



STAFF REPORT

Date: June 23, 2015
To: Bryan H. Montgomery, City Manager
From: Paul Abelson, Finance Director
 Kevin Rohani, City Engineer
SUBJECT: Approve Resolution Adopting the FY 2015 - 2016 Recommended Budget, Statement of Financial Policies, Appropriations Limit and 5-Year Capital Improvement Program (CIP) for Fiscal Years 2015-2016 through 2019-2020 and Making Findings Related Thereto

Approved and Forwarded to the City Council:

 Bryan Montgomery, City Manager

Background and Analysis

The City Council held a budget work session on May 26 to review and discuss the Preliminary City Fiscal Year 2015-2016 Operating and Capital Budgets, 5-Year Capital Improvement Plan (CIP) for Fiscal Years 2015-2016 through 2019-2020, and Statement of Financial Policies. The Preliminary Budget also included the City's Fiscal Year 2015-2016 Appropriations Limit calculation.

While no changes resulted from that discussion, the Recommended Budget does include several items that were not in the Preliminary Budget. First, it includes an additional \$60,000 for employee compensation, approximately \$30,000 to increase employees' pay, where necessary, to bring an employee's pay rate up to the lowest level of their classification's Fiscal Year 2015-2016 salary range as defined in the updated compensation policy; and approximately \$30,000 to provide for a new 1% match for employee tax deferred savings for retiree health (the City has not previously provided any compensation for retiree health). Second, the Recommended Budget includes the use of \$200,000 in General Fund reserves to extend dry utility infrastructure to internal parcels on City-owned property at 1530 Neroly Road (adjacent to Diamond Hills). The infrastructure improvements are necessary to facilitate the sale of the parcels, and the investment is expected to be recovered from future sales proceeds.

Highlights of the Recommended Budget include

Appropriations:

Total Fiscal Year 2015-2016 Recommended Appropriations by fund type are:

General Fund	\$16,442,165
Special Revenue Funds	\$14,962,548
Debt Service Funds	\$2,478,945

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Capital Projects Funds	\$7,313,812
Internal Service Funds	\$1,617,452

General Fund Reserves:

The projected beginning unreserved, undesignated fund balance in the General Fund for the fiscal year 2015-2016 is approximately \$4.75 million, or approximately 31% of recommended fiscal year 2015-2016 General Fund expenditures before transfers. This includes the unspent police services transition set aside budgeted during 2014-2015 that will be carried over into the new fiscal year. The projected fiscal year-end unreserved, undesignated fund balance in the General Fund for fiscal year 2015-2016 is approximately \$3.7million, or approximately 24% of projected fiscal year 2016-2017 General Fund expenditures before transfers. The reduction in fund balance is primarily due to the use of fund balance for the police services transition and the added capital improvement project at 1530 Neroly Road described in the background and analysis section above.

A review of the 10 year plan, which anticipates the City's continued restoration of services and transfers for roadway maintenance, and the use of police services transition savings over time to augment police services, shows the reserve level dropping to the 20% minimum level required by the City's policies at the end of fiscal year 2023-2024.

Financial Policies:

In preparing the Budget each year, Staff provides an update on the comprehensive Statement of Financial Policies and proposes changes, if appropriate. The Preliminary Budget included a brief review of what is in the Statement, an assessment of whether the City is actually complying with each policy, and any recommendations for policy changes. This year, Staff recommended three changes – 1) to separately discuss any anticipated interfund loans in the Annual and Mid-Year Budget Report, and clarify that their approval by the City Council in the adoption of the Budget and Mid-Year Budget report constitutes the City Council's approval of the loans, if needed; 2) to authorize the City Manager to appropriate and use accrued benefits reserves, when needed for unbudgeted termination payouts, without returning to the City Council for separate approval; and 3) to improve the logistics of both accumulating and appropriating funds, as needed, in the Lighting and Landscaping District capital asset replacement/lifecycle reserves. Having received no objections to this proposal at the budget work session, these policy additions for FY 2015-2016 are included in the Recommended Budget.

Capital Projects:

Each year, the City's 5-Year CIP is presented to the Council with the Budget. Capital Projects planned for fiscal year 2015-2016 include new appropriations of \$6,340,000. Major projects include the Hill Avenue Multi-Use Trail, East Cypress Road Widening, Main Street Realignment (Vintage Parkway to 2nd Street), and the Highway 160 – Main

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Street Gateway Sign and Landscaping Project. Other projects include street repair and resurfacing, sidewalk repairs, frontage gap closure improvements, traffic calming, and the Oakley Recreation Building rehabilitation project.

Appropriations Limit:

State Law requires the annual calculation of the City's Appropriation (Gann) Limit, and the City's practice is to include the annual calculation and adoption at the same time as it reviews and approves the Budget. Staff has calculated the Fiscal Year 2015-2016 Limit at \$9,459,079. The calculation shown in the Budget shows last year's adjusted Limit and the growth factors used to calculate the Fiscal Year 2015-2016 Limit.

Fiscal Impact

The recommended operating and capital budgets total \$42,814,922 and are supported by estimated fiscal year 2015-2016 revenues and estimated June 30, 2015, fund balances.

A full discussion of the budget, and information regarding each fund's revenues and each fund and department recommended expenditures are included in the attached Recommended Budget document. A separate tab includes additional information about the Capital Improvement Plan.

Recommendation and Alternatives

Staff recommends the City Council adopt the attached Resolution that adopts the Fiscal Year 2015-2016 Recommended Budget, Statement of Financial Policies, Appropriations Limit, and CIP for Fiscal Years 2015-2016 through 2019-2020. As the City Council also currently serves in the role of the City's Planning Authority, the Resolution also includes the findings necessary for the City Council, as the Planning Authority of the City, to adopt the City's Recommended 5-Year Capital Improvement Plan for FY's 2015-2016 through 2019-2020, confirming the Plan is consistent with the adopted Oakley General Plan and meets the requirements of Section 65401 of the Government Code.

The Council, as always, has the option of making changes to Recommended Budget prior to adoption.

Attachments

- 1) Resolution
- 2) Recommended Budget for Fiscal Year 2015-2016
- 3) Recommended 5-Year Capital Improvement Plan for Fiscal Years 2015-2016 through 2019-2020

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
TO ADOPT THE FY 2015-2016 RECOMMENDED BUDGET, STATEMENT OF
FINANCIAL POLICIES, APPROPRIATIONS LIMIT AND 5-YEAR CAPITAL
IMPROVEMENT PLAN (CIP) FOR FISCAL YEARS 2015-2016 THROUGH 2019-2020
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, 2015; 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, 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 Recommended Budget document, including the updated Statement of Financial Policies, Recommended Operating and Capital Budgets, Fiscal Year 2015-2016 Appropriations Limit Calculation, and a separate Recommended 5-Year Capital Improvement Plan for Fiscal Years 2015-2016 through 2019-2020; 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 2015-2016 through 2019-2020 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.

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 FY's 2015-2016 through 2019-2020 and confirms the Plan is consistent with the adopted Oakley General Plan; and

2) As the City Council, hereby adopts the FY 2015-2016 Recommended Budget, Statement of Financial Policies, FY 2015-2016 Appropriations Limit, and 5-Year Capital Improvement Plan for FY's 2015-2016 through 2019-2020.

The foregoing Resolution was introduced at a regular meeting of the City Council of the City of Oakley held on the 23rd day of June 2015, and was adopted by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

MAYOR

ATTEST:

CITY CLERK



ANNUAL OPERATING AND CAPITAL BUDGET

FISCAL YEAR 2015-2016

Recommended





CITY MANAGER'S BUDGET MESSAGE

Fiscal Year 2015-2016

INTRODUCTION

It is my pleasure to present the Fiscal Year 2015-2016 Recommended 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 Recommended Budget with restraint and a focus on core services. The Budget includes some increases in revenue; most notably in building permit revenues, although property tax and sales tax revenues are also expected to increase. On the expenditure side, police services costs are expected to increase by approximately \$340,000; and the Budget includes \$450,000 from fund balance for the Police Department transition process. (In total, the budget includes approximately \$800,000 for this process; \$350,000 appropriated and largely unused in FY 2014-2015 that will be carried over and \$450,000 in new balance appropriations for FY 2015-2016). Also included are funds to continue the new events the City Council added in FY 2014-2015 and the month-to-month grant management consulting services contract with California Consulting.

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

Each year, we also look at the State Budget, to determine whether there are components likely to affect the local outlook for the City. The State's Fiscal Year 2015-2016 Budget was just recently updated, and the State continues to report better than expected revenues which is favorable to local agencies, leading us to expect the State Budget to include no city government takeaways. We will continue to monitor State budget discussions and report to you if there are any adjustments to the City's Budget due to State action.

As always, the 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:

- Installed safety improvements in the City's parks, including advanced security cameras and the expanded the use of the automated irrigation system to improve water management and reduce maintenance costs for the affected City parks and streetscapes.
- Expanded the City's recreation programs in virtually every way – coordinated more classes, more City events, and served more participants (more than 22,000). First time events in FY 2014-2015 included the Hometown Holiday Decorating Contest, Youth Empowerment Workshop, and will include the upcoming Taste of Oakley, Oakley Film Festival and Showcase Oakley events.
- Increased public outreach, completed the City's first Leadership Academy, and held Economic Development workshops to hone local entrepreneurs' skills in preparing and executing business plans and using social media in marketing their businesses.
- Prepared and approved the proposed 2015-2023 Housing Element Update
- Prepared and approved a General Plan and Zoning Scoping Report
- Implemented AB 939 (Resource Recycling) Planning Documents
- Approved entitlements for 16 separate residential and commercial developments

- Assisted with the opening of the new Grocery Outlet Store, and successfully prepared downtown spaces for the Mr. Pickle's sandwich shop and Guanato's Ice Cream.
- Amended and implemented an updated and self-funded Residential Rental Inspection Program.
- Successfully obtained grants for roadway materials (\$60,000), park materials (\$58,000), a Priority Development Area Planning Grant (\$100,000), an additional You Me We = Oakley grant (\$40,000), a Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) grant for \$1,461,000, and a \$1,029,000 One Bay Area Grant funds for roadway work. In addition, grant applications are pending for a Housing Related Parks Program Grant (\$200,000), and a Highway Safety Improvement Program (HSIP) grant for intersection/signal improvements at Laurel/Rose (\$900,000); and efforts are underway to identify grants that would support development of an all abilities ball field, and to support both the transition and operations of the new in-house Police Department.
- Completed the study regarding the long-term delivery of Police Services, and begun moving forward with the transition to a mostly in-house model. The scheduled transition date is May 7, 2016.
- Refunded the City's 2006 Revenue Bonds, to yield approximately \$90,000 per year in additional funds for roadway improvements through 2036.
- Provided an initial contribution to the Street Maintenance Reserve Fund.

Related to the Successor Agency to the Oakley Redevelopment Agency:

- Resolved longstanding litigation with the State regarding the winding down of the Agency's affairs – the outcome led to the Agency's receiving cash in lieu of ownership of a small retail building and a larger mortgage on another building; and the Agency received its Finding of Completion, a necessary achievement in order to advance a Long-Term Property Management and Disposition Plan (PMP) and the refunding of Agency bonds;
- Completed preparation of the Agency's PMP, and obtained its local approval, authorizing its submittal to the State for their review (and it is currently proceeding through the State review process).
- Refunded the Oakley Redevelopment Agency's 2003 Tax Allocation Bonds, saving approximately \$1.6 million, most of which will be realized

over the next 5 years. The successful refunding is expected to enable the Successor Agency to pay all of the pass-through payments to local agencies it was unable to pay during the recession due to reductions in property tax revenues.

Capital projects completed or nearing completion this year include:

- Civic Center Amphitheater and Veterans Memorial site construction
- Main Street (Big Break Road to Vintage Parkway) Median Landscaping and Irrigation improvement project
- Traffic Safety Improvement project on O'Hara Avenue, Carpenter Road, and Brownstone Road
- Main Street (Bridgehead Road to Big Break Road) Resurfacing project
- Security Camera System installation at City parks
- Oxford Drive Neighborhood Traffic Calming project
- Main Street Storm Drain improvement project
- Completion of the downtown "Visioning" project and start of the design for Main Street (Norcross Avenue to Second Street) project
- Cypress Grove Irrigation Well construction
- Street Restriping project
- Curb, gutter, and sidewalk repair and replacement project
- Complete renovation of a Downtown park area now named "Dewey Park"
- Held community meeting for discussion on a potential City "Dog Park" and submitted grant application for Federal Land, Water, Conservation Fund Grant
- Renovations at Laurel Ballfields Park
- Numerous landscape improvements throughout the City including renovation of specific medians and planters on Oakley Road, Laurel Road, Empire Avenue (north and south of Laurel Road), and Oakley Ranch

GENERAL FUND

The Recommended 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 \$15,353,153 in estimated revenues, and \$16,442,165 in proposed expenditures. Recurring revenues are approximately \$15,342,000, approximately \$771,000 more than currently projected Fiscal Year 2014-2015 revenues. The increase is largely due to increases in estimated building permit revenues, as well as property taxes, sales taxes, and franchise fees. Recurring expenditures are approximately \$15,335,000, approximately \$881,000 more than currently projected for Fiscal Year 2014-2015, largely due to increases in police services, and General Fund contributions to augment roadway maintenance funding.

Available Fund Balance at June 30, 2016, is projected to be a healthy \$3.7 million, or approximately 24% of projected Fiscal Year 2016-2017 recurring expenditures (policy is to maintain at least a 20% reserve).

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

TRANSFERS

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

- \$425,000 to the General Capital Projects Fund: \$225,000 for street maintenance, \$200,000 to extend dry utilities to several City-owned parcels at 1530 Neroly Road.
- \$150,000 to the Main Street Fund, and
- \$150,000 to the Street Maintenance Reserve Fund.

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. In the past, the City's Policies included one that requires interfund loans be approved by City Council Resolution. Staff considered those items that were approved in the City's Budget or Mid-Year Budget (that are approved by City Council Resolution) as meeting the policy; however, this past year, the City's Auditors interpreted the policy to require a stand-alone resolution and recommended the Policy be updated for clarification. Therefore, Staff recommends the policy be updated to acknowledge that the Budget, Mid-Year Budget or other Resolution all meet the criteria. Staff committed to adding a separate narrative section to the Budget and Mid-Year Budget reports to highlight any proposed/potential interfund loans, and implemented the practice with the Fiscal Year 2014-2015 Mid-Year Budget Report.

Additional changes to the Financial Policies include adding authorization for the City Manager to release and appropriate accrued benefits reserves for its intended use, when needed, to pay out accruals at employees' separation. This is to correct an omission in the prior policy. (It required the accumulation of reserves, but provided no authorization for their appropriation).

Lastly, changes are included to update policies related to the accumulation and appropriation of Landscaping District capital asset lifecycle/replacement reserves. Last year, the City Council approved the recasting of the prior replacement reserves, to include other long-term maintenance needs, and the changes to the policy proposed improve the logistics of both accumulating the necessary reserves, and appropriating funds, as needed, for the now broader uses.

GOALS AND OBJECTIVES FOR FISCAL YEAR 2015-2016

The Strategic Plan for 2014-2016 includes an extensive list of City goals and objectives with the following areas of focus:

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

The Recommended 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 2015-2016:

- Continue to implement the City's Economic Development Work Plan
- Complete construction of the capital projects in the Fiscal Year 2015-2016 Capital Improvement Plan
- Complete the State-mandated Regional Housing Needs Assessment rezoning requirement
- Complete the transition to an in-house police service model
- Obtain final approval of the Successor Agency's Long-Range Property Management and Disposition 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 Recommended Budget, as presented, it appears that two funds will likely need a General Fund loan during Fiscal Year 2015-2016. Accordingly, Staff recommends the following interfund loans be approved as part of the Budget:

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

Fund 206 – Public Facilities Impact Fees, a loan up to \$35,000. This fund is used to account for public facilities impact fees from new development. The fees collected are currently committed first to pay the debt service on the 2006 Certificates of Participation. If these fees are not sufficient to pay the debt service in full, the General Fund is pledged to make up the shortfall. Development activity is projected to increase in Fiscal Year 2015-2016, but not quite enough for these impact fees to fully cover the Certificates' debt service. 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 Recommended Capital Improvement Program (CIP) with new funds totaling \$6.34 million. The majority of the new allocations are for infrastructure maintenance.

New construction and improvement projects include:

- Hill Avenue Multi-Use Trail
- East Cypress Road Widening
- Main Street Realignment (Vintage Parkway to 2nd Street)
- Highway 160 - Main Street Gateway Sign and Landscaping Project

In addition, maintenance projects include:

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

CONCLUSION

As mentioned, this year's Recommended 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,

A handwritten signature in cursive script that reads "Bryan H. Montgomery". The signature is written in black ink and is positioned above the printed name.

Bryan H. Montgomery
City Manager



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COMMUNITY PROFILE



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

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

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

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



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ELECTED OFFICIALS & CITY MANAGEMENT TEAM

- CITY COUNCIL -

Doug Hardcastle, Mayor

Kevin Romick, Vice Mayor

Randy Pope, Councilmember

Sue Higgins, Councilmember

Vanessa Perry, Councilmember

- MANAGEMENT TEAM -

Bryan Montgomery, City Manager

Dan Gomez, Chief of Police

Paul Abelson, 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 Coordinator

Nancy Marquez-Suarez, Assistant to the City Manager



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CITIZENS OF OAKLEY

CITY COUNCIL

CITY ATTORNEY

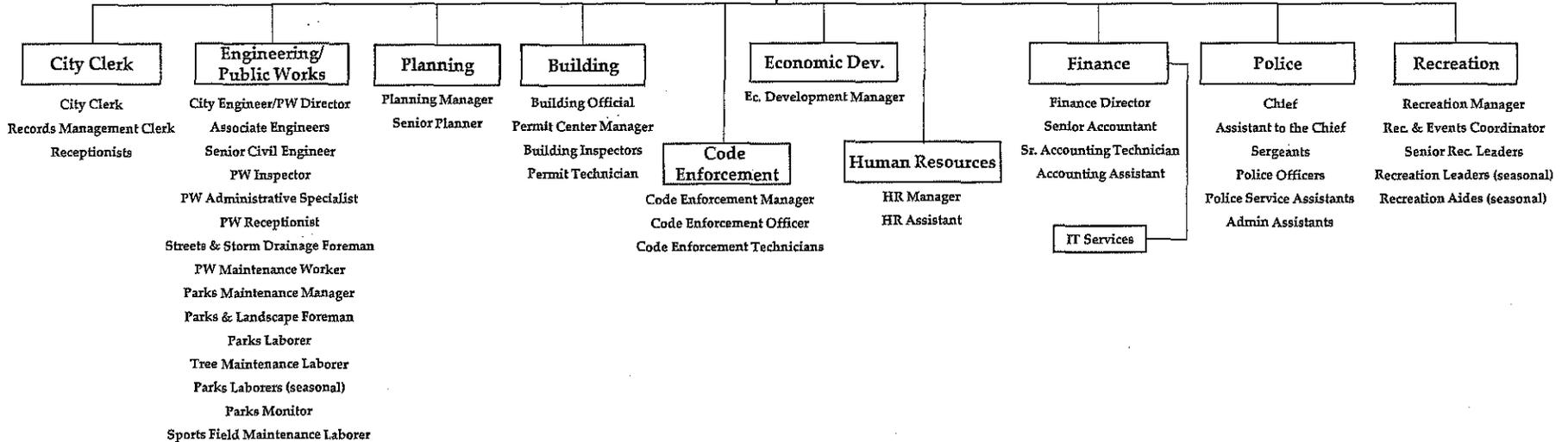
Special Counsel
Paralegal

CITY MANAGER

Assistant to the City Manager

Administrative Assistant
Maintenance Custodian

You, Me, We = Oakley
Program Coordinator



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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>Yes</p> <p>Yes</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>All recommended increased appropriations of general purpose revenues, General Fund reserves, or that transfer appropriations between funds during the year shall be presented to the City Council for approval. Amendments to that are made to authorize spending of increased or new special purpose revenues may be approved by the City Manager.</p>	<p>Yes</p>	
<p>The City will forecast its General Fund expenditures and revenues for each of the next 10 years and will update this forecast at least annually.</p>	<p>Yes</p>	

REVENUE POLICIES

<p>The City will work to develop a diversified and stable revenue system to protect it from short-term fluctuations in any one revenue source.</p>	<p>Yes</p>	
<p>User fees will be adjusted bi-annually to recover the full cost of services provided, except when the City Council determines that a subsidy from the General Fund is in the public interest.</p>	<p>Yes</p>	
<p>The City will seek, and with Council approval, apply for all possible Federal and State reimbursement for mandated projects and/or programs and Federal and State grant monies for City programs and projects.</p>	<p>Yes</p>	



<p>Capital improvements will be financed primarily through user fees, service charges, impact fees, or developer agreements when benefits can be specifically attributed to users of the facility. For projects financed with debt, the fees, charges, and/or contractual payments shall be established at a level sufficient to fund the project in its entirety, including the repayment of principal and interest on amounts borrowed. The City will consider future operations and maintenance costs as part of each project's financing plan and ensure that funding sources are identified to properly operate and maintain the improvements when constructed.</p>	<p>Yes</p>	
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EXPENDITURE POLICIES

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

CAPITAL BUDGET IMPROVEMENT BUDGET POLICIES

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

<p>When the City issues City long-term debt, it will employ a professional financial advisor to assist the City in obtaining the best possible outcomes in terms of planning, sizing, underwriting, insuring, and presentation of the City's plans and position to bond rating agencies and the public. The City will also employ the services of qualified bond counsel and, as appropriate, disclosure counsel.</p>	<p>Yes</p>	
<p>When the City issues assessment 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>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><u>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.</u></p>	<p>Yes</p> <p>Yes</p>	<p>Added this section to clarify that inclusion of loans in either of the reports, approved by the Council, meets the policy objective.</p>
<p>Where possible, the City will use special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.</p>	<p>Yes</p>	
<p>Proceeds of long-term debt will not be used for current ongoing operations.</p>	<p>Yes</p>	



<p>The City may pledge General Fund revenues to facilitate debt; however, all debt will be supported by a dedicated revenue source identified prior to issuance that is expected to be sufficient to make the required debt service payments.</p>	<p>Yes</p>	
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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</p>	<p>Yes</p>	

<p>pay out accumulated benefits requiring conversion to pay on termination).</p> <p><u>The City Manager may release and appropriate funds from this reserve during the year, but solely for terminal pay expenditures.</u></p>		<p>Added this year, as a provision for the use of the reserve was missing.</p>
<p>Claims Reserves will be budgeted at a level which, together with purchased insurance, adequately protects the City. The City will maintain a reserve of two times its deductibles for those claims covered by the insurance pool of which the City is a member (currently the Municipal Pooling Authority of Northern California). In addition, the City will perform an annual analysis of past claims not covered by the pool, and reserve an appropriate amount to pay for uncovered claims.</p>	<p>Yes</p>	
<p>The City will establish a Street Maintenance Reserve Fund for the accumulation of funds for the long-term maintenance of the City's streets. The amounts transferred into the reserve will be used to augment the City's Gas Tax, Measure J, and other street improvement revenues in completing street maintenance and improvement projects. The reserve shall be considered fully funded when the balance and the combination of anticipated special revenues eligible for street maintenance is sufficient to pay for the next 3 years' anticipated maintenance. The City shall seek to fully fund the reserve by June 30, 2018.</p>	<p>Yes</p>	

<p>The City will establish a Vehicle and Equipment Replacement Reserve Fund for the accumulation of funds for the replacement of worn and obsolete vehicles and other capital equipment. The accumulated amount in the reserve will equal at least 50% of the accumulated depreciation on the City's books for these assets, plus any amounts necessary to ensure the City's ability to replace them when they reach the end of their useful lives. Network and Computer replacement will be gauged using a 3 year lifecycle.</p>	<p>No</p>	<p>Transfers to the Reserve budgeted for FY 2015-2016 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 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><u>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. Park operating funds shall budget costs and use them to fund reserves for future equipment replacement and resurfacing needs.</u></p>	<p>Yes</p> <p>Yes</p>	<p>This new language is proposed to improve the implementation of the capital asset lifecycle reserve changes initiated last year.</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>	
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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 pay at least six months operating expenses.</p>	<p>Yes</p>	

ACCOUNTING, AUDITING & FINANCIAL REPORTING POLICIES

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



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

GRANT FUNDING POLICIES

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

HUMAN CAPITAL INVESTMENT POLICIES

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

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

Appropriations requiring Council action are:

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

Appropriations requiring City Manager action are:

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

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

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BUDGET SCHEDULE FY 2015-2016 BUDGET

Date	Function
January 21	2015-16 Budget Instructions Distributed
February 10	FY 2014-15 Midyear review with City Council
Week of February 16	Finance Available for Budget System Training to anyone needing assistance.
February 23	DH Strategic Planning Session
March 30	City Council Strategic Planning Session
Week of March 9	City Manager Discussions with DH's Individually, as needed
March 23	2015-16 Department Goals due to City Manager & Finance Director 2015-16 Operating Budgets due to Finance Director 2015-16 Final CIP Requests due to City Engineer
March 23 - April 2	Finance & Engineering Review Period
March 30	City Council Strategic Planning Session
April 6-17	City Manager Review Period
April 20-24	City Manager Reviews with DH's individually, as needed
April 30	2014-15 Departmental Accomplishments Due to City Manager & Finance Director
May 4-14	Preparation and Final City Manager Review of Proposed Budgets, CIP and Presentations
May 18-19	Production and Distribution of Proposed City, RDA and CIP Budgets to Council and Staff
May 26	Budget Public Work Session
June 23	2015-16 Budget Adoption

Fund #	Fund Name	Estimated Available Resources July 1, 2015	Estimated Revenues 2015/16	Recommended Expenditures 2015/16	Appropriation of Unassigned/ Available Fund Balances*	Appropriation of Asset Replacement Reserves	Estimated Available Resources July 1, 2016	Additional Appropriation of Available Asset Replacement Reserves*
100	General Fund**	\$ 4,750,371	\$ 15,353,153	\$ 16,442,165			\$ 3,661,359	
110	Comm Facilities Dist #1 (Cypress Grove)	\$ 1,121,424	289,000	198,650	1,211,774		\$ -	
123	Youth Development Fund	\$ -	7,000	7,000			\$ -	
125	You, Me, We = Oakley!	\$ -	78,183	78,183			\$ -	
132	Park Landscaping Zn 1 (Comm Parks)	\$ -	1,127,719	914,690			\$ 213,029	100,000
133	LLD Zone 2 (Streetlighting)	\$ -	320,360	320,360			\$ -	41,604
136	Agricultural Preservation	\$ 1,724	-	-	1,724		\$ -	
138	Economic Dev. Revolving Loan Program	\$ 275,000	-	-	275,000		\$ -	
140	Gas Tax Fund	\$ 806,251	810,351	1,558,721	57,881		\$ -	
145	Stormwater NPDES	\$ 1,042,362	461,000	872,047	631,315		\$ -	
148	Measure J	\$ 362,333	512,000	833,800	40,533		\$ -	
150	Police P-6 Fund	\$ -	3,421,500	3,421,500			\$ -	
151	Police SLESF Fund	\$ -	100,000	100,000			\$ -	
168	Athletic Field Maintenance Fund	\$ -	28,000	28,000			\$ -	
170	LLD Vintage Parkway	\$ -	73,714	73,714		1,358	\$ -	13,855
171	LLD Oakley Ranch	\$ -	26,446	26,446		300	\$ -	10,286
172	LLD Empire	\$ 5,846	4,534	4,534		15,075	\$ 5,846	16,136
173	LLD Oakley Town Center	\$ -	10,935	10,935		19,956	\$ -	11,684
174	LLD Oak Grove	\$ -	28,405	28,405			\$ -	13,804
175	LLD Laurel Woods/Luna Estates	\$ -	7,668	7,668		100	\$ -	16,874
176	LLD South Forty	\$ -	9,713	9,713		125	\$ -	4,716
177	LLD Claremont	\$ -	7,628	7,628		100	\$ -	3,997
178	LLD Gateway	\$ -	18,360	18,360		200	\$ -	45,832
179	LLD Countryside (Village Green)	\$ -	2,563	2,563		50	\$ -	4,948
180	LLD Country Fair (Meadow Glen)	\$ -	5,423	5,423			\$ -	-
181	LLD California Sunrise	\$ -	3,502	3,502		50	\$ -	14,084
182	LLD California Visions (Laurel)	\$ -	12,000	12,000		150	\$ -	32,197
183	LLD Claremont Heritage	\$ -	18,240	8,715			\$ 9,525	45,586
184	LLD Country Fair (Meadow Glen II)	\$ -	122,544	122,344			\$ 200	32,046
185	LLD Sundance	\$ -	8,910	8,910		1,671	\$ -	1,125
186	LLD Calif Jamboree (Laurel Anne)	\$ -	117,548	117,548		9,343	\$ -	78,432
187	LLD Country Place	\$ -	31,400	40,730			\$ (9,330)	-
188	LLD Laurel Crest	\$ -	97,000	96,838			\$ 162	33,398
189	LLD Marsh Creek Glen	\$ 215,872	86,528	302,400		100,000	\$ -	42,656
190	LLD Quail Glen	\$ -	28,523	23,730			\$ 4,793	17,878
191	Cypress Grove	\$ -	267,170	236,200			\$ 30,970	96,020
192	South Oakley	\$ -	354,602	354,602		72,098	\$ -	67,739
193	Stone Creek	\$ -	29,250	15,903			\$ 13,347	35,983
194	Magnolia Park	\$ -	562,500	543,600			\$ 18,900	100,000
195	Summer Lakes	\$ -	242,282	242,282		147,299	\$ -	69,527
201	General Capital Projects	\$ 805,717	1,886,000	2,403,267	155,766		\$ 132,684	
202	Traffic Impact Fee Fund	\$ 315,530	1,800,000	1,672,267	443,263		\$ -	
204	Park Impact Fee Fund	\$ (28,813)	900,000	56,000	815,187		\$ -	
205	Childcare Impact Fee Fund	\$ 231,000	-	231,000			\$ -	
206	Public Facilities Impact Fee Fund	\$ (451,733)	558,000	590,535			\$ (484,268)	
207	Reserve for Qualifying Expenditures	\$ -	-	-			\$ -	
208	Fire Impact Fees Fund	\$ 79,841	125,000	1,500	203,341		\$ -	
209	Proposition 1B Fund	\$ -	-	-			\$ -	
211	WW Parks Grant	\$ -	-	-			\$ -	
221	2004-1AD Capital Projects	\$ -	64,000	64,000			\$ -	
231	Main Street Fund	\$ 302,686	150,000	404,000	48,686		\$ -	
235	Street Maintenance Reserve Fund	\$ 75,000	150,000	-	225,000		\$ -	
301	Developer Deposits Fund	\$ -	753,998	753,998			\$ -	
351	2006 COPs Debt Svc Fund	\$ 1,402	571,035	571,035			\$ 1,402	

<u>Fund #</u>	<u>Fund Name</u>	<u>Estimated Available Resources July 1, 2015</u>	<u>Estimated Revenues 2015/16</u>	<u>Recommended Expenditures 2015/16</u>	<u>Appropriation of Unassigned/ Available Fund Balances*</u>	<u>Appropriation of Asset Replacement Reserves</u>	<u>Estimated Available Resources July 1, 2016</u>	<u>Additional Appropriation of Available Asset Replacement Reserves*</u>
501	Equipment Replacement Fund	\$ 1,266,452	106,000	279,750	1,092,702		\$ -	
502	Capital Facilities Mtc and Replacement Fund	\$ 195,000	50,000	67,000	178,000		\$ -	
621	AD 2004-1 Debt Svc Fund	\$ 1,203,145	1,160,207	1,160,207			\$ 1,203,145	
622	AD 2006-1 Debt Svc Fund	\$ 565,660	747,703	747,703			\$ 565,660	
767	Successor Housing Agency	\$ -	14,400	14,400			\$ -	

*The Budget includes the appropriation of unassigned balances in special purpose funds so they can be assigned if needed during the year; although in the landscaping district funds, available resources appropriated for unanticipated asset replacements or remediations are shown in the appropriation of available asset replacement reserves pursuant to City policy.

**General Fund resources excludes the value of real estate held, which at June 30, 2015 is estimated at \$2.070 million. General Fund activity on this schedule also excludes interfund, interagency, and economic development loan activity, which are required by City policy or approved separately by the City Council.

New this year: Since all revenues in excess of expenditures at year end in the landscaping district funds are now added to each Fund's reserves for asset replacement, the estimated available resources at July 1, of each year are \$0, unless the reserve is fully funded. Appropriations from a prior year capital project will roll into the new year, as with all capital project appropriations, but otherwise, the beginning of the year available resources in these funds will be \$0.

A new column has also been added this year to show the amount of the replacement reserves included in the recommended expenditures. These reduce the amount of replacement reserves available for appropriation for unanticipated replacement or remediation activities.

2015-16 Position Allocation Summary					
	Position	Status	City of Oakley FTE	Contract FTE	Total FTE
City Council					
	Mayor	Elected	1.00		1.00
	Vice Mayor	Elected	1.00		1.00
	Councilmembers	Elected	3.00		3.00
	Total City Council Staffing:		5.00	0.00	5.00
Building					
	Building Official	Contract		0.40	0.40
	Permit Center Manager	Contract		0.60	0.60
	Building Inspector II	Employee	1.00		1.00
	Permit Technician	Employee	1.00		1.00
	Total Building Staffing:		2.00	1.00	3.00
Code Enforcement					
	Code Enforcement Manager	Employee	1.00		1.00
	Code Enforcement Officer/Building Inspector II	Employee	1.00		1.00
	Code Enforcement Technician	Employee	1.25		1.25
	Total Code Enforcement Staffing:		3.25	0.00	3.25
City Attorney					
	City Attorney	Contract		0.25	0.25
	Special Counsel	Contract		0.25	0.25
	City Clerk/Paralegal	Employee	0.30		0.30
	Total City Attorney Staffing:		0.30	0.50	0.80
City Clerk					
	City Clerk/Paralegal	Employee	0.70		0.70
	Records Management Clerk	Employee	1.00		1.00
	Receptionists	Employee	1.07		1.07
	Total City Clerk Staffing:		2.77	0.00	2.77
City Manager					
	City Manager	Employee	1.00		1.00
	Assistant to the City Manager/HR Manager	Employee	0.63		0.63
	Administrative Asst.	Employee	0.48		0.48
	Total City Manager Staffing:		2.10	0.00	2.10
Community Outreach					
	Assistant to the City Manager	Employee	0.32		0.32
	You Me We Project Coordinator	Employee	0.63		0.63
	Total Community Outreach Staffing:		0.95	0.00	0.95
Human Resources					
	Assistant to the City Manager/HR Manager	Employee	0.05		0.05
	Human Resources Assistant	Employee	0.38		0.38
	Total Human Resources Staffing:		0.43	0.00	0.43
Building Maintenance					
	Maintenance Custodian	Employee	0.75		0.75
	Total Building Maintenance Staffing:		0.75	0.00	0.75
Finance					
	Finance Director	Employee	1.00		1.00
	Senior Accountant	Employee	1.00		1.00
	Senior Accounting Technician	Employee	1.00		1.00
	Accounting Assistant	Employee	0.48		0.48
	Total Finance Department Staffing:		3.48	0.00	3.48

2015-16 Position Allocation Summary					
	Position	Status	City of Oakley FTE	Contract FTE	Total FTE
Information Technology					
	Network Engineers	Contract		0.60	0.60
	Total Information Technology Staffing:		0.00	0.60	0.60
Economic Development					
	Economic Development Manager	Employee	1.00		1.00
	Total Economic Development Staffing:		1.00	0.00	1.00
Planning					
	Planning Manager	Employee	1.00		1.00
	Senior Planner	Employee	1.00		1.00
	Total Planning Staffing:		2.00	0.00	2.00
Police					
	Chief	Employee	1.00		1.00
	Sergeants	Contract		5.00	5.00
	Officers	Contract		22.00	22.00
	Administrative Assistants	Employee	1.25		1.25
	Assistant to the Chief	Employee	0.48		0.48
	Police Services Assistants	Employee	2.00		2.00
	Total Police Department Staffing:		4.73	27.00	31.73
Public Works and Engineering					
	City Engineer/Public Works Director	Employee	1.00		1.00
	Associate Engineer	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	0.36		0.36
	Streets Foreman	Employee	1.00		1.00
	Public Works Maintenance Worker I	Employee	1.00		1.00
	Parks Maintenance Manager	Employee	0.75		0.75
	Parks & Landscape Maintenance Foreman	Employee	1.00		1.00
	Parks Laborer	Employee	1.00		1.00
	Tree Maintenance Laborer	Employee	1.00		1.00
	Parks Laborers (Seasonal)	Employee	2.00		2.00
	Parks Monitor	Employee	0.25		0.25
	Sports Field Maintenance Laborer	Employee	0.38		0.38
	Total Public Works/Engineering Staffing:		14.73	0.00	14.73
Recreation					
	Recreation Manager	Employee	1.00		1.00
	Recreation and Event Coordinator	Employee	1.00		1.00
	Senior Recreation Leader	Employee	0.48		0.48
	Recreation Leader (Seasonal)	Employee	1.65		1.65
	Recreation Aide (Seasonal)	Employee	1.65		1.65
	Total Recreation Division Staffing:		5.78	0.00	5.78
	Total Contract Employees			29.10	29.10
	Total City Employees:			45.99	45.99
	Total Position Allocation Summary				75.09

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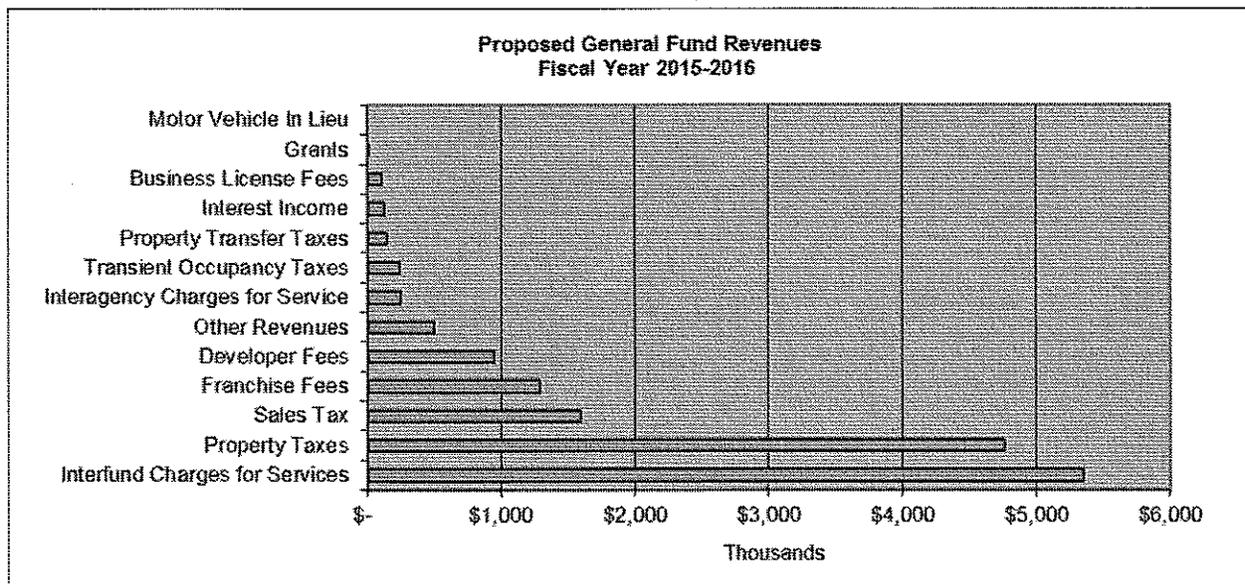
GENERAL FUND ESTIMATED REVENUES FY 2015-2016

Revenue	Actual 2012-2013 Revenues	Actual 2013-2014 Revenues*	Projected 2014-2015 Revenues*	Recommended 2015-2016 Revenues*
Interfund Charges for Services	\$5,108,438	\$4,818,000	\$5,228,000	\$5,357,000
Property Taxes (1)	\$4,180,722	\$3,868,000	\$4,494,000	\$4,763,000
Sales Tax (2)	\$1,617,770	\$1,521,000	\$1,346,000	\$1,598,000
Franchise Fees	\$1,115,304	\$1,230,000	\$1,243,000	\$1,293,000
Developer Fees	\$1,107,743	\$1,261,000	\$574,000	\$948,000
Other Revenues	\$456,495	\$523,000	\$554,000	\$501,000
Interagency Charges for Services	\$250,000	\$130,000	\$250,000	\$250,000
Transient Occupancy Taxes	\$195,941	\$195,000	\$240,000	\$240,000
Property Transfer Taxes	\$137,101	\$147,000	\$150,000	\$150,000
Interest Income	\$20,919	\$58,000	\$130,000	\$130,000
Business License Fees	\$106,743	\$111,000	\$107,000	\$110,000
Grants	\$19,946	\$41,000	\$19,000	\$12,000
Motor Vehicle in Lieu	\$18,727	\$16,000	\$16,000	
Sale of Property			\$135,000	

*2013-14, 2014-15 and 2015-16 data rounded to thousands

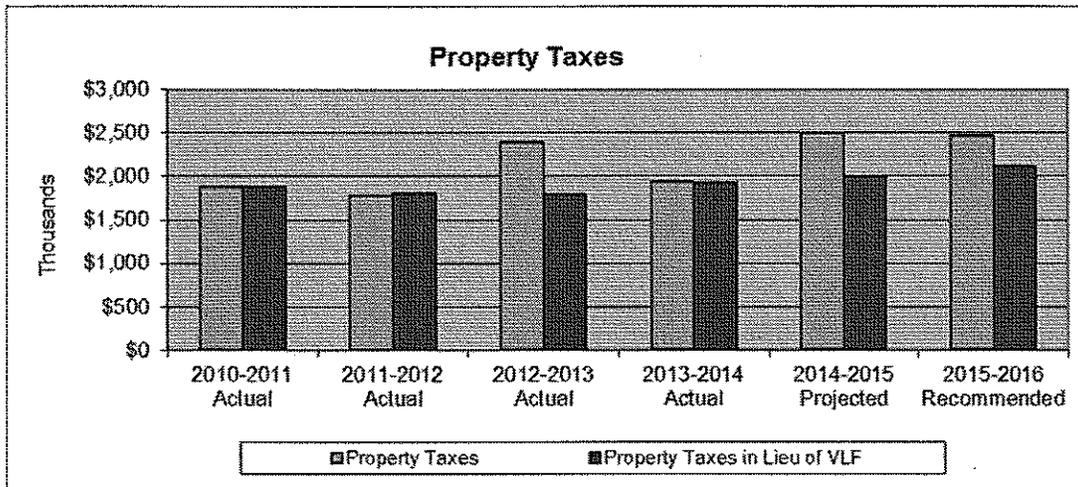
(1) 2012-13 Property Taxes include the repayment of the State's Prop 1A "Borrowing".

(2) 2014-15 Includes adjustments to recapture approximately \$180,000 of previously over-allocated Sales Tax for Dupont.



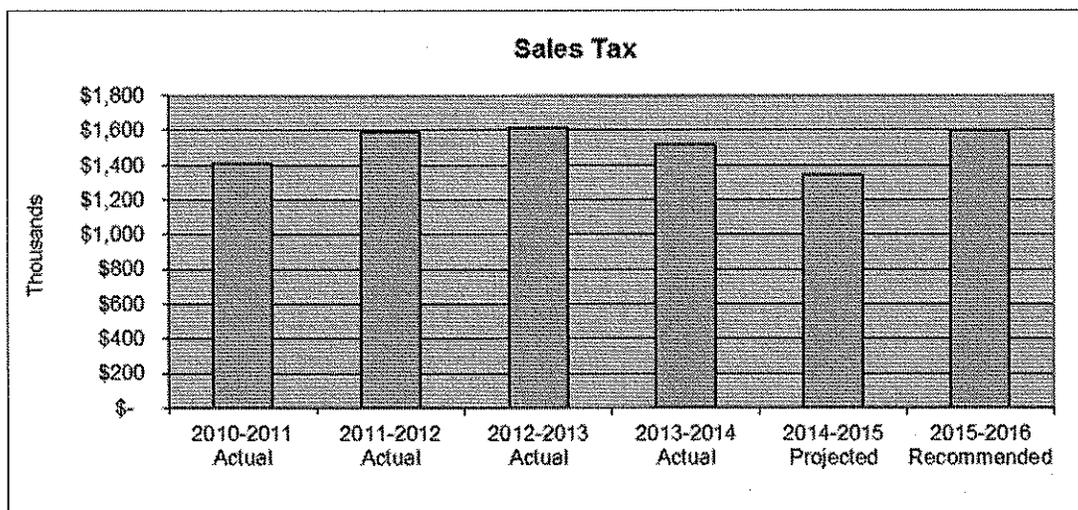
PROPERTY TAXES

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 2015-2016 anticipate an increase of 6% in citywide assessed values. The budget includes estimated 1% Property Taxes totaling \$2,642,000 and Property Taxes In Lieu Of Vehicle License Fees totaling \$2,121,000.



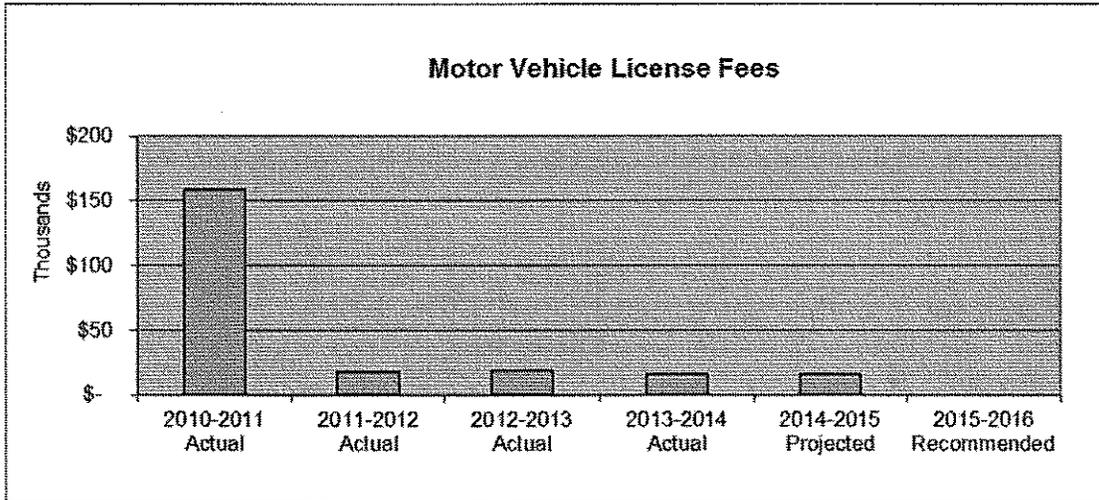
SALES TAX

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 2015-2016, the estimated sales taxes are \$1,598,000, an increase of 4.8% after adjusting for the recapture of previously over-allocated Dupont sales taxes, reflecting the impact of the improving local economy.



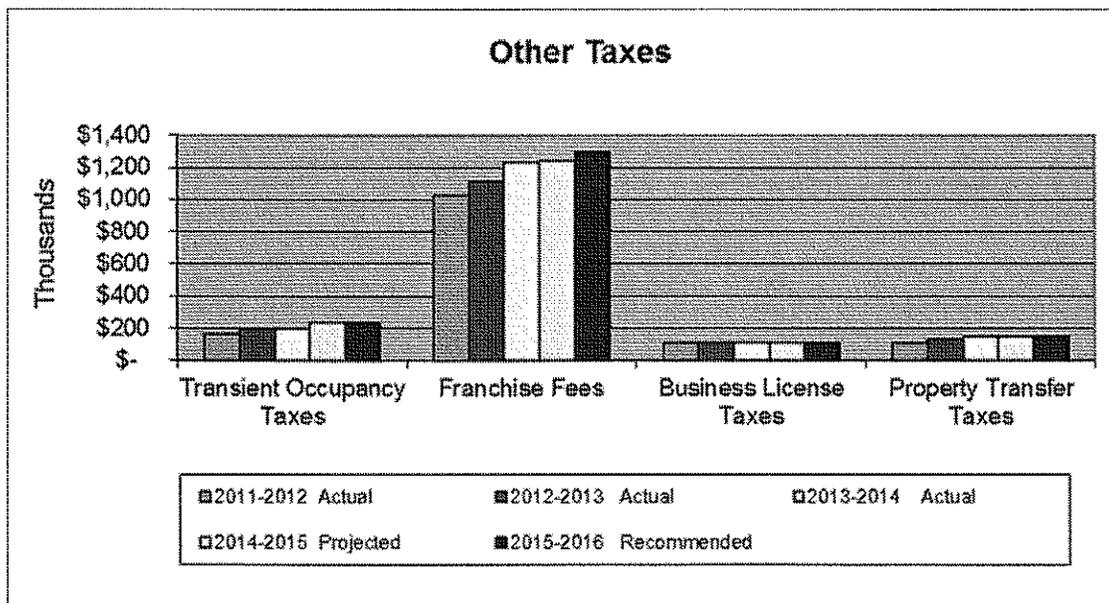
MOTOR VEHICLE IN LIEU FEES

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



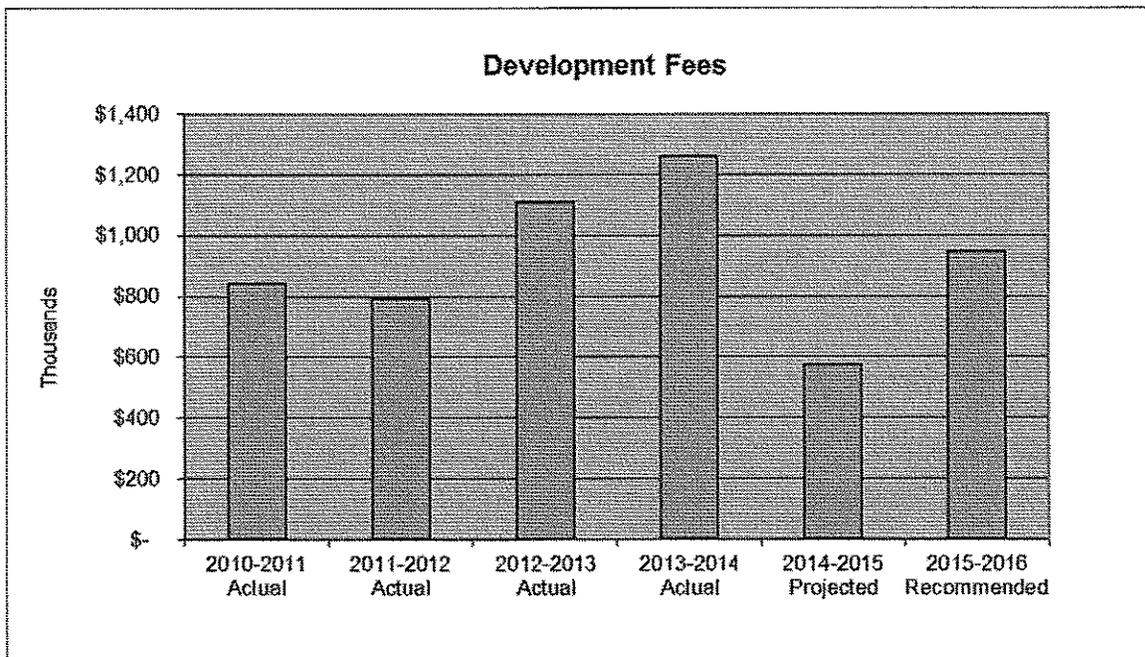
OTHER TAXES

In addition to the above Taxes, the City collects a Transient Occupancy (Hotel) Tax, Utility Franchise Fees, Property Transfer Taxes, and Business License Taxes. For fiscal year 2015-2016, estimated total Other Taxes are \$1,793,000, an increase of \$53,000 over fiscal year 2014-2015. The increase is primarily due to increased franchise fee revenues.



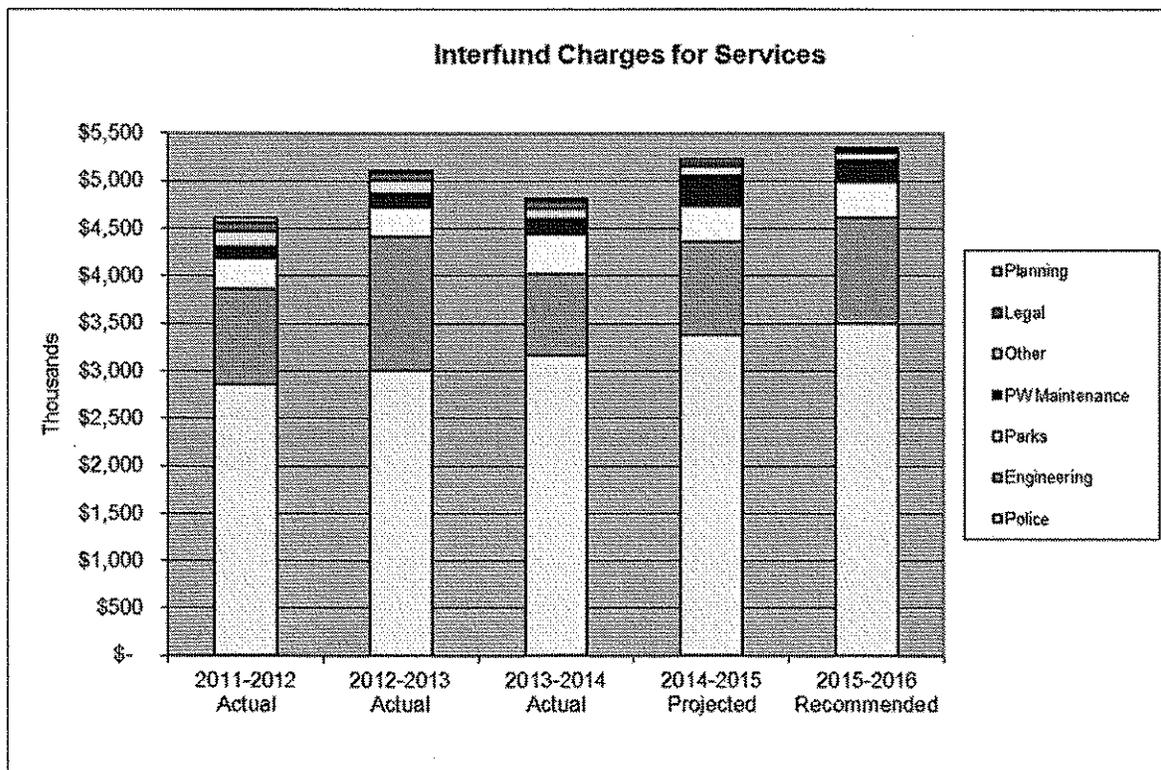
DEVELOPMENT FEES

Development Fees consist primarily of building permits, plan review, and administrative fees. For fiscal year 2015-2016, estimated Development Fees total is \$949,000, a 65% increase from the projected revenue for fiscal year 2014-2015. The budget reflects an increase in projected development activities, taking in to account primarily the delays in building activities experienced this past year.



INTERFUND CHARGES FOR SERVICES

Interfund Charges for Services is the largest revenue of the City. More than one-third of the Fiscal Year 2015-2016 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 2015-2016, estimated Interfund Charges for Police Services total approximately \$3.5 million, for Engineering Services approximately \$1.1 million, for Public Works Maintenance \$224,000, for Planning Services \$30,000, for Legal Services \$25,000, for Parks Maintenance Services \$375,000, and for Other Services \$85,000.



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.

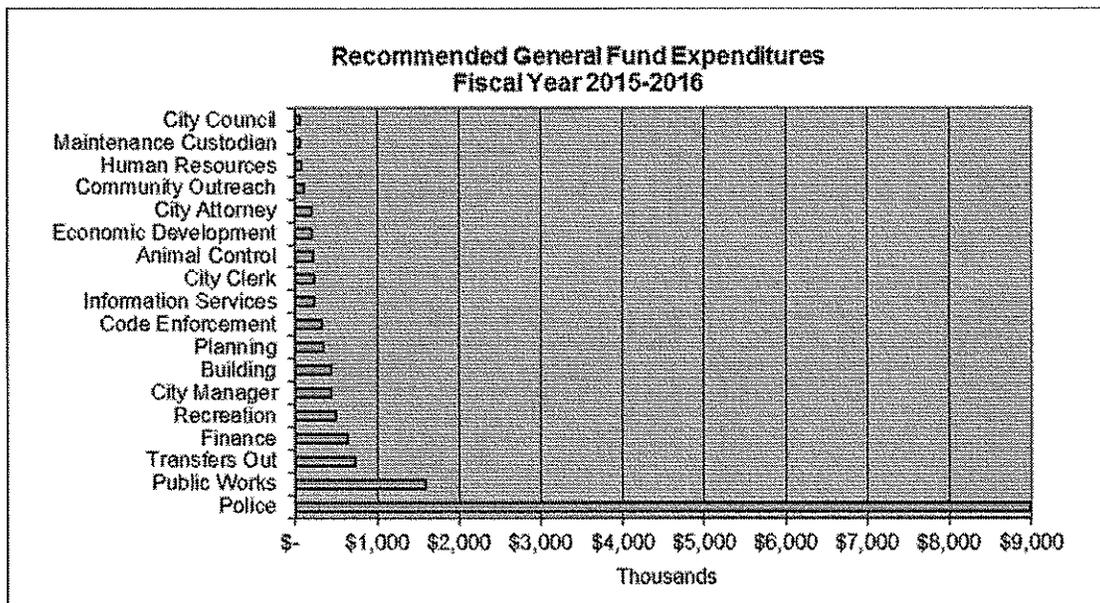


GENERAL FUND RECOMMENDED EXPENDITURES

FY 2015-2016

Department	Actual 2012-2013 Expenditures	Actual 2013-2014 Expenditures	Projected 2014-2015 Expenditures*	Recommended 2015-2016 Expenditures*
Police	\$7,222,659	\$7,444,647	\$8,647,000	\$8,986,000
Public Works	\$1,580,629	\$1,338,612	\$1,524,000	\$1,583,000
Transfers Out	\$291,586	\$341,212	\$3,158,000	\$725,000
Finance	\$527,373	\$540,840	\$648,000	\$634,000
Recreation	\$330,280	\$377,840	\$538,000	\$493,000
City Manager	\$381,759	\$403,023	\$448,000	\$431,000
Building	\$616,155	\$472,395	\$396,000	\$429,000
Planning	\$299,137	\$326,394	\$372,000	\$340,000
Code Enforcement	\$39,560	\$104,741	\$263,000	\$320,000
Information Services	\$214,051	\$222,171	\$243,000	\$242,000
City Clerk	\$251,148	\$220,456	\$264,000	\$230,000
Animal Control	\$191,141	\$193,985	\$198,000	\$222,000
Economic Development	\$152,529	\$146,549	\$194,000	\$203,000
City Attorney	\$214,035	\$203,033	\$205,000	\$200,000
Community Outreach	\$66,290	\$92,063	\$120,000	\$107,000
Human Resources	\$31,622	\$22,605	\$67,000	\$77,000
Maintenance Custodian	\$42,776	\$48,454	\$70,000	\$70,000
City Council	\$61,603	\$57,284	\$63,000	\$62,000
Non-Departmental	\$(202,449)	(\$16,788)	\$50,000	\$288,000
Police Services Transition				\$800,000

2014-15 & 2015-16 data rounded to thousands



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DEPARTMENT DETAIL

The following pages review each of the recommended Department budgets with a summary discussion of program description, staffing, and objectives for fiscal year 2015-2016:

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 2015-2016. The County charge per capita has, after many years, been increased. The rate for 2015-2016 is \$5.56, increased from the \$5.31 charged for many years.

ANIMAL CONTROL			
2012-2013	2013-2014	2014-2015	2015-2016
Actual	Actual	Projected	Recommended
\$191,141	\$193,985	\$198,000	\$221,697

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CITY COUNCIL

Program Costs and Revenues

The City Council's costs are funded entirely by the 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

No program changes.

CITY COUNCIL				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Personnel	\$32,460	\$30,339	\$31,636	\$31,676
Services				
Services	\$25,496	\$25,779	\$28,901	\$27,650
Supplies	\$3,647	\$1,166	\$2,500	\$3,000
Total	\$61,603	\$57,284	\$63,037	\$62,326

CITY COUNCIL MEMBERS	
Mayor	1.00
Vice-Mayor	1.00
Council members	3.00
Total City Council	5.00

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CITY CLERK

Program Costs and Revenues

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

Program Description

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

Staffing Summary

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

Program Objectives

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



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

Program Changes

No program changes.

CITY CLERK				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Personnel	\$209,975	\$197,123	\$213,495	\$193,466
Services	\$40,666	\$22,536	\$49,109	\$35,484
Supplies	\$507	\$797	\$1,426	\$950
Total	\$251,148	\$220,456	\$264,030	\$229,900

CITY CLERK STAFFING	
City Clerk/Paralegal	0.70
Records Management Clerk	1.00
Receptionists	1.07
Total City Clerk Staffing	2.77



CITY ATTORNEY

Program Costs and Revenues

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

Program Description

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

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

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

Staffing Summary

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

Program Objectives

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



- Assist staff on legal issues related to land use and development throughout the City.
- Promptly advise each department of legal implications of proposed actions and of permissible alternatives when legal restrictions arise.
- Administer the City Attorney's Office in a cost-effective manner.
- Participate in existing and new City programs and assist in their successful completion.

Program Changes

No program changes.

CITY ATTORNEY				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Personnel	\$44,638	\$40,216	\$44,291	\$39,737
Services	\$169,398	\$162,817	\$160,643	\$160,472
Total	\$214,036	\$203,033	\$204,934	\$200,209

CITY ATTORNEY STAFFING	
City Attorney	0.25
Special Counsel	0.25
City Clerk/Paralegal	0.30
Total City Attorney Staffing	0.80



CITY MANAGER

Program Costs and Revenues

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

Program Description

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

No program changes.



CITY MANAGER				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Personnel	\$321,462	\$368,811	\$414,237	\$375,852
Services	\$60,298	\$34,212	\$33,655	\$55,591
Supplies				
Total	\$381,760	\$403,023	\$447,892	\$431,443

CITY MANAGER STAFFING	
City Manager	1.00
Assistant to the City Manager/HR Manager	0.62
Administrative Assistant	0.48
Total City Manager Staffing	2.10



COMMUNITY OUTREACH

Program Costs and Revenues

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

Program Description

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

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

Consistent with the You, Me, We, Oakley! principles we've made strides in increasing the dissemination of bilingual public information. The *Oak Leaf* newsletter now incorporates a Spanish component, as does the Recreation Guide. Face to face outreach to monolingual residents and periodic written Spanish updates have been conducted. Vendor opportunities are communicated in Spanish. Lastly, the purchasing of simultaneous translation systems will increase our capacity to involve this demographic in community meetings.

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

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



Staffing Summary

The Assistant to the City Manager is assigned to conduct the Community Outreach functions, with approximately 30% of her time serving in this capacity. Additional assistance is provided by the Recreation Manager, who coordinates the City's website.

Program Changes

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

COMMUNITY OUTREACH				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Personnel	\$21,012	\$32,440	\$42,691	\$42,345
Services				
Services	\$45,277	\$59,623	\$62,495	\$64,839
Supplies			\$15,000	
Total	\$66,289	\$92,063	\$120,186	\$107,184

COMMUNITY OUTREACH STAFFING	
Assistant to the City Manager/HR Manager	0.32
Total Community Outreach Staff	0.32



FINANCE

Program Costs and Revenues

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

Program Description

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

Staffing Summary

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

Program Objectives

The primary operating objectives for the department for fiscal year 2015-2016 are to maintain the financial and procedural infrastructure appropriate for performing the City and Successor Agency's financial functions and support their many ongoing projects. There are no significant changes to the Department's objectives.

Program Changes

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

FINANCE				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Personnel	\$413,688	\$441,107	\$478,851	\$444,658
Services	\$113,685	\$99,733	\$168,637	\$189,339
Supplies			\$100	\$100
Total	\$527,373	\$540,840	\$647,588	\$634,097

FINANCE STAFFING	
Finance Director	1.00
Senior Accountant	1.00
Senior Accounting Technician	1.00
Accounting Assistant	0.48
Total Finance Staffing	3.48



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

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



HUMAN RESOURCES				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Personnel	\$1,474	\$1,514	\$37,862	\$35,517
Services	\$29,904	\$18,712	\$19,032	\$33,719
Supplies	\$244	\$2,379	\$10,000	\$7,500
Total	\$31,622	\$22,605	\$66,894	\$76,736

HUMAN RESOURCES STAFFING	
Assistant to the City Manager/HR Manager	0.05
You Me We Project Coordinator/HR Assistant	0.38
Total Finance Staffing	0.43



MAINTENANCE CUSTODIAN

Program Costs and Revenues

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

Program Description

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

Staffing Summary

The recommended budget includes a .75 FTE maintenance custodian, supplemented by a part-time contract services equating to approximately .40 FTE.

Program Objectives

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

Program Changes

There are no program changes.

Maintenance Custodian				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Personnel Services	\$39,270	\$44,659	\$46,246	\$43,623
Services	\$3,506	\$3,795	\$23,711	\$26,116
Total	\$42,776	\$48,454	\$69,957	\$69,739

MAINTENANCE CUSTODIAN STAFFING	
Maintenance Custodian/Code Enforcement Technician	0.75
Total Maintenance Custodian Staffing	0.75

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INFORMATION TECHNOLOGY

Program Costs and Revenue

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

Program Description

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

Staffing Summary

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

Program Objectives

The primary operating objectives for the department for fiscal year 2015-2016 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 2015-2016.



INFORMATION SYSTEMS				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Services	\$146,801	\$165,969	\$164,104	\$181,600
Supplies	\$893	\$775	\$500	\$500
Capital Outlay	\$66,357	\$55,427	\$78,575	\$59,425
Total	\$214,051	\$222,171	\$243,179	\$241,525

INFORMATION TECHNOLOGY DEPARTMENT STAFFING	
Network Manager (Contracted)	On Call
Network Engineers (Contracted)	0.625



NON-DEPARTMENTAL

Program Costs and Revenues

All Non-Departmental costs are part of City Administration and are allocated to City departments. Some of the costs are recovered as a part of the city overhead added to Parks, Planning, and Engineering staff's hourly rates charged to developers and special revenue funds. The Non-Departmental budget includes central services and supplies, 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

This year CalPERS is beginning to charge amortized side fund and unfunded liability obligations to each agency as a separate stand-alone amount, rather than including it in the rates applicable to each employee. Since the charges are not directly assignable to each department, we have included the charge in the Non-Departmental budget.



NON-DEPARTMENTAL				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Personnel Services	\$44,089	\$35,598	\$73,180	\$209,397
Services*	\$340,441	\$459,612	\$663,380	\$1,046,386
Supplies	\$42,191	\$47,429	\$54,000	\$55,000
Capital Outlay		\$95,980	\$29,000	
Transfers Out	\$280,000	\$249,000	\$50,000	\$150,000
Interdepartmental Allocations	(\$909,170)	(\$904,407)	(\$819,400)	(\$1,172,783)
Total	(\$202,449)	(\$16,788)	\$50,160	\$288,000

* Recommended amount includes the 2% General Fund Contingency.

NON-DEPARTMENTAL STAFFING	
None	



ECONOMIC DEVELOPMENT

Program Costs and Revenues

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

Program Description

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

- Retain existing businesses and expand Oakley's economic base
- Establish a diverse and balanced local economy
- Remove or reduce constraints to economic development
- Facilitate new business opportunities and new investments 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 the Empire/Neroly Commercial Center
- Participation in trade show and conferences such as the International Council of Shopping Centers (ICSC) and other activities to promote the City of Oakley's commercial and retail sites

Staffing Summary

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

Program Changes

There are no proposed program changes for fiscal year 2015-2016.

ECONOMIC DEVELOPMENT				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Personnel Services	\$120,513	\$118,781	\$144,242	\$143,243
Services	\$28,333	\$23,151	\$45,627	\$57,341
Supplies	\$3,683	\$4,617	\$3,800	\$2,300
Total	\$152,529	\$146,549	\$193,669	\$202,884

ECONOMIC DEVELOPMENT STAFFING	
Economic Development Manager	1.00
Total Economic Development Staffing	1.00



BUILDING & CODE ENFORCEMENT

Program Costs and Revenue

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

Program Description

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

The Code Enforcement Division is responsible for ensuring all residential and commercial properties abide by municipal codes applicable of 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, part-time Permit Center Manager, and a full-time Building Inspector, and 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), one full-time Code Enforcement Technician and one part-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 phase 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.
- Continue to enforce the Foreclosed and Abandoned Property Ordinance.
- Work with all departments, outside agencies and the contractor to ensure that all projects are constructed in the most efficient and cost effective way possible.

Program Changes

- Increasing Code Enforcement Technician staffing by .75FTE.



BUILDING & CODE ENFORCEMENT				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Personnel Services	\$15,661	\$315,975	\$409,677	\$441,232
Services	\$636,752	\$253,918	\$241,192	\$296,655
Supplies	\$3,302	\$7,243	\$8,000	\$11,500
Capital Outlay				
Total	\$655,715	\$577,136	\$658,869	\$749,387

BUILDING AND CODE ENFORCEMENT STAFFING	
Building Official (Contracted)	0.40
Permit Center Manager (Contracted)	0.60
Building Inspector II	1.00
Permit Technician	1.00
Code Enforcement Manager	1.00
Code Enforcement Officer/Building Inspector II	1.00
Code Enforcement Technician	1.00
Maintenance Custodian/Code Enforcement Technician	0.25
Total Building and Code Enforcement Staffing	6.25

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POLICE

Program Costs and Revenues

The City of Oakley currently contracts for police services with the Contra Costa County Office of the Sheriff. The costs of police services are driven primarily by the costs per officer charged by the Office of the Sheriff, although support costs, capital costs and administrative costs also contribute to the overall fiscal picture. Revenues to pay for these services include special taxes and fees, but the primary source is the General Fund.

Program Description

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

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

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

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



Program Staffing

The costs for fiscal year 2015-2016 are for a fully-staffed department with 28 sworn FTE law enforcement positions, 2 FTE Police Services Assistants, 1.25 FTE Administrative Assistants and a .475 FTE Assistant to the Chief. For the fiscal year 2015-2016 the City's sworn officers per 1,000 citizens ratio will be approximately .74.

Program Objectives

- Protect life and property.
- Continue working with the engineering department on traffic calming solutions for neighborhoods with a focus on traffic safety.
- Expand the Emergency Preparedness program and operations by training and educating the city staff to be better prepared for man-made or natural disaster. Conduct ongoing training and scenario based exercises for city staff members.
- Review and evaluate the Emergency Operations Center and Emergency Operations Plan
- Continue to focus on quality of life issues through the Problem Oriented Policing (POP) program, working with Oakley Code Enforcement Officers and the Office of the Sheriff Narcotics Unit.
- Address increasing costs for law enforcement services by continuing to use sound resource management, strategic cost cutting reviews, and search for feasible law enforcement grants.
- Continue to work with all City departments to analyze future revenues for police services that are realized on an incremental basis. Use these revenues to continue the expansion of personnel and other resources to keep pace with growth.

Program Changes

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 Volunteers in Police Service (VIPS) type program in addition to an Oakley PD Cadet program.



POLICE DEPARTMENT				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Personnel Services	\$212,422	\$228,592	\$230,539	\$241,055
Services	\$6,816,698	\$7,031,734	\$8,157,642	\$8,486,031
Supplies	\$176,619	\$167,566	\$230,800	\$232,500
Capital Outlay	\$16,920	\$16,755	\$28,000	\$26,500
Total	\$7,222,659	\$7,444,647	\$8,646,981	\$8,986,086

POLICE DEPARTMENT STAFFING	
The following staff are provided under contract with the Contra Costa County Office of the Sheriff:	
Police Chief	1.00
Police Sergeants	5.00
Police Officers	22.00
Total staff provided under CCC Office of the Sheriff	28.00
City Staff:	
Administrative Assistant	1.25
Assistant to the Chief	.48
Police Services Assistant	2.00
Total City Staff	3.73
Total Police Department Staffing	31.73

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PLANNING

Program Costs and Revenue

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

Program Description

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

There are several planning projects that continue to have activity at this time. Several projects within the East Cypress Road corridor have been entitled and the Emerson Ranch project is currently under construction with for-sale homes anticipated in 2015. Staff is seeing an increase in the number of new projects (both residential and commercial) and anticipates this to be the trend going forward. Phase 1 of the Agricultural Conservation and Viticulture Program has been completed and work on Phase 2 has been started. The Action Programs within the recently adopted 2015-2023 Housing Element will continue to be implemented as several updates to the Zoning Code are needed. Finally, Staff is proactively working with representatives from DuPont and their consultants to find a developer and to encourage the entitlement processing and development of that site.

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



Program Staffing

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

Program Objectives

- Process Development projects
- Assist the City in economic development tasks, including the redevelopment of the City's downtown and facilitation of current planning development projects
- Identify and complete required update of the General Plan as identified in the recently completed General Plan and Zoning Code Scoping Report
- 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 15/16 Policy Action Programs in the 2015-2023 Housing Element
- Monitor the Policy Action Programs of the Certified Housing Element and initiate the 2015-2023 Housing Element Update
- Identify areas for improvement and enhance the zoning code
- Re-evaluate and update residential and commercial/industrial design guidelines as needed
- Serve as the City's in-house environmental staff to prepare environmental documents for small to medium-sized City Capitol Improvement and Park projects



PLANNING DIVISION				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Personnel Services	\$252,568	\$267,335	\$280,695	\$268,715
Services	\$46,394	\$58,928	\$90,935	\$70,126
Supplies	\$175	\$131	\$800	\$800
Total	\$299,137	\$326,394	\$372,430	\$339,641

PLANNING DIVISION STAFFING	
Senior Planner	1.00
Planning Manager	1.00
Total Planning Division Staffing	2.00

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PUBLIC WORKS/ ENGINEERING/MAINTENANCE & PARKS

Program Description

The Public Works and Engineering Department provides street, drainage, parks and landscape maintenance through a combination of internal staff and outside contractors. The Department also administers design, construction inspection, and contract management for capital improvement projects within the City. The Department also implements the City's Clean Water Program to ensure compliance with current 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 majority of the park and landscape maintenance needs. The in-house maintenance crew will continue to use the equivalent of two seasonal maintenance workers year-round to supplement the one full time maintenance worker. This staffing model provides the division the flexibility to deploy resources as needed and according to the seasonal maintenance demands for services.

The Streets Maintenance Division has two full time maintenance workers which form the foundation of a maintenance crew and perform 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 improved economic climate in the State and region has brought an increased level of private development activity which is anticipated to grow into coming years. The department has added an Associate Engineer position in the third quarter of FY 2014-15 to work on private development projects and provide timely service and processing of



various private development applications in collaboration with the Planning and Economic Development Team.

The Department is still continuing with one full time Inspector, and will supplement that resource with an additional contract temporary Inspector as the development and construction activity necessitates. Private development activity is increasing and many of the subdivision projects that have been on hold for years are being renewed by developers who are actively working on the processing of these subdivision projects.

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-\$810,351*
- **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-\$512,000*
- **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. In response to the great recession of 2008, a number of fees, including the Traffic Impact Fee were reduced, and with the end of the recession and improved economic growth, the Traffic Impact Fee will be re-activated to its pre-recession structure. *Anticipated Revenues-\$1,800,000*

- **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-\$628,000*
- **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-\$1,127,719*
- **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 - \$320,360*
- **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-\$2,177,387*
- **Community Facilities District No 1-** This District was formed in 2006 to fund the operations and maintenance of the levee system, storm water 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-\$300,146*



- **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 14 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 2015-16 Budget proposes the following operating areas and staffing:

Operating Areas

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

- **Signals & Lighting-** The City owns and operates traffic signals at 29 separate intersections, as well as numerous pedestrian safety flashing lights throughout Oakley. In addition to traffic signals, the City owns and maintains over 1,300 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. In the fourth quarter of FY 2014-15, PG&E started a project to replace the old High Pressure Sodium (HPS) street lights with LED lights. This project will not only improve the quality of the street lighting system for the community, but also have reduced electricity usage and costs on a monthly basis. The City has collaborated with PG&E on this project, and the remaining 130 HPS City owned street lights on metal poles "Cobra Heads" will also be retrofitted to LED lights. In 2010, the City undertook a project to replace some of the HPS City owned street lights to LED. This new project completes this LED conversion project.
- **Drainage-** In order to minimize potential flooding and ensure that storm water is collected and conveyed properly in accordance to the regional storm water quality permits that the City operates under, maintenance staff will conduct routine inspection and service on the storm drainage system. These activities include catch basin cleaning, ditch cleaning, culvert flushing and repair, and inlet maintenance. Drainage maintenance will primarily be performed by the City's maintenance staff in coordination with the on-call service contractor to supplement in-house resources and better provide maintenance service for the community.
- **Parks and Landscaping-** The City currently maintains 33 public parks. The City supplements the Oakley Union Elementary School District financially for the maintenance of another four (4) joint-use public park facilities. 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 Engineer, (1 FTE)** – This full time position will focus primarily on the review and processing of private development projects. With the improved regional economic climate, there has been a noticeable increase in the private development activities. A number of private development projects that have been in the process and on-hold in the past years are moving forward, and new residential developers have activated these projects. The Associate Engineer will be working with the engineering and planning team to review and process development projects without delay and to facilitate further development activity. The Associate Engineer also represents the City as the Storm water Coordinator related to all development projects.
- **Associate Engineer, CIP (1 FTE)** - This full time Associate Engineer position focuses on CIP projects. The responsibilities of the position include; management and administration, development, design and construction of a wide range of CIP projects. The Associate Engineer also works collaboratively with Caltrans in securing and processing various grants for CIP projects for the City of Oakley.
- **Public Works Inspector (1 FTE)** - This full time position provides inspection of work within the public right of way, including CIP construction inspection and private development project inspection. The Public Works Inspector is also responsible for processing encroachment permits and for performing related inspections. Any additional inspection services will be provided by a contract Inspector.
- **Street Maintenance Worker (2 FTE)** – These two full time positions, one a Foreman, 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 Manager (0.75 FTE)*** - This City staff position manages the maintenance efforts for all publically maintained parks and landscape facilities within the City. The position develops and manages the division budget, monitors all water and utility uses associated with the facilities, schedules and manages the work of the landscape maintenance contractors, and coordinates facility uses with the Recreation Department.
- ***Parks and Landscape Foreman (1 FTE)*** – This City staff position plans, schedules, and coordinates the in-house landscape maintenance staff, performs playground inspections, and assists with other parks and landscaping operations. This is a working foreman position that reports to the Division Manager.
- ***Tree Laborer (1 FTE)*** – This City staff position performs daily maintenance of City owned trees in public right of ways and parks. This tree pruning and maintenance task is important to the health and growth of the trees and a quality of life enhancement for the community residents.
- ***Park Maintenance Worker (1 FTE)*** – This City staff position performs as the lead park and landscape maintenance crew member. Seasonal park maintenance laborers (2 FTE) provide parks and landscape maintenance service as part of the City parks maintenance crew. Seasonal workers generally work on a 6 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.
- ***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 2015-16 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.
- Implement a Computer Aided Design and Drafting (CADD) system that will be used for not only the Public Works and Engineering Department, but will also be a valuable resource to other City departments and community residents to share information such as maps and infrastructure information.
- Coordinate and collaborate with other City Departments to provide exemplary and proactive service to potential developers to enhance Oakley's economic development opportunities.



PUBLIC WORKS /ENGINEERING/MAINTENANCE & PARKS				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Personnel Services	\$403,287	\$879,849	\$1,275,008	\$1,326,462
Services	\$1,164,591	\$431,158	\$227,020	\$227,832
Supplies	\$12,339	\$22,605	\$21,840	\$28,600
Capital Outlay	\$412	\$5,000		
Total	\$1,580,629	\$1,338,612	\$1,523,868	\$1,582,894

PUBLIC WORKS/ENGINEERING/MAINTENANCE & PARKS DEPARTMENT STAFFING	
City Engineer/Public Works Director	1.00
Associate Engineer	2.00
Senior Civil Engineer	1.00
Public Works Inspectors	1.00
Public Works Administrative Specialist	1.00
Public Works Receptionist	0.36
Streets and Storm Drainage Foreman	1.00
Public Works Maintenance Worker I	1.00
Parks Maintenance Manager	0.75
Parks & Landscaping Maintenance Foreman	1.00
Parks Laborer	1.00
Tree Maintenance Laborer	1.00
Parks Laborer (Seasonal)	2.00
Parks Monitor	0.25
Sports Field Maintenance Laborer	0.25
Total Public Works / Engineering / and Parks Department Staffing	14.61



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RECREATION

Program Costs and Revenues

Programs for the fiscal year 2015-2016 budget are funded in part by the following revenues:

Parks and facility rental fees, program fees, grants, and sponsorships. While the Recreation Division has seen an increase in revenue generated through programming fees and increased park and facility rentals, the majority of costs 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 Attendants.

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 Community Classes and various other assignments.

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

Senior Recreation Leader- The part-time Senior Recreation Leader is responsible for contract classes, and 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 3.30 FTE.

Program Objectives

The mission of The Recreation Division is to provide the residents of Oakley with quality programming meeting the following FY 2015-2016 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, Film Festival, Summer Concert, Heart of Oakley, and Hometown Holiday Decorating Contest. The increased budget reflects, the continuation of special events added in the 2014/2015 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.
- **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 2015-2016 budget.

Program Changes

The Recreation Division recommended budget incorporates changes made from last year's budget. The addition of the new special events including Film Festival, Hometown Holiday Decorating Contest, Spring Concert, Car Show, Little League Opening Day Parade, Summer Concert and expanded Heart of Oakley and Cityhood Celebrations. There are also minor increases to account for minimum wage increase, and increased costs of supplies and distribution of the Recreation Guide.



RECREATION				
USE OF FUNDS	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Personnel Services	\$221,096	\$242,558	\$316,933	\$255,172
Services	\$47,551	\$45,245	\$62,842	\$82,646
Supplies	\$61,633	\$90,037	\$157,850	\$155,600
Total	\$330,280	\$377,840	\$537,625	\$493,418

RECREATION DEPARTMENT STAFFING	
Recreation Manager	1.00
Recreation and Event Coordinator	1.00
Senior Recreation Leader	0.48
Recreation Leaders (Seasonal)	1.65
Recreation Aides (Seasonal)	1.65
Total Recreation Department Staffing	5.78

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TRANSFERS

Staff proposes three transfers from the General Fund in fiscal year 2015-2016.

\$425,000 To the General Capital Projects Fund for capital projects and administration.*

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

\$150,000 To the Street Maintenance Reserve Fund **

2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
\$157,000	\$68,000	\$341,212	\$1,707,500	\$525,000

*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 Street Maintenance Reserve Fund 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 Street Maintenance Reserve Fund 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 2015-2016 for direct Capital Outlay by the General Fund.

	2012-2013 Actual*	2013-2014 Actual	2014-2015 Projected**	2015-2016 Recommended
Capital Outlay	\$223,798	\$0	\$1,450,500	\$0

* Acquired property at 111 Carol Lane

** 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.



SPECIAL REVENUE FUNDS

COMMUNITY FACILITIES DISTRICT #1 (CYPRESS GROVE)

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

FUND 110- COMMUNITY FACILITIES DISTRICT #1 (CYPRESS GROVE)				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$282,828	\$288,486	\$288,000	\$288,000
Interest	\$1,988	\$4,540	\$1,000	\$1,000
Total Revenues	\$284,816	\$293,026	\$289,000	\$289,000
Services	\$40,975	\$35,543	\$100,200	\$16,500
Capital Outlay	\$24,467		\$400,000	
Supplies	\$43,805	\$38,952	\$167,150	\$182,150
Total Expenditures	\$109,247	\$74,495	\$667,350	\$198,650
Unassigned Balances			\$971,423	\$1,211,774
Total Budgeted	\$109,247	\$74,495	\$1,638,773	\$1,410,424

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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 2015. A separate fund is utilized to account for these activities.

FUND 123- YOUTH DEVELOPMENT GRANTS				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Grant Proceeds	\$31,922	\$26,880	\$20,500	\$7,000
Interest	\$119	\$85	\$50	
Total Revenues	\$32,041	\$26,965	\$20,550	\$7,000
Services	\$1,202	\$1,536	\$16,000	\$3,500
Capital Outlay				
Supplies	\$9,725	\$8,547	\$4,550	\$3,500
Total Expenditures	\$10,927	\$10,083	\$20,550	\$7,000

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YOU, ME, WE = OAKLEY!

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

FUND 125- YOU, ME, WE = OAKLEY!				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Grant Proceeds	\$65,622	\$72,031	\$79,550	\$78,183
Interest				
Total Revenues	\$65,622	\$72,031	\$79,550	\$78,183
Personnel Services	\$42,654	\$45,812	\$45,142	\$43,833
Services	\$22,285	\$22,513	\$24,122	\$27,950
Supplies	\$812	\$301	\$650	\$6,400
Capital Outlay		\$3,549	\$9,636	
Total Expenditures	\$65,751	\$72,175	\$79,550	\$78,183

FUND 125- YOU, ME, WE = OAKLEY! STAFFING	
You Me Wee Project Coordinator	0.63
Total STAFFING	0.63

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AGRICULTURAL PRESERVATION

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

FUND 136- AGRICULTURAL PRESERVATION				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Developer Fees				
Interest				
Operating Transfers In			\$17,500	
Total Revenues	\$0	\$0	\$17,500	\$0
Services	\$10,000	\$3,700	\$17,500	
Capital Outlay				
Supplies				
Total Expenditures	\$10,000	\$3,700	\$17,500	\$0
Unassigned Balances				\$1,724
Total Budgeted	\$10,000	\$3,700	\$17,500	\$1,724

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ECONOMIC DEVELOPMENT REVOLVING LOAN PROGRAM

The City is developing an economic development revolving loan program. This fund was created so that the funding of the program, and ultimately the accounting for its activities can be tracked and reported on separately. The FY 2015-2016 Budget re-appropriates the unassigned balances from FY 2014-2015; although the City Council has approved the use of some of these funds to improve the Successor Agency owned property at 3330 Main Street. Uses for loans will be made as approved by the City Council, pursuant to the program parameters.

FUND 138- ECONOMIC DEVELOPMENT REVOLVING LOAN PROGRAM				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Principal Repayments				
Interest				
Operating Transfers In			\$275,000	
Total Revenues	\$0	\$0	\$275,000	\$0
Services				
Capital Outlay				
Supplies				
Total Expenditures	\$0	\$0	\$0	\$0
Unassigned Balances			\$275,000	\$275,000
Total Budgeted	\$0	\$0	\$275,000	\$275,000

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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				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Rental Revenues			\$15,683	\$28,000
Total Revenues	\$0	\$0	\$15,683	\$28,000
Services			\$15,683	\$28,000
Supplies				
Capital Outlay				
Total Expenditures	\$0	\$0	\$15,683	\$28,000
Unassigned Balances				
Total Budgeted	\$0	\$0	\$15,683	\$28,000

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LIGHTING AND LANDSCAPING DISTRICT

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

Zone 1 – Fund 132 Community Parks

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

Zone 2 – Fund 133 Street Lighting

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

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

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

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

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

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



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

FUND 132 – ZONE 1 (COMMUNITY PARKS)				
	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Projected	Recommended
Assessments	\$1,070,305	\$1,106,826	\$1,084,145	\$1,127,719
Interest	\$1,468	\$1,655	\$500	
Other	\$42,997	\$23,929		
Total Revenues	\$1,114,770	\$1,132,410	\$1,084,645	\$1,127,719
Services	\$715,893	\$803,252	\$816,215	\$801,690
Capital Outlay	\$44,485	\$16,365		
Operating Transfers Out	\$57,275	\$68,000	\$113,000	\$113,000
Transfer to Capital Reserve				
Interest	\$521	\$319		
Total Expenditures	\$818,174	\$887,936	\$929,215	\$914,690
Unassigned Balances			\$131,399	
Unassigned Asset Replacement Balance			\$80,005	\$100,000
Total Budget	\$818,174	\$887,936	\$1,140,619	\$1,014,690

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

FUND 133 – ZONE 2 (STREET LIGHTING)				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$200,619	\$205,535	\$213,000	\$218,212
Interest	\$195	\$227	\$100	
Transfer in	\$161,852	\$155,745	\$158,214	\$102,148
Total Revenues	\$362,656	\$361,507	\$371,314	\$320,360
Services	\$347,279	\$336,911	\$351,214	\$320,360
Transfer to Capital Reserve			\$15,460	
Total Expenditures	\$347,279	\$336,911	\$366,674	\$320,360
Unassigned Balances			\$7,805	
Unassigned Asset Replacement Balance			\$37,354	\$41,604
Total Budgeted	\$347,279	\$336,911	\$411,833	\$361,964

FUND 170 – VINTAGE PARKWAY				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$73,772	\$73,771	\$73,772	\$73,772
Donations	\$1,715			
Interest	\$1,726	\$116	\$50	
Total Revenues	\$77,213	\$73,887	\$73,822	\$73,772
Services	\$58,865	\$50,739	\$74,572	\$75,072
Total Expenditures	\$58,865	\$50,739	\$74,572	\$75,072
Unassigned Balances				
Unassigned Asset Replacement Balance			\$20,350	\$13,855
Total Budgeted	\$58,865	\$50,739	\$94,922	\$88,927

FUND 171 – OAKLEY RANCH				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$26,446	\$26,446	\$26,446	\$26,446
Interest	\$94	\$76	\$50	
Total Revenues	\$26,540	\$26,522	\$26,496	\$26,446
Services	\$34,578	\$28,765	\$31,746	\$26,746
Supplies				
Total Expenditures	\$34,578	\$28,765	\$31,746	\$26,746
Unassigned Balances				
Unassigned Asset Replacement Balance			\$5,942	\$10,286
Total Budgeted	\$34,578	\$28,765	\$37,688	\$37,032

FUND 172 – EMPIRE				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$4,534	\$4,534	\$4,534	\$4,534
Interest	\$122	\$108	\$50	
Total Revenues	\$4,656	\$4,642	\$4,584	\$4,534
Services	\$4,821	\$2,854	\$4,609	\$19,609
Total Expenditures	\$4,821	\$2,854	\$4,609	\$19,609
Unassigned Balances				
Unassigned Asset Replacement Balance			\$19,504	\$16,136
Total Budgeted	\$4,821	\$2,854	\$24,113	\$35,745



FUND 173 – OAKLEY TOWN CENTER				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$10,935	\$10,935	\$10,941	\$10,935
Interest	\$100	\$96	\$50	
Total Revenues	\$11,035	\$11,031	\$10,991	\$10,935
Services	\$5,334	\$7,741	\$17,591	\$30,891
Total Expenditures	\$5,334	\$7,741	\$17,591	\$30,891
Unassigned Balances				
Unassigned Asset Replacement Balance			\$24,430	\$11,684
Total Budgeted	\$5,334	\$7,741	\$42,021	\$42,575

FUND 174 – OAK GROVE				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$28,405	\$28,405	\$28,405	\$28,405
Interest	\$70	\$71	50	
Total Revenues	\$28,475	\$28,476	\$28,455	\$28,405
Services	\$22,178	\$22,367	\$28,455	\$28,405
Total Expenditures	\$22,178	\$22,367	\$28,455	\$28,405
Unassigned Balances				
Unassigned Asset Replacement Balance			\$12,261	\$13,804
Total Budgeted	\$22,178	\$22,367	\$40,716	\$42,209

FUND 175 – LAUREL WOODS/LUNA ESTATES				
	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Projected	Recommended
Assessments	\$7,668	\$7,668	\$7,668	\$7,668
Interest	\$96	\$92	\$50	
Total Revenues	\$7,764	\$7,760	\$7,718	\$7,668
Services	\$2,512	\$2,961	\$7,668	\$7,768
Total Expenditures	\$2,512	\$2,961	\$7,668	\$7,768
Unassigned Balances				
Unassigned Asset Replacement Balance			\$15,770	\$16,684
Total Budgeted	\$2,512	\$2,961	\$23,538	\$24,452

FUND 176 – SOUTH FORTY				
	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Projected	Recommended
Assessments	\$9,712	\$9,712	\$9,713	\$9,713
Interest	\$24	\$30	\$25	
Total Revenues	\$9,736	\$9,742	\$9,738	\$9,713
Services	\$6,294	\$3,980	\$9,838	\$9,838
Total Expenditures	\$6,294	\$3,980	\$9,838	\$9,838
Unassigned Balances				
Unassigned Asset Replacement Balance			\$3,346	\$4,716
Total Budgeted	\$6,294	\$3,980	\$13,184	\$14,554



FUND 177 – CLAREMONT				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$7,628	\$7,628	\$7,628	\$7,628
Interest	\$31	\$25	\$25	
Total Revenues	\$7,659	\$7,653	\$7,653	\$7,628
Services	\$7,577	\$9,065	\$12,728	\$7,728
Total Expenditures	\$7,577	\$9,065	\$12,728	\$7,728
Unassigned Balances				
Unassigned Asset Replacement Balance			\$7,935	\$3,997
Total Budgeted	\$7,577	\$9,065	\$20,663	\$11,725

FUND 178 – GATEWAY				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$18,360	\$18,360	\$18,360	\$18,360
Interest	\$287	\$254	\$125	
Total Revenues	\$18,647	\$18,614	\$18,485	\$18,360
Capital Outlay				
Services	\$17,663	\$12,852	\$18,560	\$18,560
Total Expenditures	\$17,663	\$12,852	\$18,560	\$18,560
Unassigned Balances				
Unassigned Asset Replacement Balance			\$44,592	\$45,832
Total Budgeted	\$17,663	\$12,852	\$63,152	\$64,392

FUND 179 – COUNTRYSIDE (VILLAGE GREEN)				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$2,562	\$2,562	\$2,563	\$2,563
Interest	\$31	\$29	\$25	
Total Revenues	\$2,593	\$2,591	\$2,588	\$2,563
Services	\$1,592	\$1,622	\$2,613	\$2,613
Total Expenditures	\$1,592	\$1,622	\$2,613	\$2,613
Unassigned Balances				
Unassigned Asset Replacement Balance			\$4,742	\$4,948
Total Budgeted	\$1,592	\$1,622	\$7,355	\$7,561

FUND 180 – COUNTRY FAIR (MEADOW GLEN)				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$5,423	\$5,423	\$5,423	\$5,423
Interest	\$8	\$5		
Total Revenues	\$5,431	\$5,428	\$5,423	\$5,423
Interest				
Services	\$3,783	\$3,859	\$5,423	\$5,423
Total Expenditures	\$3,783	\$3,859	\$5,423	\$5,423
Unassigned Asset Replacement Balance			\$321	
Total Budgeted	\$3,783	\$3,859	\$5,744	\$5,423



FUND 181 – CALIFORNIA SUNRISE				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$3,502	\$3,502	\$3,502	\$3,502
Interest	\$80	\$76	\$50	
Total Revenues	\$3,582	\$3,578	\$3,552	\$3,502
Services	\$513	\$778	\$3,552	\$3,552
Total Expenditures	\$513	\$778	\$3,552	\$3,552
Unassigned Balances				
Unassigned Asset Replacement Balance			\$13,432	\$14,084
Total Budgeted	\$513	\$778	\$16,984	\$17,636

FUND 182 – CALIFORNIA VISIONS (LAUREL)				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$12,000	\$12,000	\$12,000	\$12,000
Interest	\$193	\$179	\$100	
Total Revenues	\$12,193	\$12,179	\$12,100	\$12,000
Services	\$8,137	\$6,876	\$12,150	\$12,150
Transfer to Capital Reserve				
Total Expenditures	\$8,137	\$6,876	\$12,150	\$12,150
Unassigned Balances				
Unassigned Asset Replacement Balance			\$30,987	\$32,197
Total Budgeted	\$8,137	\$6,876	\$43,137	\$44,347



FUND 183 – CLAREMONT HERITAGE				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$18,240	\$18,240	\$18,240	\$18,240
Interest	\$228	\$218	\$100	
Total Revenues	\$18,468	\$18,458	\$18,340	\$18,240
Services	\$5,842	\$9,355	\$12,590	\$8,715
Transfer to Capital Reserve			\$9,600	
Total Expenditures	\$5,842	\$9,355	\$22,190	\$8,715
Unassigned Balances				
Unassigned Asset Replacement Balance			\$37,269	\$45,586
Total Budgeted	\$5,842	\$9,355	\$59,459	\$54,301

FUND 184 – COUNTRY FAIR (MEADOW GLEN II)				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$122,544	\$122,544	\$122,544	\$122,544
Interest	\$193	\$170	\$100	
Total Revenues	\$122,737	\$122,714	\$122,644	\$122,544
Services	\$119,965	\$115,679	\$123,844	\$122,344
Capital Outlay		\$379		
Total Expenditures	\$119,965	\$116,058	\$123,844	\$122,344
Unassigned Balances			(\$1,200)	
Unassigned Asset Replacement Balance			\$32,046	\$32,046
Total Budgeted	\$119,965	\$116,058	\$154,690	\$154,390

FUND 185 – SUNDANCE				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$8,910	\$8,910	\$8,910	\$8,910
Interest	\$25	\$22	\$25	
Total Revenues	\$8,935	\$8,932	\$8,935	\$8,910
Services	\$11,458	\$10,705	\$11,010	\$10,581
Total Expenditures	\$11,458	\$10,705	\$11,010	\$10,581
Unassigned Balances				
Unassigned Asset Replacement Balance			\$2,063	\$1,125
Total Budgeted	\$11,458	\$10,705	\$13,073	\$11,706

FUND 186 – CALIFORNIA JAMBOREE				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$87,548	\$87,548	\$87,547	\$87,547
Interest	\$701	\$608	\$300	
Other	\$4,709	\$6,029		
Transfers In	\$30,000	\$40,000	\$30,000	\$30,000
Total Revenues	\$122,958	\$134,185	\$117,847	\$117,547
Services	\$108,023	\$137,367	\$142,302	\$126,891
Capital Outlay	\$11,448	\$10,354		
Transfer to Capital Reserve				
Total Expenditures	\$119,471	\$147,721	\$142,302	\$126,891
Unassigned Balances				
Unassigned Asset Replacement Balance			\$121,624	\$78,432
Total Budgeted	\$119,471	\$147,721	\$263,926	\$205,323



FUND 187 – COUNTRY PLACE				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$23,400	\$23,400	\$23,400	\$23,400
Interest	(\$29)	(\$6)	(\$40)	
Transfers In	\$4,325	\$8,000	\$8,000	\$8,000
Total Revenues	\$27,696	\$31,394	\$31,360	\$31,400
Services	\$45,571	\$36,834	\$47,730	\$40,730
Total Expenditures	\$45,571	\$36,834	\$47,730	\$40,730
Unassigned Balances				
Total Budgeted	\$45,571	\$36,834	\$47,730	\$40,730

FUND 188 – LAUREL CREST				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$87,000	\$87,000	\$87,000	\$87,000
Interest	\$311	\$221	\$125	
Transfers In			\$10,000	\$10,000
Total Revenues	\$87,311	\$87,221	\$97,125	\$97,000
Services	\$105,086	\$115,701	\$109,813	\$96,838
Capital Outlay		\$1,748		
Total Expenditures	\$105,086	\$117,448	\$109,813	\$96,838
Unassigned Balances				
Unassigned Asset Replacement Balance			\$27,800	\$33,398
Total Budgeted	\$105,086	\$117,448	\$137,613	\$130,236



FUND 189 – MARSH CREEK GLEN				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$80,404	\$82,374	\$82,375	\$86,528
Interest	\$735	\$645	\$350	
Total Revenues	\$81,139	\$83,019	\$82,725	\$86,528
Services	\$53,135	\$46,611	\$48,338	\$152,400
Capital Outlay	\$50,128	\$8,818	\$83,756	\$250,000
Transfer to Capital Reserve			\$34,887	
Total Expenditures	\$103,263	\$55,429	\$166,981	\$402,400
Unassigned Balances				
Unassigned Asset Replacement Balance			\$75,573	\$42,656
Total Budgeted	\$103,263	\$55,429	\$242,554	\$445,056

FUND 190 – QUAIL GLEN				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$25,528	\$25,876	\$25,875	\$28,523
Interest	\$113	\$97	\$50	
Total Revenues	\$25,371	\$25,973	\$25,925	\$28,523
Services	\$77,320	\$12,471	\$26,150	\$23,730
Total Expenditures	\$77,320	\$12,471	\$26,150	\$23,730
Unassigned Balances				
Unassigned Asset Replacement Balance			\$19,207	\$17,878
Total Budgeted	\$77,320	\$12,471	\$45,357	\$41,608



FUND 191 – CYPRESS GROVE				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$229,686	\$235,306	\$235,309	\$247,170
Interest	\$619	\$591	\$300	
Transfers In			\$20,000	\$20,000
Total Revenues	\$230,305	\$235,897	\$255,609	\$267,170
Services	\$159,137	\$243,935	\$307,709	\$236,200
Capital Outlay		\$2,060		
Total Expenditures	\$159,137	\$245,995	\$307,709	\$236,200
Unassigned Balances			(\$2,975)	
Unassigned Asset Replacement Balance			\$81,016	\$96,020
Total Budgeted	\$159,137	\$245,995	\$385,750	\$332,220

FUND 192 – SOUTH OAKLEY				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$315,486	\$323,433	\$323,433	\$344,602
Interest	\$515	\$481	\$250	
Other	\$2,453	\$3,116		
Transfers In	\$12,950	\$10,000	\$10,000	\$10,000
Total Revenues	\$331,404	\$337,030	\$333,683	\$354,602
Services	\$286,172	\$336,973	\$328,500	\$426,700
Capital Outlay		\$10,178		
Transfer to Capital Reserve			\$8,233	
Total Expenditures	\$286,172	\$347,151	\$336,733	\$426,700
Unassigned Balances			(\$3,050)	
Unassigned Asset Replacement Balance			\$74,106	\$67,739
Total Budgeted	\$286,172	\$347,151	\$407,789	\$494,439



FUND 193 – STONE CREEK				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$15,875	\$16,000	\$15,875	\$29,250
Interest	\$209	\$205	\$100	
Total Revenues	\$16,084	\$16,205	\$15,975	\$29,250
Services	\$1,128	\$27,596	\$12,403	\$15,903
Total Expenditures	\$1,128	\$27,596	\$12,403	\$15,903
Unassigned Balances				
Unassigned Asset Replacement Balance			\$36,026	\$35,983
Total Budgeted	\$1,128	\$27,596	\$48,429	\$51,886

FUND 194 – MAGNOLIA PARK				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$510,500	\$531,000	\$510,500	\$552,500
Interest	\$1,389	\$1,459	\$700	
Other	\$7,504	\$6,764		
Transfer In	\$10,000	\$10,000	\$10,000	\$10,000
Total Revenues	\$529,393	\$549,223	\$521,200	\$562,500
Services	\$363,191	\$371,423	\$358,225	\$543,600
Capital Outlay		\$14,322	\$7,500	
Transfer to Capital Reserve			\$167,850	
Total Expenditures	\$363,191	\$385,745	\$533,575	\$543,600
Unassigned Balances				
Unassigned Asset Replacement Balance			\$92,500	\$100,000
Total Budgeted	\$363,191	\$385,745	\$626,075	\$643,600

FUND 195 – SUMMER LAKE				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$89,974	\$97,674	\$146,511	\$217,282
Interest	\$941	\$887	\$450	
Other				
Transfer In			\$25,000	\$25,000
Total Revenues	\$90,915	\$98,561	\$171,961	\$242,282
Services	\$51,212	\$56,416	\$262,450	\$389,581
Capital Outlay		\$157		
Transfer to Capital Reserve				
Total Expenditures	\$51,212	\$56,573	\$262,450	\$389,581
Unassigned Balances				
Unassigned Asset Replacement Balance			\$100,000	\$69,527
Total Budgeted	\$51,212	\$56,573	\$362,450	\$459,108



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				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Gas Taxes	\$833,523	\$1,056,136	\$1,195,556	\$810,350
Grant Proceeds				
Interest	\$1,058	\$1,202	\$500	
Other				
Congestion Management Funds				
Total Revenues	\$834,581	\$1,057,338	\$1,196,056	\$810,350
Services	\$356,085	\$332,877	\$531,726	\$376,573
Supplies	\$52,000	\$173,066	\$220,397	\$300,000
Capital Outlay	\$203,474	\$415,279	\$814,276	\$780,000
Transfers Out	\$161,842	\$155,745	\$158,214	\$102,148
Total Expenditures	\$773,401	\$1,076,967	\$1,724,613	\$1,558,721
Unassigned Balances			\$267,400	\$57,881
Total Budgeted	\$773,401	\$1,076,967	\$1,992,013	\$1,616,602



Measure J

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

FUND 148 – MEASURE J				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Grants				
Measure J Allocations	\$913,878	\$508,671	\$512,433	\$512,000
Interest	(\$423)	\$989	\$1,000	
Total Revenues	\$913,455	\$509,660	\$513,433	\$512,000
Services	\$71,853	\$110,113	\$303,940	\$183,800
Supplies				
Capital Outlay	\$408,249	\$433,741	\$937,284	\$650,000
Total Expenditures	\$480,102	\$543,854	\$1,241,224	\$833,800
Unassigned Balances			\$182,344	\$40,533
Total Budgeted	\$480,102	\$543,854	\$1,423,568	\$874,333



Streets Maintenance Reserve

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

FUND 235 – STREET MAINTENANCE RESERVE				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Transfers In			\$75,000	\$150,000
Other				
Total Revenues	\$0	\$0	\$75,000	\$150,000
Services				
Supplies				
Capital Outlay				
Total Expenditures	\$0	\$0	\$0	\$0
Unassigned Balances			\$75,000	\$225,000
Total Budgeted	\$0	\$0	\$75,000	\$225,000



STORM WATER PROGRAM FUND

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

FUND 145 - STORM WATER PROGRAM				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$482,954	\$484,727	\$460,000	\$461,000
Interest	\$1,702	\$3,953	\$1,000	
Other	(\$77)	\$90		
Total Revenues	\$484,579	\$488,770	\$461,000	\$461,000
Services	\$222,642	\$260,628	\$395,746	\$278,047
Supplies	\$116,274	\$143,321	\$201,824	\$214,000
Capital Outlay	39,025		\$55,000	\$380,000
Total Expenditures	\$377,941	\$403,949	\$652,570	\$872,047
Unassigned Balances			\$1,037,515	\$631,315
Total Budgeted	\$377,941	\$403,949	\$1,690,085	\$1,503,362



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 2015-2016 budget reflects the use of the grant from the State to supplement Police Department costs.

FUND 150 – P-6 POLICE SERVICES				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Assessments	\$2,856,484	\$3,058,332	\$3,308,000	\$3,421,250
Interest	\$343	\$113	\$250	\$250
Total Revenues	\$2,856,827	\$3,058,445	\$3,308,250	\$3,421,500
Services	\$2,856,827	\$3,058,445	\$3,308,250	\$3,421,500
Total Expenditures	\$2,856,827	\$3,058,445	\$3,308,250	\$3,421,500

FUND 151 – SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Grant Revenues	\$114,322	\$116,752	\$100,000	\$100,000
Interest	(\$25)	(\$13)		
Total Revenues	\$114,297	\$116,739	\$100,000	\$100,000
Services	\$114,297	\$116,739	\$100,000	\$100,000
Supplies				
Capital Outlay				
Total Expenditures	\$114,297	\$116,739	\$100,000	\$100,000

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DEVELOPER DEPOSITS FUND

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

FUND 301 – DEVELOPER DEPOSITS				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Developer Fees	\$632,560	\$193,050	\$423,000	\$753,998
Total Revenues	\$632,560	\$193,050	\$423,000	\$753,998
Services	\$469,565	\$188,997	\$423,000	\$753,998
Operating Transfers Out				
Total Expenditures	\$469,565	\$188,997	\$423,000	\$753,998

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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 2015-2016 is to ensure Developers continue to comply with their obligations. There are no significant changes to the Department's objectives. To the extent costs are less than funds available, the balance will be used towards paying down a portion of the \$1.3 million in deferred impact fee obligations from prior affordable housing projects that remain outstanding.



Program Changes

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

FUND 767 – SUCCESSOR HOUSING ASSETS				
	2012-2013 Actual	2013-2014 Actual	2014-2015 Projected	2015-2016 Recommended
Property Tax				
Interest Income	(\$573)	\$41,297	\$12,000	\$12,000
Loan Repayments	\$1,181	\$1,217	\$2,400	\$2,400
Rents				
Sale of Property				
Transfers In				
Interfund Charges for Svc				
Total Revenues	\$608	\$42,514	\$14,400	\$14,400
Personnel				
Supplies				
Services	\$9,298	\$8,279	\$3,500	\$3,500
Interest	\$4,504	\$3,267		\$10,900
Total Expenditures	\$13,801	\$11,546	\$3,500	\$14,400
Unassigned Balances			\$59,239	
Total Budgeted	\$13,801	\$11,546	\$62,739	\$14,400

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



DEBT SERVICE FUNDS

Program Costs and Revenues

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

Program Description

The City currently has one debt outstanding:

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

Staffing Summary

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

Program Objectives

The primary operating objectives for the City remain unchanged for fiscal year 2015-2016: to make the debt service payments, to oversee the services provided by the contractors, and to ensure the preparation of all required public reporting.

Program Changes

No program changes.



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

ESTIMATED REVENUES		
Transfers In	Interest Income	Total Revenues
\$571,035		\$571,035

RECOMMENDED EXPENDITURES			
Principal	Interest	Administration	Total Expenditures
\$275,000	\$286,035	\$10,000	\$571,035

DEBT LISTING:

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

Fiscal Year	Principal	Interest	Total Debt Service
2015-16	\$275,000	\$286,035	\$561,035
2016-17	\$285,000	\$275,035	\$560,035
2017-18	\$300,000	\$263,635	\$563,635
2018-19	\$310,000	\$251,635	\$561,635
2019-20	\$325,000	\$239,235	\$564,235
Other Years	\$5,195,000	\$1,617,870	\$6,812,870
Totals	\$6,690,000	\$2,933,445	\$9,623,445



CAPITAL IMPROVEMENT PROGRAM

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

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

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

The focus of the recommended CIP for FY 2015/16 through 2019/20 is to maintain the core infrastructure of the City of Oakley while utilizing the most cost effective and creative approach; and continuing to build new infrastructure for the community which will enhance the quality of life for residents and promote the economic vitality and viability for the City. In preparation of the CIP for FY 2015/16, a comprehensive review of perspective projects has been made to determine if the projects are still viable and should be funded. In several cases, funding previously set aside for longer-term projects are proposed to be re-assigned to higher priority current projects to better benefit the community. The most significant proposed re-assignment is from CIP project # 69, which was programmed prior to the great recession of 2008 to widen Main Street under Highway 160 and to make frontage improvements on south side of Main Street, west of the Big Break Road and Cypress Square Shopping Center. It was



determined that construction of this project in the near term is no longer viable, and that rather than through City funding, these improvements will more likely be constructed as required offsite improvements for future private development projects. The reallocation of the nearly \$1.48M from CIP #69 project provides funding for Main Street improvements from Vintage Parkway to Gardenia Drive in FY 2016/17 and provides funding for other street resurfacing, sidewalk repair and replacement, and traffic calming projects in FY 2015/16.

The CIP for FY 2015/16 is divided into specific projects to address unique needs for each component of the infrastructure system. This approach provides funding for both the infrastructure maintenance and construction of new improvements with a long range goal for protecting the quality of the public infrastructure system in the City of Oakley. The funding for the CIP projects are generally from the following sources: Measure J Sales Tax, Gas Tax, General Fund, Development Traffic Impact Fees, Park Impact Fees, and Federal & State Grants. The revenues from Development Traffic Impact Fees, Park Impact Fees are dependent of the private development activity and regional economic growth. The CIP for FY 2015/16 conservatively budgets only a portion of these funding sources to account for unforeseen downturns in the regional economic and development activity.

There is a direct relationship between CIP project construction and economic development and vitality of the community. New residents want to come and live in a community that is vibrant and provides a wide range of amenities. Commercial developers also look to build in communities that thrive and provide amenities for today's life style for its residents. The construction of CIP projects help in enhancing amenities for the community residents and enhance the quality of life which in turn makes Oakley a desired community for private development. With the improved national and regional economic forecast, it is expected that the Impact Fee revenue will grow and be a larger part of the future funding of the projects. The increase in the level of private development activity will provide opportunities for the City to undertake projects with various infrastructure improvements in conjunction with the developments; and to construct roadway improvements that will be cost effective and timely.

City of Oakley
 FY 2015/16 Project Summary
 Capital Improvement Program for Fiscal Years 2015/16 to 2019/20

FY 15/16 Proposed Revenues

	General Capital Projects	Main Street Fund	TIF	Measure J	Gas Tax	CFD	Stormwater Fund	2012 Bond Benefit	Facility Fund	LLD	Park Impact Fee
FY 14/15 Fund Balance	\$ 805,717	\$ 302,686	\$ 315,530	\$ 362,333	\$ 806,251	\$ 1,121,424	\$ 1,042,362		\$ 195,000	\$ 520,000	\$ (28,813)
FY 15/16 Revenues	\$ 1,753,316	\$ 150,000	\$ 1,800,000	\$ 512,000	\$ 810,351	\$ 289,000	\$ 461,000	\$ 64,000	\$ 50,000	\$ -	\$ 900,000
FY 15/16 Operational Expenditures	\$ 92,267	\$ 4,000	\$ 177,267	\$ 183,800	\$ 778,721	\$ 198,650	\$ 522,047		\$ 27,000	\$ -	\$ 56,000
Total Available for Capital Projects	\$ 2,466,766	\$ 448,686	\$ 1,938,263	\$ 690,533	\$ 837,881	\$ 1,211,774	\$ 981,315	\$ 64,000	\$ 218,000	\$ 520,000	\$ 815,187

FY 15/16 Proposed Expenditures

#	Project	FY 15/16 Total	General Capital Fund	Main Street Fund	TIF	Measure J	Gas Tax	CFD	Stormwater Fund	2012 Bond Benefit	Facility Fund	LLD	Park Impact Fee
39	Hill Avenue Multi-use trail	\$ 250,000										\$ 250,000	
147	East Cypress Road Widening	\$ 420,000			\$ 420,000								
165	Main Street Realignment (Vintage Parkway to 2nd Street)	\$ 3,225,000	\$ 1,761,000	\$ 350,000	\$ 800,000				\$ 250,000	\$ 64,000			
166	Hwy 160-Main Street Gateway Sign and Landscaping Project	\$ 500,000	\$ 150,000	\$ 50,000		\$ 300,000							
167	FY 2015/16 Street Repair and Resurfacing	\$ 1,200,000	\$ 200,000			\$ 300,000	\$ 700,000						
168	FY 2015/16 Street Restriping	\$ 50,000				\$ 50,000							
169	FY 2015/16 Curb, Gutter, & Sidewalk Repair and Reconstruction	\$ 80,000					\$ 80,000						
170	FY 2015/16 Frontage Gap Closure Improvements	\$ 225,000			\$ 225,000								
171	FY 2015/16 Storm Drain Improvements	\$ 100,000							\$ 100,000				
172	FY 2015/16 Traffic Calming Project	\$ 50,000			\$ 50,000								
173	ORB Buildings Rehabilitation	\$ 40,000									\$ 40,000		
174	Dry Utility Infrastructure to 1530 Neroly Road	\$ 200,000	\$ 200,000										
	Total	\$ 6,340,000	\$ 2,311,000	\$ 400,000	\$ 1,495,000	\$ 650,000	\$ 780,000	\$ -	\$ 350,000	\$ 64,000	\$ 40,000	\$ 250,000	\$ -
	Remaining Unassigned Balances		\$ 155,766	\$ 48,686	\$ 443,263	\$ 40,533	\$ 57,881	\$ 1,211,774	\$ 631,315	\$ -	\$ 178,000	\$ 270,000	\$ 815,187



Proposed Projects for FY 2015/16 CIP

Project 39, Hill Avenue Multi-Use Trail – This project will construct a pre-fabricated bridge over Marsh Creek from the Marsh Creek Glenn park to provide access to the Marsh Creek trail from the neighborhood via Hill Avenue. The project design is nearly complete and the final stage of regulatory agency permit processing is underway. Construction of the project is anticipated to start in fall 2015. Total Budget- \$250,000 (\$250,000 Marsh Creek Glen Lighting and Landscape District Zone LLD).

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

Project 165, Main Street Realignment (Vintage Parkway to 2nd Street) - This project will continue the improvements that started in the downtown area on Main Street three years ago by constructing new curb, gutter, sidewalk, paving, and streetscape from Norcross Lane to Second Street. A new traffic signal will be constructed at the intersection of Main Street and Norcross Lane and there will also be traffic signals interconnect between the three traffic signals on Main Street at Vintage Parkway, Norcross Lane, and O'Hara Avenue. This signal interconnection will help in traffic flow along Main Street. At the intersection of Main Street and 2nd Street there will be a roadway realignment to better define the transition point between the core downtown area and the rest of Main Street as determined in the downtown "Visioning" project in 2014. Total Budget- \$ 3,225,000 (\$1,461,000 SAFETEA-LU Federal Grant), (\$800,000 TIF), (\$300,000 General Capital Projects Fund), (\$350,000 Main Street Fund), (\$250,000 Storm water Fund), (\$64,000 - 2012 Bonds Annual Refinancing Benefit)

Project 166, Hwy 160-Main Street Gateway Sign & Landscaping Project – This project will landscape the area in between the Hwy 160 ramps and Main Street to provide an enhanced gateway to the City of Oakley. A new gateway sign will be inside the off-



ramp area from Highway 160 to Main Street. The new landscaping will greatly improve this area as a gateway to Oakley. This work will also complement the new Hwy 160 improvements that provide connector ramps to Hwy 4 and to the Main Street resurfacing project (Bridgehead Road to Big Break Road) that will take place in summer 2015. Total Budget- \$500,000 (\$150,000 General Capital Projects Fund), (\$300,000 Measure J Fund), (\$50,000 Main Street Fund).

Project 167, FY 2015/16 Street Repair & Resurfacing - This project will repair the base and surface failures and resurface streets throughout the City as a part of a comprehensive program to maintain the streets for the community. The resurfacing project for FY 2015/16 will focus on subdivisions south of Oakley Road, west of Empire Avenue, and subdivisions north and south of Laurel Road and east of Main Street. Total Budget- \$1,200,000 (\$700,000 Gas Tax), (\$300,000 Measure J), (\$200,000 General Capital Projects Fund).

Project 168, FY 2015/16 Street Restriping- This project will restripe various City streets each year to help maintain the streets that are delineated and marked clearly for public use for motorists and pedestrians. The work performed under this project focuses on the streets that are not in the plan for resurfacing in the next 2 years and need the striping for lane delineation (centerline, edge line, cross walk, pavement marking) to provide safe streets for the community. Total Budget- \$50,000 (\$50,000 Measure J).

Project 169, FY 2015/16 Curb, Gutter, and Sidewalk Repair and Reconstruction- This project will coordinate with the responsible property owners to repair and reconstruct damaged and broken concrete curbs, gutters, and sidewalk throughout the City to eliminate trip and fall accidents caused by sidewalks and curbs uplifted by tree root overgrowth and to provide safe streets for the community. This project works in coordination with the 50-50 cost share program that helps the property owners in the City to address concrete sidewalk and curb and gutter uplifts caused by tree root overgrowth. Total Budget- \$80,000 (\$80,000 Gas Tax)

Project 170, FY 2015/16 Frontage Gap Closure Improvements - This project will construct localized curb, gutter, sidewalk, ADA ramps, and pavement widening improvements that are necessary for vehicular and pedestrian safety and will likely not be provided for by future private developments. The project for FY 2015/16 will widen the street and construct curb and sidewalks on Main Street south of East Cypress Road. Total Budget- \$225,000 (\$225,000 TIF)



Project 171, FY 2015/16 Storm Drain Improvements - This project will construct storm drain systems on West Bolton Road. This area does not have a formal storm drain system and has experienced chronic flooding during the rainy season. Total Budget- \$100,000 (\$100,000 Storm water Fund)

Project 172, FY 2015/16 Traffic Calming Project – The traffic flow in the community has become one of the major issues that the Police and Public Works Departments handle on a regular basis. The adoption of the new neighborhood traffic calming plan in November 18, 2014 by the City Council established the frame work and guidelines for processing various traffic calming requests. This is the first year that a project has been added in the CIP dedicated to Traffic Calming and is intended to address various traffic calming requests based on priority and order received. Total Budget- \$50,000 (\$50,000 TIF)

Project 173, Oakley Recreation Building (ORB) Rehabilitation – The condition of the ORB building will deteriorate without maintenance and up-keep. This project will paint the exterior of the buildings to protect them from weather elements. The project will also replace the interior floors to provide a safe and solid floor for all the users of the facility. Total Budget- \$40,000 (\$40,000 Capital Facilities Maintenance and Repairs Fund)

Project 174, Dry Utility Infrastructure to 1530 Neroly Road – City of Oakley owns several parcels of land at corner of Empire Avenue and Neroly Road in front of Diamond Hill Athletic Club. There are no dry utilities (i.e. electric, gas, TV, Communications) at these parcels and in order for the City to sell the property at best price and value, this project will design and construct the dry utilities to the site. Total Budget- \$200,000 (\$200,000 General Fund)

Completed Projects in FY 2014/15

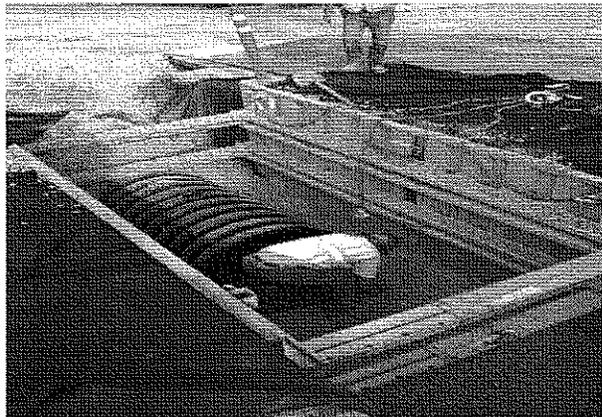
PROJECT LOCATIONS	
A Main Street Median Improvement Project	F Laurel Road Widening Project
B Main Street Storm Drain Improvement Project	G City Park Security Camera Installation Project
C Street Resurfacing and Repair Project	H City Street Restriping Project
D Traffic Signal Modernization Project	
E Traffic Safety Improvement Project	



A Main Street Median Improvement Project

Main Street Median Improvement Project

This project removed the old Caltrans landscaping and irrigation between Empire Avenue and Vintage Parkway, and installed new landscaping and water efficient irrigation and stamped concrete consistent with the City's standards. The median rehabilitation will enhance the appearance and aesthetics of the Main Street corridor when approaching Downtown Oakley.



B Main Street Storm Drain Improvement Project

Main Street Storm Drain Improvement Project

This project installed infiltration basins to alleviate the long term flooding that has been a major health and safety concern on the north side of Main Street between Seventh Street and O'Neil Court. The infiltration basins capture the storm water off the roadway providing a safer path of travel.



C Street Resurfacing and Repair Project

Street Resurfacing and Repair Project

This project removed the asphalt paving around many of the manholes on Neroly Road from Empire Avenue to Brown Road that were unsafe and hazardous for vehicles and motorcycles. The project also repaired pavement and curb and gutter failures on Empire Avenue and numerous base failures on Laurel Road. The work was a key factor in keeping those streets in good condition ahead of the rainy season.



D Traffic Signal Modernization Project

Traffic Signal Modernization Project

This project included the modification to existing traffic signals and street lighting on Main Street and Empire Avenue. This project installed new illuminated street name signs, pedestrian push buttons, pedestrian countdown clocks, as well as replaced the street lights with L.E.D. lighting on the traffic signal poles.



E Traffic Safety Improvement Project

Traffic Safety Improvement Project

The project installed flashing advanced warning and cross-walk signs on O'Hara Avenue in front of O'Hara Park School and on Carpenter Road near Almond Grove School. Additionally, new flashing signs were installed on Carpenter Road and Vineyard Drive that replaced outdated cross-walk beacons. The new flashing signs are push button activated and flash high intensity LED lights to warn vehicles that pedestrians may be crossing the street. Two electronic radar feedback signs were also installed on Brownstone Road.



F Laurel Road Widening Project

Laurel Road Widening Project

This project widened the north side of Laurel Road from O'Hara Avenue to Rose Avenue to two lanes. The project also included half the median islands, storm drain improvements, landscaping and irrigation, and LED street lighting.



G City Park Security Camera Installation Project

City Park Security Camera Installation Project

This project replaced old analog security cameras with 44 new digital security cameras at 10 of the City's parks. The new cameras have been extremely effective and as a result several vandals have been apprehended.



H City Street Restriping Project

Street Restriping Project

This project restriped several streets in the community. The scope of work includes repainting centerlines, edge lines and legends. The project included striping work on Brownstone Road, O'Hara Avenue, Anderson Lane, and the Walnut Meadows subdivision



INTERNAL SERVICE FUNDS

Program Costs and Revenues

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

Program Description

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

Staffing Summary

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

Program Objectives

The Equipment and Vehicle Replacement Fund budget includes expenditures to replace and outfit 3 patrol cars, 6 network switches, all of the patrol vehicle computers, replace 10 workstations and upgrade several more, and replace/upgrade the City's software to Microsoft Office 2013.

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

Program Changes

No program changes.



FUND 501 EQUIPMENT REPLACEMENT FUND

Revenues

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

Expenditures

Vehicles	\$105,000
Vehicle Equipment	\$ 45,000
Vehicle Computers	\$ 60,000
Network Switches/Warranties	\$ 30,500
MS Office 2013 Upgrade	\$ 21,000
Workstations	\$ 15,750
Interfund Charges	\$ 2,500
Total Expenditures	<u>\$279,750</u>

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Est. Accum Depr BOY	2,931	3,056	3,156	3,256	3,331
Est. New Depreciation	325	325	325	325	325
Est. Deletions (Replaced assets)	(200)	(225)	(225)	(250)	(250)
Est. Accum Depr EOY	3,056	3,156	3,256	3,331	3,406
Net additions to reserve (including interest, asset sales, and insurance recoveries)	106	205	205	255	265
Reserve Bal BOY	1,267	1,093	1,070	1,022	1,024
Equipment Replacements/ Expenditures	(280)	(228)	(253)	(253)	(253)
Reserve Bal EOY	1,093	1,070	1,022	1,024	1,036
Target @ 50% Accum Depr.	1,528	1,578	1,628	1,666	1,703

BOY= Beginning of the year
EOY=End of the year



PLANNED REPLACEMENTS FOR 2015-2016			
Description	Quantity	Estimated Cost/Unit*	Total Estimated Cost
Patrol Vehicles	3	\$35,000	\$105,000
Patrol Vehicle Equip.	3	\$15,000	\$45,000
Vehicle Computers **	25	\$5,600	\$60,000
Network Switches and Warranties	6	\$5,083	\$30,500
MS Office Upgrade	55	\$381	\$21,000
Workstations	10	\$1,575	\$15,750
Totals			\$ 277,250

*Amounts shown include equipment and installation/implementation costs.

**Vehicle computer replacements for all patrol vehicles are being in part paid for out of police transition costs. Replacement, configuration and installation is estimated at approximately \$140,000 in total.

FUND 502 CAPITAL FACILITIES MAINTENANCE & REPLACEMENT FUND

Revenues

Transfers in	\$50,000
Total Revenues	\$50,000

Expenditures

City Council Chambers	\$25,000
Oakley Recreation Bldg.	\$40,000
Interfund Charges	\$ 2,000
Total Expenditures	\$67,000

Fund Balances in Fund 502 are projected to be \$178,000 at July 1, 2016; and Staff believes that amount is sufficient to meet the policy target of enough to pay for 5 years' estimated costs.



AGENCY FUNDS

Program Costs and Revenues

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

Program Description

The City currently has two Assessment District debts outstanding:

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

Staffing Summary

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

Program Objective

The primary operating objectives for the City remain unchanged for fiscal year 2015-2016: to ensure the assessment and collection of the assessments, to make the debt service payments, oversee the services provided by the contractors, and ensure the preparation of all required public reporting.

Program Changes

No program changes.



2004-1 ASSESSMENT DISTRICT DEBT
Fund 621

ESTIMATED REVENUES		
Assessment Revenues	Interest Income	Total Revenues
\$1,155,207	\$5,000	\$1,160,207

RECOMMENDED EXPENDITURES			
Principal	Interest	Administration	Total Expenditures
\$370,000	\$766,607	\$23,600	\$1,160,207

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
2015-16	\$370,000	\$766,606	\$1,136,606
2016-17	\$390,000	\$746,412	\$1,136,412
2017-18	\$405,000	\$724,794	\$1,129,794
2018-19	\$430,000	\$701,563	\$1,131,563
2019-20	\$450,000	\$676,644	\$1,126,644
Other Years	\$11,120,000	\$5,703,172	\$16,823,172
Totals	\$13,165,000	\$9,319,191	\$22,484,191



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

ESTIMATED REVENUES		
Assessment Revenues	Interest Income	Total Revenues
\$747,703		\$747,703

RECOMMENDED EXPENDITURES			
Principal	Interest	Administration	Total Expenditures
\$240,000	\$484,903	\$22,800	\$747,703

DEBT LISTING:

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

Fiscal Year	Principal	Interest	Total Debt Service
2015-16	\$240,000	\$896,606	\$1,136,606
2016-17	\$255,000	\$881,412	\$1,136,412
2017-18	\$270,000	\$859,794	\$1,129,794
2018-19	\$280,000	\$851,563	\$1,131,563
2019-20	\$295,000	\$831,644	\$1,126,644
Other Years	\$8,110,000	\$2,103,960	\$10,213,960
Totals	\$9,450,000	\$6,424,979	\$15,874,979



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 recommended 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 2015-2016 helps in moving that restoration forward.



The anticipated transition to a mostly in-house Police Department is included in the Plan, 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; and while the Plan shows its balance decreasing gradually over the 10 year period, adjustments during the period are to be expected and projected in the Plan, even at 10 years out, to remain above 20%.

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

(10 Year Plan attached.)

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

Description	General Character	(Dollars in Thousands)												Total	
		Actual 12/13	Actual 13/14	Projected 14/15	Proposed 15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24		24/25
General Purpose Revenues															
Property Taxes	Recurring	1,914	\$1,941	\$2,493	\$2,642	\$2,774	\$2,913	\$3,058	\$3,211	\$3,372	\$3,541	\$3,718	\$3,903	\$4,099	33,231
PT in Lieu of VLF	Recurring	1,793	1,927	2,002	2,121	2,227	2,338	2,455	2,578	2,707	2,842	2,984	3,134	3,290	26,678
State Prop 1A Loan/Repayment w/2% int.	On Occasion	473													0
Sales & Use Tax	Recurring	1,617	1,521	1,482	1,598	1,678	1,762	1,850	1,942	2,039	2,141	2,249	2,361	2,479	20,099
Motor Vehicle In-Lieu Fees	Recurring	19	16	16	0	0	0	0	0	0	0	-	-	-	0
Trans. Occupancy Tax (TOT)	Recurring	196	195	240	240	252	265	278	292	306	322	338	355	372	3,019
Real Property Transfer Tax	Recurring	137	147	150	150	158	165	174	182	191	201	211	222	233	1,887
Franchise Fees	Recurring	1,115	1,230	1,243	1,293	1,358	1,426	1,497	1,572	1,650	1,733	1,819	1,910	2,006	16,263
Business License Tax	Recurring	107	111	107	110	112	114	117	119	121	124	126	129	131	1,204
Traffic Fines	Recurring	155	130	128	128	134	141	148	156	163	172	180	189	199	1,610
Interest Income	Recurring	21	58	130	130	175	185	195	195	195	210	210	225	225	1,945
Subtotal General Purpose		7,547	7,276	7,991	8,412	8,868	9,309	9,772	10,247	10,746	11,285	11,835	12,428	13,034	105,936
Fee/Reimbursement Revenues															
Building Permits/Plan Check/Rental Inspections	Recurring	816	939	550	822	941	969	1,248	1,285	1,324	1,363	1,404	1,446	1,490	12,291
Engineering Fees	Recurring	10	22	20	21	22	23	24	26	27	28	30	31	33	264
Planning Fees	Recurring	11	13	11	8	8	9	9	10	10	11	11	12	12	101
Law Enforcement Fees/Reimbursement Revenues	Recurring	27	45	89	79	81	84	86	89	92	94	97	100	103	906
Recreation Fees	Recurring	71	73	54	49	51	54	57	60	63	66	69	72	76	616
City Admin Fees	Recurring	306	338	170	261	299	308	646	658	670	683	696	709	723	5,653
Interfund Cost Recoveries (operations)	Recurring	5,359	4,942	5,473	5,602	5,916	6,355	6,876	7,473	8,111	8,790	9,515	10,269	11,056	79,963
Interfund Cost Recoveries (charging grant funds)	one-time	21	17	14	3										3
Other Miscellaneous Fees & Charges	Rec & one-time	107	153	213	88	91	93	96	99	102	105	108	111	115	1,009
Subtotal Fee/Reimbursement Revenues		6,728	6,542	6,594	6,933	7,410	7,895	9,043	9,699	10,397	11,140	11,930	12,752	13,608	100,805
Total General Operating Revenues		14,275	13,818	14,585	15,345	16,277	17,204	18,815	19,946	21,144	22,425	23,765	25,179	26,641	206,741
Release of Dutch Slough Fund Balance Reserves	one-time	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Proceeds from the Sale of Property	one-time			135											
Total Sources of Funds		14,275	13,818	14,720	15,345	16,277	17,204	18,815	19,946	21,144	22,425	23,765	25,179	26,641	206,741

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

Description	General													Total 15/16-24/25	
	Character	Actual 12/13	Actual 13/14	Projected 14/15	Proposed 15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24		24/25
Department Expenses															
City Council	Recurring	62	57	62	62	65	65	68	68	72	72	75	75	79	702
Elections	Recurring	17	0	25	0	27	0	29	0	31	0	34	0	36	157
City Manager	Recurring	381	403	448	431	453	475	569	597	627	659	692	726	762	5,991
Economic Development	Recurring	153	147	194	203	213	224	295	310	325	341	359	377	395	3,042
Community Outreach	Recurring	66	92	115	107	112	118	124	130	137	143	151	158	166	1,346
Human Resources	Recurring	32	23	67	77	81	85	89	94	98	103	108	114	119	968
Maintenance Custodial	Recurring	46	48	70	70	74	77	81	85	89	94	98	103	109	880
City Clerk	Recurring	234	220	244	230	242	254	326	343	360	378	397	416	437	3,381
Finance	Recurring	527	541	648	634	666	699	804	844	886	931	977	1,026	1,077	8,544
Information Technology	Recurring	214	222	243	242	254	267	280	294	309	324	341	358	375	3,044
Public Safety	Recurring	7,168	7,445	8,647	8,986	8,556	9,433	9,905	10,625	11,157	11,964	12,563	13,441	14,113	110,742
City Attorney	Recurring	214	203	205	200	210	221	232	243	255	268	281	295	310	2,516
Animal Control	Recurring	191	194	198	222	233	245	257	270	283	298	312	328	344	2,792
Planning	Recurring	299	326	372	340	357	375	464	487	511	537	563	592	621	4,846
Building Inspection	Recurring	616	472	396	429	450	473	497	521	548	575	604	634	666	5,396
Code Enforcement/Rental Inspections	Recurring	40	105	263	320	336	353	370	389	408	429	450	473	496	4,025
Public Works/Engineering	Recurring	1,106	857	828	931	978	1,026	1,148	1,205	1,265	1,329	1,395	1,465	1,538	12,280
Public Works Maintenance	Recurring	97	109	189	169	177	186	196	205	216	226	238	250	262	2,126
Recreation	Rec & one-time	330	378	538	493	518	544	571	599	629	661	694	728	765	6,201
Parks	Recurring	378	372	390	482	506	531	618	649	681	715	751	789	828	6,551
Department Expenditures:		12,171	12,214	14,142	14,628	14,506	15,650	16,922	17,959	18,888	20,046	21,082	22,347	23,501	178,980
Non-Departmental Expenses															
Other Non-Departmental Expenses	Recurring	416	477	504	693	721	750	780	811	843	877	912	948	986	8,320
Equipment Replacement (exp & reserve)	Recurring	280	249	50	100	200	200	250	260	270	280	290	300	310	2,460
Capital Facilities Mtc & Replacement (exp & reserve)	Recurring	0	0	0	50	30	40	50	50	50	50	50	50	50	470
Interim Needs/Contingency	Recurring	11	162	316	618	613	661	715	759	798	847	891	944	993	7,838
Amount charged to Departments	Recurring	(909)	(904)	(819)	(1,173)	(1,336)	(1,423)	(1,566)	(1,651)	(1,733)	(1,826)	(1,915)	(2,015)	(2,111)	(16,749)
Total Non-Department Expend.		(202)	(16)	51	288	228	228	228	228	228	228	228	228	228	2,340
Total Expenditures		11,969	12,198	14,193	14,916	14,734	15,878	17,150	18,187	19,116	20,274	21,310	22,575	23,729	181,320
Net General Operating Revenue (Expense)			1,620	527	429	1,543	1,325	1,665	1,759	2,027	2,151	2,454	2,604	2,912	
Transfers and Loans															
Transfers to Active Roadway Maintenance Programs	recurring	(43)	(44)	(100)	(225)	(300)	(450)	(600)	(650)	(750)	(750)	(850)	(900)	(1,000)	(6,475)
Transfer to Reserve for Street Maintenance	recurring			(75)	(150)	(250)	(400)	(400)	(400)	(500)	(600)	(700)	(750)	(850)	(5,000)
Transfers to Main Street Fund	recurring	(25)	(25)	(100)	(150)	(300)	(450)	(600)	(650)	(750)	(750)	(850)	(900)	(1,000)	(6,400)
Transfers to General Capital Projects Fund	one-time	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Loans to Public Facilities Fee Fund/Repayments	one-time	(75)	(75)	(281)	(5)	125	306	0	0	0	0	0	0	0	426
Total Transfers		(143)	(144)	(556)	(530)	(725)	(994)	(1,600)	(1,700)	(2,000)	(2,100)	(2,400)	(2,550)	(2,850)	(17,449)
Use of Fund Balance															
For General Fund One Time uses	one-time	(224)		(2,035)	(800)										
Transfer to General Capital Projects Fund	one-time	0	(272)	(1,065)	(200)										
Economic Development Loans	one-time		(400)	400											
Anticipated Sales Tax Allocation Correction	one-time		(45)	(135)											
Total Net Sources (Uses) of Funds		1,939	759	(2,864)	(1,101)	818	331	65	59	27	51	54	54	62	

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

Description	General Character	(Dollars in Thousands)													
		Actual 12/13	Actual 13/14	Projected 14/15	Proposed 15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Summary of Recurring and One-Time Amounts															
Recurring Activities Summary															
Revenues		13,781	13,801	14,571	15,342	16,277	17,204	18,815	19,946	21,144	22,425	23,765	25,179	26,641	
Expenditures/ Including Transfers and Loans		12,016	12,250	14,454	15,335	15,584	17,178	18,750	19,887	21,116	22,374	23,710	25,125	26,579	
Revenues over (under) Expenditures		1,765	1,551	117	7	693	25	65	59	27	51	54	54	62	
One-Time Activities Summary															
Revenues		494	(383)	414	3	125	306	0	0	0	0	0	0	0	
Expenditures/ Including Transfers and Loans		96	409	3,395	1,111	0	0	0	0	0	0	0	0	0	
Revenues over (under) Expenditures		398	(792)	(2,981)	(1,108)	125	306	0	0	0	0	0	0	0	
Total Recurring and One-Time		2,163	759	(2,864)	(1,101)	818	331	65	59	27	51	54	54	62	
														Total 15/16-24/25	
Assigned Revenues/Police															
State COPS Grant (SLESF)	one-time	114	117	100	100	100	100	100	100	100	100	100	100	100	1,000
P-6 Police Services Assessments	Recurring	2,857	3,058	3,308	3,421	3,626	3,950	4,352	4,822	5,327	5,867	6,446	7,047	7,673	52,531
School Resource Officer Grant	one-time	55	55	55	55	55	55	55	55	55	55	55	55	55	550
Police Equip./Traffic Grants	one-time														0
Subtotal Assigned Police Revenues		3,026	3,230	3,463	3,576	3,781	4,105	4,507	4,977	5,482	6,022	6,601	7,202	7,828	54,081
														180	
														200	
														200	
														250	
														250	
														250	
														250	
Restricted Police Expenditures															
State COPS Grant (SLESF)	one-time	114	117	100	100	100	100	100	100	100	100	100	100	100	1,000
P-6 Supported Police Services	Recurring	2,857	3,058	3,308	3,421	3,626	3,950	4,352	4,822	5,327	5,867	6,446	7,047	7,673	52,531
School Resource Officer Grant	one-time	55	55	55	55	55	55	55	55	55	55	55	55	55	550
Police Equip./Traffic Grants	one-time														0
Subtotal Restricted Police Expenditures		3,026	3,230	3,463	3,576	3,781	4,105	4,507	4,977	5,482	6,022	6,601	7,202	7,828	54,081
Rollover Balances*															
		0	0	0	0	0	0	0	0	0	0	0	0	0	0

Description	General Character	(Dollars in Thousands)												Total 15/16-24/25	
		Actual 12/13	Actual 13/14	Projected 14/15	Proposed 15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24		24/25
Parks, Landscaping & Lighting Revenues															
Community Parks	Recurring	1,115	1,132	1,085	1,128	1,195	1,263	1,344	1,426	1,510	1,595	1,683	1,772	1,862	14,777
	one-time														0
<i>Loan from General Fund, if necessary</i>															
Street Lighting	Recurring	201	206	213	218	228	239	251	264	277	290	303	316	329	2,716
	one-time	162	156	121	102	108	114	119	125	131	139	147	157	168	1,309
<i>Transfer in from Gas Tax Fund</i>															
Neighborhood Parks	Recurring	1,908	1,962	2,033	2,177	2,284	2,393	2,517	2,644	2,774	2,909	3,048	3,191	3,338	27,274
Total Parks, Landscaping & Lighting Revenues		3,386	3,456	3,452	3,625	3,814	4,009	4,231	4,458	4,692	4,933	5,181	5,435	5,697	46,076
Parks, Landscaping & Lighting Expenditures															
Community Parks	Recurring	818	891	930	915	1,011	1,061	1,114	1,170	1,229	1,290	1,355	1,422	1,493	12,060
	one-time	0	88	43	1						18	18	18	55	
<i>Repay General Fund Loans</i>															
Street Lighting	Recurring	348	337	329	320	336	353	370	389	408	429	450	473	496	4,025
Neighborhood Parks	Recurring	1,640	1,740	2,242	2,585	2,356	2,426	2,499	2,574	2,651	2,731	2,813	2,897	2,984	26,517
Total Parks, Landscaping & Lighting Expenditures		2,806	3,056	3,544	3,821	3,702	3,840	3,984	4,133	4,288	4,450	4,636	4,810	4,992	42,657
Rollover Balances															
Community Parks (Including Loans & Reserves)		955	1,108	1,220	1,432	1,616	1,818	2,047	2,303	2,584	2,890	3,200	3,531	3,882	
Street Lighting (Including Reserves)		149	174	179	179	179	179	179	179	179	179	179	179	179	
Neighborhood Parks (Including Reserves)		4,675	4,897	4,688	4,280	4,208	4,175	4,192	4,261	4,384	4,562	4,797	5,091	5,445	
Roadway Maintenance Revenues															
Gas Tax Revenues	Recurring	835	1,084	1,196	810	851	893	938	985	1,034	1,085	1,140	1,197	1,257	10,188
Measure J Revenues	Recurring	913	510	513	512	538	564	593	622	653	686	720	756	794	6,440
Transfers in from the General Fund for Current Capital Projects		68	69	895	375	600	900	1,200	1,300	1,500	1,500	1,700	1,800	2,000	12,875
General Fund Transfers to the Street Maintenance Reserve Fund				75	150	250	400	400	400	500	600	700	750	850	5,000
Streets Related Grants				1,029	1,461										
Total Roadway Maintenance Revenues		1,816	1,663	3,708	3,308	2,238	2,758	3,130	3,307	3,687	3,872	4,260	4,503	4,901	29,503
Roadway Maintenance Expenditures															
Gas Tax Expenditures for roadway repairs & maintenance	Recurring	303	425	464	677	393	429	469	510	903	947	992	1,040	1,089	7,448
	one-time	(162)	(156)	(121)	(102)	(108)	(114)	(119)	(125)	(131)	(139)	(147)	(157)	(168)	(1,309)
<i>Transfer to Street Lighting Fund</i>															
<i>Used for Capital Projects (for new or expanded roadways)</i>															
	one-time	(308)	(496)	(503)	(780)	(350)	(350)	(350)	(350)	(350)	(350)	(350)	(350)	(350)	(2,180)
Measure J Expenditures for roadway repairs & maintenance	Recurring	72	76	89	184	149	314	343	372	653	686	720	756	794	4,973
	one-time	(417)	(468)	(550)	(650)	(389)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(1,789)
<i>Used for Capital Projects (for new or expanded roadways)</i>															
Use of General Fund Transfers/Grants	one-time	358	98	1,993	2,090	600	900	1,200	1,300	1,500	1,500	1,700	1,800	2,000	14,590
Use of Street Maintenance Reserves															0
Total Roadway Maintenance Expenditures & Transfers		1,620	1,719	3,720	4,483	1,988	2,358	2,730	2,907	3,187	3,272	3,560	3,753	4,051	32,289
Rollover Balances		1,453	1,397	1,385	210	460	860	1,260	1,660	2,160	2,760	3,460	4,210	5,060	

Description	General Character	(Dollars in Thousands)												Total 15/16-24/25	
		Actual 12/13	Actual 13/14	Projected 14/15	Proposed 15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24		24/25
Drainage and Stormwater Revenues															
Community Facilities District Assessments	Recurring	285	293	289	288	297	306	315	324	334	344	354	365	376	3,302
Stormwater Assessments	Recurring	485	489	461	461	475	489	504	519	534	550	567	584	602	5,285
Total Drainage and Stormwater Revenues		770	782	750	749	771	795	818	843	868	894	921	949	977	8,586
Drainage and Stormwater Expenditures															
Community Facilities District Drainage Maintenance	Recurring	109	75	668	199	297	306	315	324	334	344	354	365	376	3,213
Stormwater Program Expenditures	Recurring	378	404	607	498	475	489	504	519	534	550	567	584	602	5,322
Total Drainage and Stormwater Expenditures		487	479	1,275	697	771	795	818	843	868	894	921	949	977	8,534
Rollover Balances		2,434	2,737	2,212	2,264	2,264	2,264	2,264	2,264	2,264	2,264	2,264	2,264	2,264	
Other Grant Revenues															
Recycling Grant	one-time	9	24	15	10	0	0	0	0	0	0	0	0	0	10
Oakley Welcoming (You+Me=We)	one-time	66	72	80	78	0	0	0	0	0	0	0	0	0	78
Recreation Grants (Misc)	one-time	0	0	15	0	0	0	0	0	0	0	0	0	0	0
Vesper Grant	one-time	32	27	21	7	0	0	0	0	0	0	0	0	0	7
Urban Forestry Grant			22	0	0										0
Measure WW			0	405											
Total Other Grant Revenues		107	145	536	95	0	95								
Other Grant Expenditures															
Recycling Grant	one-time	9	24	15	10	0	0	0	0	0	0	0	0	0	10
Oakley Welcoming (You+Me=We)	one-time	66	72	80	78	0	0	0	0	0	0	0	0	0	78
Recreation Grants (Misc)	one-time	0	0	15	0	0	0	0	0	0	0	0	0	0	0
Vesper Grant	one-time	32	27	21	7	0	0	0	0	0	0	0	0	0	7
Urban Forestry Grant		0	22	0	0										0
Measure WW			111	294											
Total Other Grant Expenditures		107	256	425	95	0	95								
Rollover Balances															
Recycling Grant		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oakley Welcoming (You+Me=We)		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Recreation Grants		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vesper Grant		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Urban Forestry Grant		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Measure WW			(111)	0	0	0	0	0	0	0	0	0	0	0	0
Qualifying Capital Projects	recurring	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Long-Term Analysis of General Fund Fund Balances

Restricted Fund Balances:

For Dutch Slough	559	559	559	559	559	559	559	559	559	559	559	559	559	559
For Loans/Interfund Advances Receivable	1,051	1,409	2,763	2,742	2,592	2,261	2,236	2,211	2,186	2,161	2,118	2,075	2,032	
Receivable for State Prop 1A Loan	0													
For Termination Payouts	81	118	125	125	125	125	125	125	125	125	125	125	125	
Land Held for Resale (3)	2,222	2,222	2,052	2,052	2,052	2,052	2,052	2,052	2,052	2,052	2,052	2,052	2,052	
Funds held for Redevelopment dispute resolution with State (4)	1,575	1,575												

Unrestricted Fund Balances

	5,501	7,702	4,750	3,665	4,498	4,844	4,924	4,998	5,040	5,106	5,193	5,280	5,375
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as a % of the Next Year's General Fund Expenditures

			31%	24%	26%	26%	25%	24%	23%	22%	21%	20%	
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- (1) Fund balances are affected by both operations as shown in the 10 Year Plan Projections above and from the repayment of interfund and other loans.
- (2) For the purposes of this analysis, the repayment of interfund loans is planned to occur as soon as practicable.
- (3) For the purposes of this analysis, the land held for resale is acknowledged but the proceeds of sale is not relied upon. A portion of the property is currently in contract to be sold.
- (4) Disputed resolved favorably in July 2014.

Definition of Changes and Assumptions for 15/16 and thereafter

General Purpose Revenues

Property tax and Property Tax in Lieu reflects growth of 5%.

Transfer taxes reflect 5% per year in growth.

Sales Tax uses Sales Tax Consultant estimate for 15/16 (increase of 7+%), and annual growth of 5% thereafter.

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

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

Traffic Fines reflect annual growth of 5%.

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

P-6 revenue growth is based on projected subdivision activity; and annual growth in per Police services costs. Growth is estimated at approximately 3% for 15/16, 0% for 16/17 and at 5% per year thereafter.

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 are projected to increase 3% in 15/16, recover the transition costs to an in-house department in 16/17, provide for an increase in funding of 5% each year thereafter,

and add two officers in 16/17 and one additional officer approximately every other year thereafter.

Recreation expenses include growth of 5% per year.

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

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

Non-Departmental Expenditures

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

Contributions to the Equipment Replacement Reserve Fund were reduced during the recession, and are projected to increase again on a phased basis, until revenues are sufficient to return the reserve to full funding.

Until then, the 10 Year Plan includes funding anticipated to maintain a balance of at least \$1 million.

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

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

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

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

Transfers and Loans

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

Where included, transfers to fund the Streets Maintenance Reserve Fund are set aside during good times so that maintenance activities can occur when appropriate and sustained during recessionary periods.

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

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

Use of Fund Balance Reserves

Release and use of Dutch Slough Reserves. The City has reserves of approximately \$559,000 for Dutch Slough parks. This line will show when amounts are thought to be appropriated.

Assigned Revenues

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

The growth in Police services costs is being projected at 3% for 15/16, 0% for 16/17 and 5% per year thereafter.

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

Roadway Maintenance revenues are estimated to grow with development, and the Plan shows an aggressive restoration of additional transfers from the General Fund as revenues become available.

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

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

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

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

Assigned Expenditures

Community Parks expenditures are limited to growth of 5% per year in order to continue repaying the General Fund loan and adequately funding its Capital Asset Lifecycle Replacement Reserves.

As more of our community parks are at least several years old, starting in 15/16, 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 15/16, an additional amount has been added to each year for the use of equipment replacement reserves.

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

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

Grants

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



CONTRACTS ANALYSIS

Contractor	Services		Funding Summary	
Contra Costa County Sheriff	Police Staffing	\$7,500,785	General Fund – Taxes	\$4,249,785
	Forensics and Other Support Services	\$256,000	P-6 Special Taxes	\$3,408,000
			Annual State COPS Grant (Supplemental Law Enforcement Services Funds)	\$99,000
	Total	\$7,756,785	Total Contract	\$7,756,785
County Animal Services	Animal Control	\$221,697	General Fund-Taxes	\$221,697
County Library	Augmented Library Services	\$17,972	General Fund- Taxes	\$17,972
Antai Network Services	Information Services	\$160,500	General Fund-Taxes 65%	\$104,325
			Cost Recoveries 35%	\$56,175
			Total Contract	\$160,500
Dean Hurney Inspection Svcs	Plan Check/ ADA	\$82,000	General Fund – Permit Fees	\$82,000
TRB & Associates	Building Official Svcs	\$88,000	General Fund – Permit Fees	\$88,000
Bear Electrical	Signal Maintenance	\$50,000	Gas Tax	\$50,000
	Street Light Maintenance	\$25,000	Lighting Assessments	\$25,000
Cole Management and Engineering	Public Works Inspection Services	\$65,000	Capital Improvement Funds	\$65,000



Contractor	Services		Funding Summary	
Contract Sweeping Services	Street Sweeping	\$150,000	Stormwater Assessments	\$150,000
East Bay Construction Co.	Parks and Landscaping Maintenance	\$311,200	Landscape Assessments	\$311,200
TerraCare Landscape Co.	Parks and Landscaping Maintenance	\$594,500	Landscape Assessments	\$594,500
Commercial Support Services	Park Maintenance Services	\$58,910	Landscape Assessments	\$58,910
KB Security	Cameras and Video Surveillance	\$25,000	Landscape Assessments	\$25,000
Cota Cole & Associates	Legal Services	\$130,000	General Fund Taxes	\$90,000
			Capital Projects and/or Other Funds	\$25,000
			Successor Agency	\$15,000
			Total Contract	\$130,000
Municipal Pooling Authority of Northern California	Insurance and Claims Administration	\$210,785	General Fund Taxes 65%	\$137,010
			Cost Recoveries 35%	\$73,775
			Total Contract	\$210,785
Paychex	Payroll Processing	\$19,000	General Fund Taxes 65%	\$12,350
			Cost Recoveries 35%	\$6,650
			Total Contract	\$19,000



APPROPRIATIONS LIMIT

The passage of Propositions 4 and 111 defined the basis for an annual appropriation limit for state and local entities. The limit is applicable to the spending of taxes, as defined in the Constitution and in State Proposition 4/111 implementation Guidelines. Fees and voter approved special taxes are exempted. The Limit is recalculated each year and applied to appropriations subject to the limit. The calculation of the Limit allows for increases proportional to increases in population and growth in the State per capita income, and/or growth in commercial and industrial assessed values. The City's Limit for fiscal year 2015-2016 is \$9,459,079.

**CITY OF OAKLEY
APPROPRIATIONS LIMIT CALCULATION
FOR FISCAL YEAR 2015-2016**

<i>Beginning Limit (FY 2014-2015):</i>	\$8,955,217
<i>Per Capita Income Growth Factor</i>	X1.0382
<i>Higher of:</i>	
<i>County Population Growth Factor or City Population Growth Factor</i>	<u>x1.0174</u>
<i>Limit (FY 2015-2016):</i>	<u>\$9,459,079</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 2015-2016 calculation.

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GLOSSARY OF BUDGET TERMINOLOGY

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

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



Internal Service Fund (ISF)

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

Lighting and Landscaping District:

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

Measure J:

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

Motor Vehicle License Fee:

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



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

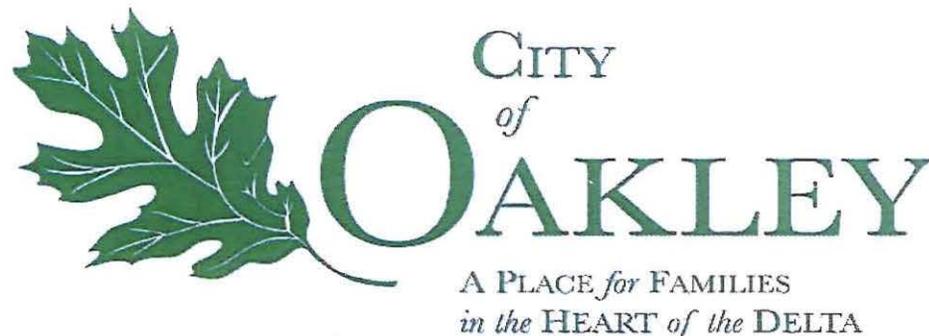


Successor Agency:	With the dissolution of the Oakley Redevelopment Agency on February 1, 2012, the City elected to become the Successor Agency to the Redevelopment Agency, responsible for preserving and administering its non-housing related assets, paying and ensuring performance of its obligations,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

5-Year Capital Improvement Program

For Fiscal Years 2015/16 to 2019/20

ADOPTED



City of Oakley
 FY 2015/16 Project Summary
 Capital Improvement Program for Fiscal Years 2015/16 to 2019/20

FY 15/16 Proposed Revenues		General Capital Projects	Main Street Fund	TIF	Measure J	Gas Tax	CFD	Stormwater Fund	2012 Bond Benefit	Facility Fund	LLD	Park Impact Fee
	FY 14/15 Fund Balance	\$ 805,717	\$ 302,686	\$ 315,530	\$ 362,333	\$ 806,251	\$ 1,121,424	\$ 1,042,362		\$ 195,000	\$ 520,000	\$ (28,813)
	FY 15/16 Revenues	\$ 1,753,316	\$ 150,000	\$ 1,800,000	\$ 512,000	\$ 810,351	\$ 289,000	\$ 461,000	\$ 64,000	\$ 50,000	\$ -	\$ 900,000
	FY 15/16 Operational Expenditures	\$ 92,267	\$ 4,000	\$ 177,267	\$ 183,800	\$ 778,721	\$ 198,650	\$ 522,047		\$ 27,000	\$ -	\$ 56,000
	Total Available for Capital Projects	\$ 2,466,766	\$ 448,686	\$ 1,938,263	\$ 690,533	\$ 837,881	\$ 1,211,774	\$ 981,315	\$ 64,000	\$ 218,000	\$ 520,000	\$ 815,187

FY 15/16 Proposed Expenditures		FY 15/16 Total	General Capital Fund	Main Street Fund	TIF	Measure J	Gas Tax	CFD	Stormwater Fund	2012 Bond Benefit	Facility Fund	LLD	Park Impact Fee
39	Hill Avenue Multi-use trail	\$ 250,000										\$ 250,000	
147	East Cypress Road Widening	\$ 420,000			\$ 420,000								
165	Main Street Realignment (Vintage Parkway to 2nd Street)	\$ 3,225,000	\$ 1,761,000	\$ 350,000	\$ 800,000				\$ 250,000	\$ 64,000			
166	Hwy 169-Main Street Gateway Sign and Landscaping Project	\$ 500,000	\$ 150,000	\$ 50,000		\$ 300,000							
167	FY 2015/16 Street Repair and Resurfacing	\$ 1,200,000	\$ 200,000			\$ 300,000	\$ 700,000						
168	FY 2015/16 Street Restriping	\$ 50,000				\$ 50,000							
169	FY 2015/16 Curb, Gutter, & Sidewalk Repair and Reconstruction	\$ 80,000					\$ 80,000						
170	FY 2015/16 Frontage Gap Closure Improvements	\$ 225,000			\$ 225,000								
171	FY 2015/16 Storm Drain Improvements	\$ 100,000							\$ 100,000				
172	FY 2015/16 Traffic Calming Project	\$ 50,000			\$ 50,000								
173	ORB Buildings Rehabilitation	\$ 40,000									\$ 40,000		
174	Dry Utility Infrastructure to 1530 Neroly Road	\$ 200,000	\$ 200,000										
	Total	\$ 6,340,000	\$ 2,311,000	\$ 400,000	\$ 1,495,000	\$ 650,000	\$ 780,000	\$ -	\$ 350,000	\$ 64,000	\$ 40,000	\$ 250,000	\$ -
	Remaining Unassigned Balances		\$ 155,766	\$ 48,686	\$ 443,263	\$ 40,533	\$ 57,881	\$ 1,211,774	\$ 631,315	\$ -	\$ 178,000	\$ 270,000	\$ 815,187

City of Oakley
Funding Summary
Capital Improvement Program for Fiscal Years 2015/16 to 2019/20

Funding Source						
	15/16	16/17	17/18	18/19	19/20	Total
Traffic Impact Fee	\$ 1,495,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 7,495,000
CFD Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stromwater Fund	\$ 350,000	\$ 75,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ 525,000
Park Impact Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Measure J	\$ 650,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,650,000
Gas Tax	\$ 780,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 2,180,000
Main Street Fund	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Grant	\$ 1,461,000	\$ 1,400,000	\$ -	\$ -	\$ -	\$ 2,861,000
Facility Fund	\$ 40,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 90,000
2012 Bond Benefit	\$ 64,000	\$ -	\$ -	\$ -	\$ -	\$ 64,000
LLD	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
General Capital Fund	\$ 850,000	\$ 600,000	\$ 900,000	\$ 1,200,000	\$ 1,300,000	\$ 4,850,000
Total	\$ 6,340,000	\$ 4,175,000	\$ 3,075,000	\$ 3,325,000	\$ 3,450,000	\$ 20,365,000

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2015/16 to 2019/20

Project Title:	Hill Avenue Multi-Use Trail	Project Proponent:	Public Works and Engineering
Project Category:	Parks and Trails	Project Manager:	City Engineer
Project Type:	Trail	Project Number:	39
Project Priority:	Immediate	In Redevelopment Area:	No
Project Description:	Construct a bridge over Marsh Creek from the Marsh Creek Glen park to provide access to the Marsh Creek trail.		
Project Justification:	The trail and bridge crossing are identified in the City of Oakley Parks Master Plan. This bridge and connection to Marsh Creek provides safe access to the residents of the area to enjoy all the recreational opportunities along the Marsh Creek Trail.		

PROJECT FINANCING DETAILS

Project Expenditures	14/15	15/16	16/17	17/18	18/19	19/20	Total
Planning & Design	\$ 30,000						\$ 30,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 220,000					\$ 220,000
Operating Costs							\$ -
TOTAL	\$ 30,000	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Project Funding	14/15	15/16	16/17	17/18	18/19	19/20	Total
Traffic Impact Fee							\$ -
L&L District		\$ 250,000					\$ 250,000
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Unfunded							\$ -
TOTAL	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Comments: The construction of this project had been delayed due to regulatory agency review and processing. It is anticipated that regulatory agency review and approval will be secured by summer 2015 and construction to start by fall 2015.

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2015/16 to 2019/20

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

PROJECT FINANCING DETAILS

Project Expenditures	14/15	15/16	16/17	17/18	18/19	19/20	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 420,000					\$ 420,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 420,000	\$ -	\$ -	\$ -	\$ -	\$ 420,000

Project Funding	14/15	15/16	16/17	17/18	18/19	19/20	Total
Traffic Impact Fee		\$ 420,000					\$ 420,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Unfunded							\$ -
TOTAL	\$ -	\$ 420,000	\$ -	\$ -	\$ -	\$ -	\$ 420,000

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

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2015/16 to 2019/20

Project Title:	Main Street Realignment (Vintage Parkway to Second Street)	Project Proponent:	Public Works and Engineering
Project Category:	Streets	Project Manager:	City Engineer
Project Type:	Street realignment and reconstruction	Project Number:	165
Project Priority:	Immediate	In Successor Agency Area:	Yes
Project Description:	This street realignment and reconstruction will improve the traffic flow and safety for motorists and pedestrians in downtown.		
Project Justification:	The downtown visioning project that was completed in 2014 outlined the vision and plan for downtown Oakley into the future. Building upon the success of the improvements to the Main Street and down in past years, this project reconstructs Main Street from Civic Center towards 2nd Street. The improvements include construction of new traffic signal at Norcross Lane, new streetscape, new curb gutter and sidewalks and street lighting. The Federal grant for this project provides a great opportunity to improve Main Street in downtown area and promote the growth and vitality of downtown Oakley.		

PROJECT FINANCING DETAILS

Project Expenditures	14/15	15/16	16/17	17/18	18/19	19/20	Total
Planning & Design		\$ 325,000					\$ 325,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 3,000,000					\$ 3,000,000
Operating Costs							\$ -
TOTAL		\$ 3,325,000	\$ -	\$ -	\$ -	\$ -	\$ 3,325,000

Project Funding	14/15	15/16	16/17	17/18	18/19	19/20	Total
Traffic Impact Fee		\$ 800,000					\$ 800,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
General Capital Fund		\$ 300,000					\$ 300,000
Measure J							\$ -
Gas Tax		\$ 1,461,000					\$ 1,461,000
Stormwater Fund		\$ 250,000					\$ 250,000
2012 Bond Rebate		\$ 64,000					\$ 64,000
Main Street Fund		\$ 350,000					\$ 350,000
Unfunded							\$ -
TOTAL	\$ -	\$ 3,225,000	\$ -	\$ -	\$ -	\$ -	\$ 3,225,000

Comments: The City has secured a Federal grant, Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) for this project and the funding is in the State Transportation Improvement Program (TIP) for Fiscal Year 2015-18.

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2015/16 to 2019/20

Project Title:	Hwy 160-Main Street Gateway Sign and Landscaping Project	Project Proponent:	Public Works and Engineering
Project Category:	Streets	Project Manager:	City Engineer
Project Type:	Street landscaping and sign construction	Project Number:	166
Project Priority:	Immediate	In Successor Agency Area:	Yes
Project Description:	This project will landscape the area in between the Hwy 160 ramps and Main Street to provide an enhanced gateway to City of Oakley.		
Project Justification:	Main Street and Hwy 160 intersection is a major entrance to the City of Oakley and lack of landscaping and official gateway sign has been a concern for the community for a number of years and this project will provide a much improved gateway entrance to the City of Oakley by installing a gateway sign and landscaping and irrigation in the Highway 160 off-ramp at Main Street.		

PROJECT FINANCING DETAILS

Project Expenditures	14/15	15/16	16/17	17/18	18/19	19/20	Total
Planning & Design		\$ 25,000					\$ 25,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 450,000					\$ 450,000
Operating Costs		\$ 25,000					\$ 25,000
TOTAL		\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

Project Funding	14/15	15/16	16/17	17/18	18/19	19/20	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J		\$ 300,000					\$ 300,000
Gas Tax							\$ -
Developer							\$ -
General Capital Fund		\$ 150,000					\$ 150,000
Main Street Fund		\$ 50,000					\$ 50,000
Unfunded							\$ -
TOTAL	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2015/16 to 2019/20

Project Title:	FY 2015-16 Street Repair and Resurfacing Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Pavement Preservation and Rehabilitation	Project Number:	167
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will perform pavement repairs and resurfacing to preserve the street infrastructure throughout the City		
Project Justification:	Street repair and resurfacing is critical on keeping the quality of the City's street infrastructure in good condition and prevent the necessity of costly reconstruction of streets due to the lack of proper rehabilitation and maintenance. This work not only improves the quality of City streets, but also the quality life for community residents. This project for FY 2015/16 will repair and resurface several areas that need Sierra Crete remediation including areas south of Oakley Road, north of Main street, and north of Laurel Road.		

PROJECT FINANCING DETAILS

Project Expenditures	14/15	15/16	16/17	17/18	18/19	19/20	Total
Planning & Design		\$ 60,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 180,000
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 300,000	\$ 1,140,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 2,920,000
Operating Costs							\$ -
TOTAL	\$ 300,000	\$ 1,200,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 3,100,000

Project Funding	14/15	15/16	16/17	17/18	18/19	19/20	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J	\$ 150,000	\$ 300,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 850,000
Gas Tax	\$ 150,000	\$ 700,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,450,000
Developer							\$ -
General Capital Fund		\$ 200,000					\$ 200,000
Grant (see comments)							\$ -
Unfunded							\$ -
TOTAL	\$ 300,000	\$ 1,200,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 3,500,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2015/16 to 2019/20

Project Title:	FY 2014/15 Street Restriping Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Pavement Striping and Marking	Project Number:	168
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will perform pavement striping throughout the City		
Project Justification:	Street pavement striping wears out under normal traffic usage and weather elements. Lack of clear striping on the City streets creates safety issues that need to be addressed by the Public Works Department. This project performs annual restriping and marking of streets to improve the quality of striping on all City streets and enhance safety for the public.		

PROJECT FINANCING DETAILS

Project Expenditures	14/15	15/16	16/17	17/18	18/19	19/20	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 25,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 175,000
Operating Costs							\$ -
TOTAL	\$ 25,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 175,000

Project Funding	15/16	14/15	16/17	17/18	18/19	19/20	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J		\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Unfunded							\$ -
TOTAL	\$ -	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000

Comments:

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

Project Title:	FY 2015-16 Curb, Gutter, & Sidewalk Repair and Reconstruction Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Concrete curb, gutter, and sidewalk repair and reconstruction	Project Number:	169
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will repair and replace the existing damaged and broken concrete curb, gutter, and sidewalks throughout the City		
Project Justification:	Curb, gutter, and sidewalks are damaged and uplifted by tree root overgrowth and create safety hazard for pedestrians and a liability for the City with trip and fall accidents. As a part of this project, the concrete ADA ramps at street intersections will be inspected and upgarded to new standards.		

PROJECT FINANCING DETAILS

Project Expenditures	14/15	15/16	16/17	17/18	18/19	19/20	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 40,000	\$ 80,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 520,000
Operating Costs							\$ -
TOTAL	\$ 40,000	\$ 80,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 520,000

Project Funding	14/15	15/16	16/17	17/18	18/19	19/20	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax		\$ 80,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 480,000
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Unfunded							\$ -
TOTAL	\$ -	\$ 80,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 480,000

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

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2015/16 to 2019/20

Project Title:	FY 2015-16 Frontage Gap Closure Improvement Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	New concrete Curb, Gutter, and Asphalt Paving	Project Number:	170
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will construct new curb, gutter, and street paving on Main Street south of Cypress Road to close the gaps that exist in this section of road.		
Project Justification:	Lack of connectivity and continuity in curb, gutter, sidewalks, and pavement not only creates safety issues for pedestrians, but also impacts the community image. This project will enhance the public infrastructure system in the City.		

PROJECT FINANCING DETAILS

Project Expenditures	14/15	15/16	16/17	17/18	18/19	19/20	Total
Planning & Design		\$ 10,000					\$ 10,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 215,000					\$ 215,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000

Project Funding	14/15	15/16	16/17	17/18	18/19	19/20	Total
Traffic Impact Fee		\$ 225,000					\$ 225,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Unfunded							\$ -
TOTAL	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000

Comments: The majority of gap closures projects have been completed and any future gap closure projects will be a part of various street improvement and widening projects that include right of way acquisition or utility relocations.

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2015/16 to 2019/20

Project Title:	FY 2015-16 Storm Drain Improvement Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Storm Drain infrastructure Construction	Project Number:	171
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will construct new storm drain pipes and inlet on West Bolton Road to provide drainage relief from chronic flooding.		
Project Justification:	The construction of drainage systems and facilities helps in addressing chronic flooding problems. West Bolton Road does not have a storm drain system and is flooded each time it rains. This not only impacts the street, but also the private homes in the area that get flooded as result of lack of a storm drain system.		

PROJECT FINANCING DETAILS

Project Expenditures	14/15	15/16	16/17	17/18	18/19	19/20	Total
Planning & Design		\$ 5,000					\$ 5,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 95,000					\$ 95,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Project Funding	14/15	15/16	16/17	17/18	18/19	19/20	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Stormdrain Fund		\$ 100,000					\$ 100,000
TOTAL	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2015/16 to 2019/20

Project Title:	FY 2015/16 Traffic Calming Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Neighborhood Traffic Calming	Project Number:	172
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will construct and install safety traffic calming measures.		
Project Justification:	The demand for traffic calming in residential streets throughout the city has increased over the past years and staff from Police and Public Works Department have been actively working with residents on addressing various safety traffic related issues and concerns in the community. For FY 2015/16 this new Traffic Calming Project is proposed to consolidate all traffic safety and calming components together. The implementation of traffic calming measures will require a dedicated funding source and its own project to be sustainable and successful moving forward into future years.		

PROJECT FINANCING DETAILS

Project Expenditures	14/15	15/16	16/17	17/18	18/19	19/20	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Project Funding	14/15	15/16	16/17	17/18	18/19	19/20	Total
Traffic Impact Fee		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Stormdrain Fund							\$ -
TOTAL	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2015/16 to 2019/20

Project Title:	ORB Building Rehabilitation	Project Proponent:	Public Works and Engineering
Project Category:	Facility	Project Manager:	City Engineer
Project Type:	Building Rehabilitation	Project Number:	173
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will paint the outside of ORB buildings and install new flooring in the rooms and restrooms.		
Project Justification:	The ORB buildings are in need of rehabilitation due to the age of facility. Painting the outside of these buildings will protect the exterior from rain and wind that can cause damage to the structure over time. The rooms inside the ORB buildings need a new floor as the existing flooring has been worn out by heavy usage and has to be replaced.		

PROJECT FINANCING DETAILS

Project Expenditures	14/15	15/16	16/17	17/18	18/19	19/20	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 40,000					\$ 40,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000

Project Funding	14/15	15/16	16/17	17/18	18/19	19/20	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Facility Fund		\$ 40,000					\$ 40,000
Other (see comments)							\$ -
Stormdrain Fund							\$ -
TOTAL	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000

Comments:

City of Oakley
Capital Improvement Project Information Sheet
Capital Improvement Program for Fiscal Years 2015/16 to 2019/20

Project Title:	Dry Utility Infrastructure to 1530 Neroly Road	Project Proponent:	Public Works and Engineering
Project Category:	Facility	Project Manager:	City Engineer
Project Type:	Utility Construction	Project Number:	174
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will provide joint trench and dry utilities to a City owned property at 1530 Neroly Road		
Project Justification:	City of Oakley owns several parcels of land at corner of Empire Avenue and Neroly Road in front of Diamond Hill Athletic Club. There is no dry utilities (i.e. electric, gas, TV, Comm) at these parcels and in order for the City to sell the property at best price and value, this project will design and construct the dry utilities to the site.		

PROJECT FINANCING DETAILS

Project Expenditures	14/15	15/16	16/17	17/18	18/19	19/20	Total
Planning & Design		\$ 25,000					\$ 25,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 175,000					\$ 175,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Project Funding	14/15	15/16	16/17	17/18	18/19	19/20	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
General Fund		\$ 200,000					\$ 200,000
Other (see comments)							\$ -
Stormdrain Fund							\$ -
TOTAL	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Comments: