

5-Year Capital Improvement Program

For Fiscal Years 2020/21 to 2024/25

RECOMMENDED



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City of Oakley
FY 2020/21 Project Summary
Capital Improvement Program for Fiscal Years 2020/21 to 2024/25

	Downtown Revitalization	Gas Tax	Gas Tax - Road Maintenance & Rehab (RMRA)	Stormwater Fund	Measure J	General Capital Projects	Traffic Impact Fee	Park Impact Fee	Fire Impact Fee	2012 Bond Benefit	Main Street Fund	Regional Park Fund	Street Maintenance Reserve Fund	2016 Debt Service	Facilities Fund
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FY 20/21 Proposed Revenues																	
	FY 2019/20 Estimated Fund Balance	6,336,402	6,970	3,481	352,566	96,277	314,876	550,400	2,342,722	93,622	0	49,050	4,333	1,087,354	1,395,319	41,286	(1,855)
	FY 2020/21 Revenues	6,459,935	219,800	858,120	623,450	451,000	544,550	15,000	2,943,107	561,663	178,245	500	61,000	2,500	1,000		
	FY 2020/21 Transfers from General fund	2,061,343	75,000					500,000			62,773	350,000		350,000	673,570	50,000	
	FY 2020/21 Contributions	1,119,000							969,000	150,000							
	FY 2020/21 Operational Expenditures	(2,342,102)	(291,465)	(639,722)	(458,500)	(25,000)			(65,000)	(10,000)	(177,245)		(1,600)	0	(673,570)		
	FY 2020/21 CIP Staff Labor Charges	(1,073,000)		(181,500)	(88,500)	(379,000)	(160,000)	(228,500)	(6,000)	(1,000)			(27,000)	0	(1,500)		
	Total Available for Capital Projects	12,561,577	10,305	40,379	976,016	277	455,426	905,400	5,961,329	789,285	0	112,323	354,333	1,119,754	1,745,319	43,786	47,645

FY 2020/21 Proposed Expenditures																	
#	Project	FY 2020/21 Total															
176	OAKLEY COMMUNITY REGIONAL PARK PROJECT	-															
186	W CYPRESS RD BRIDGE RECONSTRUCT AT CC CANAL	150,000					150,000										
187	MAIN ST BRIDGE REHAB AT CC CANAL	50,000					50,000										
189	PIPER LANE DRAINAGE CHANNEL TRASH CAPTURE	-															
205	DOWNTOWN TRAIN PLATFORM STATION & PARKING	250,000										250,000					
208	LAUREL RD RECONSTRUCTION (MELLOWOOD-MAIN)	400,000							300,000		100,000						
211	MAIN STREET/ROSE AVE INTERSECTION	-															
214	VINTAGE PARKWAY REPAIR & RESURFACING	969,000							969,000								
215	DOWNTOWN PARKING LOT PROJECT	400,000						300,000				100,000					
218	MAIN ST-O'HARA AVE INTERSECTION IMPROVEMT	-															
231	SELLERS AVE WIDENING & IMPROVEMENT	-															
239	DELTA DE ANZA & MARSH CREEK TRAIL CONNECT SAFETY IMP	-															
241	FY 2020/21 CURB, GUTTER & SIDEWALK REPAIR AND	100,000						100,000									
244	FY 2020/21 TRAFFIC SIGNAL MODERNIZATION PROJECT	100,000							100,000								
246	FY 2020/21 STREET REPAIR AND RESURFACING PROJECT	1,600,000			900,000		200,000	500,000									
247	E. CYPRESS-KNIGHTSON AVE. INTERSECTION SIGNALIZATION	500,000							500,000								
248	HOLLY CREEK PARK RESTROOM CONSTRUCTION PROJECT	250,000								250,000							
250	LAUREL RD RESURFACING PROJECT (EMPIRE AVE TO O'HARA AVE)	100,000												100,000			
	Total Proposed Expenditures	4,869,000	-	-	900,000	-	400,000	900,000	1,869,000	250,000	-	100,000	350,000	-	100,000	-	-
	Remaining Unassigned Balances		10,305	40,379	76,016	277	55,426	5,400	4,092,329	539,285	0	12,323	4,333	1,119,754	1,645,319	43,786	47,645

City of Oakley
Funding Summary
Capital Improvement Program for Fiscal Years 2020/21 to 2024/25

Funding Source	20/21	21/22	22/23	23/24	24/25	Total
	Traffic Impact Fee	\$ 3,000,000	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000
Stormwater Fund	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,250,000
Park Impact Fee	\$ 550,000	\$ 300,000	\$ 400,000	\$ 300,000	\$ 200,000	\$ 1,750,000
Measure J	\$ 545,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 2,745,000
Gas Tax	\$ 855,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 3,655,000
Gas Tax -Road Maintenance and Rehab	\$ 625,000	\$ 625,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 3,050,000
Main Street Fund	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Grant	\$ 969,000	\$ -	\$ -	\$ -	\$ -	\$ 969,000
Facility Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
2012 Bond Benefit	\$ 65,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 305,000
General Capital Fund	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000
Total	\$ 7,959,000	\$ 4,835,000	\$ 4,910,000	\$ 4,810,000	\$ 4,710,000	\$ 27,224,000

City of Oakley Capital Improvement Project Information Sheet Capital Improvement Program for Fiscal Years 2020/21 to 2024/25							
Project Title:	Oakley Community Park Project			Project Proponent:	Public Works and Engineering		
Project Category:	Park			Project Manager:	City Engineer		
Project Type:	Park Facility Construction			Project Number:	176		
Project Priority:	Moderate			In Successor Agency Area:	No		
Project Description:	This project will design and construct a Regional Community Park at the north end of Sellers Avenue.						
Project Justification:	This project transforms a 55 acre site at the end of Sellers Avenue that was given to the City as part of the development agreements with the Emerson and Gilbert Ranch development projects. This 55 acre site had a number of older structures related to a dairy farm that had been closed for decades. The first phase of this project was to demolish the old and abandoned structures which were a safety concern, and to clean up the site. This task was accomplished in the summer of 2019. The City applied for funding for the first phase of this project for the State Proposition 68 grant in the summer of 2019, and were notified in the spring of 2020 that this project was not selected for funding by the State. Staff will continue to pursue grant opportunities for this project. The construction of the Oakley Regional Park will span several years as funding is secured through a combination of Grants and local funds.						
PROJECT FINANCING DETAILS							
Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design	\$ 50,000						\$ 50,000
Environmental	\$ 100,000						\$ 100,000
Right of Way							\$ -
Construction	\$ 400,000						\$ 400,000
Operating Costs							\$ -
TOTAL	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	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							\$ -
TOTAL	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000
Comments:							

City of Oakley Capital Improvement Project Information Sheet Capital Improvement Program for Fiscal Years 2020/21 to 2024/25							
Project Title:	W. Cypress Road Bridge at Contra Costa Canal Reconstruction Proj.			Project Proponent:	Public Works and Engineering		
Project Category:	Bridge			Project Manager:	City Engineer		
Project Type:	Bridge Reconstruction			Project Number:	186		
Project Priority:	Moderate			In Successor Agency Area:	No		
Project Description:	This project will reconstruct the West Cypress Road bridge across the 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. It will need to be reconstructed in order to continue to be safe and remain in service. The City will be looking for grant funding for this project from State and Federal sources. The City of Oakley does not have a designated funding source for repairing, maintaining, and improving the City's bridges, and relies upon State grant programs for major bridge improvement projects. Staff will apply for Highway Bridge Replacement and Rehabilitation (HBRR) grant funding for this project.						
PROJECT FINANCING DETAILS							
Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design	\$ 10,000	\$ 150,000					\$ 160,000
Environmental							\$ -
Right of Way							\$ -
Construction							\$ -
Operating Costs							\$ -
TOTAL	\$ 10,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J		\$ 150,000					\$ 150,000
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Stormwater Fund	\$ 10,000						\$ 10,000
TOTAL	\$ 10,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000
Comments:							

City of Oakley Capital Improvement Project Information Sheet Capital Improvement Program for Fiscal Years 2020/21 to 2024/25							
Project Title:	Main Street Bridge at Contra Costa Canal Rehabilitation Project			Project Proponent:	Public Works and Engineering		
Project Category:	Bridge			Project Manager:	City Engineer		
Project Type:	Bridge Rehabilitation			Project Number:	187		
Project Priority:	Immediate			In Successor Agency Area:	No		
Project Description:	This project will rehabilitate the Main Street bridge across the Contra Costa Canal						
Project Justification:	The existing Main Street Bridge that crosses the Contra Costa canal has some structural deficiencies according to the latest Caltrans inspections, and will need to be rehabilitated in order to continue to remain in service 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. The City has successfully applied for and secured grant funding from the Highway Bridge Replacement and Rehabilitation (HBRR) for this project. Construction of this project is anticipated to take place in FY 2021/22.						
PROJECT FINANCING DETAILS							
Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design	\$ 10,000						\$ 10,000
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 100,000	\$ 50,000					\$ 150,000
Operating Costs							\$ -
TOTAL	\$ 110,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J		\$ 50,000					\$ 50,000
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)	\$ 100,000						\$ 100,000
Other (see comments)							\$ -
Stormwater Fund	\$ 10,000						\$ 10,000
TOTAL	\$ 110,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000
Comments:							

City of Oakley Capital Improvement Project Information Sheet Capital Improvement Program for Fiscal Years 2020/21 to 2024/25							
Project Title:	Piper Lane drainage channel Trash Capture Device Project			Project Proponent:	Public Works and Engineering		
Project Category:	Storm Drain			Project Manager:	City Engineer		
Project Type:	Drainage Improvement			Project Number:	189		
Project Priority:	Moderate			In Successor Agency Area:	No		
Project Description:	This project will construct a Trash Capture Device at this major drainage channel.						
Project Justification:	The Piper Lane drainage channel is one of the major drainage outfalls from the City of Oakley to the Delta which the City is responsible for 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 a new trash capture device at the upstream end of the channel near Vintage Parkway. The preliminary design has been completed and the City is pursuing grant funding for the construction, which is estimated to cost over \$900,000. 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							
Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design	\$ 30,000						\$ 30,000
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 170,000						\$ 170,000
Operating Costs							\$ -
TOTAL	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
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
TOTAL	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Comments:							

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2020/21 to 2024/25

Project Title:	Downtown Train Platform Station & Parking Lot Phase 1	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Parking Lot Construction	Project Number:	205
Project Priority:	Immediate	In Successor Agency Area:	Yes

Project Description: This project will construct roadway infrastructure, a gateway plaza and a downtown parking lot to accommodate the new Railroad Platform Station.

Project Justification: 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 amount shown in this document is part of the City’s local funding match for this project.

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 563,613	\$ 250,000					\$ 813,613
Operating Costs							\$ -
TOTAL	\$ 563,613	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 813,613

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund	\$ 563,613	\$ 250,000					\$ 813,613
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
TOTAL	\$ 563,613	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 813,613

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2020/21 to 2024/25

Project Title:	Laurel Road Reconst. Project (Mellowood Drive to Main Street)	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Street Improvement	Project Number:	208
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will reconstruct Laurel Road from Mellowood Drive to Main Street.		
Project Justification:	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 was completed in 2019. Construction will start by summer and is scheduled for completion in early 2021.		

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design	\$ 175,000						\$ 175,000
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 2,700,000	\$ 400,000					\$ 3,100,000
Operating Costs							\$ -
TOTAL	\$ 2,875,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 3,275,000

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee	\$ 2,475,000	\$ 300,000					\$ 2,775,000
General Capital Fund							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund							\$ -
Measure J	\$ 400,000						\$ 400,000
Gas Tax							\$ -
Grant							\$ -
2012 Bond Benefit		\$ 100,000					\$ 100,000
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
TOTAL	\$ 2,875,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 3,275,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2020/21 to 2024/25

Project Title:	Main Street/Rose Avenue Intersection Improvement Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Street Improvement	Project Number:	211
Project Priority:	Moderate	In Successor Agency Area:	No
Project Description:	This project will construct signalization and the reconfiguration of the Main Street/Rose Avenue Intersection		
Project Justification:	Growth of the community and new subdivision development projects along the East Cypress Road corridor, necessitates improving the streets that will be needed 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 not sustainable over the long term, so 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 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.		

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction							\$ -
Operating Costs							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
General Capital Fund							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Grant							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2020/21 to 2024/25

Project Title:	Vintage Parkway Repair and Rehabilitation Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Street Improvement	Project Number:	214
Project Priority:	Moderate	In Successor Agency Area:	No
Project Description:	This project will repair and rehabilitate Vintage Parkway.		
Project Justification:	The City received a \$969,000 One Bay Area Government Grant for Oakley's street resurfacing project. The grant is specific in nature and can only be used for roads in Oakley that are classified as collector or arterials. Vintage Parkway meets this classification and is in poor condition and needs to be rehabilitated. There are multiple areas where street failures are occurring, large cracking, cupping or wearing in the travel lanes, and significant weathering. Included with the project, are approximately 26 ADA ramps that will be upgraded, along with the replacement of any curb and gutter as needed.		

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design	\$ 80,000						\$ 80,000
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 220,000	\$ 969,000					\$ 1,189,000
Operating Costs							\$ -
TOTAL	\$ 300,000	\$ 969,000	\$ -	\$ -	\$ -	\$ -	\$ 1,269,000

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
General Capital Fund	\$ 200,000						\$ 200,000
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund							\$ -
Measure J	\$ 100,000						\$ 100,000
Gas Tax							\$ -
Grant		\$ 969,000					\$ 969,000
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
TOTAL	\$ 300,000	\$ 969,000	\$ -	\$ -	\$ -	\$ -	\$ 1,269,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2020/21 to 2024/25

Project Title:	Downtown Parking Lot Construction Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Parking Facility Improvement	Project Number:	215
Project Priority:	Immediate	In Successor Agency Area:	Yes
Project Description:	This project will construct a new parking lot in downtown.		
Project Justification:	A new 10,000 SF Mixed-Use Retail Building will be constructed in downtown near the intersection of Main Street/Norcross Lane. This project is a major enhancement to downtown Oakley which will bring new businesses to the community. In conjunction with this project the developer will construct a new parking lot that would accommodate the needs of the new Mixed-Use Retail Building and other downtown merchants. The design of the building and parking lot are currently underway and the construction is anticipated to start in the fall of 2020.		

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 2,450,000	\$ 300,000					\$ 2,750,000
Operating Costs							\$ -
TOTAL	\$ 2,450,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 2,750,000
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
General Capital Fund	\$ 800,000	\$ 300,000					\$ 1,100,000
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund	\$ 1,550,000	\$ 100,000					\$ 1,650,000
Measure J							\$ -
Gas Tax							\$ -
Grant							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
TOTAL	\$ 2,350,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 2,750,000
Comments:							

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2020/21 to 2024/25

Project Title: Main Street/O'Hara Avenue Intersection Improvement Project	Project Proponent: Public Works and Engineering
Project Category: Street	Project Manager: City Engineer
Project Type: Street Improvement	Project Number: 218
Project Priority: Immediate	In Successor Agency Area: Yes
Project Description: This project will widen the north side of Main Street at the intersection with O'Hara Avenue.	
Project Justification: The reconstruction of Main Street in downtown from Norcross Lane to 5th Street was completed last year. The last section of Main Street that needs improvement is on the north side of Main Street at the intersection of O'Hara Avenue. The scope of this project will include the widening of Main Street, construction of new curb, gutter, and sidewalks and the relocation of traffic signal infrastructure. The construction of this project is underway and is scheduled for completion in the fall of 2020.	

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design	\$ 250,000						\$ 250,000
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 500,000						\$ 500,000
Operating Costs							\$ -
TOTAL	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee	\$ 750,000						\$ 750,000
General Capital Fund							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Grant							\$ -
2012 Bond Benefit							\$ -
Developer Contribution							\$ -
Stormwater Fund							\$ -
TOTAL	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2020/21 to 2024/25

Project Title:	Sellers Avenue Improvements and Widening Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Street Improvement	Project Number:	231
Project Priority:	Moderate	In Successor Agency Area:	No
Project Description:	This project will widen and improve the section of Sellers Avenue from the intersection at Riverrock Drive, to the gate at the Oakley Regional Community Park.		
Project Justification:	Sellers Avenue has been a 2 lane road constructed by Contra Costa County decades ago. The section of Sellers Avenue from East Cypress Road to the north end of the road at the gate to the future Oakley Regional Community Park is destined to be widened to 4 lanes with curb, gutter and sidewalks, landscaped medians, bike lanes, and street lighting. The section of Sellers Avenue from East Cypress Road to Riverrock Drive has been widened by the developers of the Emerson and Gilbert Ranch projects. This project will widen and improve the remaining section of Sellers Avenue from the intersection at Riverrock Drive to the gate to the future Oakley Regional Community Park. The above referenced developers will pay the City the cost for curb, gutter and sidewalk, and one lane of roadway. The City will pay the remaining construction costs for the second lane and medians.		

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction							\$ -
Operating Costs							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
General Capital Fund							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Grant							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2020/21 to 2024/25

Project Title:	Delta de Anza and Marsh Creek Trail Connection Safety Improvements	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Street Safety Improvement	Project Number:	239
Project Priority:	Moderate	In Successor Agency Area:	No
Project Description:	This project will improve trail and street crossings for pedestrians and bicyclists.		
Project Justification:	City of Oakley applied for and secured a Transportation Development Act (TDA) Article 3 grant for pedestrian and bicycle safety improvements. The project is divided up into four (4) locations along the Delta de Anza and Marsh Creek Regional Trail. The improvements include a bike lane gap closure, installation of high visibility green thermoplastic bike lanes at a high volume signalized intersection, installation of flashing beacons at mid-block trail crossings in two locations, and wayfinding signs for bicyclists to connect to other trails and/or locations and points of interest in the region. These improvements will bridge gaps between the Delta de Anza and Marsh Creek Regional Trail and provide bicycle access to schools in the area.		

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design	\$ 13,500						\$ 13,500
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 170,000						\$ 170,000
Operating Costs							\$ -
TOTAL	\$ 183,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183,500

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
General Capital Fund	\$ 130,000						\$ 130,000
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Grant							\$ -
2012 Bond Benefit	\$ 53,500						\$ 53,500
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
TOTAL	\$ 183,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183,500

Comments:

City of Oakley							
Capital Improvement Project Information Sheet							
Capital Improvement Program for Fiscal Years 2020/21 to 2024/25							
Project Title:	FY 2020/21 Curb, Gutter and Sidewalk Repair & Replacement Proj.			Project Proponent:	Public Works and Engineering		
Project Category:	Street			Project Manager:	City Engineer		
Project Type:	Concrete Repair and Replacement			Project Number:	241		
Project Priority:	Immediate			In Successor Agency Area:	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 and gutter, and sidewalks throughout the City. The construction of this project will provide safe paths of travel for the community by eliminating trip and fall accidents caused from tree root overgrowth that has uplifted sidewalks and curbs. 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	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 100,000	\$ 100,000					\$ 200,000
Operating Costs							\$ -
TOTAL	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
General Capital Fund		\$ 100,000					\$ 100,000
Measure J							\$ -
Gas Tax	\$ 100,000						\$ 100,000
2012 Bond Benefit							\$ -
Grant							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
TOTAL	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Comments:							

City of Oakley Capital Improvement Project Information Sheet Capital Improvement Program for Fiscal Years 2020/21 to 2024/25							
Project Title:	FY 2020/21 Traffic Signal Modernization Project			Project Proponent:	Public Works and Engineering		
Project Category:	Street			Project Manager:	City Engineer		
Project Type:	Traffic Signal Operation Improvements			Project Number:	244		
Project Priority:	Moderate			In Successor Agency Area:	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 the City's streets. This project will replace some of the older internal components of the City's traffic signal systems which will allow better and more coordinated traffic signal operations.						
PROJECT FINANCING DETAILS							
Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 100,000	\$ 100,000					\$ 200,000
Operating Costs							\$ -
TOTAL	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee	\$ 100,000	\$ 100,000					\$ 200,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
TOTAL	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Comments:							

City of Oakley Capital Improvement Project Information Sheet Capital Improvement Program for Fiscal Years 2020/21 to 2024/25							
Project Title:	FY 2020/21 Street Repair and Resurfacing Project			Project Proponent:	Public Works and Engineering		
Project Category:	Street			Project Manager:	City Engineer		
Project Type:	Street Resurfacing Improvements			Project Number:	246		
Project Priority:	Immediate			In Successor Agency Area:	No		
Project Description:	This project will repair and resurface streets in Oakley.						
Project Justification:	This project will repair roadway base and surface failures as well as resurface the City's streets as a part of a comprehensive program to maintain the roadways for the community. Street repair and resurfacing is critical in 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. There are a number of neighborhoods which need Sierra-Crete remediation and street repair and resurfacing, which this project will address.						
PROJECT FINANCING DETAILS							
Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design		\$ 100,000					\$ 100,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 1,500,000					\$ 1,500,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 1,600,000	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
General Capital Fund		\$ 500,000					\$ 500,000
Measure J		\$ 200,000					\$ 200,000
Gas Tax							\$ -
Developer							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
RMRA		\$ 900,000					\$ 900,000
TOTAL	\$ -	\$ 1,600,000	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000
Comments:							

City of Oakley Capital Improvement Project Information Sheet Capital Improvement Program for Fiscal Years 2020/21 to 2024/25							
Project Title:	E. Cypress Rd. - Knightsen Ave. Intersection Signalization Project			Project Proponent:	Public Works and Engineering		
Project Category:	Street			Project Manager:	City Engineer		
Project Type:	Street Improvement			Project Number:	247		
Project Priority:	Immediate			In Successor Agency Area:	No		
Project Description:	This project will install a new traffic signal at the intersection of East Cypress Road and Knightsen Avenue						
Project Justification:	The growth and development of the new subdivision projects along the East Cypress Road corridor has necessitated various infrastructure improvements to accommodate the increased traffic flows on this road. These improvements include the widening of East Cypress Road to City standards along the Emerson and Gilbert Ranch projects. The intersection of East Cypress Road/Knightsen Avenue has not been signalized; however, the traffic demands on this segment require the reconstruction and signalization of this intersection. This project will be designed and constructed by the City and funded by private developer contributions.						
PROJECT FINANCING DETAILS							
Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design		\$ 500,000					\$ 500,000
Environmental							\$ -
Right of Way							\$ -
Construction							\$ -
Operating Costs							\$ -
TOTAL	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee		\$ 500,000					\$ 500,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
General Capital Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
TOTAL	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Comments:							

City of Oakley Capital Improvement Project Information Sheet Capital Improvement Program for Fiscal Years 2020/21 to 2024/25							
Project Title:	Holly Creek Park Restroom Construction Project			Project Proponent:	Public Works and Engineering		
Project Category:	Park			Project Manager:	City Engineer		
Project Type:	Park Facility Improvement			Project Number:	248		
Project Priority:	Immediate			In Successor Agency Area:	No		
Project Description:	This project will install a restroom at Holly Creek Park.						
Project Justification:	The demand for City of Oakley recreational fields continues to grow particularly for organized sports such as Baseball and Soccer leagues. The field at Holly Creek Park is one of the favorite and much desired fields in Oakley for leagues to play their sporting activities. This park does not have any restroom facilities which necessitates placement of portable toilets at this park. This approach has created many operational and sanitary issues and is not a sustainable solution to address the need for a public restroom facility. This project will construct a permanent restroom facility at this park similar to the restroom facility that was recently constructed at the Koda Dog Park. The funding for this project will be primarily from a private development project contribution which will be supplemented by local funds.						
PROJECT FINANCING DETAILS							
Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 250,000					\$ 250,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee		\$ 100,000					\$ 100,000
General Capital Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer Contribution		\$ 150,000					\$ 150,000
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
TOTAL	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Comments:							

City of Oakley Capital Improvement Project Information Sheet Capital Improvement Program for Fiscal Years 2020/21 to 2024/25							
Project Title:	Laurel Road Resurfacing Project (Empire Avenue to O'Hara Avenue)			Project Proponent:	Public Works and Engineering		
Project Category:	Street			Project Manager:	City Engineer		
Project Type:	Street Improvement			Project Number:	250		
Project Priority:	Immediate			In Successor Agency Area:	No		
Project Description:	This project will repair and resurface Laurel Road						
Project Justification:	This project will repair and resurface Laurel Road in the section between Empire Avenue to O'Hara Avenue. This roadway is not only a major arterial in the City but a truck route which is used heavily everyday by heavy construction trucks to deliver materials and supplies to various development sites in Oakley. Street repair and resurfacing is critical in 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 be designed in FY 2020/21 and constructed in FY 2021/22.						
PROJECT FINANCING DETAILS							
Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design		\$ 100,000					\$ 100,000
Environmental							\$ -
Right of Way							\$ -
Construction							\$ -
Operating Costs							\$ -
TOTAL	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
General Capital Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
2012 Bond Benefit							\$ -
Street Maintenance Reserve		\$ 100,000					\$ 100,000
Stormwater Fund							\$ -
TOTAL	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Comments:							

RESOLUTION NO. 92-20

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
TO ADOPT THE FY 2020-2021 RECOMMENDED BUDGET, STATEMENT OF
FINANCIAL POLICIES, APPROPRIATIONS LIMIT AND 5-YEAR CAPITAL
IMPROVEMENT PLAN (CIP) FOR FISCAL YEARS 2020-2021 THROUGH 2024-2025
AND MAKE FINDINGS RELATED THERETO**

WHEREAS, the City Council is required by law to adopt a budget and appropriations limit prior to the beginning of its new fiscal year, which is July 1, 2020; and

WHEREAS, the City desires to annually review and adopt a 5-Year Capital Improvement Plan and comprehensive Statement of Financial Policies; and

WHEREAS, the City Manager and Staff have developed and the City Manager has presented Preliminary Operating and Capital Budgets, Statement of Financial Policies, Appropriations Limit, and 5-Year Capital Improvement Plan; and

WHEREAS, that the City Council did on May 26, 2020 hold a workshop to discuss these Preliminary documents and provide additional direction to the City Manager for the preparation of a final set of documents; and

WHEREAS, the City Manager has this day presented to the City Council for adoption a Proposed Budget document, including the updated Statement of Financial Policies, Recommended Operating and Capital Budgets, Fiscal Year 2020-2021 Appropriations Limit Calculation, and a separate Recommended 5-Year Capital Improvement Plan for Fiscal Years 2020-2021 through 2024-2025; and

WHEREAS, the City Council is currently serving in the role of the City's Planning Authority; and

WHEREAS, Section 65401 of the Government Code requires the Planning Authority of cities and counties to review any Capital Improvement Program (CIP) in their jurisdiction for conformance with the reviewing agency's adopted General Plan; and

WHEREAS, potentially adverse impacts of the CIP were adequately discussed in the Environmental Impact Report (EIR) for the Oakley 2020 General Plan, and project-by-project environmental assessments will be prepared when necessary; and

WHEREAS, the Recommended 5-Year Capital Improvement Plan for Fiscal Years 2020-2021 through 2024-2025 for the City of Oakley has been submitted and reviewed as to its conformance with the adopted Oakley General Plan by the Planning Authority; and

WHEREAS, the projects proposed reflect the major need for roadways, public utilities and other community facilities during the next five years in concert with anticipated growth areas as noted in the adopted General Plan and;

WHEREAS, the project is Categorically Exempt pursuant to the adopted Guidelines for the Implementation of the California Environmental Quality Act, Section 15061(b) (3), in that it can be seen with certainty that there is no possibility that this CIP action will have a significant effect on the environment, and does not involve approval of any specific project that may have a significant effect on the environment.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley:

1) Acting as the Planning Authority of the City, hereby adopts the City's Recommended 5-Year Capital Improvement Plan for Fiscal Years 2020-2021 through 2024-2025 and confirms the Plan is consistent with the adopted Oakley General Plan; and

2) As the City Council, hereby adopts the FY 2020-2021 Proposed Budget, Statement of Financial Policies, Fiscal Year 2020-2021 Appropriations Limit, and 5-Year Capital Improvement Plan for Fiscal Years 2020-2021 through 2024-2025.

PASSED, APPROVED AND ADOPTED this 23rd day of June, 2020 by the following vote:

AYES: Alaura, Higgins, Krieg, Romick

NOES:

ABSTENTIONS:

ABSENT: Pope

ATTEST:



Libby Vreonis, City Clerk

APPROVED:


Kevin Romick, Mayor

6-26-2020
Date

City of Oakley Internal Controls

Introduction: With the adoption of the fiscal year budget the Team has concluded that this would be a perfect time to review the internal financial controls that are here at the City of Oakley. Historically, internal controls relied heavily on segregation of duties, which continues to be the heart of establishing good internal controls; but the accounting profession broadened the definition of internal controls to include establishing a control environment, risk assessment, the flow of information and communication and monitoring.

Control Environment: The control environment is the set of standards, processes and structures that provide the basis for carrying out internal controls across the entity. The control environment starts at the top of any organization. Ethical behavior and management integrity set the tone to establish the organization's culture. The City of Oakley uses policies and procedures to promote and maintain a proper control environment.

Risk Assessment: Risk assessment is primarily handled by the Finance Department, although all supervisors and managers need to be aware of potential for fraud. You can see how important an organization's ethical standards and employee culture are to this process.

Control Activities: This is the center of our internal controls. The following are examples of City of Oakley policies and procedures that have established to maintain internal control:

Purchasing and Accounts Payable.

- No invoice is processed without an approval signature and account coding.
- All purchases over \$5,000 require a purchase order approved by the Department Head, Finance Director and City Manager
- Only the Finance Director or City Manager can print checks.
- Blank checks are stored in a locked file cabinet at all times.
- Each accounts payable check number is accounted for through the Financial Accounting system.

Human Resources and Payroll

- Each Personnel Action Form, establishing employees' wages and budget account numbers are signed by the Human Resources Manager, Finance Director and City Manager and verified with the adopted salary schedule.

- All blank checks are stored in a locked file cabinet at all times and required two signatures, the City Manager and Finance Director.
- All employees' timesheets are approved by a Department Head and supervisor if applicable.

Cash Receipts

- All receipts received in the Police Department will be entered into the Police cash register the same day. These receipts will be entered into the City's cash receipting system at the Community Services Counter at least once a week.
- All other receipts will be entered into the cash register located at Community Services Counter the same day.
- At end of each day a member of the Finance Department will close register, count cash, and reconcile for deposit. Finance Director will recount cash, log on to the daily log, place in a cash bag, and lock up in the Finance Director's office.
- All receipts (checks, cash and credit cards) are reconciled at the end of each day and the receipts are posted to the accounting system the following morning after review by the Senior Accountant.

Bank and Investment Reconciliations

- The general operating bank account, payroll bank account and successor agency bank account are reconciled monthly by the Senior Accountant that has no check preparation duties for the accounts. Canceled checks are not provided to the City although they are available online.
- The Finance Director reviews and signs each monthly bank reconciliation.
- The Local Agency Investment Fund (LAIF) and other investment pool accounts (CaITrust) are reconciled quarterly by the Senior Accountant.

General Ledger

- All journal entries are reviewed and signed by either the Finance Director or Senior Accountant.

Budget

- The City Manager and Finance Director must sign a budget amendment for all over-budget amounts, with adequate explanation.

Audits

- The City undergoes a yearly audit. As part of governmental auditing standards, the auditor must review and test the City's internal controls and issue a separate opinion on the City's internal control. The City has always received "clean" opinions on our financial report and on the auditors internal control report.

Flow of Information and Communication: Accessibility of financial information to all levels of the organization help to ensure correct and complete recording of financial transactions. Each day the Eden Accounting System, generates daily revenue status and detail reports, expenditure status and detail reports and purchase order status reports which are accessible to all department managers over the City's network.

Monitoring: Monitoring activities are primarily following up on situations or transactions that come to the Finance Department's attention when processing revenues and expenditures. By following up with the other departments, Team members realize that the City operates with tight controls. This helps set the tone that the Finance Department monitors department financial transactions.

Conclusion: I hope this quick summary of internal control concepts and specifically how the City works to safeguard the City of Oakley's assets, is helpful. The City's Finance Department employees take great pride in the City's great financial record and strive to continue maintaining effective internal controls, consistent with professional standard and practices, in a very dynamic environment.