<b>\$1,110,038</b>	<b>\$1,144,115</b>	<b>\$1,165,170</b>	<b>\$1,195,434</b>
Services	\$765,235	\$744,183	\$1,066,295	\$1,190,695
Capital Outlay				
Operating Transfers Out	\$113,113	\$113,000	\$103,000	\$123,000
Transfer to Capital Reserve				
Interest				
<b>Total Expenditures</b>	<b>\$878,348</b>	<b>\$857,183</b>	<b>\$1,169,295</b>	<b>\$1,313,695</b>
Unassigned Balances				
Unassigned Asset Replacement Balance		\$44,418	\$100,000	\$100,000
<b>Total Budget</b>	<b>\$878,348</b>	<b>\$901,601</b>	<b>\$1,269,295</b>	<b>\$1,1413,695</b>

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

<b>FUND 133 – ZONE 2 (STREET LIGHTING)</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$212,741	\$220,511	\$222,991	\$226,093
Interest	\$296	\$135		
Transfer in	\$70,946	\$159,731	\$102,148	\$193,694
<b>Total Revenues</b>	<b>\$283,983</b>	<b>\$380,377</b>	<b>\$325,139</b>	<b>\$419,787</b>
Services	\$378,339	\$380,312	\$348,500	\$446,500
Transfer to Capital Reserve				
<b>Total Expenditures</b>	<b>\$378,339</b>	<b>\$380,312</b>	<b>\$348,500</b>	<b>\$446,500</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$14,820	\$13,695
<b>Total Budgeted</b>	<b>\$378,339</b>	<b>\$380,312</b>	<b>\$363,320</b>	<b>\$460,195</b>

<b>FUND 170 – VINTAGE PARKWAY</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$73,714	\$73,714	\$73,722	\$73,714
Donations				
Interest	\$210	\$343		
<b>Total Revenues</b>	<b>\$73,924</b>	<b>\$74,057</b>	<b>\$73,722</b>	<b>\$73,714</b>
Services	\$58,360	\$55,275	\$77,772	\$72,664
<b>Total Expenditures</b>	<b>\$58,360</b>	<b>\$55,275</b>	<b>\$73,772</b>	<b>\$72,664</b>
Unassigned Balances				
Unassigned Asset Replacement Balance		\$4,499	\$18,214	\$21,543
<b>Total Budgeted</b>	<b>\$58,360</b>	<b>\$59,774</b>	<b>\$91,986</b>	<b>\$94,207</b>

<b>FUND 171 –OAKLEY RANCH</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$26,446	\$26,446	\$26,446	\$26,446
Interest	\$114	\$133		
<b>Total Revenues</b>	<b>\$26,560</b>	<b>\$26,579</b>	<b>\$26,446</b>	<b>\$26,446</b>
Services	\$30,462	\$29,693	\$26,446	\$28,146
Supplies				
<b>Total Expenditures</b>	<b>\$30,462</b>	<b>\$29,693</b>	<b>\$26,446</b>	<b>\$28,146</b>
Unassigned Balances				
Unassigned Asset Replacement Balance		\$10,761	\$9,065	\$5,453
<b>Total Budgeted</b>	<b>\$30,462</b>	<b>\$40,454</b>	<b>\$35,511</b>	<b>\$33,599</b>

<b>FUND 172 – EMPIRE</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$4,534	\$4,534	\$4,534	\$4,534
Interest	\$170	\$244		
<b>Total Revenues</b>	<b>\$4,704</b>	<b>\$4,778</b>	<b>\$4,534</b>	<b>\$4,534</b>
Services	\$2,627	\$10,732	\$4,534	\$4,934
<b>Total Expenditures</b>	<b>\$2,627</b>	<b>\$10,732</b>	<b>\$4,534</b>	<b>\$4,534</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$14,524	\$18,752
<b>Total Budgeted</b>	<b>\$2,627</b>	<b>\$10,732</b>	<b>\$19,058</b>	<b>\$23,286</b>

<b>FUND 173 – OAKLEY TOWN CENTER</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$10,935	\$10,935	\$10,941	\$10,941
Interest	\$147	\$174		
<b>Total Revenues</b>	<b>\$11,082</b>	<b>\$11,109</b>	<b>\$10,941</b>	<b>\$10,935</b>
Services	\$11,374	\$21,246	\$9,981	\$10,312
<b>Total Expenditures</b>	<b>\$11,374</b>	<b>\$21,246</b>	<b>\$9,981</b>	<b>\$10,312</b>
Unassigned Balances				
Unassigned Asset Replacement Balance		\$4,776	\$7,831	\$13,357
<b>Total Budgeted</b>	<b>\$11,374</b>	<b>\$26,022</b>	<b>\$17,812</b>	<b>\$23,669</b>

<b>FUND 174 – OAK GROVE</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$28,405	\$28,405	\$28,405	\$28,405
Interest	\$115	\$177		
<b>Total Revenues</b>	<b>\$28,520</b>	<b>\$28,582</b>	<b>\$28,405</b>	<b>\$28,405</b>
Services	\$26,651	\$22,448	\$35,808	\$28,405
<b>Total Expenditures</b>	<b>\$26,651</b>	<b>\$22,448</b>	<b>\$35,808</b>	<b>\$28,405</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$6,756	\$7,721
<b>Total Budgeted</b>	<b>\$26,651</b>	<b>\$22,448</b>	<b>\$42,564</b>	<b>\$36,126</b>

<b>FUND 175 – LAUREL WOODS/LUNA ESTATES</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$7,668	\$7,668	\$7,668	\$7,668
Interest	\$154	\$231		
<b>Total Revenues</b>	<b>\$7,822</b>	<b>\$7,899</b>	<b>\$7,668</b>	<b>\$7,668</b>
Services	\$3,048	\$4,538	\$7,668	\$7,668
<b>Total Expenditures</b>	<b>\$3,048</b>	<b>\$4,538</b>	<b>\$7,668</b>	<b>\$7,668</b>
Unassigned Balances				
Unassigned Asset Replacement Balance		\$3,167	\$17,951	\$18,022
<b>Total Budgeted</b>	<b>\$3,048</b>	<b>\$7,705</b>	<b>\$25,619</b>	<b>\$25,690</b>

<b>FUND 176 – SOUTH FORTY</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$9,712	\$9,712	\$9,713	\$9,713
Interest	\$54	\$90		
<b>Total Revenues</b>	<b>\$9,766</b>	<b>\$9,803</b>	<b>\$9,713</b>	<b>\$9,713</b>
Services	\$5,124	\$5,872	\$9,713	\$9,713
<b>Total Expenditures</b>	<b>\$5,124</b>	<b>\$5,872</b>	<b>\$9,713</b>	<b>\$9,713</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$8,476	\$6,787
<b>Total Budgeted</b>	<b>\$5,124</b>	<b>\$5,872</b>	<b>\$18,189</b>	<b>\$16,500</b>

<b>FUND 177 – CLAREMONT</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$7,628	\$7,628	\$7,628	\$7,628
Interest	\$31	\$40		
<b>Total Revenues</b>	<b>\$7,659</b>	<b>\$7,674</b>	<b>\$7,628</b>	<b>\$7,628</b>
Services	\$10,452	\$10,054	\$7,628	\$9,781
<b>Total Expenditures</b>	<b>\$10,452</b>	<b>\$10,054</b>	<b>\$7,628</b>	<b>\$9,781</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$3,793	\$1,013
<b>Total Budgeted</b>	<b>\$10,452</b>	<b>\$10,054</b>	<b>\$11,421</b>	<b>\$10,794</b>

<b>FUND 178 – GATEWAY</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$18,360	\$18,360	\$18,360	\$18,360
Interest	\$410	\$597		
<b>Total Revenues</b>	<b>\$18,770</b>	<b>\$18,957</b>	<b>\$18,360</b>	<b>\$18,360</b>
Capital Outlay				
Services	\$12,671	\$16,309	\$18,360	\$53,360
<b>Total Expenditures</b>	<b>\$12,671</b>	<b>\$16,309</b>	<b>\$18,360</b>	<b>\$53,360</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$48,634	\$26,774
<b>Total Budgeted</b>	<b>\$12,671</b>	<b>\$16,309</b>	<b>\$66,994</b>	<b>\$80,134</b>



<b>FUND 179 – COUNTRYSIDE (VILLAGE GREEN)</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$2,562	\$2,562	\$2,563	\$2,563
Interest	\$43	\$64		
<b>Total Revenues</b>	<b>\$2605</b>	<b>\$2,626</b>	<b>\$2,563</b>	<b>\$2,563</b>
Services	\$2,912	\$1,245	\$2,563	\$3,014
<b>Total Expenditures</b>	<b>\$2,912</b>	<b>\$1,245</b>	<b>\$2,563</b>	<b>\$3,014</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$5,349	\$4,976
<b>Total Budgeted</b>	<b>\$2,912</b>	<b>\$2,912</b>	<b>\$7,912</b>	<b>\$7,990</b>

<b>FUND 180 – COUNTRY FAIR (MEADOW GLEN)</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$5,423	\$5,423	\$5,423	\$5,423
Interest	\$1			
<b>Total Revenues</b>	<b>\$5,424</b>	<b>\$5,423</b>	<b>\$5,423</b>	<b>\$5,423</b>
Interest				
Services	\$5,346	\$4,094	\$5,423	\$5,844
<b>Total Expenditures</b>	<b>\$5,346</b>	<b>\$4,094</b>	<b>\$5,423</b>	<b>\$5,844</b>
Unassigned Asset Replacement Balance				
<b>Total Budgeted</b>	<b>\$5,346</b>	<b>\$5,346</b>	<b>\$5,423</b>	<b>\$5,844</b>

<b>FUND 181 – CALIFORNIA SUNRISE</b>				
	<b>2014-2015 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$3,502	\$3,502	\$3,502	\$3,502
Interest	\$124	\$187		
<b>Total Revenues</b>	<b>\$3,626</b>	<b>\$3,689</b>	<b>\$3,502</b>	<b>\$3,502</b>
Services	\$638	\$5,495	\$3,168	\$3,502
<b>Total Expenditures</b>	<b>\$638</b>	<b>\$5,495</b>	<b>\$3,168</b>	<b>\$3,502</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$15,368	\$14,452
<b>Total Budgeted</b>	<b>\$638</b>	<b>\$5,495</b>	<b>\$18,536</b>	<b>\$17,954</b>

<b>FUND 182 – CALIFORNIA VISIONS (LAUREL)</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$12,000	\$12,000	\$12,000	\$12,000
Interest	\$285	\$414		
<b>Total Revenues</b>	<b>\$12,285</b>	<b>\$12,414</b>	<b>\$12,000</b>	<b>\$12,000</b>
Services	\$10,632	\$8,090	\$12,000	\$12,000
Transfer to Capital Reserve				
<b>Total Expenditures</b>	<b>\$10,632</b>	<b>\$8,090</b>	<b>\$12,000</b>	<b>\$12,000</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$34,963	\$33,579
<b>Total Budgeted</b>	<b>\$10,632</b>	<b>\$8,090</b>	<b>\$46,963</b>	<b>\$45,579</b>

<b>FUND 183 – CLAREMONT HERITAGE</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$18,240	\$18,240	\$18,240	\$18,240
Interest	\$358	\$542		
<b>Total Revenues</b>	<b>\$18,598</b>	<b>\$18,782</b>	<b>\$18,240</b>	<b>\$18,240</b>
Services	\$10,764	\$7,111	\$24,278	\$18,240
Transfer to Capital Reserve				
<b>Total Expenditures</b>	<b>\$10,764</b>	<b>\$7,111</b>	<b>\$24,278</b>	<b>\$18,240</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$43,609	\$41,808
<b>Total Budgeted</b>	<b>\$10,764</b>	<b>\$7,111</b>	<b>\$67,887</b>	<b>\$60,048</b>

<b>FUND 184 – COUNTRY FAIR (MEADOW GLEN II)</b>				
	<b>2014-2015 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$122,544	\$122,544	\$122,544	\$122,544
Interest	\$286	\$388		
Grants		\$55,332	\$58,000	
<b>Total Revenues</b>	<b>\$122,830</b>	<b>\$178,264</b>	<b>\$180,544</b>	<b>\$122,544</b>
Services	\$99,002	\$198,375	\$122,544	\$122,544
Capital Outlay	\$805			
<b>Total Expenditures</b>	<b>\$99,807</b>	<b>\$198,375</b>	<b>\$122,544</b>	<b>\$122,544</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$17,080	\$13,869
<b>Total Budgeted</b>	<b>\$99,807</b>	<b>\$198,375</b>	<b>\$139,624</b>	<b>\$136,413</b>

<b>FUND 185 – SUNDANCE</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$8,910	\$8,910	\$8,910	\$8,910
Interest	\$29	\$44		
<b>Total Revenues</b>	<b>\$8,939</b>	<b>\$8,954</b>	<b>\$8,910</b>	<b>\$8,910</b>
Services	\$8,643	\$9,496	\$10,581	\$8,910
<b>Total Expenditures</b>	<b>\$8,643</b>	<b>\$9,496</b>	<b>\$10,581</b>	<b>\$8,910</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$1,428	\$1,205
<b>Total Budgeted</b>	<b>\$8,643</b>	<b>\$9,496</b>	<b>\$12,009</b>	<b>\$10,1</b>

<b>FUND 186 – CALIFORNIA JAMBOREE</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$87,548	\$87,548	\$87,547	\$87,547
Interest	\$903	\$1,300		
Other	\$2,044			
Transfers In	\$30,000	\$31,443	\$30,000	\$30,000
<b>Total Revenues</b>	<b>\$120,495</b>	<b>\$120,291</b>	<b>\$117,547</b>	<b>\$117,547</b>
Services	\$131,535	\$110,598	\$125,931	\$117,548
Capital Outlay	\$575			
Transfer to Capital Reserve				
<b>Total Expenditures</b>	<b>\$132,110</b>	<b>\$110,598</b>	<b>\$125,931</b>	<b>\$117,548</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$75,668	\$84,447
<b>Total Budgeted</b>	<b>\$132,110</b>	<b>\$110,598</b>	<b>\$201,599</b>	<b>\$201,995</b>

<b>FUND 187 – COUNTRY PLACE</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$23,400	\$23,400	\$23,400	\$23,400
Interest	(\$12)	(\$18)		
Transfers In	\$8,000	\$8,250	\$8,000	\$8,000
<b>Total Revenues</b>	<b>\$31,388</b>	<b>\$31,632</b>	<b>\$31,400</b>	<b>\$31,400</b>
Services	\$39,105	\$36,036	\$39,730	\$39,961
<b>Total Expenditures</b>	<b>\$39,105</b>	<b>\$36,036</b>	<b>\$39,730</b>	<b>\$39,961</b>
Unassigned Balances				
<b>Total Budgeted</b>	<b>\$39,105</b>	<b>\$36,036</b>	<b>\$39,730</b>	<b>\$39,961</b>

<b>FUND 188 – LAUREL CREST</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$87,000	\$87,000	\$87,000	\$87,000
Interest	\$316	\$501		
Transfers In	\$10,000	\$10,456	\$10,000	\$30,000
<b>Total Revenues</b>	<b>\$97,316</b>	<b>\$97,957</b>	<b>\$97,000</b>	<b>\$117,000</b>
Services	\$89,278	\$89,175	\$97,000	\$117,000
Capital Outlay				
<b>Total Expenditures</b>	<b>\$89,278</b>	<b>\$89,175</b>	<b>\$97,000</b>	<b>\$117,000</b>
Unassigned Balances				
Unassigned Asset Replacement Balance		\$1,735	\$29,073	\$21,353
<b>Total Budgeted</b>	<b>\$89,278</b>	<b>\$90,910</b>	<b>\$126,073</b>	<b>\$138,353</b>

<b>FUND 189 – MARSH CREEK GLEN</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$74,390	\$86,527	\$89,340	\$92,202
Interest	\$1,068	\$829		
<b>Total Revenues</b>	<b>\$85,458</b>	<b>\$87,356</b>	<b>\$89,340</b>	<b>\$92,202</b>
Services	\$61,064	\$78,588	\$75,950	\$92,202
Capital Outlay	\$1,400	\$342,571		
Transfer to Capital Reserve				
<b>Total Expenditures</b>	<b>\$62,464</b>	<b>\$421,159</b>	<b>\$75,950</b>	<b>\$92,202</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$31,990	\$47,834
<b>Total Budgeted</b>	<b>\$62,464</b>	<b>\$421,159</b>	<b>\$107,940</b>	<b>\$140,036</b>

<b>FUND 190 – QUAIL GLEN</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$26,508	\$28,075	\$28,923	\$29,916
Interest	\$172	\$260		
<b>Total Revenues</b>	<b>\$26,680</b>	<b>\$28,335</b>	<b>\$28,923</b>	<b>\$29,916</b>
Services	\$16,634	\$26,512	\$26,730	\$29,914
<b>Total Expenditures</b>	<b>\$16,634</b>	<b>\$26,521</b>	<b>\$26,730</b>	<b>\$29,914</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$23,075	\$20,335
<b>Total Budgeted</b>	<b>\$16,634</b>	<b>\$26,512</b>	<b>\$49,805</b>	<b>\$50,249</b>

<b>FUND 191 – CYPRESS GROVE</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$241,066	\$247,168	\$254,632	\$263,379
Interest	\$904	\$1,702		
Transfers In	\$170,000	\$78,951	\$10,000	\$10,000
<b>Total Revenues</b>	<b>\$411,970</b>	<b>\$327,821</b>	<b>\$264,632</b>	<b>\$273,379</b>
Services	\$246,903	\$285,684	\$257,170	\$273,379
Capital Outlay	\$1,583			
<b>Total Expenditures</b>	<b>\$248,486</b>	<b>\$285,684</b>	<b>\$257,170</b>	<b>\$273,379</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$100,000	\$100,000
<b>Total Budgeted</b>	<b>\$248,486</b>	<b>\$285,684</b>	<b>\$357,170</b>	<b>\$373,379</b>

<b>FUND 192 – SOUTH OAKLEY</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$331,340	\$344,597	\$355,004	\$367,199
Interest	\$733	\$935		
Other	\$1,792	\$20,000		
Transfers In	\$10,000	\$12,452	\$10,000	\$10,000
<b>Total Revenues</b>	<b>\$343,865</b>	<b>\$377,984</b>	<b>\$365,004</b>	<b>\$377,199</b>
Services	\$308,534	\$426,459	\$334,700	\$378,918
Capital Outlay	\$2,176			
Transfer to Capital Reserve				
<b>Total Expenditures</b>	<b>\$310,710</b>	<b>\$426,459</b>	<b>\$334,700</b>	<b>\$378,918</b>
Unassigned Balances				
Unassigned Asset Replacement Balance		\$33,759	\$22,575	31,223
<b>Total Budgeted</b>	<b>\$310,710</b>	<b>\$460,218</b>	<b>\$357,275</b>	<b>\$410,141</b>

<b>FUND 193 – STONE CREEK</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$16,000	\$29,250	\$29,250	\$30,255
Interest	\$300	\$479		
<b>Total Revenues</b>	<b>\$16,300</b>	<b>\$29,729</b>	<b>\$29,250</b>	<b>\$30,255</b>
Services	\$3,978	\$2,833	\$22,403	\$30,255
<b>Total Expenditures</b>	<b>\$3,978</b>	<b>\$2,833</b>	<b>\$22,403</b>	<b>\$30,255</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$29,434	\$46,528
<b>Total Budgeted</b>	<b>\$3,978</b>	<b>\$2,833</b>	<b>\$51,837</b>	<b>\$76,783</b>

<b>FUND 194 – MAGNOLIA PARK</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$552,500	\$552,500	\$552,500	\$571,490
Interest	\$2,546	\$4,188		
Other	\$2,975	\$10,000		
Transfer In	\$10,000	\$12,864	\$10,000	\$10,000
<b>Total Revenues</b>	<b>\$568,021</b>	<b>\$579,552</b>	<b>\$562,500</b>	<b>\$581,490</b>
Services	\$349,929	\$455,252	\$458,325	\$589,009
Capital Outlay	\$11,042			
Transfer to Capital Reserve				
<b>Total Expenditures</b>	<b>\$360,971</b>	<b>\$455,252</b>	<b>\$458,325</b>	<b>\$589,009</b>
Unassigned Balances				
Unassigned Asset Replacement Balance		\$13,352	\$100,000	\$100,000
<b>Total Budgeted</b>	<b>\$360,971</b>	<b>\$468,604</b>	<b>\$558,325</b>	<b>\$689,009</b>



<b>FUND 195 – SUMMER LAKE</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$169,311	\$234,415	\$273,992	\$273,992
Interest	\$1,452	\$2,033		
Other		\$5,000		
Transfer In	\$25,000	\$29,578	\$25,000	\$25,000
<b>Total Revenues</b>	<b>\$195,763</b>	<b>\$271,026</b>	<b>\$298,992</b>	<b>\$298,992</b>
Services	\$189,499	\$293,386	\$269,200	\$347,176
Capital Outlay	\$1,112			
Transfer to Capital Reserve				
<b>Total Expenditures</b>	<b>\$190,611</b>	<b>\$293,386</b>	<b>\$269,200</b>	<b>\$347,176</b>
Unassigned Balances				
Unassigned Asset Replacement Balance			\$87,735	\$100,000
<b>Total Budgeted</b>	<b>\$190,611</b>	<b>\$293,386</b>	<b>\$356,935</b>	<b>\$447,176</b>

## 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				
	2014-2015 Actual	2015-2016 Actual	2016-2017 Projected	2017-2018 Recommended
Gas Taxes	\$1,080,339	\$847,496	\$771,450	\$847,339
Grant Proceeds		\$15,000		
Interest	\$1,818	\$1,840		
Other		\$1,479		
Road Maintenance & Rehabilitation Account				\$231,282
<b>Total Revenues</b>	<b>\$1,082,157</b>	<b>\$865,815</b>	<b>\$771,450</b>	<b>\$1,078,621</b>
Services	\$412,260	\$358,911	\$433,738	\$621,454
Supplies	\$159,374	\$133,275	\$150,000	\$250,000
Capital Outlay	\$240,416	\$894,408	\$294,081	
Transfers Out	\$70,946	\$159,471	\$102,148	\$193,694
<b>Total Expenditures</b>	<b>\$882,995</b>	<b>\$1,546,065</b>	<b>\$979,967</b>	<b>\$1,065,148</b>
Unassigned Balances			\$8,447	\$119,945
<b>Total Budgeted</b>	<b>\$882,995</b>	<b>\$1,546,065</b>	<b>\$988,414</b>	<b>\$1,185,093</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.

<b>FUND 148 – MEASURE J</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Measure J Allocations	\$508,272	\$528,891	\$547,375	\$576,750
Interest	\$1,203	\$1,245	\$1,000	\$1,000
General Fund Transfers				\$300,000
<b>Total Revenues</b>	<b>\$509,475</b>	<b>\$530,136</b>	<b>\$548,375</b>	<b>\$877,750</b>
Services	\$243,742	\$102,291	\$204,110	\$322,437
Supplies				
Capital Outlay	\$572,232	\$759,130	\$498,181	\$600,000
<b>Total Expenditures</b>	<b>\$815,975</b>	<b>\$861,421</b>	<b>\$702,291</b>	<b>\$922,437</b>
Unassigned Balances		\$8,016	\$31,130	\$97,964
<b>Total Budgeted</b>	<b>\$815,975</b>	<b>\$869,437</b>	<b>\$733,421</b>	<b>\$1,020,401</b>

### Streets Maintenance Reserve

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

<b>FUND 235 – STREET MAINTENANCE RESERVE</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Transfers In	\$75,000	\$150,000	\$350,000	\$200,000
Other				
<b>Total Revenues</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$350,000</b>	<b>\$200,000</b>
Services				
Supplies				
Capital Outlay				
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Unassigned Balances			\$375,000	\$375,000
<b>Total Budgeted</b>	<b>\$0</b>	<b>\$0</b>	<b>\$375,000</b>	<b>\$375,000</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.

<b>FUND 145 – STORM WATER PROGRAM</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$498,378	\$490,769	\$461,000	\$461,000
Interest	\$2,205	\$4,948	\$1,000	\$1,000
Other	\$180	\$33,520		
<b>Total Revenues</b>	<b>\$500,763</b>	<b>\$529,237</b>	<b>\$462,000</b>	<b>\$462,000</b>
Services	\$260,460	\$355,032	\$408,394	\$280,460
Supplies	\$165,776	\$164,013	\$227,742	\$245,750
Capital Outlay		\$183,177	\$868,721	
<b>Total Expenditures</b>	<b>\$426,236</b>	<b>\$702,222</b>	<b>\$1,504,857</b>	<b>\$526,210</b>
Unassigned Balances		\$86,729	\$32,461	\$9,724
<b>Total Budgeted</b>	<b>\$426,236</b>	<b>\$788,951</b>	<b>\$1,537,318</b>	<b>\$535,934</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 2016-2017 budget reflects the use of the grant from the State to supplement Police Department costs.

<b>FUND 150 – P-6 POLICE SERVICES</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Assessments	\$3,336,854	\$3,483,908	\$3,832,937	\$3,947,925
Interest	\$666	\$792	\$250	\$500
<b>Total Revenues</b>	<b>\$3,337,520</b>	<b>\$3,484,700</b>	<b>\$3,833,187</b>	<b>\$3,948,425</b>
Services	\$3,351,674	\$3,484,700	\$3,702,137	\$3,948,425
<b>Total Expenditures</b>	<b>\$3,351,674</b>	<b>\$3,484,700</b>	<b>\$3,702,137</b>	<b>\$3,948,425</b>

<b>FUND 151 – SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2015-2016 Projected</b>	<b>2017-2018 Recommended</b>
Grant Revenues	\$113,973	\$114,618	\$100,000	\$100,000
Interest	(\$7)	\$74		
<b>Total Revenues</b>	<b>\$113,966</b>	<b>\$114,692</b>	<b>\$100,000</b>	<b>\$100,000</b>
Services	\$99,813	\$114,692	\$100,000	\$100,000
Supplies				
Capital Outlay				
<b>Total Expenditures</b>	<b>\$99,813</b>	<b>\$114,692</b>	<b>\$100,000</b>	<b>\$100,000</b>

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## DEVELOPER DEPOSITS FUND

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

<b>FUND 301 – DEVELOPER DEPOSITS</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Developer Fees	\$458,870	657,802	\$774,243	\$474,865
<b>Total Revenues</b>	<b>\$458,870</b>	<b>\$657,802</b>	<b>\$774,243</b>	<b>\$474,865</b>
Services	\$452,539	\$657,802	\$774,243	\$474,865
Operating Transfers Out				
<b>Total Expenditures</b>	<b>\$452,539</b>	<b>\$657,802</b>	<b>\$774,243</b>	<b>\$474,865</b>



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## **SUCCESSOR HOUSING ASSETS**

### **Successor Housing Assets**

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

### **Program Costs and Revenues**

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

### **Program Description**

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

### **Staffing Summary**

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

### **Program Objectives**

The primary operating objectives for the program in fiscal year 2017-2018 is to ensure Developers continue to comply with their obligations. There are no significant changes to the Department's objectives. To the extent costs are less than funds available, the balance will be used towards paying down a portion of the \$1.3 million in deferred impact fee obligations from prior affordable housing projects that remain outstanding.

## Program Changes

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

<b>FUND 767 – SUCCESSOR HOUSING ASSETS</b>				
	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Recommended</b>
Property Tax				
Interest Income	\$51,403	\$1325	\$2,000	\$2,000
Loan Repayments	\$2,400	\$260,795	\$12,000	\$12,000
Rents				
Sale of Property				
Transfers In				
Interfund Charges for Svc				
<b>Total Revenues</b>	<b>\$53,803</b>	<b>\$262,120</b>	<b>\$14,000</b>	<b>\$14,000</b>
Personnel				
Supplies		\$81,250		
Services	\$5,045	\$3,371	\$3,500	\$3,500
Interest	\$3,478	\$5,394	\$10,500	\$10,500
<b>Total Expenditures</b>	<b>\$8,523</b>	<b>\$90,015</b>	<b>\$14,000</b>	<b>\$14,000</b>
<b>Unassigned Balances</b>				
<b>Total Budgeted</b>	<b>\$8,523</b>	<b>\$90,015</b>	<b>\$14,400</b>	<b>\$14,000</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 2016 Lease Revenue Bond issued by the City's financing Authority to refund the 2006 Certificates of Participation and issue new debt of \$4,000,000 to pay for the first phase of the City of Oakley Recreation Center. 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 U.S. Bank as trustee and Fiscal Agent.

### **Program Objectives**

The primary operating objectives for the City remain unchanged for fiscal year 2017-2018: to make the debt service payments, to oversee the services provided by the contractors, and to ensure the preparation of all required public reporting.

### **Program Changes**

No program changes



**Debt Service 2016 Lease Revenue Bonds  
Fund 351**

<b>ESTIMATED REVENUES</b>		
Transfers In	Interest Income	Total Revenues
\$676,319		\$676,319

<b>PROPOSED EXPENDITURES</b>			
Principal	Interest	Administration	Total Expenditures
\$275,000	\$392,819	\$8,500	\$676,319

**DEBT LISTING:**

2016 Lease Revenue Bonds	Recreation Center	\$10,025,000
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**REMAINING DEBT SERVICE:**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Service</b>
2017-18	\$275,000	\$392,819	\$667,819
2018-19	\$280,000	\$384,569	\$664,569
2019-20	\$295,000	\$373,369	\$668,369
2020-21	\$305,000	\$361,569	\$666,569
2021-22	\$315,000	\$349,369	\$664,369
Other Years	\$8,245,000	\$3,633,600	\$11,878,600
<b>Totals</b>	<b>\$9,715,000</b>	<b>\$5,495,295</b>	<b>\$15,210,295</b>

## **CAPITAL IMPROVEMENT PROGRAM**

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

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

Despite the many benefits of a CIP, it is important to highlight the fact that this is a planning 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's CIP reflects the strategic goals of the City Council and is a critical investment in the community.

The focus of the proposed CIP for FY 2017/18 through 2021/22 is to maintain the core infrastructure of the City of Oakley while utilizing the most cost effective and creative approach. The CIP continues to prioritize and build new infrastructure for the community, which will enhance the quality of life for residents and promote the economic vitality and viability for the City. In preparation of the CIP for FY 2017/18, a comprehensive review of prospective projects has been made to determine if the projects are still viable and should be funded. The most significant projects for FY 2017/18 are the Downtown Renovation Project and the new Oakley Recreation Center Project. The design and construction of these projects began in FY 2016/17 and will be completed during FY 2017/18. The successful completion of these projects will be a major accomplishment for the City, will enhance the quality of life for the residents of Oakley and enhance the economic vitality of the community for decades to come.

The CIP for FY 2017/18 is divided into specific projects to address unique needs for each component of the City's infrastructure system. This approach provides funding for the infrastructure maintenance, the construction of new improvements; as well as a long range goal for protecting the quality of the public infrastructure system in the City of Oakley. The funding for CIP projects are generally from the following sources: Measure J Sales Tax, Gas Tax, General Fund, Development Traffic Impact Fees, Development Park Impact Fees, and Federal & State Grants. The revenues from Development Traffic Impact Fees and Development Park Impact Fees are dependent upon the private development activity and regional economic growth. The CIP for FY 2017/18 conservatively budgets a portion of these funding sources to account for unforeseen downturns in the regional economic and development activity.

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

## **Proposed Projects for FY 2017/18 CIP**

*Project #165, Main Street Improvement Project (Norcross Lane to 5th Street)* - This project will continue the improvements that were constructed in the Downtown on Main Street in 2012; by constructing new curb, gutter, sidewalk, storm drain system, paving, and streetscape from Norcross Lane to 5<sup>th</sup> Street. A new traffic signal will be constructed at the intersection of Main Street and Norcross Lane. A new gateway monument will be installed in the median on Main Street at 2nd Street to enhance the entrance to the downtown area. The implementation of this project is based on the downtown "Visioning" plan that was approved by City Council in 2014. The construction of the improvements began during FY 2016/17 and it is anticipated to be completed before the 2017 holiday season. *The funding of this project was allocated in FY 2016/17 and no additional funding is requested in the FY 2017/18 budget.*

*Project #176, Oakley Community Park Project* – This project transforms a 55-acre site at the end of Sellers Avenue that will be given to the City as part of the development agreements with the Emerson and Gilbert Ranch projects. This 55-acre site has a number of older buildings and facilities related to a dairy farm that has been closed for decades. This project will clean up the site and construct a Community Park that will be a destination point for the community. A team of staff, consultants, and a Council sub-committee began the process of concept planning and design of this site in FY 2015/16. As a result of this work, a final concept plan was developed and approved by the City Council. This project will be a multi-phase project that will be designed and constructed over the coming years, and could potentially cost over \$60,000,000 to construct all of its components. Funding for the project will be provided by a combination of grants and other local funds. The first phase of this project is to complete the Environmental Impact Review (EIR) for the site, as well as demolish and remove the old and abandoned buildings. Concurrently the City is actively pursuing and applying for any grants to secure funding for the future phases of this project. *The funding of this project was allocated in FY 2016/17 and no additional funding is requested in the FY 2017/18 budget.*

*Project #177, Bethel Island Road Culvert Rehabilitation Project* - The storm drain infrastructure in the rural parts of Oakley are primarily made up of old corrugated metal pipes. These pipes rust over time due to direct contact and exposure to water, which causes them to decompose and fail. The options to address these failure problems are; rehabilitation by either lining the pipes, if practical, or full replacement. Staff has determined that the Bethel Island Road 48" metal pipe can be lined. This will help in providing the structural integrity and to improve the hydraulic capacity of the storm water flow in the pipe, without the need for total replacement. This rehabilitation method is the most practical and cost effective in addressing this failure. The project design and award of construction contract was done during FY 2016/17 and



the actual construction will occur during FY 2017/18, after securing the environmental regulatory agency permits. *The funding of this project was allocated in FY 2016/17 and no additional funding is requested in the FY 2017/18 budget.*

***Project #186, West Cypress Road Bridge at Contra Costa Canal - Reconstruction Project*** - The existing West Cypress Road Bridge that crosses the Contra Costa canal is structurally deficient; according to the latest Caltrans inspections. It will need to be reconstructed in order to continue to be safe and remain in service. The City of Oakley does not have a designated funding source for repairing, maintaining, and improving the City's bridges, and relies upon grant programs for major bridge improvement projects. Staff has applied for Highway Bridge Replacement and Rehabilitation (HBRR) grant funding for this project and has secured partial funding for this project. The design of the project will take place in FY 2018/19, followed up with the construction of the project. The funding of the preliminary design and grant processing efforts are provided from the City's Stormwater Fund. *The funding of this project was allocated in FY 2016/17 and no additional funding is requested in the FY 2017/18 budget.*

***Project #187, Main Street Bridge at Contra Costa Canal - Rehabilitation Project*** - The existing Main Street Bridge that crosses the Contra Costa canal is in need of rehabilitation to protect its structural integrity and to keep it off of the Caltrans structurally deficient list. The City of Oakley does not have a designated funding source for repairing, maintaining, and improving the City's bridges, and relies upon grant programs for major bridge improvement projects. Staff has applied for Highway Bridge Replacement and Rehabilitation (HBRR) grant funding for this project and has secured partial funding for this project. The design of the project will take place in FY 2018/19, followed up with the construction of the project. The funding of the preliminary design and grant processing efforts are provided from the City's Stormwater Fund. *The funding of this project was allocated in FY 2016/17 and no additional funding is requested in the FY 2017/18 budget.*

***Project #189, Piper Lane Drainage Channel Trash Capture Device Project*** - The Piper Lane drainage channel is one of the major drainage outfalls from the City of Oakley to the Delta, in which the City is responsible for its maintenance and operation. This is an open channel that flows freely to the Delta. Based on the new permit issued by San Francisco Regional Water Quality Control Board (SFRWQCB), it cannot convey trash to the open waters of the Delta. Historically, a large amount of trash and debris were transported to the Delta through this channel. This project will construct new trash capture devices at the upstream end of the channel near Vintage Parkway. The trash capture device will stop trash from flowing into the Delta and the City will be in compliance with the SFRWQCB permit. The construction cost of this project is over \$800,000. Staff is pursuing all funding sources, especially grants, to fund the

construction of this project. It continues to be a challenge for municipalities to fund projects that need to adhere to the SFRWQCB permit. *The funding of this project was allocated in FY 2016/17 and no additional funding is requested in the FY 2017/18 budget.*

***Project #191, Laurel Road/Rose Avenue Intersection Improvement Project*** – The intersection of Laurel Road and Rose Avenue is a major intersection in the City of Oakley on an arterial road that is not signalized. Currently, this intersection operates as a four-way stop and has one lane of thru traffic in each direction. This project will widen the intersection and construct a new traffic signal, which will improve the traffic flows on Laurel Road at Rose Avenue. This project is in conjunction with a private development project that will widen the south side of Laurel Road to the east; and the City of Oakley’s Capital Improvement Project (CIP 196) which will widen the north side of Laurel Road from Rose Avenue to Mellowood Drive. The design of this project is currently underway in collaboration with Western Area Power Administration (WAPA), who will be relocating major electric transmission poles along the project route. This project also requires additional right of way, which has to be acquired from private property owners; this effort is currently underway. It is anticipated that all the design, utility relocations, and right of way acquisition will be completed during FY 2017/18, followed up by the construction of the project in FY 2018/19. ***Total Budget-\$400,000 (\$400,000 TIF Fund).***

***Project #193, Public Works Operations Building Rehabilitation Project*** – the City purchased the property on 4<sup>th</sup> Street; the former site of the Ace Hardware Store. This project will rehabilitate this building that will be used as an operations center for the Public Works Department. In addition to the relocation of the Public Works Operations, the Police Department will be using this new facility as storage. The Public Works operations corporation yard currently occupies a part of the Civic Center campus behind the Amphitheater and Park. Once the Public Works operations center has moved to the rehabilitated building, the existing area used for the corporation yard can be improved and paved for a parking lot. *The funding of this project was allocated in FY 2016/17 and no additional funding is requested in the FY 2017/18 budget.*

***Project #194, Oakley Recreation Center Project*** – The City is growing and the demands for recreation facilities are increasing. The current facility at the former Moura property on O’Hara Avenue is no longer a practical option to serve the recreation needs of the community. This project will provide the community with a modern and functional recreation facility, with an accompanying turf area (ball field). Over all phases, the new facility will provide the City with room to program a wide range of recreation services in one location. This project will be constructed in phases as funding becomes available. The first phase of the project is currently under design. The construction of the project will take place over multiple phases; earthwork, O’Hara/Chianti signalization and

median improvements, and finally the construction of the new Recreation Center and on-site infrastructure. This construction phasing was developed to work around O'Hara Park Middle School, and summer school to minimize any inconveniences to the parents and students. *The funding of this project was allocated in FY 2016/17 and no additional funding is requested in the FY 2017/18 budget.*

***Project #196, Laurel Road Widening Project (Rose Avenue to Mellowood Drive)*** – This section of Laurel Road between Rose Avenue and Mellowood Drive is a narrow two lane road that does not accommodate the traffic demands of the community. Laurel Road is a major arterial street in Oakley, and a direct connection to Highway 4. This section of Laurel Road has not been widened or improved due to the lack of Right of Way. The City was successful in acquiring the Right of Way needed for this road, and plans to design the project and relocate the utilities in FY 2016/17. Construction of the roadway widening project is scheduled for FY 2017/18. This project is in conjunction with CIP #191 which will reconstruct the intersection of Laurel Road and Rose Avenue. ***Total Budget- \$3,400,000 (\$3,400,000 TIF Fund).***

***Project #197, Oakley Community Dog Park Project at Nunn-Wilson Park*** – The Oakley Community Dog Park will be constructed at Nunn-Wilson Park, which will have a new parking lot, restroom, picnic area, tables, benches, dog water play area, drinking fountain, agility equipment, and other amenities that all new Dog Parks have and that are used by other communities. The City of Oakley has been pursuing grant funding for the construction of this Community Dog Park for the past two years, and was finally successful in securing a Land and Water Conservation Fund (LWCF) grant for this project. ***Total Budget- \$350,000 (\$350,000 Park Impact Fee).***

***Project #198, 3330 Main Street Building Remodeling Project*** – The City of Oakley is renovating the vacant upstairs space of the City-owned building located at 3330 Main Street, to house the Oakley Entrepreneur Center. Oakley's Economic Development program works to meet the needs of the existing Oakley small business community. It is anticipated that approximately 10 to 15 small businesses could be located in the center. The City has owned the building for a number of years, and previously the City renovated the bottom floor to accommodate Guanatos Ice Cream, as well as the Chamber of Commerce. The Entrepreneur Center will contain individual offices, co-working space, and conference rooms, break room and be serviced by a new elevator. ***Total Budget- \$350,000 (\$350,000 Downtown Revitalization Fund).***

***Project #199, FY 2017/18 Curb, Gutter and Sidewalk Repair and Reconstruction Project*** - This project will coordinate with the responsible property owners to repair and reconstruct damaged and broken concrete, curb, gutter and sidewalks throughout the City. The construction of this project will eliminate trip and fall accidents caused by

sidewalk and curbs uplifted by tree root overgrowth, and provide safe paths of travel for the community. This project works in coordination with the 50-50 cost share program that helps the property owners address concrete sidewalk and curb and gutter uplifts caused by tree root overgrowth. *Total Budget- \$100,000 (\$100,000 2012 Bond Benefit).*

*Project #200, FY 2017/18 Traffic Signal Modernization Project* – Traffic operations and public safety has become one of the more important issues for the community. Public Works staff are continually working to improve the traffic operations on City streets. This project will replace some of the older internal components of the City's traffic signal systems which will allow better and more coordinated traffic signal operations. *Total Budget- \$150,000 (\$150,000 TIF Fund).*

*Project #201, FY 2017/18 Traffic Calming Project* – The traffic operations in the community have become one of the major issues that the Police and Public Works Departments handle on a regular basis. This project provides funding for the placement of traffic calming features in accordance with the neighborhood traffic calming policy. Various traffic calming requests are being evaluated by staff from the Police and Public Works Departments, and are addressed in collaboration with the residents based on priority and order they are received. *Total Budget- \$15,000 (\$15,000 2012 Bond Benefit).*

*Project #202, FY 2017/18 Street Restriping* - This project will restripe various City streets each year to help maintain delineations that are marked for usage by motorists and pedestrians. The work performed under this project focuses on the streets that are not in the plan for resurfacing in the next two years, and need the striping for lane delineation (centerline, edge line, crosswalk, pavement marking) to provide safer streets for the community. *Total Budget- \$15,000 (\$15,000 2012 Bond Benefit).*

*Project #203, FY 2017/18 Street Repair & Resurfacing* - This project will repair the base and surface failures and resurface streets as a part of a comprehensive program to maintain the roadways for the community. Street repair and resurfacing is critical for keeping the quality of the City's street infrastructure in good condition and prevent the necessity of costly reconstruction due to the lack of proper rehabilitation and maintenance. This project will repair and resurface several areas that need Sierra-Crete remediation in the Vintage Parkway neighborhood. *Total Budget- \$800,000 (\$600,000 Measure J, \$200,000 2012 Bond Benefit).*

*Project #204, Police Department Locker Room/Detective Room Expansion Project* - Currently the Oakley Police Department men's locker room consists of 31 full size lockers and 10 half lockers, for a total of 41 lockers. The full sized lockers are necessary for most uniformed personnel. The smaller lockers are suitable for administrative

personnel and for uniformed volunteers. The existing facility is fully utilized, and in order to accommodate locker room space for new police officers, expansion of the locker rooms are necessitated. The proposed expansion would include expanding the men's locker facility into the current report writing area. The report writing area will then get moved into another part of the City Hall facility. *Total Budget- \$150,000 (\$150,000 Facility Fund).*

*Project #205, Downtown Train Platform Station & Parking Lot Phase 1* - The Oakley Multi-Modal Parking Lot Project features a new San Joaquin Joint Power Authorities ("SJJPA") train station platform located north of Main Street between 2nd Street and O'Hara Avenue. The facility would provide connecting TriDelta Transit bus service to the train station, as well as a Park & Ride lot. Routes in Oakley and surrounding communities would be adjusted to better serve on-going transportation infrastructure investments in the area; including the eBART extension to Hillcrest Avenue. The station platform is strategically located in downtown on Main Street, adjacent to a future Main Street Plaza that could be used for civic events and markets. The location is within a five minute walking radius of City Hall, Civic Center Park, and Main Street restaurants. This project will make use of a number of vacant and underutilized properties north of Main Street between Norcross Lane and O'Hara Avenue. Three Hundred (300) surface parking spaces would be provided to support Park & Ride activities as well as future train riders; many of which could be used to support plaza activities held on the weekends and evenings. The City has applied for OBAG grant funding for this parking lot, and the amount shown as part of the CIP document is the City's local funding match for this project. *Total Budget- \$563,613 (\$563,613 Main Street Fund).*

*Project #206, Athletic Field Project at Nunn-Wilson Park* – The existing storm drain basin at the intersections of Laurel/Brown/Oxford has been in place for many years and is under-utilized. This project will address a growing need in the community for athletic fields, and also complement the new Oakley Dog Park which will be constructed next to this site. The new athletic field will be similar to the Freedom High School Stormwater Basin, just in smaller scale. *Total Budget- \$850,000 (\$850,000 Park Impact Fee Fund).*

*Project #207, Senior Center Renovation Project* - The City of Oakley has leased the former fire station building located at 215 2nd Street to the Oakley Senior Citizens group; however, the building is in need of rehabilitation before being adequate for senior center activities. The rehabilitation project includes Americans with Disabilities Act of 1990 (ADA) improvements to the front and rear entrances, and doors, railings and ramps, widening of interior thresholds for ADA accessibility, interior finishes and painting, parking lot improvements for ADA, and roof repair. The aforementioned is being funded by CDBG funds, as well as the City of Oakley's matching funds. *Total Budget- \$148,000 (\$98,000 Grant, \$50,000 General Capital Projects Fund).*

***Project #208, Laurel Road Reconstruction Project (Mellowood Drive to Main Street)*** – This project will reconstruct and improve Laurel Road in the section from Mellowood Drive to Main Street which has been in need of roadway reconstruction due to the heavy concentration of Sierra-Crete that had been used years ago in the construction of this project by the County. This roadway has required frequent and costly repairs. The construction of this project will complement the other roadway improvement project on Laurel Road (Rose to Mellowood) that will be constructed in FY 2017/18. The design of this project, (Mellowood to Main) will take place in FY 2017/18, and construction will start in FY 2018/19. ***Total Budget- \$175,000 (\$175,000 TIF Fund).***

***Project #209, FY 2017/18 ADA Implementation Plan Project*** - The City of Oakley has to have an ADA Transition Plan prepared and implemented to adhere to the legal requirements related to the U.S. Department of Justice. Staff has solicited proposals from ADA specialty consultants and had selected the firm of Sally Swanson Architects, Inc. to prepare the City's ADA Transition Plan. The preparation of this ADA Transition Plan has been underway, and upon completion, the recommendations of this plan will be implemented. This implementation plan will be phased over the future years as funding is allocated. ***Total Budget- \$50,000 (\$50,000 General Capital Projects Fund).***

***Project #210, Development Services Counter Renovation Project-*** The City of Oakley has a Violence Prevention program in place and recently conducted a security audit of facilities. The audit revealed the need to improve the main lobby and development services lobby to reduce the risk of violence against City staff and ensure our employees are kept safe from assault. A design is not yet complete, but will account for the increased safety of employees and minimize access from the public to other City staff, while attempting to preserve a welcoming environment. ***Total Budget- \$60,000 (\$60,000 General Capital Projects Fund).***

***Project #211, Main Street/Rose Avenue Intersection Improvement Project*** – Growth of the community and new subdivision development projects along the East Cypress Road corridor, necessitates improving the streets that will need to accommodate the added volume of traffic to these new neighborhoods. Main Street and Rose Avenue have operated as a stop sign intersection, which is no longer sustainable. A traffic signal is needed at this intersection. City staff have been discussing this intersection improvement project with management staff of Ironhouse Sanitary District (ISD) to explore opportunities that this project could address. The City needs better traffic flow, and ISD needs access from their prospective development site to Main Street. The other benefit of this project is providing the long desired secondary access for the residents of the Vintage Parkway neighborhood to Main Street. The design of this project is planned for FY 2017/18. ***Total Budget- \$250,000 (\$250,000 TIF Fund).***

*Project #212, East Cypress Road Widening Project (Machado Lane to Sellers Avenue)*

- The development of East Cypress Road is moving forward with multiple new subdivisions being designed and constructed. 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 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. The City's cost of the project is eligible for Traffic Impact Fee credits. *Total Budget- \$450,000 (\$450,000 TIF Fund).*

City of Oakley  
 FY 2017/18 Project Summary  
 Capital Improvement Program for Fiscal Years 2017/18 to 2021/22

FY 17/18 Proposed Revenues													
		General Capital Projects	Main Street Fund	TIF	Measure J	Gas Tax	Stormwater Fund	2012 Bond Benefit	Facility Fund	Regional Park Fund	Park Impact Fee	Downtown Revitalization Fund	Grant
	FY 16/17 Fund Balance	155,619	235,181	2,117,533	42,651	106,272	73,934	549,514	121,270	(500,000)	629,204	100,000	-
	FY 17/18 Revenues	110,000	350,000	2,400,000	577,290	1,078,621	462,000	64,000	100,000	250,000	600,000	150,000	-
	FY 17/18 Transfers from General Fund	-	-	-	800,000	-	(526,210)	(230,000)	-	-	-	230,000	-
	FY 17/18 Operational Expenditures	(61,638)	-	(155,132)	(64,660)	(784,944)	(526,210)	-	-	-	-	(141,000)	-
	FY 17/18 CIP Start Labor Charges	203,981	585,181	5,000,001	697,964	119,945	9,724	363,514	221,270	-	1,229,204	365,000	-
	Total Available for Capital Projects												

FY 17/18 Proposed Expenditures													
#	Project	General Capital Fund	Main Street Fund	TIF	Measure J	Gas Tax	Stormwater Fund	2012 Bond Benefit	Facility Fund	Community Park fund	Park Impact Fee	Downtown Revitalization Fund	Grant
165	Main Street Realignment Project												
170	Oakley Community Park Project												
177	Relief Island Road Culvert Rehabilitation Project												
186	West Cypress Road Bridge at Contra Costa Canal Reconstruction Project												
187	Main Street Bridge at Contra Costa Canal Rehabilitation Project												
189	Paper Lane Drainage Channel Trash Capture Device Project												
191	Laurel Road/Rose Avenue Intersection Improvement Project	400,000		400,000									
193	Public Works Operations Building Rehabilitation Project												
194	Oakley Recreation Center Project												
196	Laurel Road/Rose Avenue to Mellowood Drive W Widening Project	3,400,000		3,400,000									
197	Chiles Community Day Park Project	350,000									350,000		
198	3330 Main Street Building Renovation Project												
199	FY 2017/18 Garb, Gutter & Sidewalk Repair and Reconstruction Project	100,000						100,000					
200	FY 2017/18 Traffic Signal Modernization Project	150,000		150,000									
201	FY 2017/18 Traffic Calming Project	150,000											
202	FY 2017/18 Street Restriping Project	800,000			600,000								
203	FY 2017/18 Street Repair and Resurfacing Project	150,000											
204	Police Dept. Locker Room/Detective Room Expansion Project								150,000				
205	Downtown Train Platform Station & Parking Lot Phase 1 Project		563,613										
206	Athletic Field at Nunn-Wilton Park Project										850,000		4,350,187
207	Senior Center Renovation Project	50,000											98,000
208	Laurel Road Reconstruction (Mellowood Drive to Main Street) Project			175,000									
209	FY 2017-18 ADA Implementation Plan Project	50,000											
210	Development Services Center Renovation Project	60,000											
211	Main Street/Rose Avenue Intersection Improvement Project			250,000									
212	East Cypress Road (Methuels Lane to Sellers Avenue) Widening Project			450,000									
	Total	660,000	563,613	4,825,000	600,000	119,945	9,724	330,000	150,000	-	1,200,000	350,000	4,448,187
	Remaining Unassigned Balances	45,981	21,568	235,601	97,964			33,514	71,270	-	29,204	15,000	(4,448,187)




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## Completed Projects in FY 2016/17

PROJECT LOCATIONS	
A Downtown Storm Drain Improvement Project	
B Bridgehead Road Pump Station Rehabilitation Project	
C Street Restriping Project	
D Curb, Gutter and Sidewalk Repair and Reconstruction Project	
E Storm Drain Improvement Project	
F Traffic Signal Modernization Project	

 <p style="text-align: center; margin-top: 10px;"><b>A. Downtown Storm Drain Improvement Project</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: center; padding: 5px;">Downtown Storm Drain Improvement Project</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <p>This Project constructed the major underground utility infrastructure in downtown on Main Street. This was a component of the overall downtown renovation project and by constructing the storm drain system ahead of the actual Main Street improvements, it helped in minimizing inconveniences to the public and also expedited the downtown construction project.</p> </td> </tr> </tbody> </table>	Downtown Storm Drain Improvement Project	<p>This Project constructed the major underground utility infrastructure in downtown on Main Street. This was a component of the overall downtown renovation project and by constructing the storm drain system ahead of the actual Main Street improvements, it helped in minimizing inconveniences to the public and also expedited the downtown construction project.</p>
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**C. FY 2016/17 Street Restriping Project**

**FY 2016/17 Street Restriping Project**

This project restriped a wide range of residential and collector streets in Oakley. The scope of work included repainting centerlines, crosswalks, edge lines and legends that have faded over the years. The new striping provides safer traffic operations in the community and is one of the key goals for the Police and Public Works Departments.



**D. FY 2016/17 Curb, Gutter, & Sidewalk Repair and Reconstruction Project**

**FY 2016/17 Curb, Gutter, & Sidewalk Repair & Reconstruction**

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



**E. FY 2016/17 Storm Drain Improvement Project**

**FY 2016/17 Storm Drain Improvement Project**

This project constructed underground storm drain infiltration basins on Brock Lane to address a chronic flooding problem that the residents have been facing. Brock lane does not have curb, gutter, sidewalks, or a drain system. This project was able to address the flooding problem that residents faced economically and with the installation of the storm infiltration basin. The City has used this model to address flooding issues on Main Street and Raye Avenue as an example.



**F. FY 2016/17 Traffic Signal Modernization Project**

**FY 2016/17 Traffic Signal Modernization Project**

This project has begun addressing the maintenance issues that the City has been facing as result of traffic signals that were built years ago and many of their internal electrical components have reached their useful life span and need to be replaced. This project will replace dysfunctional signal controller units, install new video detection devices, and upgrade the software and internal cards in the signal cabinets at various intersections Citywide.



**D. FY 2016/17 Curb, Gutter, & Sidewalk Repair and Reconstruction**

**FY 2016/17 Curb, Gutter, & Sidewalk Repair &**

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## **INTERNAL SERVICE FUNDS**

### **Program Costs and Revenues**

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

### **Program Description**

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

### **Staffing Summary**

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

### **Program Objectives**

The Equipment and Vehicle Replacement Fund budget includes expenditures to replace and outfit three patrol cars, replace two public works trucks, replace ten workstations, upgrade network servers and software.

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

### **Program Changes**

No program changes.



**FUND 501                      EQUIPMENT REPLACEMENT FUND**

Revenues

Transfers in	\$150,000
Salvage Values	\$ 5,000
Interest	<u>\$ 1,000</u>
Total Revenues	<u>\$156,000</u>

Expenditures

Patrol Vehicles	\$105,000
Vehicle Equipment	\$ 45,000
PW Trucks	\$ 50,000
Servers upgrades	\$ 33,500
Switch, UPS, Printers	\$ 14,200
Windows 10 upgrade	\$ 17,370
Workstations	\$ 14,000
Copiers (2)	\$ 25,000
Interfund Charges	<u>\$ 2,500</u>
Total Expenditures	<u>\$306,570</u>

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Est. Accum Depr BOY	3,302	3,310	3,300	3,290	3,280
Est. New Depreciation	220	220	220	220	220
Est. Deletions (Replaced assets)	(212)	(230)	(230)	(230)	(230)
<b>Est. Accum Depr EOY</b>	<b>3,310</b>	<b>3,300</b>	<b>3,290</b>	<b>3,280</b>	<b>3,270</b>
Net additions to reserve (including interest, asset sales, and insurance recoveries)	151	160	170	180	195
Reserve Bal BOY	1,670	1,517	1,502	1,497	1,502
Equipment Replacements/ Expenditures	(304)	(175)	(175)	(175)	(175)
<b>Reserve Bal EOY</b>	<b>1,517</b>	<b>1,502</b>	<b>1,497</b>	<b>1,502</b>	<b>1,522</b>
Target @ 50% Accum Depr.	1,655	1,650	1,645	1,640	1,635

BOY= Beginning of the year

EOY=End of the year

PLANNED REPLACEMENTS FOR 2017-2018			
Description	Quantity	Estimated Cost/Unit*	Total Estimated Cost
Patrol Vehicles	3	\$35,000	\$105,000
Patrol Vehicle Equip.	3	\$15,000	\$45,000
Public Works Trucks	2	\$25,000	\$50,000
Servers Upgrades	4	Various	\$33,500
Windows 10 Upgrade	78	\$165	\$17,370
Workstations	10	\$1,400	\$14,000
Switches, UPS, Printers	5	Various	\$14,200
Copiers	2	\$12,500	\$25,000
<b>Totals</b>			<b>\$ 304,070</b>

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

## FUND 502 CAPITAL FACILITIES MAINTENANCE & REPLACEMENT FUND

### Revenues

Transfers in	<u>\$100,000</u>
Total Revenues	<u>\$100,000</u>

### Expenditures

Police Locker Room/Detective Room Expansion	\$150,000
Marquee Signs	\$110,000
Total Expenditures	<u>\$260,000</u>

Fund Balances in Fund 502 are projected to be \$121,000 at July 1, 2017; and Staff believes that amount is sufficient to meet the policy target of enough to pay for 5 years' estimated costs.



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## **AGENCY FUNDS**

### **Program Costs and Revenues**

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

### **Program Description**

The City currently has two Assessment District debts outstanding:

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

### **Staffing Summary**

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

### **Program Objective**

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

### **Program Changes**

No program changes.



**2004-1 ASSESSMENT DISTRICT DEBT**

**Fund 621**

<b>ESTIMATED REVENUES</b>		
Assessment Revenues	Interest Income	Total Revenues
\$1,153,791	\$3,000	\$1,156,791

<b>PROPOSED EXPENDITURES</b>			
Principal	Interest	Administration	Total Expenditures
\$405,000	\$725,091	\$23,700	\$1,153,791

**DEBT LISTING:**

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

Fiscal Year	Principal	Interest	Total Debt Service
2017-18	\$405,000	\$725,091	\$1,130,091
2018-19	\$430,000	\$701,860	\$1,131,860
2019-20	\$455,000	\$676,799	\$1,131,799
2020-21	\$480,000	\$649,731	\$1,129,731
2021-22	\$510,000	\$620,650	\$1,130,650
Other Years	\$10,130,000	\$4,438,822	\$14,568,822
<b>Totals</b>	<b>\$12,410,000</b>	<b>\$7,812,953</b>	<b>\$20,222,953</b>



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

<b>ESTIMATED REVENUES</b>		
Assessment Revenues	Interest Income	Total Revenues
\$745,903	\$1,500	\$747,403

<b>PROPOSED EXPENDITURES</b>			
Principal	Interest	Administration	Total Expenditures
\$270,000	\$459,403	\$16,500	\$745,903

**DEBT LISTING:**

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

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Service</b>
2017-18	\$270,000	\$459,403	\$729,403
2018-19	\$280,000	\$445,653	\$725,653
2019-20	\$295,000	\$431,278	\$726,278
2020-21	\$305,000	\$416,278	\$721,278
2021-22	\$320,000	\$400,333	\$720,333
Other Years	\$7,485,000	\$3,314,606	\$10,799,606
<b>Totals</b>	<b>\$8,955,000</b>	<b>\$5,467,551</b>	<b>\$14,422,551</b>

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## **10 YEAR PLAN**

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

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

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

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

### **Staff's Conclusions and Recommendations**

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

Certainly, the City's near-term position is improved when compared to recent years, and although there is still a backlog of restoration to accomplish, the near term Plan for Fiscal Year 2017-2018 helps in moving that restoration forward.



The transition to a mostly in-house Police Department was completed in Fiscal Year 2015-16, and as a result, during the 10 Year Period, a more aggressive approach to keeping police staffing on pace with new development is possible, as well as continuing the gradual restoration of other services.

The General Fund reserve balance remains healthy, and in compliance with the City's policy of at least 20% of expenditures. The Plan shows its balance decreasing gradually over the 10 year period. Adjustments during the ten year period are expected and projected in the Plan, however; at six years out, the reserve balance goes below 20% and further adjustments will be needed to remain in compliance with the City's policy.

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

(10 Year Plan attached.)

City of Oakley  
10 Year Plan  
For Inclusion in the  
FY 2017-18  
Recommended Budget

Description	General Character	Recommended Budget															Total
		Actual 13/14	Actual 14/15	Actual 15/16	Amended 16/17	Proposed 17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	
<b>General Purpose Revenues</b>																	
Property Taxes	Recurring	1,941	\$2,364	\$2,593	\$2,813	\$2,954	\$3,102	\$3,257	\$3,420	\$3,591	\$3,770	\$3,959	\$4,157	\$4,364	\$4,583	\$4,812	48,991
PT in Lieu of VLF	Recurring	1,927	2,317	\$2,504	\$2,704	2,839	2,981	3,130	3,286	3,451	3,623	3,805	3,995	4,194	4,404	4,624	45,666
Sales & Use Tax	Recurring	1,521	1,506	\$1,753	\$1,767	1,782	1,842	1,934	2,031	2,132	2,239	2,351	2,468	2,592	2,721	2,858	28,921
Motor Vehicle In-Lieu Fees	Recurring	16	16	\$16	\$15	15	16	16	17	18	18	19	20	21	21	22	232
Trans. Occupancy Tax (TOT)	Recurring	195	196	\$210	\$200	200	210	221	232	243	255	268	281	295	310	326	3,336
Real Property Transfer Tax	Recurring	147	152	\$227	\$150	160	168	176	185	194	204	214	225	236	248	261	2,669
Franchise Fees	Recurring	1,230	1,298	\$1,435	\$1,375	1,415	1,486	1,560	1,638	1,720	1,806	1,896	1,991	2,091	2,195	2,305	23,180
Business License Tax	Recurring	111	119	148	\$110	115	117	120	122	124	127	130	132	135	137	140	1,671
Traffic Fines	Recurring	130	119	\$127	\$117	115	121	127	133	140	147	154	162	170	178	187	1,907
Interest Income	Recurring	58	119	119	\$130	100	100	100	100	100	100	100	100	100	100	100	1,367
<b>Subtotal General Purpose</b>		<b>7,276</b>	<b>8,206</b>	<b>9,132</b>	<b>9,381</b>	<b>9,695</b>	<b>10,142</b>	<b>10,640</b>	<b>11,164</b>	<b>11,713</b>	<b>12,290</b>	<b>12,895</b>	<b>13,531</b>	<b>14,198</b>	<b>14,899</b>	<b>15,635</b>	<b>157,941</b>
<b>Fee/Reimbursement Revenues</b>																	
Building Permits/Plan Check/Rental Inspections	Recurring	939	883	1,400	1,123	1,055	1,087	1,119	1,153	1,187	1,223	1,260	1,298	1,336	1,377	1,418	16,456
Engineering Fees	Recurring	22	27	10	16	15	16	17	17	18	19	20	21	22	23	24	254
Planning Fees	Recurring	13	12	25	10	10	11	11	12	12	13	13	14	15	16	16	168
Law Enforcement Fees/Reimbursement Revenues	Recurring	45	108	149	109	112	115	119	122	126	130	134	138	142	146	151	1,641
Recreation Fees	Recurring	73	67	79	60	61	64	67	71	74	78	82	86	90	95	99	1,016
City Admin Fees	Recurring	338	308	518	365	400	405	409	414	419	424	429	434	440	446	452	5,774
Interfund Cost Recoveries (operations)	Recurring	4,942	5,546	6,183	5,852	6,164	6,698	7,227	7,790	8,389	9,013	9,664	10,342	11,049	11,785	12,553	113,025
Interfund Cost Recoveries (charging grant funds)	one-time	17	17	0													0
Other Miscellaneous Fees & Charges	Rec & one-time	153	308	176	103	99	102	105	108	111	115	118	122	125	129	133	1,534
<b>Subtotal Fee/Reimbursement Revenues</b>		<b>6,542</b>	<b>7,276</b>	<b>8,540</b>	<b>7,638</b>	<b>7,916</b>	<b>8,497</b>	<b>9,074</b>	<b>9,687</b>	<b>10,337</b>	<b>11,015</b>	<b>11,720</b>	<b>12,454</b>	<b>13,219</b>	<b>14,016</b>	<b>14,846</b>	<b>139,869</b>
<b>Total General Operating Revenues</b>		<b>13,818</b>	<b>15,482</b>	<b>17,672</b>	<b>17,019</b>	<b>17,611</b>	<b>18,639</b>	<b>19,715</b>	<b>20,850</b>	<b>22,050</b>	<b>23,304</b>	<b>24,615</b>	<b>25,985</b>	<b>27,418</b>	<b>28,915</b>	<b>30,480</b>	<b>297,810</b>
<b>Release of Dutch Slough Fund Balance Reserves</b>	one-time	<b>0</b>	<b>0</b>	<b>0</b>	<b>559</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>0</b>	<b>0</b>	<b>1,118</b>
<b>Proceeds from the Sale of Property</b>	one-time		<b>10</b>	<b>79</b>	<b>886</b>												
<b>Total Sources of Funds</b>		<b>13,818</b>	<b>15,492</b>	<b>17,751</b>	<b>18,464</b>	<b>17,611</b>	<b>18,639</b>	<b>19,715</b>	<b>20,850</b>	<b>22,050</b>	<b>23,304</b>	<b>24,615</b>	<b>25,985</b>	<b>27,418</b>	<b>28,915</b>	<b>30,480</b>	<b>298,928</b>



City of Oakley  
10 Year Plan  
For Inclusion in the  
FY 2017-18  
Recommended Budget

Description	General Character	(Dollars in Thousands)															
		Actual 13/14	Actual 14/15	Actual 15/16	Amended 16/17	Proposed 17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	Total 15/16-23/24
<b>Department Expenses</b>																	
City Council	Recurring	57	61	59	61	57	64	60	67	63	71	66	74	69	78	73	883
Elections	Recurring	0	14	0	83	0	85	0	92	0	101	0	111	0	122	0	710
City Manager	Recurring	403	434	453	476	449	471	495	520	546	573	602	632	663	697	731	7,538
Economic Development	Recurring	147	194	219	228	266	279	293	308	323	339	356	374	393	413	433	4,319
Community Outreach	Recurring	92	125	102	171	96	101	106	111	117	123	129	135	142	149	156	1,687
Human Resources	Rec & one-time	23	66	65	207	234	104	109	115	120	126	133	139	146	154	161	1,998
Maintenance Custodial	Recurring	48	65	76	57	60	63	66	69	73	77	80	84	89	93	98	986
City Clerk	Recurring	220	234	241	263	272	286	300	315	331	347	365	383	402	422	443	4,505
Finance	Recurring	541	616	745	675	693	728	764	802	842	884	929	975	1,024	1,075	1,129	11,484
Information Technology	Recurring	222	232	237	325	301	316	332	348	366	384	403	424	445	467	490	5,129
Public Safety	Recurring	7,445	7,915	7,515	8,528	9,226	9,917	10,494	11,416	12,159	13,174	13,832	14,754	15,492	16,496	17,321	163,970
City Attorney	Recurring	203	141	199	279	280	294	309	324	340	357	375	394	414	434	456	4,624
Animal Control	Recurring	194	198	211	223	238	250	262	276	289	304	319	335	352	369	388	3,994
Community Development	Rec & one-time	326	339	358	381	439	461	379	398	418	439	461	484	508	533	560	6,005
Building Inspection	Recurring	472	367	366	467	686	720	756	794	834	876	919	965	1,014	1,064	1,117	10,892
Code Enforcement/Rental Inspections	Recurring	105	264	352	388	345	362	380	399	419	440	462	485	510	535	562	5,801
Public Works/Engineering	Recurring	857	887	1,174	1,198	1,239	1,301	1,366	1,434	1,506	1,581	1,660	1,743	1,831	1,922	2,018	20,437
Public Works Maintenance	Recurring	109	162	188	279	268	281	295	310	326	342	359	377	396	416	437	4,404
Recreation	Rec & one-time	378	445	505	591	660	693	728	764	802	842	884	929	975	1,024	1,075	10,803
Parks	Recurring	372	528	497	563	522	548	576	604	634	666	700	735	771	810	850	8,783
<b>Department Expenditures:</b>		<b>12,214</b>	<b>13,287</b>	<b>13,562</b>	<b>15,443</b>	<b>16,331</b>	<b>17,325</b>	<b>18,071</b>	<b>19,467</b>	<b>20,509</b>	<b>22,047</b>	<b>23,035</b>	<b>24,532</b>	<b>25,634</b>	<b>27,273</b>	<b>28,499</b>	<b>270,171</b>
<b>Non-Departmental Expenses</b>																	
Other Non-Departmental Expenses	Recurring	477	494	682	1,129	1,388	1,307	1,383	1,418	1,493	1,568	1,631	1,696	1,764	1,834	1,908	20,470
Equipment Replacement (exp & reserve)	Recurring	249	50	100	150	150	160	170	180	190	200	210	220	230	240	250	2,450
Capital Facilities Mtc & Replacement (exp & reserve)	Recurring	0	26	50	100	100	150	150	150	150	150	150	150	150	150	150	1,750
Interim Needs/Contingency	Recurring	162	138	110	317	784	377	391	419	440	471	491	521	543	575	600	6,767
Amount charged to Departments	Recurring	(904)	(819)	(1,182)	(1,458)	(1,796)	(1,994)	(2,094)	(2,167)	(2,273)	(2,389)	(2,481)	(2,587)	(2,686)	(2,800)	(2,908)	(29,820)
<b>Total Non-Department Expend.</b>		<b>(16)</b>	<b>(111)</b>	<b>(240)</b>	<b>238</b>	<b>626</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>0</b>	<b>1,616</b>
<b>Total Expenditures</b>		<b>12,198</b>	<b>13,176</b>	<b>13,322</b>	<b>15,681</b>	<b>16,957</b>	<b>17,325</b>	<b>18,071</b>	<b>19,467</b>	<b>20,509</b>	<b>22,047</b>	<b>23,035</b>	<b>24,532</b>	<b>25,634</b>	<b>27,273</b>	<b>28,499</b>	<b>271,787</b>
<b>Net General Operating Revenue (Expense)</b>		<b>1,620</b>	<b>2,316</b>	<b>4,429</b>	<b>2,783</b>	<b>654</b>	<b>1,314</b>	<b>1,644</b>	<b>1,383</b>	<b>1,542</b>	<b>1,258</b>	<b>1,581</b>	<b>1,453</b>	<b>1,784</b>	<b>1,642</b>	<b>1,981</b>	
<b>Transfers and Loans</b>																	
Transfers to Active Roadway Maintenance Programs	recurring	(44)	(100)	(795)	(200)		(275)	(350)	(375)	(450)	(525)	(600)	(600)	(600)	(600)	(600)	(5,375)
Transfer to Reserve for Roadway Maintenance	recurring		(75)	(150)	(350)	(200)	(275)	(350)	(350)	(450)	(525)	(600)	(600)	(600)	(600)	(600)	(5,650)
Transfers to Main Street Fund	recurring	(25)	(100)	(150)	(350)	(350)	(275)	(350)	(375)	(450)	(525)	(600)	(600)	(600)	(600)	(600)	(5,825)
Transfers to General Capital Projects Fund	recurring/one-time	0	(18)		(400)		0	0	0	0	0	0	0	0	0	0	(400)
Loans to Public Facilities Fee Fund/Repayments	recurring	(75)		(35)	(45)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(1,190)
<b>Total Transfers</b>		<b>(144)</b>	<b>(293)</b>	<b>(1,130)</b>	<b>(1,345)</b>	<b>(650)</b>	<b>(925)</b>	<b>(1,150)</b>	<b>(1,200)</b>	<b>(1,450)</b>	<b>(1,675)</b>	<b>(1,900)</b>	<b>(1,900)</b>	<b>(1,900)</b>	<b>(1,900)</b>	<b>(1,900)</b>	<b>(18,440)</b>
<b>Use of Fund Balance</b>																	
For General Fund One Time uses	one-time		(1,490)	(573)	(559)												
Transfer to General Capital Projects Fund	one-time	(272)	(1,140)	(400)	(4,000)	(1,110)											
Economic Development Loans	one-time	(400)	(275)														
Set Aside fund balance for ECCFPD for 4th Station				(677)	(746)	(200)	(150)										(200)
Land acquisition						(1,000)											
Anticipated Sales Tax Allocation Correction	one-time	(45)															
<b>Total Net Sources (Uses) of Funds</b>		<b>759</b>	<b>(882)</b>	<b>1,649</b>	<b>(3,867)</b>	<b>(2,306)</b>	<b>239</b>	<b>494</b>	<b>183</b>	<b>92</b>	<b>(417)</b>	<b>(319)</b>	<b>(447)</b>	<b>(116)</b>	<b>(258)</b>	<b>(119)</b>	

City of Oakley  
10 Year Plan  
For Inclusion in the  
FY 2017-18  
Recommended Budget

(Dollars in Thousands)																	
Description	General Character	Actual 13/14	Actual 14/15	Actual 15/16	Amended 16/17	Proposed 17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	
<b>Summary of Recurring and One-Time Amounts</b>																	
<b>Recurring Activities Summary</b>																	
Revenues		13,801	15,464	17,672	17,019	17,611	18,639	19,715	20,850	22,050	23,304	24,615	25,985	27,418	28,915	30,480	
Expenditures/ Including Transfers and Loans		12,250	13,452	14,417	16,981	17,607	18,250	19,121	20,567	21,859	23,622	24,835	26,332	27,434	29,073	30,299	
Revenues over (under) Expenditures		<b>1,551</b>	<b>2,013</b>	<b>3,255</b>	<b>38</b>	<b>4</b>	<b>389</b>	<b>594</b>	<b>283</b>	<b>192</b>	<b>(317)</b>	<b>(219)</b>	<b>(347)</b>	<b>(16)</b>	<b>(158)</b>	<b>181</b>	
<b>One-Time Activities Summary</b>																	
Revenues/Loan Repayments		(383)	(248)	79	1,445	0	0	0	0	0	0	0	0	0	0	0	
Expenditures/ Including Transfers and Loans		809	2,922	1,685	5,350	2,310	250	100	100	100	100	100	100	100	100	100	
Revenues over (under) Expenditures		<b>(1,192)</b>	<b>(3,170)</b>	<b>(1,606)</b>	<b>(3,905)</b>	<b>(2,310)</b>	<b>(250)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	
<b>Total Recurring and One-Time</b>		<b>359</b>	<b>(1,157)</b>	<b>1,649</b>	<b>(3,867)</b>	<b>(2,306)</b>	<b>139</b>	<b>494</b>	<b>183</b>	<b>92</b>	<b>(417)</b>	<b>(319)</b>	<b>(447)</b>	<b>(116)</b>	<b>(258)</b>	<b>81</b>	
																<b>Total 15/16-23/24</b>	
<b>Assigned Revenues/Police</b>																	
State COPS Grant (SLESF)(F151)	one-time	117	114	115	100	100	100	100	100	100	100	100	100	100	100	100	965
P-6 Police Services Assessments	Recurring	3,058	3,338	3,485	3,843	3,948	4,372	4,784	5,225	5,695	6,185	6,694	7,224	7,775	8,347	8,943	46,555
School Resource Officer Grant	one-time	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	495
Police Equip./Traffic Grants	one-time																0
<b>Subtotal Assigned Police Revenues</b>		<b>3,230</b>	<b>3,507</b>	<b>3,655</b>	<b>3,998</b>	<b>4,103</b>	<b>4,527</b>	<b>4,939</b>	<b>5,380</b>	<b>5,850</b>	<b>6,340</b>	<b>6,849</b>	<b>7,379</b>	<b>7,930</b>	<b>8,502</b>	<b>9,098</b>	<b>48,015</b>
																<b>180</b>	
																<b>200</b>	
																<b>200</b>	
																<b>200</b>	
																<b>200</b>	
																<b>200</b>	
																<b>200</b>	
<b>Restricted Police Expenditures</b>																	
State COPS Grant (SLESF)	one-time	117	100	115	100	100	100	100	100	100	100	100	100	100	100	100	901
P-6 Supported Police Services	Recurring	3,058	3,303	3,485	3,843	3,948	4,372	4,784	5,225	5,695	6,185	6,694	7,224	7,775	8,347	8,943	44,444
School Resource Officer Grant	one-time	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	495
Police Equip./Traffic Grants	one-time																0
<b>Subtotal Restricted Police Expenditures</b>		<b>3,230</b>	<b>3,458</b>	<b>3,655</b>	<b>3,998</b>	<b>4,103</b>	<b>4,527</b>	<b>4,939</b>	<b>5,380</b>	<b>5,850</b>	<b>6,340</b>	<b>6,849</b>	<b>7,379</b>	<b>7,930</b>	<b>8,502</b>	<b>9,098</b>	<b>45,840</b>
<b>Rollover Balances*</b>		<b>0</b>	<b>49</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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

City of Oakley  
10 Year Plan  
For Inclusion in the  
FY 2017-18  
Recommended Budget

(Dollars in Thousands)																	
Description	General Character	Actual	Actual	Actual	Amended	Proposed										Total	
		13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	15/16-23/24
<b>Parks, Landscaping &amp; Lighting Revenues</b>																	
Community Parks (F132)	Recurring	1,132	1,110	1,144	1,165	1,196	1,264	1,334	1,405	1,477	1,551	1,626	1,703	1,781	1,861	1,943	20,122
<i>Loan from General Fund, if necessary</i>	<i>one-time</i>																0
Street Lighting (F133)	w	206	216	221	223	226	236	247	257	267	278	288	298	308	319	329	3,624
<i>Transfer in from Gas Tax Fund</i>	<i>one-time</i>	156	71	160	102	194	249	262	277	292	309	327	347	368	391	415	3,635
Neighborhood Parks (F170-195)	Recurring	1,962	2,260	2,371	2,245	2,310	2,421	2,534	2,652	2,772	2,897	3,025	3,157	3,293	3,433	3,577	37,760
<b>Total Parks, Landscaping &amp; Lighting Revenues</b>		<b>3,456</b>	<b>3,657</b>	<b>3,896</b>	<b>3,735</b>	<b>3,926</b>	<b>4,170</b>	<b>4,377</b>	<b>4,590</b>	<b>4,809</b>	<b>5,034</b>	<b>5,266</b>	<b>5,505</b>	<b>5,750</b>	<b>6,003</b>	<b>6,264</b>	<b>65,140</b>
<b>Parks, Landscaping &amp; Lighting Expenditures</b>																	
Community Parks	Recurring	891	878	902	1,269	1,414	1,485	1,559	1,637	1,719	1,805	1,895	1,990	2,089	2,194	2,303	22,855
<i>Repay General Fund Loans</i>	<i>one-time</i>	88	44														0
Street Lighting	Recurring	337	378	380	363	447	469	493	517	543	570	599	629	660	693	728	7,256
Neighborhood Parks	Recurring	1,740	1,773	2,632	2,411	2,311	2,427	2,548	2,675	2,809	2,949	3,097	3,252	3,414	3,585	3,764	38,262
<b>Total Parks, Landscaping &amp; Lighting Expenditures</b>		<b>3,056</b>	<b>3,073</b>	<b>3,914</b>	<b>4,043</b>	<b>4,172</b>	<b>4,381</b>	<b>4,600</b>	<b>4,830</b>	<b>5,071</b>	<b>5,325</b>	<b>5,591</b>	<b>5,870</b>	<b>6,164</b>	<b>6,472</b>	<b>6,796</b>	<b>68,374</b>
<b>Rollover Balances</b>																	
Community Parks (Including Loans & Reserves)		1,196	1,428	1,670	1,566	1,348	1,128	902	670	429	175	(94)	(380)	(688)	(1,020)	(1,380)	
Street Lighting (Including Reserves)		174	83	84	46	19	35	51	67	83	99	115	131	147	163	179	
Neighborhood Parks (Including Reserves)		4,897	5,384	5,123	4,957	4,956	4,950	4,936	4,913	4,876	4,823	4,751	4,656	4,534	4,381	4,194	
<b>Roadway Maintenance Revenues</b>																	
Gas Tax Revenues (F140)	Recurring	1,084	1,082	866	771	1,078	1,132	1,188	1,248	1,310	1,376	1,445	1,517	1,593	1,672	1,756	17,229
Measure J Revenues (F148)	Recurring	510	509	530	548	577	606	636	668	701	736	773	812	852	895	940	9,293
Transfers in from the General Fund		69	1,165	945	300	300	550	700	750	900	1,050	1,200	1,200	1,200	1,200	1,200	10,850
General Fund Transfers to the Street Maintenance Reserve Fund			75	150	350	200											
Streets Related Grants				1,054	1,400												
<b>Total Roadway Maintenance Revenues</b>		<b>1,663</b>	<b>2,831</b>	<b>3,545</b>	<b>3,369</b>	<b>2,155</b>	<b>2,288</b>	<b>2,525</b>	<b>2,666</b>	<b>2,912</b>	<b>3,162</b>	<b>3,418</b>	<b>3,529</b>	<b>3,645</b>	<b>3,767</b>	<b>3,896</b>	<b>37,372</b>
<b>Roadway Maintenance Expenditures</b>																	
Gas Tax Expenditures for roadway repairs & maintenance	Recurring	425	470	492	584	871	883	926	971	1,018	1,067	1,117	1,170	1,225	1,282	1,341	13,202
<i>Transfer to Street Lighting Fund</i>	<i>one-time</i>	(156)	(71)	(160)	(102)	(194)	(249)	(262)	(277)	(292)	(309)	(327)	(347)	(368)	(391)	(415)	(3,635)
<i>Used for Capital Projects (for new or expanded roadways)</i>	<i>one-time</i>	(496)	(342)	(894)	(294)												(681)
Measure C/J Expenditures for roadway repairs & maintenance	Recurring	76	92	102	204	322	606	636	668	701	736	773	812	852	895	940	8,581
<i>Used for Capital Projects (for new or expanded roadways)</i>	<i>one-time</i>	(468)	(724)	(759)	(498)	(680)											(1,482)
Use of General Fund Transfers	<i>one-time</i>	98	1,240	1,095	300	550	700	750	900	1,050	1,200	1,200	1,200	1,200	1,200	1,200	10,250
Use of Street Maintenance Reserves			0														
<b>Total Roadway Maintenance Expenditures &amp; Transfers</b>		<b>1,719</b>	<b>2,939</b>	<b>3,502</b>	<b>1,682</b>	<b>2,367</b>	<b>2,288</b>	<b>2,525</b>	<b>2,666</b>	<b>2,912</b>	<b>3,162</b>	<b>3,418</b>	<b>3,529</b>	<b>3,645</b>	<b>3,767</b>	<b>3,896</b>	<b>37,831</b>
<b>Rollover Balances</b>		<b>1,397</b>	<b>1,289</b>	<b>1,332</b>	<b>3,019</b>	<b>2,807</b>	<b>2,807</b>	<b>2,807</b>	<b>2,807</b>	<b>2,807</b>	<b>2,807</b>	<b>2,807</b>	<b>2,807</b>	<b>2,807</b>	<b>2,807</b>	<b>2,807</b>	<b>2,807</b>

City of Oakley  
10 Year Plan  
For Inclusion in the  
FY 2017-18  
Recommended Budget

Description	General Character	(Dollars in Thousands)															
		Actual 13/14	Actual 14/15	Actual 15/16	Amended 16/17	Proposed 17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	Total 15/16-23/24
<b>Drainage and Stormwater Revenues</b>																	
Community Facilities District Assessments (F110)	Recurring	293	297	305	307	314	323	333	343	353	364	375	386	398	410	422	4,804
Stormwater Assessments (F145)	Recurring	489	501	529	462	462	476	490	505	520	536	552	568	585	603	621	6,856
<b>Total Drainage and Stormwater Revenues</b>		<b>782</b>	<b>798</b>	<b>834</b>	<b>769</b>	<b>776</b>	<b>799</b>	<b>823</b>	<b>848</b>	<b>873</b>	<b>900</b>	<b>927</b>	<b>954</b>	<b>983</b>	<b>1,013</b>	<b>1,043</b>	<b>11,660</b>
<b>Drainage and Stormwater Expenditures</b>																	
Community Facilities District Drainage Maintenance	Recurring	75	344	447	183	219	323	333	343	353	364	375	386	398	410	422	4,336
Stormwater Program Expenditures	Recurring	404	426	789	1,504	526	476	490	505	520	536	552	568	585	603	621	9,197
<b>Total Drainage and Stormwater Expenditures</b>		<b>479</b>	<b>770</b>	<b>1,236</b>	<b>1,687</b>	<b>745</b>	<b>799</b>	<b>823</b>	<b>848</b>	<b>873</b>	<b>900</b>	<b>927</b>	<b>954</b>	<b>983</b>	<b>1,013</b>	<b>1,043</b>	<b>13,533</b>
<b>Rollover Balances</b>		<b>2,737</b>	<b>2,765</b>	<b>2,363</b>	<b>1,445</b>	<b>1,476</b>	<b>1,476</b>	<b>1,476</b>	<b>1,476</b>	<b>1,476</b>	<b>1,476</b>	<b>1,476</b>	<b>1,476</b>	<b>1,476</b>	<b>1,476</b>	<b>1,476</b>	<b>1,476</b>
<b>Other Grant Revenues</b>																	
Recycling Grant	one-time	24	10	10	60	26	0	0	0	0	0	0	0	0	0	0	156
Oakley Welcoming (You+Me=We)	one-time	72	40	55	60	0	0	0	0	0	0	0	0	0	0	0	123
Recreation Grants (Misc)	one-time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vesper Grant	one-time	27	19	19	0	0	0	0	0	0	0	0	0	0	0	0	0
Urban Forestry Grant	one-time	22															
Measure WW	one-time		405														
<b>Total Other Grant Revenues</b>		<b>145</b>	<b>474</b>	<b>84</b>	<b>120</b>	<b>26</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>0</b>	<b>279</b>
<b>Other Grant Expenditures</b>																	
Recycling Grant	one-time	24	-	10	60	26	0	0	0	0	0	0	0	0	0	0	146
Oakley Welcoming (You+Me=We)	one-time	72	69	55	60	0	0	0	0	0	0	0	0	0	0	0	137
Recreation Grants (Misc)	one-time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vesper Grant	one-time	27	19	19	0	0	0	0	0	0	0	0	0	0	0	0	1
Urban Forestry Grant	one-time	22															
Measure WW	one-time	111	298														
<b>Total Other Grant Expenditures</b>		<b>256</b>	<b>386</b>	<b>84</b>	<b>120</b>	<b>26</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>0</b>	<b>284</b>
<b>Rollover Balances</b>																	
Recycling Grant		0	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
Oakley Welcoming (You+Me=We)		0	(29)	(29)	(29)	(29)	(29)	(29)	(29)	(29)	(29)	(29)	(29)	(29)	(29)	(29)	
Recreation Grants		0	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	0	
Urban Forestry Grant		0	0	0	0												
Measure WW		(111)	(4)	(4)	0												
<b>Qualifying Capital Projects</b>	<i>recurring</i>	0	0	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		0	0	0	0	0	0	0	0	0	0	0	
For Loans/Interfund Advances Receivable		1,409	2,217	2,096	2,126	2,211	2,296	2,381	2,466	2,551	2,636	2,636	2,721	2,721	2,806	2,806	
Receivable for State Prop 1A Loan																	
For Termination Payouts		118	133	133	133	133	133	133	133	133	133	133	133	133	133	133	
Land Held for Resale (4)		2,222	2,222	4,281	4,281	4,281	4,281	4,281	4,281	4,281	4,281	4,281	4,281	4,281	4,281	4,281	
Funds held for Redevelopment dispute resolution with State		1,575															
<b>Unrestricted Fund Balances</b>		<b>7,702</b>	<b>7,643</b>	<b>9,312</b>	<b>5,894</b>	<b>3,588</b>	<b>3,842</b>	<b>4,351</b>	<b>4,549</b>	<b>4,656</b>	<b>4,254</b>	<b>3,950</b>	<b>3,518</b>	<b>3,417</b>	<b>3,174</b>	<b>3,070</b>	
as a % of the Next Year's General Fund Expenditures			34%	61%	34%	20%	20%	21%	21%	20%	17%	15%	13%	12%	10%	1%	

- (1) Fund balances are affected by both operations as shown in the 10 Year Plan Projections above and from the repayment of interfund and other loans.  
(2) For the purposes of this analysis, the repayment of interfund loans is planned to occur as soon as practicable.  
(3) For the purposes of this analysis, the land held for resale is acknowledged but the proceeds of sale is not relied upon. A portion of the property is currently in contract to be sold.

**Definition of Changes and Assumptions for 17/18 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 today's low levels to maintain conservatism.

P-6 revenue growth is based on projected subdivision activity

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 two years to maintain current staffing ratios beginning in FY 18/19.

Recreation expenses include growth of 5% per year .

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

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

**Non-Departmental Expenditures**

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

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

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

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

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

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

**Transfers and Loans**

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

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

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

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

**Use of Fund Balance Reserves**

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

**Assigned Revenues**

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

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

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

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

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

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

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

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

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

**Assigned Expenditures**

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

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

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

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

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

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

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

**Grants**

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

## CONTRACTS ANALYSIS

Contractor	Services		Funding Summary	
Contra Costa County Sheriff	Dispatch	\$550,000	General Fund – Taxes	\$550,000
	Forensics and Other Support Services	\$153,500	P-6 Special Taxes	\$54,500
			Annual State COPS Grant (Supplemental Law Enforcement Services Funds)	\$99,000
	<b>Total</b>	<b>\$703,500</b>	<b>Total Contract</b>	<b>\$703,500</b>
County Animal Services	Animal Control	\$238,438	General Fund-Taxes	\$238,438
County Library	Augmented Library Services	\$17,725	General Fund- Taxes	\$17,725
Antai Network Services	Information Services	\$169,860	General Fund-Taxes 65%	\$110,409
			Cost Recoveries 35%	\$59,451
			<b>Total Contract</b>	<b>\$169,860</b>
Dean Hurney Inspection Svcs	Plan Check/ ADA	\$100,000	General Fund – Permit Fees	\$100,000
TRB & Associates	Plan Check	\$120,000	General Fund – Permit Fees	\$120,000
St Francis Electric	Signal Maintenance	\$54,600	Gas Tax	\$54,600
	Street Light Maintenance	\$28,700	Lighting Assessments	\$28,700
Marina Landscape Maintenance	Parks and Landscaping Maintenance	\$324,000	Landscape Assessments	\$324,000

Contractor	Services		Funding Summary	
TerraCare Landscape Co.	Parks and Landscaping Maintenance	\$640,000	Landscape Assessments	\$640,000
Commercial Support Services	Park Maintenance Services	\$85,000	Landscape Assessments	\$85,000
KB Security	Cameras and Video Surveillance	\$75,000	General Fund Taxes	\$10,000
			Landscape Assessments	\$65,000
Cota Cole & Associates	Legal Services	\$190,000	General Fund Taxes	\$150,000
			Capital Projects and/or Other Funds	\$25,000
			Successor Agency	\$15,000
			<b>Total Contract</b>	<b>\$190,000</b>
Municipal Pooling Authority of Northern California	Insurance and Claims Administration	\$676,814	General Fund Taxes 65%	\$439,929
			Cost Recoveries 35%	\$236,885
			<b>Total Contract</b>	<b>\$676,814</b>
Shine House Cleaning	Janitorial & Building Maintenance	\$52,000	General Fund Taxes 65%	\$33,800
			Cost Recoveries 35%	\$18,200
			<b>Total Contract</b>	<b>\$52,000</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 2017-2018 is \$10,699,525.

<b>CITY OF OAKLEY APPROPRIATIONS LIMIT CALCULATION FOR FISCAL YEAR 2017-2018</b>
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<i>Beginning Limit ( FY 2016-2017):</i>	\$10,100,590
<i>Per Capita Income Growth Factor</i>	X1.0369
<i>Higher of:</i>	
<i>County Population Growth Factor or City Population Growth Factor</i>	<u>x1.0216</u>
<i>Limit ( FY 2016-2017):</i>	<u>\$10,699,525</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 2017-2018 calculation.*



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## 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>Available 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.
<b>Expenditure:</b>	The actual payment for goods and services.
<b>Fiscal Year (FY):</b>	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.
<b>Full-Time Equivalent (FTE):</b>	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.
<b>Gas Tax:</b>	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.
<b>General Fund:</b>	The fund used to account for all financial resources except those required to be accounted for in another fund.
<b>General Fund Taxes:</b>	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.
<b>General Plan:</b>	A policy document that serves as a guideline for future development. California State law requires each city to adopt a General Plan.
<b>Infrastructure:</b>	Facilities on which the continuance and growth of the community depend on such roads, water lines, sewers, public buildings, etc.

**Internal Service Fund (ISF)**

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

**Lighting and Landscaping District:**

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

**Measure J:**

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

**Motor Vehicle License Fee:**

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

<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. Proposition 13 set the basic property tax at one percent of the assessed value of the property, and the limited the assessed value to the cash value at acquisition plus inflation, at no more than 2% per year. Property taxes are shared by all local agencies that provide service to the property. On average, Oakley receives between 5% - 6% of the basic property taxes paid by Oakley property owners.
<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.

# 5-Year Capital Improvement Program

For Fiscal Years 2017/18 to 2021/22

**RECOMMENDED**



City of Oakley  
 FY 2017 /18 Project Summary  
 Capital Improvement Program for Fiscal Years 2017/18 to 2021/22

FY 17/18 Proposed Revenues		General Capital Projects	Main Street Fund	TIF	Measure J	Gas Tax	Stormwater Fund	2012 Bond Benefit	Facility Fund	Regional Park Fund	Park Impact Fee	Downtown Revitalization Fund	Grant
		155,619	235,181	2,117,733	142,651	106,472	73,934	549,514	121,270	(550,000)	(29,204)	100,000	-
		+		2,400,000	576,750	1,078,621	461,000	(64,000)		550,000	600,000	156,000	-
		1,560,000	350,000	700,000	300,000		(526,210)	(250,000)	100,000	-	-	250,000	-
		(-)			(64,460)	(784,844)						(141,000)	-
		(-)		(157,130)	(257,977)	(280,343)							-
		203,981	585,181	5,060,601	696,964	119,945	8,724	363,514	221,270	-	1,229,204	365,000	-

FY 17/18 Proposed Expenditures		General Capital Fund	Main Street Fund	TIF	Measure J	Gas Tax	Stormwater Fund	2012 Bond Benefit	Facility Fund	Community Park Fund	Park Impact Fee	Downtown Revitalization Fund	Grant
#	Project												
165	Main Street Realignment Project												
176	Oakley Community Park Project												
177	Belch Island Road Culvert Rehabilitation Project												
186	West Cypress Road Bridge at Contra Costa Canal Reconstruction Project												
187	Main Street Bridge at Contra Costa Canal Rehabilitation Project												
189	Piper Lane Drainage Channel Trash Capture Device Project												
191	Laurel Road/Rose Avenue Intersection Improvement Project	400,000		400,000									
193	Public Works Operations Building Rehabilitation Project												
194	Oakley Recreation Center Project												
196	Laurel Road (Rose Avenue to Mellowood Drive) Widening Project	3,400,000		3,400,000							350,000		
197	Oakley Community Dog Park Project	350,000											
198	3330 Main Street Building Remodeling Project												
199	FY 2017/18 Garb, Gutter, & Sidewalk Repair and Reconstruction Project	100,000						100,000					
200	FY 2017/18 Traffic Signal Modernization Project	150,000		150,000									
201	FY 2017/18 Traffic Calming Project	15,000											
202	FY 2017/18 Street Restriping Project	15,000						15,000					
203	FY 2017/18 Street Repair and Resurfacing Project	800,000			600,000			200,000					
204	Police Dept. Locker Room/Detective Room Expansion Project	150,000							150,000				
205	Downtown Train Platform Station & Parking Lot Phase 1 Project	4,913,800	563,613										4,350,187
206	Arbitrate Field at Sunnyside Park Project	850,000									850,000		
207	Senior Center Renovation Project	148,000											
208	Laurel Road Reconstruction (Mellowood Drive to Main Street) Project	175,000		175,000									
209	FY 2017-18 ADA Implementation Plan Project	50,000											
210	Development Services Counter Renovations Project	60,000											
211	Main Street/Rose Avenue Intersection Improvement Project	250,000		250,000									
212	East Cypress Road (Marchado Lane to Sillers Avenue) Widening Project	450,000		450,000									
	<b>Total</b>	12,526,800	563,613	4,825,000	600,000	119,945	8,724	33,514	71,270	-	1,200,000	350,000	4,445,187
	Remaining Unassigned Balances	43,981	21,568	235,601	96,964						29,204	15,000	(4,445,187)



**City of Oakley  
Funding Summary**

**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

Funding Source	17/18	18/19	19/20	20/21	21/22	Total
Traffic Impact Fee	\$ 2,400,000	\$ 2,400,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 10,800,000
CFD Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stormwater Fund	\$ 461,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,261,000
Park Impact Fee	\$ 600,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,400,000
Measure J	\$ 576,750	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 2,776,750
Gas Tax	\$ 1,078,621	\$ 1,600,000	\$ 1,600,000	\$ 1,200,000	\$ 800,000	\$ 6,278,621
Main Street Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facility Fund	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 100,000
2012 Bond Benefit	\$ 64,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 264,000
Downtown Revitalization Fund	\$ 156,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 556,000
LLD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Capital Fund	\$ -	\$ 600,000	\$ 900,000	\$ 1,200,000	\$ 1,300,000	\$ 4,000,000
<b>Total</b>	\$ 5,336,371	\$ 5,975,000	\$ 5,875,000	\$ 5,775,000	\$ 5,475,000	\$ 28,436,371

**City of Oakley  
Capital Improvement Project Information Sheet  
Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	Main Street Realignment and Improvement Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Streets	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Street realignment and reconstruction	<b>Project Number:</b>	165
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	Yes

**Project Description:** This street realignment and reconstruction project will improve the downtown infrastructure and enhance the economic vitality of downtown area.

**Project Justification:** Building upon the success of the downtown and Main Street improvements from 2012, this project reconstructs Main Street from Norcross Lane to 5th Street. The improvements include construction of a new traffic signal at Norcross Lane, new streetscape, new curb gutter and sidewalk, a new gateway monument at 2nd Street median, and decorative street lighting. The Federal grant for this project provides a great opportunity to improve Main Street and promote the growth and vitality of downtown Oakley. The construction of the project has began and it is anticipated to be completed before the 2017 holiday season.

**PROJECT FINANCING DETAILS**

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Expenditures</b>							
Planning & Design	\$ 175,000						\$ 175,000
Environmental							\$ -
Right of Way	\$ 25,000						\$ 25,000
Construction	\$ 1,000,000						\$ 1,000,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000
<b>Project Funding</b>							
Traffic Impact Fee	\$ 700,000						\$ 700,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
General Capital Fund							\$ -
Measure J	\$ 300,000						\$ 300,000
Gas Tax	\$ 50,000						\$ 50,000
Stormwater Fund							\$ -
2012 Bond Rebate							\$ -
Main Street Fund	\$ 150,000						\$ 150,000
Grant							\$ -
<b>TOTAL</b>	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000

**Comments:** The City has secured a Federal grant(\$1.4M) , Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) for this project and the funding is in the State Transportation Improvement Program for this project.

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	Oakley Community Park Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Park	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Park Facility Construction	<b>Project Number:</b>	176
<b>Project Priority:</b>	Moderate	<b>In Successor Agency Area:</b>	No
<b>Project Description:</b>	This project will design and construct a Community Park at north end of Sellers Road.		

**Project Justification:** This project transforms a 55 acre site at the end of Sellers Avenue that will be given to the City as part of the development agreements with the Emerson and Gilbert Ranch projects. This 55 acre site has a number of older buildings and facilities related to a dairy farm that has been closed for decades. This project will clean up the site and construct a Community Park that will be a destination point for the community. The first phase of this project is to complete the Environmental Impact Review (EIR) for the site, as well as to demolish and remove the old and abandoned buildings. Concurrently the City is pursuing grant funding for the future phases of this project.

<b>PROJECT FINANCING DETAILS</b>									
Project Expenditures	16/17	17/18	18/19	19/20	20/21	21/22	Total		
Planning & Design	\$ 100,000						\$ 100,000		
Environmental	\$ 150,000						\$ 150,000		
Right of Way							\$ -		
Construction	\$ 300,000						\$ 300,000		
Operating Costs							\$ -		
<b>TOTAL</b>	<b>\$ 550,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 550,000</b>		
<b>PROJECT FINANCING DETAILS</b>									
Project Funding	16/17	17/18	18/19	19/20	20/21	21/22	Total		
Traffic Impact Fee							\$ -		
L&L District							\$ -		
Community Park Fund	\$ 550,000						\$ 550,000		
Park Impact Fee							\$ -		
Redevelopment							\$ -		
Measure J							\$ -		
Gas Tax							\$ -		
Developer							\$ -		
Grant (see comments)							\$ -		
2012 Bond Benefit							\$ -		
Stormwater Fund							\$ -		
<b>TOTAL</b>	<b>\$ 550,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 550,000</b>		

Comments:

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	Bethel Island Road Culvert Rehabilitation 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 Improvement	<b>Project Number:</b>	177
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No
<b>Project Description:</b>	This project will repair and rehabilitate an old metal culvert under Bethel Island Road that has rusted and failed.		
<b>Project Justification:</b>	The storm drain infrastructure in rural parts of Oakley is primarily made up of old corrugated metal pipes. These pipes rust over time due to direct contact and exposure to water, causing them to decompose and fail. The options to address these failure problems are, rehabilitation by either lining the pipes, if practical, or full replacement. Staff has determined that the Bethel Island Road 48" metal pipe can be lined, and it will help in the structural integrity and improve the hydraulic capacity of the storm water flow in the pipe without the need for total replacement. This rehabilitation method is the most practical and cost effective in addressing this failure. The construction of this project will take place in FY 2017/18 after regulatory agency permits are secured.		

**PROJECT FINANCING DETAILS**

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Expenditures</b>							
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 90,000						\$ 90,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000
<b>Project Funding</b>							
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
2012 Bond Benefit							\$ -
Stormwater Fund	\$ 90,000						\$ 90,000
<b>TOTAL</b>	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000

Comments:

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	West Cypress Road Bridge at Contra Costa Canal Reconstruction Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Bridge	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Bridge Reconstruction	<b>Project Number:</b>	186
<b>Project Priority:</b>	Moderate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will reconstruct the West Cypress Road bridge across Contra Costa Canal

**Project Justification:** The existing West Cypress Road Bridge that crosses the Contra Costa canal is structurally deficient according to the latest Caltrans inspections and will need to be reconstructed in order to continue to remain in service. This project will fund the preliminary design. The City has successfully applied for and secured grant funding for part of this project. The design of this project will be funded as part of FY 2018/19 CIP budget.

**PROJECT FINANCING DETAILS**

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Expenditures</b>							
Planning & Design	\$ 10,000						\$ 10,000
Environmental							-
Right of Way							-
Construction							-
Operating Costs							-
<b>TOTAL</b>	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
<b>Project Funding</b>							
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Stormwater Fund	\$ 10,000						\$ 10,000
<b>TOTAL</b>	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Comments:

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	Main Street Bridge at Contra Costa Canal Rehabilitation Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Bridge	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Bridge Rehabilitation	<b>Project Number:</b>	187
<b>Project Priority:</b>	Moderate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will rehabilitate the Main Street bridge across Contra Costa Canal

**Project Justification:** The existing Main Street Bridge that crosses the Contra Costa canal is structurally deficient according to the latest Caltrans inspections and will need to be rehabilitated in order to continue to remain in service. This project will fund the preliminary design. The City has successfully applied for and secured grant funding for part of this project. The design of this project will be funded as part of FY 2018/19 CIP budget.

**PROJECT FINANCING DETAILS**

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Expenditures</b>							
Planning & Design	\$ 10,000						\$ 10,000
Environmental							-
Right of Way							-
Construction							-
Operating Costs							-
<b>TOTAL</b>	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
<b>Project Funding</b>							
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Stormwater Fund	\$ 10,000						\$ 10,000
<b>TOTAL</b>	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Comments:

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	Piper Lane drainage channel Trash Capture Device Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Storm Drain	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Drainage Improvement	<b>Project Number:</b>	189
<b>Project Priority:</b>	Moderate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will construct a Trash capture Device at this major drainage channel

**Project Justification:** The Piper Lane drainage channel is one of the major drainage outfalls from the City of Oakley to the Delta which the City is responsible for its maintaining and operating. This is an open channel that flows freely to the Delta. Based on the new permit issued by SF Regional Water Quality Control Board, it cannot convey trash to the open waters of the Delta. This project will construct new trash capture devices at the upstream end of the channel near Vintage Parkway. The design is underway and the City is pursuing grant funding for the construction which is estimated to cost over \$800,000. The trash capture device will stop trash from flowing into the Delta and the City will be in compliance with the SF Regional Water Quality Control Board permit.

**PROJECT FINANCING DETAILS**

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Expenditures</b>							
Planning & Design	\$ 30,000						\$ 30,000
Environmental							-
Right of Way							-
Construction	\$ 170,000						\$ 170,000
Operating Costs							-
<b>TOTAL</b>	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
<b>Project Funding</b>							
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Stormwater Fund	\$ 200,000						\$ 200,000
<b>TOTAL</b>	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Comments:

**City of Oakley**

**Capital Improvement Project Information Sheet**

**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	Laurel Road/Rose Avenue Intersection 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>	Intersection Improvements	<b>Project Number:</b>	191
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will improve the traffic flow and operation at this intersection

**Project Justification:** The intersection of Laurel Road and Rose Avenue is a major intersection in the City of Oakley on an arterial road that is not signalized. Currently, this intersection operates as a four-way stop and has one lane of traffic in each direction. This project will widen the intersection, construct a new traffic signal, relocate overhead utility poles, and improve the traffic flows on Laurel Road at Rose Avenue. This project is in conjunction with a private development project that will widen the south side of Laurel Road to the east; and the City of Oakley's Capital Improvement Project (CIP 196) which will widen the north side of Laurel Road from Rose Avenue to Mellowood Drive. This project design is currently underway and will be completed during FY 2017/18, followed up with the construction in FY 2018/19.

**PROJECT FINANCING DETAILS**

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Expenditures</b>							
Planning & Design	\$ 150,000	\$ 350,000					\$ 500,000
Environmental							-
Right of Way		\$ 50,000					\$ 50,000
Construction							-
<b>Operating Costs</b>							-
<b>TOTAL</b>	\$ 150,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000
<b>Project Funding</b>							
Traffic Impact Fee	\$ 150,000	\$ 400,000					\$ 550,000
L&L District							-
Public Facilities							-
Park Impact Fee							-
Redevelopment							-
Measure J							-
Gas Tax							-
Developer							-
Grant (see comments)							-
Other (see comments)							-
Stormwater Fund							-
<b>TOTAL</b>	\$ 150,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000

**Comments:**



**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	Oakley Recreation Center Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Facility	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	New building and athletic fields	<b>Project Number:</b>	194
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will design and construct the new Oakley Recreation Center and athletic field.  
**Project Justification:** The City of Oakley is growing and the demands for recreation facilities are increasing. The current facility at the former Moura property on O'Hara Avenue is no longer a practical option to serve the recreation needs of the community. This project will provide the community with a modern and functional recreation facility. The new facility will provide the City with room to program a wide range of recreation services in one location. This project will be constructed in phases as funding becomes available. The first phase of the project has been under design and the construction of the new Recreation Center will start in fall 2017.

**PROJECT FINANCING DETAILS**

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Expenditures</b>							
<b>Planning &amp; Design</b>	\$ 300,000						\$ 300,000
<b>Environmental</b>							\$ -
<b>Right of Way</b>							\$ -
<b>Construction</b>	\$ 2,364,000						\$ 2,364,000
<b>Operating Costs</b>							\$ -
<b>TOTAL</b>	\$ 2,664,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,664,000
<b>Project Funding</b>							
<b>Traffic Impact Fee</b>							\$ -
<b>L&amp;L District</b>							\$ -
<b>Public Facilities</b>							\$ -
<b>Park Impact Fee</b>							\$ -
<b>Redevelopment</b>							\$ -
<b>Measure J</b>							\$ -
<b>Gas Tax</b>							\$ -
<b>Developer</b>							\$ -
<b>Grant</b>	\$ 214,000						\$ 214,000
<b>General Capital Fund</b>	\$ 8,000,000						\$ 8,000,000
<b>Other</b>							\$ -
<b>TOTAL</b>	\$ 8,214,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,214,000

Comments:

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

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

**PROJECT FINANCING DETAILS**

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Expenditures</b>							
<b>Planning &amp; Design</b>	\$ 120,000						\$ 120,000
<b>Environmental</b>							\$ -
<b>Right of Way</b>							\$ -
<b>Construction</b>		\$ 3,400,000					\$ 3,400,000
<b>Operating Costs</b>							\$ -
<b>TOTAL</b>	\$ 120,000	\$ 3,400,000	\$ -	\$ -	\$ -	\$ -	\$ 3,520,000
<b>Project Funding</b>							
<b>Traffic Impact Fee</b>	\$ 120,000	\$ 3,400,000					\$ 3,520,000
<b>L&amp;L District</b>							\$ -
<b>Public Facilities</b>							\$ -
<b>Park Impact Fee</b>							\$ -
<b>Redevelopment</b>							\$ -
<b>Measure J</b>							\$ -
<b>Gas Tax</b>							\$ -
<b>Developer</b>							\$ -
<b>Grant (see comments)</b>							\$ -
<b>Other (see comments)</b>							\$ -
<b>Stormwater Fund</b>							\$ -
<b>TOTAL</b>	\$ 120,000	\$ 3,400,000	\$ -	\$ -	\$ -	\$ -	\$ 3,520,000

Comments:

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	Oakley Community Dog Park at Nunn-Wilson Park Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Park	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Dog Park Construction	<b>Project Number:</b>	197
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will construct a Dog Park and its associated amenities at Nunn-Wilson Park.  
**Project Justification:** The California Department of Parks and Recreation has awarded the City of Oakley a Land and Water Conservation Fund (LWCF) grant for construction of a Community Dog Park at Nunn-Wilson Park. The Oakley Community Dog Park at Nunn-Wilson Family Park will encompass approximately 2.5 acres of the existing park site and include a parking lot, restroom, picnic area, fenced areas for both small and large dogs, tables, benches, turf, dog water play area, drinking fountains, agility equipment, and dog waste stations. This project when completed will be the first designated off-leash dog park in the City of Oakley.

**PROJECT FINANCING DETAILS**

Project Expenditures	16/17	17/18	18/19	19/20	20/21	21/22	Total
Planning & Design	\$ 80,000						\$ 80,000
Environmental	\$ 8,000						\$ 8,000
Right of Way							-
Construction	\$ 740,000	\$ 350,000					\$ 1,090,000
Operating Costs							-
<b>TOTAL</b>	<b>\$ 828,000</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,178,000</b>
Project Funding	16/17	17/18	18/19	19/20	20/21	21/22	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee	\$ 414,485	\$ 350,000					\$ 764,485
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant	\$ 413,515						\$ 413,515
Other							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	<b>\$ 828,000</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,178,000</b>

Comments:

**City of Oakley  
Capital Improvement Project Information Sheet  
Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	3330 Main Street Building Remodeling Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Facility	<b>Project Manager:</b>	Economic Development Manager
<b>Project Type:</b>	Building Remodeling Project	<b>Project Number:</b>	198
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	Yes

**Project Description:** This project will remodel an existing building as part of downtown revitalization program

**Project Justification:** The City of Oakley is renovating the vacant upstairs space of the City-owned building located at 3330 Main Street, to house the Oakley Entrepreneur Center. Oakley's Economic Development program works to meet the needs of the existing Oakley small business community. It is anticipated that approximately 10 to 15 small businesses could be located in the center. The City has owned the building for a number of years, and previously the City renovated the bottom floor to accommodate Guanatos Ice Cream, as well as the Chamber of Commerce. The Entrepreneur Center will contain individual offices and conference rooms, break room, and be serviced by a new elevator.

**PROJECT FINANCING DETAILS**

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Expenditures</b>							
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 350,000					\$ 350,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
<b>Project Funding</b>							
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant							\$ -
Downtown Revitalization Fund		\$ 350,000					\$ 350,000
Stormwater Fund							\$ -
<b>TOTAL</b>	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000

Comments:

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	FY 2017/18 Curb, Gutter and Sidewalk Repair and Reconstr.	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Concrete Repair and Replacement	<b>Project Number:</b>	199
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will repair and replace damaged curb, gutter, and sidewalks  
**Project Justification:** This project will coordinate with the responsible property owners to repair and reconstruct damaged and broken concrete, curb, gutter and sidewalks throughout the City. The construction of this project will eliminate trip and fall accidents caused by sidewalk and curbs uplifted by tree root overgrowth, and provide safe paths of travel for the community. This project works in coordination with the 50-50 cost share program that helps the property owners address concrete sidewalk and curb and gutter uplifts caused by tree root overgrowth.

**PROJECT FINANCING DETAILS**

Project Expenditures	16/17	17/18	18/19	19/20	20/21	21/22	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 100,000	\$ 100,000					\$ 200,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
<b>PROJECT FINANCING DETAILS</b>							
Project Funding	16/17	17/18	18/19	19/20	20/21	21/22	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
General Capital Fund	\$ 50,000						\$ 50,000
Measure J							\$ -
Gas Tax	\$ 50,000						\$ 50,000
2012 Bond Benefit		\$ 100,000					\$ 100,000
Grant							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

**Comments:**

**City of Oakley  
Capital Improvement Project Information Sheet  
Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	FY 2017/18 Traffic Signal Modernization Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Traffic Signal Operation Improvements	<b>Project Number:</b>	200
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will rehabilitate existing traffic signals

**Project Justification:** Traffic operations and public safety has become one of the more important issues for the community. Public Works staff are continually working to improve the traffic operations on City streets. This project will replace some of the older internal components of the City's traffic signal systems which will allow better and more coordinated traffic signal operations.

<b>PROJECT FINANCING DETAILS</b>							
Project Expenditures	16/17	17/18	18/19	19/20	20/21	21/22	Total
Planning & Design		\$ 25,000					\$ 25,000
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 175,000	\$ 125,000					\$ 300,000
<i>Operating Costs</i>							\$ -
<b>TOTAL</b>	\$ 175,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 325,000
Project Funding	16/17	17/18	18/19	19/20	20/21	21/22	Total
Traffic Impact Fee	\$ 175,000	\$ 150,000					\$ 325,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	\$ 175,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 325,000

**Comments:**

**City of Oakley  
Capital Improvement Project Information Sheet  
Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	FY 2017/18 Traffic Calming Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Traffic Calming Improvements	<b>Project Number:</b>	201
<b>Project Priority:</b>	Moderate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will construct traffic calming measures

**Project Justification:** The traffic operations in the community have become one of the major issues that the Police and Public Works Departments handle on a regular basis. This project provides funding for the placement of traffic calming features in accordance with the neighborhood traffic calming policy. Various traffic calming requests are being evaluated by staff from the Police and Public Works Departments, and are addressed in collaboration with the residents based on priority and order they are received.

**PROJECT FINANCING DETAILS**

Project Expenditures	16/17	17/18	18/19	19/20	20/21	21/22	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 50,000	\$ 15,000					\$ 65,000
<i>Operating Costs</i>							\$ -
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,000</b>
<b>Project Funding</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>Total</b>
Traffic Impact Fee	\$ 50,000						\$ 50,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
2012 Bond Benefit		\$ 15,000					\$ 15,000
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,000</b>

**Comments:**

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	FY 2017/18 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>	Street safety improvements	<b>Project Number:</b>	202
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will restripe major streets in Oakley

**Project Justification:** This project will restripe various City streets each year to help maintain delineations that are marked for usage by motorists and pedestrians. The work performed under this project focuses on the streets that are not in the plan for resurfacing in the next two years, and need the striping for lane delineation (centerline, edge line, crosswalks, pavement marking) to provide safer streets for the community.

<b>PROJECT FINANCING DETAILS</b>							
Project Expenditures	16/17	17/18	18/19	19/20	20/21	21/22	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 50,000	\$ 15,000					\$ 65,000
<i>Operating Costs</i>							\$ -
<b>TOTAL</b>	\$ 50,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Project Funding	16/17	17/18	18/19	19/20	20/21	21/22	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
2012 Bond Benefit	\$ 50,000	\$ 15,000					\$ 65,000
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	\$ 50,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000

**Comments:**



**City of Oakley  
Capital Improvement Project Information Sheet  
Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	FY 2017/18 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>	Street resurfacing improvements	<b>Project Number:</b>	203
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will repair and resurface streets in Oakley

**Project Justification:** This project will repair the base and surface failures and resurface streets as a part of a comprehensive program to maintain the roadways for the community. Street repair and resurfacing is critical for keeping the quality of the City's street infrastructure in good condition and prevent the necessity of costly reconstruction due to the lack of proper rehabilitation and maintenance. This project will repair and resurface several areas that need Sierra Crete remediation in the Vintage Parkway neighborhood.

PROJECT FINANCING DETAILS							
Project Expenditures	16/17	17/18	18/19	19/20	20/21	21/22	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 800,000					\$ 800,000
<i>Operating Costs</i>							\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 800,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800,000</b>
<b>Project Funding</b>							<b>Total</b>
Traffic Impact Fee	\$ 700,000						\$ 700,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
General Capital Fund							\$ -
Measure J		\$ 600,000					\$ 600,000
Gas Tax							\$ -
Developer							\$ -
2012 Bond Benefit		\$ 200,000					\$ 200,000
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	<b>\$ 700,000</b>	<b>\$ 800,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>

**Comments:**

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	Police Department Locker Room/Detective Room Expansion Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Facility	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Building remodeling	<b>Project Number:</b>	204
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	Yes

**Project Description:** This project will remodel City Hall building for expansion of Police Department

**Project Justification:** Currently the Oakley Police Department men's locker room consists of 31 full size lockers and 10 half lockers, for a total of 41 lockers. The full sized lockers are necessary for most uniformed personnel. The smaller lockers are suitable for administrative personnel and for uniformed volunteers. The existing facility is fully utilized and in order to accommodate locker room space for new police officers, expansion of the locker rooms is necessitated. The proposed expansion would include expanding the men's locker facility into the current report writing area. The report writing area will then get moved into another part of the City Hall facility.

**PROJECT FINANCING DETAILS**

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Expenditures</b>							
Planning & Design		\$ 25,000					\$ 25,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 125,000					\$ 125,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
<b>Project Funding</b>							
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities		\$ 150,000					\$ 150,000
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

**Comments:**

City of Oakley							
Capital Improvement Project Information Sheet							
Capital Improvement Program for Fiscal Years 2017/18 to 2021/22							
<b>Project Title:</b>	Downtown Train Platform Station & Parking Lot Phase 1	<b>Project Proponent:</b>	Public Works and Engineering				
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer				
<b>Project Type:</b>	Parking Lot Construction	<b>Project Number:</b>	205				
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	Yes				
<b>Project Description:</b>	This project will construct a downtown parking lot to accommodate the new Railroad Platform Station						
<b>Project Justification:</b>	The Oakley Multi-Modal Parking Lots Project features a new San Joaquin Joint Power Authorities ("SJJPA") train station platform located north of Main Street between 2nd Street and O'Hara Avenue. The facility would provide connecting TriDelta Transit bus service to the train station, as well as a Park & Ride lot. Routes in Oakley and surrounding communities would be adjusted to better serve on-going transportation infrastructure investments in the area; including the eBART extension to Hillcrest Avenue. The station platform is strategically located in downtown on Main Street, adjacent to a future Main Street Plaza that could be used for civic events and markets. The location is within a five minute walking radius of City Hall, Civic Center Park, and Main Street restaurants. This project will make use of a number of vacant and underutilized properties north of Main Street between Norcross Lane and O'Hara Avenue. Three Hundred (300) surface parking spaces would be provided to support Park & Ride activities as well as future train riders; many of which could be used to support plaza activities held on the weekends and evenings. The City has applied for OBAG grant funding for this parking lot, and the amount shown as part of the CIP document is the City's local funding match for this project.						
PROJECT FINANCING DETAILS							
	16/17	17/18	18/19	19/20	20/21	21/22	Total
Project Expenditures							
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 563,613					\$ 563,613
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 563,613	\$ -	\$ -	\$ -	\$ -	\$ 563,613
	16/17	17/18	18/19	19/20	20/21	21/22	Total
Project Funding							
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund		\$ 563,613					\$ 563,613
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	\$ -	\$ 563,613	\$ -	\$ -	\$ -	\$ -	\$ 563,613
<b>Comments:</b>							

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	Athletic Field Project at Nunn-Wilson Park	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Park	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Athletic Field Construction	<b>Project Number:</b>	206
<b>Project Priority:</b>	Moderate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will construct a multi use athletic field next to the new Dog Park at Nunn-Wilson Park

**Project Justification:** The existing storm drain basin at the intersections of Laurel/Brown/Oxford has been in place for many years and is under-utilized. This project will address a growing need in the community for athletic fields, and also complement the new Oakley Dog Park which will be constructed next to this site. The new athletic field will be similar to the Freedom High School Stormwater Basin just in smaller scale.

PROJECT FINANCING DETAILS							
Project Expenditures	16/17	17/18	18/19	19/20	20/21	21/22	Total
Planning & Design		\$ 50,000					\$ 50,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 800,000					\$ 800,000
<i>Operating Costs</i>							\$ -
<b>TOTAL</b>	\$ -	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ 850,000
Project Funding	16/17	17/18	18/19	19/20	20/21	21/22	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee		\$ 850,000					\$ 850,000
Main Street Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	\$ -	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ 850,000
<b>Comments:</b>							

**City of Oakley  
Capital Improvement Project Information Sheet  
Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	Senior Center Renovation Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Facility	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Building Remodeling	<b>Project Number:</b>	207
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will remodel the existing Senior Center building

**Project Justification:** The City of Oakley has leased the former fire station building located at 215 2nd Street to the Oakley Senior Citizens group; however, the building is in need of rehabilitation before being adequate for senior center activities. The rehabilitation project includes Americans with Disabilities Act of 1990 (ADA) improvements to the front and rear entrances, and doors, railings and ramps, widening of interior thresholds for ADA accessibility, interior finishes and painting, parking lot improvements for ADA, and roof repair. The aforementioned is being funded by CDBG funds, as well as City of Oakley's matching funds.

PROJECT FINANCING DETAILS							
Project Expenditures	16/17	17/18	18/19	19/20	20/21	21/22	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 148,000					\$ 148,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 148,000	\$ -	\$ -	\$ -	\$ -	\$ 148,000
Project Funding	16/17	17/18	18/19	19/20	20/21	21/22	Total
Traffic Impact Fee							\$ -
General Capital Fund		\$ 50,000					\$ 50,000
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Grant		\$ 98,000					\$ 98,000
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	\$ -	\$ 148,000	\$ -	\$ -	\$ -	\$ -	\$ 148,000

**Comments:**

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	Laurel Road Reconst. Project (Mellowood Drive to Main Street)	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Street Improvement	<b>Project Number:</b>	208
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will reconstruct Laurel Road from Mellowood to Main.

**Project Justification:** This project will reconstruct and improve Laurel Road in the section from Mellowood to Main which has been in need for roadway reconstruction due to the heavy concentration of Sierra-Crete that had been used years ago in the construction of this project by the County. This roadway has required frequent and costly repairs. The construction of this project will complement the other roadway improvement project on Laurel Road (Rose to Mellowood) that will be constructed in FY 2017/18. The design of this project, (Mellowood to Main) will take place in FY 2017/18 and construction will start in FY 2018/19.

**PROJECT FINANCING DETAILS**

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Expenditures</b>							
Planning & Design		\$ 175,000					\$ 175,000
Environmental							\$ -
Right of Way							\$ -
Construction							\$ -
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Funding</b>							
Traffic Impact Fee		\$ 175,000					\$ 175,000
General Capital Fund							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Grant							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

Comments:

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	FY 2017/18 ADA Implementation Plan Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Street Improvement	<b>Project Number:</b>	209
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will begin the implementation of the City of Oakley ADA Transition Plan

**Project Justification:** The City of Oakley has to have an ADA Transition Plan prepared and implemented to adhere to the legal requirements related to the U.S. Department of Justice. Staff has solicited proposals from ADA specialty consultants and had selected the firm of Sally Swanson Architects, Inc. to prepare City's ADA Transition Plan. The preparation of this ADA Transition Plan has been underway and upon completion, the recommendations of this plan will be implemented. This implementation plan will be phased over the future years as funding is allocated.

**PROJECT FINANCING DETAILS**

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Expenditures</b>							
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 50,000					\$ 50,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Funding</b>							
Traffic Impact Fee							\$ -
General Capital Fund		\$ 50,000					\$ 50,000
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Grant							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Comments:

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	Development Services Counter Renovation Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Facility	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Facility Improvement	<b>Project Number:</b>	210
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	Yes

**Project Description:** This project will construct safety improvements to the Development Services Counter at City Hall

**Project Justification:** The City of Oakley has a Violence Prevention program in place and recently conducted a security audit of facilities. The audit revealed the need to improve the main lobby and development services lobby to reduce the risk of violence against City Staff and ensure our employees are kept safe from assault. A design is not yet complete, but will account for the increased safety of employees and minimize access from the public to other City Staff, while attempting to preserve a welcoming environment.

**PROJECT FINANCING DETAILS**

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Expenditures</b>							
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 60,000					\$ 60,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Funding</b>							
Traffic Impact Fee							\$ -
General Capital Fund		\$ 60,000					\$ 60,000
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Grant							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

Comments:



**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	Main Street/Rose Avenue Intersection 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>	Streets Improvement	<b>Project Number:</b>	211
<b>Project Priority:</b>	Moderate	<b>In Successor Agency Area:</b>	No
<b>Project Description:</b>	This project will construct signalization and reconfiguration of Main/Rose Intersection		
<b>Project Justification:</b>	Growth of the community and new subdivision development projects along the East Cypress Road corridor, necessitates improving the streets that will need to accommodate the added volume of traffic to these new neighborhoods. Main Street and Rose Avenue have operated as a stop sign intersection, which is no longer sustainable; and a traffic signal is needed at this intersection. City staff have been discussing this intersection improvement project with management of Ironhouse Sanitary District (ISD) to explore opportunities that this project could address. The City needs better traffic flow, and ISD needs access from their perspective development site to Main Street. The other benefit of this project is providing the long desired secondary access for the residents of the Vintage Parkway neighborhood to Main Street.		

PROJECT FINANCING DETAILS							
Project Expenditures	16/17	17/18	18/19	19/20	20/21	21/22	Total
Planning & Design		\$ 250,000					\$ 250,000
Environmental							\$ -
Right of Way							\$ -
Construction							\$ -
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Project Funding	16/17	17/18	18/19	19/20	20/21	21/22	Total
Traffic Impact Fee		\$ 250,000					\$ 250,000
General Capital Fund							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Grant							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Comments:

**City of Oakley**  
**Capital Improvement Project Information Sheet**  
**Capital Improvement Program for Fiscal Years 2017/18 to 2021/22**

<b>Project Title:</b>	East Cypress Road Widening Project (Machado Lane to Sellers Avenue)	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Street Improvement	<b>Project Number:</b>	212
<b>Project Priority:</b>	Moderate	<b>In Successor Agency Area:</b>	No

**Project Description:** This project will reimburse the developer for widening of East Cypress Road

**Project Justification:** The development of East Cypress Road is moving forward with multiple new subdivisions being designed and constructed. 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 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.

**PROJECT FINANCING DETAILS**

	16/17	17/18	18/19	19/20	20/21	21/22	Total
<b>Project Expenditures</b>							
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 450,000					\$ 450,000
Operating Costs							\$ -
<b>TOTAL</b>	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000
<b>Project Funding</b>							
Traffic Impact Fee		\$ 450,000					\$ 450,000
General Capital Fund							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Grant							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000

Comments: