

**CITY OF OAKLEY**  
**ANNUAL OPERATING AND**  
**CAPITAL BUDGETS**  
**FISCAL YEAR 2020-2021**



**OAKLEY**  
—  —  
**CALIFORNIA**

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

**Fiscal Year 2020-2021**

### **INTRODUCTION**

It is my pleasure to present the Fiscal Year 2020-2021 Preliminary Budget for your consideration. The Preliminary Budget is structurally balanced and continues to provide the base operations of the City, though with a reduction of transfers for capital projects due to the impacts of COVID-19.

Through February of 2020, the City continued to see modest benefits from improvement in the local economy. Employment continued to improve gradually and both business and building activity continued to increase. Then, in March the local, national and global economy were sent into a tailspin due to the spread of COVID-19. The Federal and State governments determined which businesses were essential or non-essential and orders were given for all non-essential businesses to close their doors and for all non-essential workers to shelter in place. Schools were closed, and parents were suddenly given the responsibility of caring for their children and assisting them with their school studies in their own homes. Prior to March, the United States economy was experiencing a 50-year low unemployment rate of 3.5%. It is now expected that the unemployment rate could be over 20% before the COVID-19 pandemic is fully under control.

If there is any silver lining in this dark COVID-19 cloud for the City of Oakley, it would be that Sales Tax revenues are less than 9% of our General Fund revenues. Therefore, the financial impact of COVID-19 is not expected to be nearly as bad for the City of Oakley's operational budget as it will be for many of the surrounding cities that have much higher Sales Tax revenues. Property Tax-related revenues are the major source of General Fund revenues for and Fiscal Year 2020-21 property taxes and assessments are based on property valuations as of January 2020. There should actually be a roughly 5% increase in property tax revenues; however, due to the many uncertainties that

accompany COVID-19, we are projecting Property Tax-related revenues to increase by 1% and hoping that the economy turns around quickly and without a significantly negative impact on property values for future fiscal years.

As always, we have developed the Preliminary Budget with restraint and a focus on core services. The Budget includes some decreases in revenue, most notably in sales tax revenues. As the economy struggles to recover from the impacts of COVID-19, the City is expected to experience a slight decrease in new housing development compared to the pace of development that we were experiencing prior to COVID-19. Projected development-related revenues for Fiscal Year 2020-21 are nearly 24% percent lower than Fiscal Year 2019-20. The Fiscal Year 2020-21 revenue projections are based on the addition of 150 single-family housing units and 130 apartment units. While there have been some minor reallocations of staff time amongst the various divisions and departments, in almost all respects there are no significant changes in the Preliminary Budget compared to the previous fiscal year's Adopted Budget.

Lastly, though reduced compared to transfers in recent years, the Preliminary Budget provides some General Fund allocations to support roadway maintenance. We will need to augment these allocations more in future years to keep pace with the cost to maintain City streets prudently and effectively; and, a deferral of this maintenance will only cost more in the end. The proposed allocation to the Equipment Replacement Reserve Fund ensures that adequate funds are set aside to replace existing assets when they reach the end of their useful lives.

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 2020-21 Budget projects a \$54 billion deficit and we will need to continue to monitor how the State takes action to address that deficit. In previous years, the State has worked to take local revenues away to help solve the State's deficit – we are hopeful that is not the case this time.

As always, the City's 2020-21 Preliminary Budget does not include all that we know is on the wish list, but what is presented here remains lean, structurally balanced, and true to the City's current strategic priorities.

### **GENERAL FUND**

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

The General Fund Budget includes \$20,769,293 in recurring revenues, and recurring expenditures are approximately \$20,730,007, including \$1,100,000 in recurring transfers to other funds. (The total of \$21,330,007 in proposed expenditures includes \$600,000 of other transfers out). As stated previously, the decrease in revenues compared to last fiscal year is largely due to decreases in sales taxes, franchise fees, developer fees and estimated inter-fund charges – all related to the impacts of COVID-19. Estimated expenditures are approximately 9.5% lower than fiscal year 2019-2020, due primarily to the \$1.35 million decrease in transfers out.

Available Fund Balance at June 30, 2020 is projected to be an adequate \$5.7 million, or approximately 27% of projected Fiscal Year 2020-2021 recurring expenditures (City policy is to maintain at least a 20% reserve). As noted in the 10-Year Plan, the Budget has been prepared to ensure that recurring revenues remain in excess of recurring expenditures.

### **TRANSFERS**

In pre-recession years, the Budget included larger recurring transfers for road maintenance and for the Main Street Fund. As mentioned, this year's Preliminary Budget includes a continued transfer to the Roadway Maintenance Reserve Fund, and there is a significant transfer for overall street maintenance projects. The Preliminary Budget proposes \$1.7 million of transfers for the following purposes:

- \$350,000 to the Main Street Fund
- \$350,000 to the Reserve for Roadway Maintenance
- \$500,000 to the General Capital Projects Fund for street and pavement repairs
- \$290,000 to the Equipment & Vehicle Replacement Fund
- \$135,000 to the Public Facilities Reserve and Replacement Fund
- \$75,000 to the Downtown Revitalization 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. Staff is recommending a change to the reserve policy for the Equipment Replacement Fund. Last year's reserve policy called for a reserve of at least 20% of total assets. This year, staff has scheduled out the vehicles and computer equipment, along with their estimated lives and replacement values, and determined that the cost to replace existing vehicle and computer equipment is approximately \$290,000 per year, which is the amount that the General Fund is transferring into the Equipment Replacement Fund in Fiscal Year 2020-2021. Vehicles and equipment are assumed to have a five-year to

twenty-year lifecycle, depending on their types and uses. The revised policy will ensure the City's ability to replace assets when they reach the end of their useful lives.

### **RECENT ACCOMPLISHMENTS**

As a team, the City Council and all City departments and divisions 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 fiscal year include:

- Received an unqualified opinion from the City's auditors, completed the Comprehensive Annual Financial Report and received the Excellence in Reporting Award from the GFOA
- Continued to budget conservatively, manage spending and coordinate with all City departments to comply with the City's financial policies, while coping with the challenges and constraints created by the COVID-19 Pandemic
- Prepared a budget that we believe meets the requirements for the California Society of Municipal Finance Officers (CSMFO) Excellence in Budgeting Award
- Increased training opportunities for employees on the City's financial software
- Completed the construction of Police Department Locker Room and Detective Room Expansion project
- Completed the construction of Laurel Road Widening (Rose Avenue to Mellowood Drive) project
- Completed the construction of Laurel Road/Rose Avenue intersection widening and signalization project
- Completed the construction of the Athletic Field at Nunn-Wilson Park project
- Completed the installation of an emergency generator for the City Hall facilities
- Completed the construction of a new traffic signal at intersection of Empire Avenue/Gateway Drive
- Completed the construction of Duarte Ranch Park
- Completed the construction of Emerson Ranch Park
- Completed the engineering processing of a number of high profile development projects leading to the start of the construction of the projects as follows: Shiloh Subdivision (Main Street/Simoni Ranch Drive), Alicante Subdivision (Main Street), Oakley Logistics Project (Bridgehead Road), Cypress Self Storage (E. Cypress Road/Picasso Drive), Chevron Gas Station (Laurel Road/O'Hara Avenue), ARCO Gas Station (Laurel Road/Empire Avenue), and Vines Subdivision (Oakley Road)
- Reached favorable resolutions in litigation matters resulting in additional funds for the City for public works projects
- Acquired property for Main Street Development Project and Laurel Road/Rose Avenue Widening project

- Implementation of licensing under Tobacco Retailer Ordinance
- Relocated the Recreation Division operations to the Recreation Center
- Continued to distribute the Recreation Guide three times annually
- Booked over 100 picnic area rentals combined at Creekside, Summer Lake, Crockett and Nunn Wilson Parks
- Launched the Summer Concert Series in conjunction with the Friday Night Bites Program
- Distributed approximately 3,000 Shop Oakley Coupon Books
- Booked 40 rentals of the Recreation Center Great Room
- Coordinated with the Public Works Department to open the Fitness Court at the Recreation Center
- Worked with Non-Profit Sports Leagues to book approximately 4,000 hours of field usage
- Transitioned all registration, sports field reservations, picnic area reservations and indoor facility reservations to Civic Rec. Accepted over 450 transactions online, and over 750 in person transactions
- Coordinated over 20 community events including Cityhood, Heart of Oakley, Harvest Festival, Concerts, Movies in the Plaza, and more
- Increased social media presences with the use of Instagram posts
- Expanded the Hometown Decorating Contests to provide residents video and maps to visit all the homes
- Responded to all code enforcement inquires within one working day
- Issued over the counter type permits at a 95% rate, the same day
- Developed a Commercial and Industrial Property Maintenance Ordinance
- Enhanced enforcement of vacant/abandoned property maintenance standards

### **GOALS AND OBJECTIVES FOR FISCAL YEAR 2020-2021**

While COVID-19 has interrupted the usual process for the development of an updated Strategic Plan, the goals and objectives of current Strategic Plan continue to be the key priorities and the Preliminary Budget addresses the Plan's areas of focus:

- Business Growth and Downtown Revitalization
- Planned, Quality Growth
- Community Infrastructure and Traffic Safety
- Public Safety
- Parks, Streetscapes and Recreational Opportunities
- Financial Stability and Operational Excellence
- Community Outreach, Communication and Participation

The Proposed Budget reflects allocations to the City Council's existing priorities, including public safety, infrastructure maintenance, economic development, and code enforcement.

### **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 landscape districts 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. One such zone has a negative fund balance. Staff continues to manage District operations to live within our means; however, a longer-term solution will be necessary in the years ahead. Staff plans to do an asset replacement analysis in Fiscal Year 2020-2021 to achieve a better understanding of future needs.

### **INTERFUND LOANS**

One of the City's financial policies is that the City Council must approve inter-fund loans. Considering all aspects of the Preliminary Budget as presented, it appears that two funds will likely need a General Fund loan during Fiscal Year 2020-2021. Accordingly, Staff recommends approval of the following inter-fund loans 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* - 2016 Lease Revenue Bonds, The projected Development activity for Fiscal Year 2020-2021 is expected to cover the debt service for the 2016 Lease Revenue Bonds. If development does not happen as planned and there are not sufficient impact fee revenue to cover the debt, the recommendation will be for any shortage be covered by the General Fund to be a loan, so that the General Fund may be repaid in the future when more revenues become available.

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

### **CAPITAL PROJECTS**

Presented separately is the detailed Proposed Capital Improvement Program (CIP) with funds totaling \$4.9 million. The majority of the allocations are for infrastructure maintenance.

New construction and improvement projects include:

- West Cypress Road Bridge at Contra Costa Canal - Reconstruction Project
- Main Street Bridge at Contra Costa Canal - Rehabilitation Project
- Piper Lane Drainage Channel Trash Capture Device Project
- Downtown Train Platform Station & Parking Lot - Phase 1
- Laurel Road Reconstruction Project (Mellowood Drive to Main Street)
- Vintage Parkway Repair and Rehabilitation Project
- Downtown Parking Lot Construction Project
- Main Street / O'Hara Avenue Intersection Improvement Project
- Delta de Anza and Marsh Creek Trail Connection Safety Improvements Project
- FY 2020/21 Curb, Gutter and Sidewalk Repair and Reconstruction Project
- FY 2020/21 Traffic Signal Modernization Project
- FY 2020/21 Street Repair & Resurfacing
- East Cypress Road/Knightsen Avenue Intersection Signalization
- Holly Creek Park Restroom Construction Project

### **CONCLUSION**

As mentioned, this year's Preliminary Budget remains lean, structurally balanced, and true to the City Council's strategic priorities. All can take great pride in the successes over the past 21 years since Incorporation that includes a solid foundation of sound fiscal management, a lean and professional staff and a committed City Council. Thank you for your support and leadership in keeping Oakley on the path of growth and improvement!

Respectfully submitted,



Bryan H. Montgomery  
City Manager

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## COMMUNITY PROFILE



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

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

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

Oakley's 42,461 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



**Sue Higgins**  
**Vice Mayor**



**Randy Pope**  
**Councilmember**



**Kevin Romick**  
**Mayor**



**Claire Alaura**  
**Councilmember**



**Michael Krieg**  
**Councilmember**

## **CITY MANAGEMENT TEAM**

Bryan Montgomery, City Manager

Eric Christensen, Chief of Police

Tim Przybyla, Finance Director

Kevin Rohani, Public Works Director/City Engineer

Libby Vreonis, City Clerk

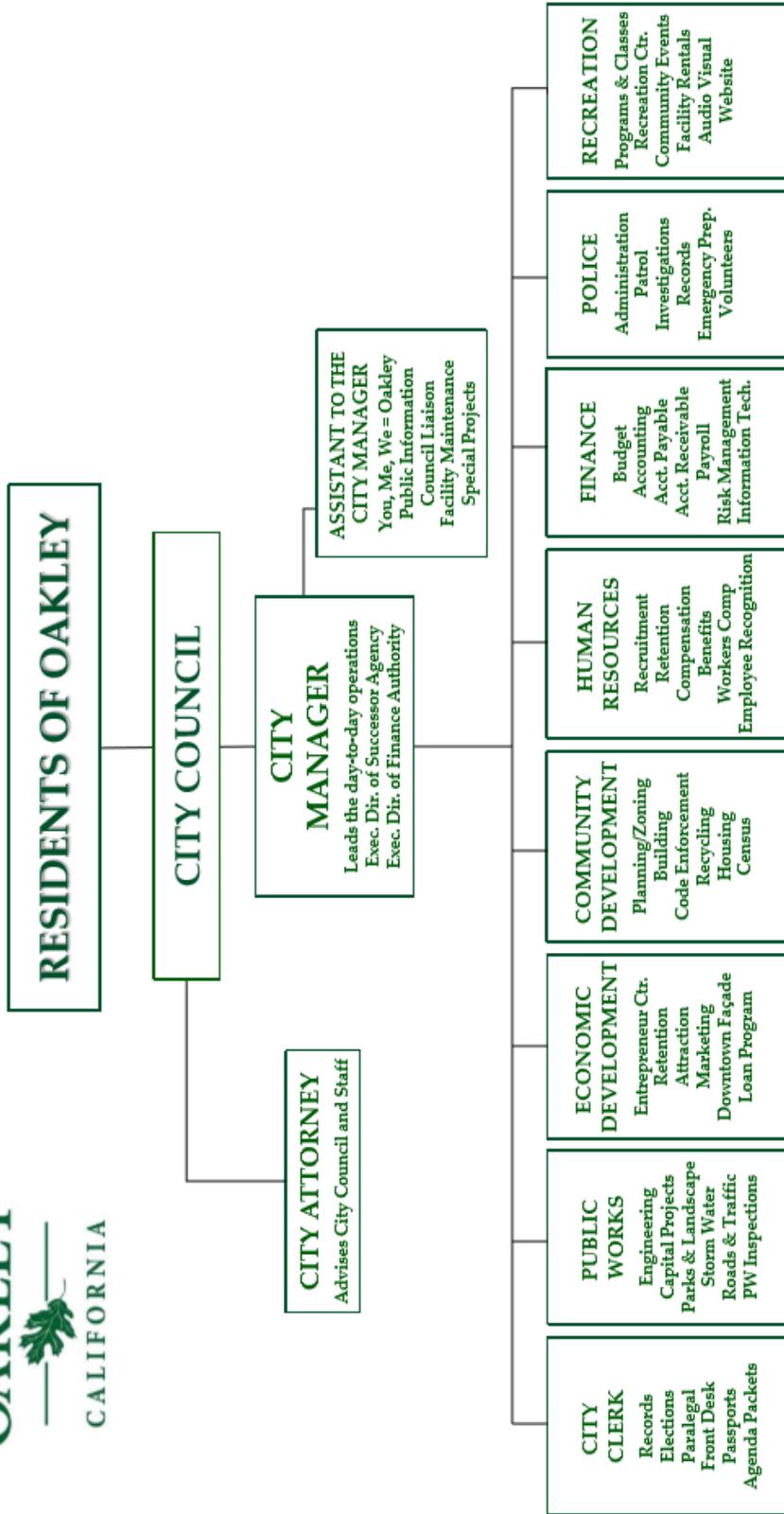
Derek Cole, City Attorney

Joshua McMurray, Community Development Director

Lindsey Bruno, Recreation Manager

Dwayne Dalman, Economic Development Manager

Nancy Marquez-Suarez, Assistant to the City Manager/HR Manager



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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	
Annual operating budgets will provide for adequate design, construction, maintenance and replacement of the City's capital plant and equipment.	No	Some older Lighting and Landscaping District zones do not have sufficient

		revenues to set aside enough to fund asset replacements when needed.
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.	Yes	
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.	Yes	
The City will avoid budgetary and accounting procedures which balance the current budget at the expense of future budgets.	Yes	
The budget will include the appropriation of available but unassigned fund balances in special purpose funds	Yes	
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.	Yes	
Prior approval of the City Manager will be required for the assignment and/or use of these appropriations.	Yes	
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.	Yes	
The City will forecast its General Fund expenditures and revenues for each of the next 10 years and will update this forecast at least annually.	Yes	

## REVENUE POLICIES

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

### **EXPENDITURE POLICIES**

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

### **CAPITAL BUDGET IMPROVEMENT BUDGET POLICIES**

The City will make all capital improvements in accordance with an adopted and funded capital improvement program (CIP).	Yes	
The City will develop an annual Five-Year Plan for	Yes	

Capital Improvements, including sections for CIP design, development, implementation, and operating and maintenance costs.		
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.	Yes	
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.	Yes	
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.	Yes	
Cost tracking for components of the CIP will be implemented and updated quarterly to ensure project completion within budget and established timelines.	Yes	
The Council will review the pavement management program each year at budget time and will seek to supplement Gas Tax, Measure J, other street improvement funds, and the Street Maintenance Reserve Fund to adequately fund the program.	Yes	
City Impact Fees shall be used to fund the direct and indirect costs associated with capital projects identified in the City's impact fee studies.	Yes	

### **OTHER CAPITAL IMPROVEMENT POLICIES**

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

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

## LONG-TERM DEBT POLICIES

<p>The City will confine normal long-term borrowing to capital improvement projects it is unable to fund from current revenues in time to meet community needs or where a fiscal analysis shows that a significant benefit would accrue from building sooner at current prices and at current interest rates.</p>	Yes	
<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>	Yes	
<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>	Yes	

The City projects that the Community Parks assessment program will, over time, be sufficient to pay for ongoing costs and repay General Fund advances (loans); but that until further development occurs in the City, the General Fund may make such advances to the Community Parks program to cover operating shortfalls. All such advances will be approved by City Council.	Yes	
Both the Original Budget adopted each year, and the Mid-Year Budget Report will include a separate section identifying anticipated interfund loans, and the City Council's approval of these reports shall be approval of the interfund loans.	Yes	
Where possible, the City will use special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.	Yes	
Proceeds of long-term debt will not be used for current ongoing operations.	Yes	

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

The City will maintain General Fund Emergency reserves at a level at least equal to 20% of general fund operating expenditures. The primary purpose of this reserve is to protect the City's essential service programs and funding requirements during periods of economic downturn (defined as a recession lasting two or more years) or other unforeseen catastrophic costs not covered by the Contingency Reserve. Should the balance in the reserve fall below the 20% threshold, a plan to restore the level over a period of no more than five years shall be included in each proposed annual budget reviewed with the City Council until the reserve has been returned to at least 20%.	Yes	
A Contingency Reserve will be budgeted each year for non-recurring unanticipated expenditures or to set aside	Yes	

funds to cover known contingencies with unknown costs.		
The level of the Contingency Reserve will be established as needed but shall not be less than 2% of General Fund operating expenditures.	Yes	
The City will establish an account to accumulate funds to be used for payment of accrued employee benefits for terminated employees. At each fiscal year end, the accumulated amount in the reserve shall be adjusted to equal the projected payout of accumulated benefits requiring conversion to pay on retirement for employees then eligible for retirement. (This is so there are funds to pay out accumulated benefits requiring conversion to pay on termination).	Yes	
The City Manager may release and appropriate funds from this reserve during the year, but solely for terminal pay expenditures.	Yes	
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.	Yes	
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.	Yes	
The City established a Vehicle and Equipment Replacement Reserve Fund for the accumulation of funds for the replacement of worn and obsolete vehicles and other capital equipment. Adequate funds shall be set	Yes	

aside to ensure that funds are available for asset replacement at the end of the assets' life cycles.		
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.	Yes	
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.	Yes	
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.	Yes	
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.	Yes	

## INVESTMENT POLICIES

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.	Yes	
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.	Yes	

The City will maintain liquid assets at a level sufficient to pay at least six months operating expenses.	Yes	
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## ACCOUNTING, AUDITING & FINANCIAL REPORTING POLICIES

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

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

### **GRANT FUNDING POLICIES**

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

### **HUMAN CAPITAL INVESTMENT POLICIES**

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

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

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

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

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

- Transfer within a fund or department
- Appropriation of unbudgeted assigned revenues – assigned revenues support a specific business or service unit and allow expansion or contraction of that unit in response to demand.
- Appropriation of asset replacement reserves, accrued benefits reserves and unassigned balances in special purpose funds.
- Appropriations of fiscal resources are approved by the City Council and managed by the City Manager

## BUDGET SCHEDULE

### FY 2020-2021 BUDGET

Date	Function
<b>January 31</b>	2020-21 Budget Instructions Distributed
<b>February 11</b>	FY 2019-20 Midyear review with City Council
<b>Week of February 10</b>	Finance Available for Budget System Training to anyone needing assistance.
<b>March 9</b>	Department Head Strategic Planning Session
<b>Week of March 9</b>	City Manager Discussions with DH's Individually, as needed
<b>March 23</b>	2019-21 Department Goals due to City Manager & Finance Director 2019-21 Operating Budgets due to Finance Director 2019-21 Final CIP Requests due to City Engineer
<b>March 23 – April 2</b>	Finance & Engineering Review Period
<b>April 7 – 11</b>	City Manager Review Period
<b>April 14 - 17</b>	City Manager Reviews with Department Heads individually, as needed
	City Council – Staff Strategic Planning Session (postponed)
<b>April 17</b>	2019-20 Departmental Accomplishments Due to City Manager & Finance Director
<b>April 21</b>	Community-Wide Strategic Planning Session (postponed)
<b>April 21 – April 28</b>	Preparation and Final City Manager Review of Proposed Budgets, CIP and Presentations
<b>April 29 – May 5</b>	Production and Distribution of Proposed Budget and CIP to Council and Staff
<b>May 26</b>	Budget Work Session
<b>June 24</b>	2020-21 Public Hearing and Budget Adoption

The development of the Fiscal Year 2020-2021 Proposed Budget was to include a City Council – Staff Strategic Planning Session on April 15<sup>th</sup> and a Community-Wide Strategic Planning Session on April 21<sup>st</sup>. Due to the onset of COVID-19 and orders to shelter in place, those meetings were not held. However, a survey was sent out to citizens of Oakley regarding their priorities for the City of Oakley Fiscal Year 2020-2021 Budget, and input received was incorporated into the budget.

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## CITYWIDE BUDGET OVERVIEW

As can be seen in the Proposed All Funds Summary on the two pages following this page, total City-wide projected revenues for Fiscal Year 2020-2021 amount to just over \$43 million, with projected expenditures of just under \$42 million. This City-wide budget is slightly larger than the Fiscal Year 2019-2020 Adopted Budget, which included just under \$41 million of revenues and just under \$41 million of expenditures. We are estimating that the total City-wide Available Resources to be \$24,582,605 at the beginning of Fiscal Year 2020-2021 and \$25,924,530 at the end of the fiscal year.

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 remediation 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, 2020 is estimated at roughly \$3 million. General Fund activity on this schedule also excludes interagency and economic development loan activity, which are required by City policy or approved separately by the City Council.

Since all revenues in excess of expenditures at year-end in the landscaping district funds are 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 fiscal year, as with all capital project appropriations. Otherwise, the beginning of the year available resources in these funds will be \$0.

The amounts shown in the appropriation of asset replacement reserves are included in the recommended expenditures. These reduce the amount of replacement reserves available for appropriation for unanticipated replacement or remediation activities.

The Successor Housing Agency Fund accounts for assets of the former Oakley Redevelopment Agency and loan repayments restricted to low and moderate income housing projects.

# PROPOSED ALL FUNDS SUMMARY

Return to TOC

Fund #	Fund Name	Estimated Available Resources July 1, 2020	Estimated Revenues 2020/21	Proposed Expenditures 2020/21	Transfers between Funds	Appropriation of Unassigned/ Available Fund Balances	Appropriation of Asset Replacement Reserves	Estimated Available Resources July 1, 2021	Additional Appropriation of Available Asset Replacement Reserves
100	General Fund	5,675,969	20,769,293	19,630,007	(1,700,000)			5,115,255	
110	Comm Facilities Dist #1 (Cypress Grove)	2,068,520	327,382	279,162				2,116,740	
123	Youth Development Fund	-						-	
125	You, Me, We = Oakley!	80,116	-	79,943				173	
132	Park Landscaping Zn 1 (Comm Parks)	2,325,312	1,492,788	1,325,382	(180,000)			2,312,718	100,000
133	LLD Zone 2 (Streetlighting)	80,669	267,469	507,532	189,722			30,328	-
136	Agricultural Preservation	7,111	-	-				7,111	
138	Economic Dev. Revolving Loan Program	6,970	219,800	291,465	75,000			10,305	
140	Gas Tax Fund	3,481	858,120	631,500	(189,722)			40,379	
141	Road Maintenance and Rehab	352,566	623,450	900,000				76,016	
145	Stormwater NPDES	96,277	451,000	547,000				277	
148	Measure J	314,876	544,550	804,000				55,426	
150	Police P-6 Fund	-	5,261,550	5,261,550				-	
151	Police SLESF Fund	-	100,425	100,425				-	
168	Athletic Field Maintenance Fund	112,751	25,000	27,000				110,751	
170	LLD Vintage Parkway	-	76,214	81,214	5,000			-	31,484
171	LLD Oakley Ranch	-	26,696	26,696				-	4,310
172	LLD Empire	-	5,284	5,284				-	20,368
173	LLD Oakley Town Center	-	11,685	11,685				-	17,381
174	LLD Oak Grove	-	29,005	29,005				-	12,741
175	LLD Laurel Woods/Luna Estates	-	8,568	8,568				-	22,700
176	LLD South Forty	-	10,113	10,113				-	10,237
177	LLD Claremont	-	7,778	9,763			1,985	-	2,606
178	LLD Gateway	-	20,110	20,110				-	44,069
179	LLD Countryside (Village Green)	-	2,900	2,900				-	6,584
180	LLD Country Fair ( Meadow Glen)	-	5,448	5,448				-	
181	LLD California Sunrise	-	4,177	4,177				-	17,565
182	LLD California Visions (Laurel)	-	13,450	13,450				-	36,928
183	LLD Claremont Heritage	-	20,240	20,240				-	50,080
184	LLD Country Fair (Meadow Glen II)	-	124,044	124,044				-	34,201
185	LLD Sundance	-	9,010	9,534			524	-	2,140
186	LLD Calif Jamboree (Laurel Anne)	-	91,184	121,184	30,000			-	84,035
187	LLD Country Place	-	23,400	43,400	20,000			-	-
188	LLD Laurel Crest	-	88,725	158,725	70,000			-	9,464
189	LLD Marsh Creek Glen	-	104,428	104,428				-	62,080
190	LLD Quail Glen	-	33,882	33,882				-	19,262
191	Cypress Grove	-	296,340	305,894	10,000		(446)	-	100,000
192	South Oakley	-	423,791	433,791	10,000			-	55,469
193	Stone Creek	-	60,440	60,440				-	64,023
194	Magnolia Park	-	773,819	783,819	10,000			-	100,000
195	Summer Lakes	-	449,897	474,897	25,000			-	100,000
201	General Capital Projects	550,400	15,000	1,060,000	500,000			5,400	
202	Traffic Impact Fee Fund	2,342,722	3,912,107	2,162,500				4,092,329	

# PROPOSED ALL FUNDS SUMMARY (continued) Return to TOC

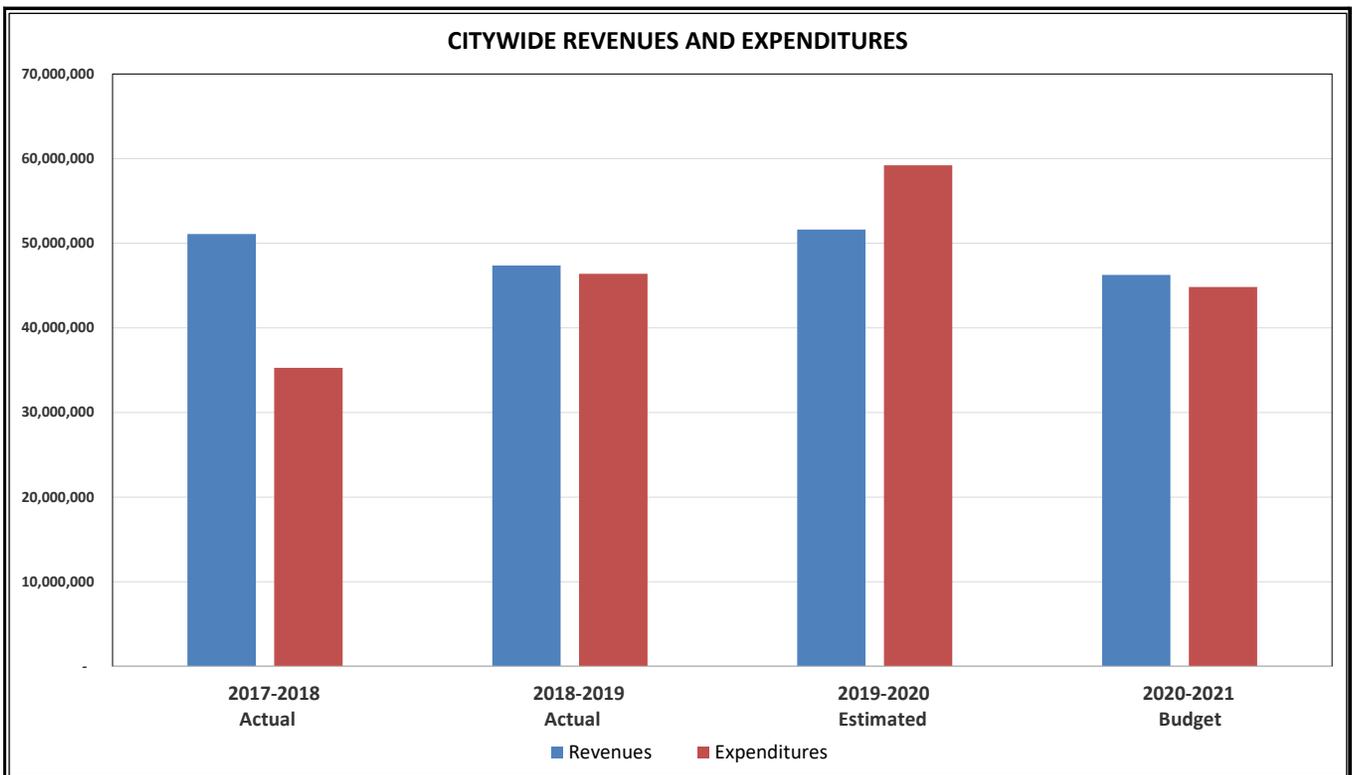
Fund #	Fund Name	Estimated Available Resources July 1, 2020	Estimated Revenues 2020/21	Proposed Expenditures 2020/21	Transfers between Funds	Appropriation of Unassigned/ Available Fund Balances	Appropriation of Asset Replacement Reserves	Estimated Available Resources July 1, 2021	Additional Appropriation of Available Asset Replacement Reserves
204	Park Impact Fee Fund	93,622	711,663	266,000				539,285	
205	Childcare Impact Fee Fund	-						-	
206	Public Facilities Impact Fee Fund	168,142	1,039,525	22,000	(673,570)			512,097	
207	Reserve for Qualifying Expenditures	-						-	
208	Fire Impact Fees Fund	-	178,245	178,245				-	
209	Proposition 1B Fund	-						-	
211	WW Parks Grant	-						-	
221	2004-1AD Capital Projects	49,050	500	100,000	62,773			12,323	
222	2006-1AD Capital Projects	435,562	1,000	-	125,170			561,732	
231	Main Street Fund	4,333	-	350,000	350,000			4,333	
232	Regional Park Fund	1,087,354	61,000	28,600				1,119,754	
235	Street Maintenance Reserve Fund	1,395,319	-	100,000	350,000			1,645,319	
301	Developer Deposits Fund	-	470,000	470,000				-	
351	2006 COPs Debt Svc Fund	41,286	2,500	673,570	673,570			43,786	
401	CFD 2015-1 (Emerson Ranch)	1,995,823	598,477	542,072				2,052,228	
402	CFD - Citywide Neighborhood	442,916	450,217	550,413				342,720	
403	CFD - Citywide Stormwater	112,518	5,116	10,000				107,634	
501	Equipment Replacement Fund	1,680,496	5,000	280,500	290,000			1,694,996	
502	Capital Facilities Mtc and Replace Fund	(1,855)	1,000	1,500	135,000			132,645	
621	AD 2004-1 Debt Svc Fund	1,086,749	1,192,175	1,090,160	(62,773)			1,125,991	
622	AD 2006-1 Debt Svc Fund	1,080,775	758,455	642,738	(125,170)			1,071,322	
712	City Redev Fund - 2008 Bond Projects	-				-		-	
761	City Redev Fund - Redevelopment Activities	-				-		-	
767	Successor Housing Agency	992,775	10,700	13,500				989,975	
	<b>Total</b>	<b>\$ 24,682,605</b>	<b>\$ 43,074,135</b>	<b>\$ 41,829,455</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,063</b>	<b>\$ 25,929,348</b>	

## CITYWIDE REVENUES BY FUND

Fund #	Fund Name	Actual Revenues & Transfers In 2017/18	Actual Revenues & Transfers In 2018/19	Estimated Revenues & Transfers In 2019/20	Estimated Revenues & Transfers In 2020/21
100	General Fund	20,966,759	21,946,310	22,146,209	20,769,293
110	Comm Facilities Dist #1 (Cypress Grove)	323,093	368,473	329,890	327,382
123	Youth Development Fund	23,395	-	-	-
125	You, Me, We = Oakley!	51,272	53,405	117,140	-
132	Park Landscaping Zn 1 (Comm Parks)	1,302,871	1,348,721	1,430,350	1,492,788
133	LLD Zone 2 (Streetlighting)	430,904	386,834	452,066	457,191
136	Agricultural Preservation	94	181	-	-
138	Economic Dev. Revolving Loan Program	206,418	576,022	220,670	294,800
140	Gas Tax Fund	-	1,792,595	1,744,675	858,120
141	Road Maintenance and Rehab	-	-	-	623,450
145	Stormwater NPDES	581,946	528,749	452,880	451,000
148	Measure J	895,973	726,058	563,150	544,550
150	Police P-6 Fund	4,220,780	4,723,889	5,264,350	5,261,550
151	Police SLESF Fund	139,963	149,787	156,950	100,425
168	Athletic Field Maintenance Fund	53,910	46,442	22,500	25,000
170	LLD Vintage Parkway	75,282	178,059	83,714	81,214
171	LLD Oakley Ranch	26,883	27,081	27,021	26,696
172	LLD Empire	5,394	6,215	6,034	5,284
173	LLD Oakley Town Center	11,654	12,435	12,435	11,685
174	LLD Oak Grove	29,036	29,659	29,605	29,005
175	LLD Laurel Woods/Luna Estates	8,584	9,489	8,568	8,568
176	LLD South Forty	10,132	10,578	10,513	10,113
177	LLD Claremont	7,814	7,991	7,928	7,778
178	LLD Gateway	20,588	22,085	21,860	20,110
179	LLD Countryside (Village Green)	2,827	3,107	3,138	2,900
180	LLD Country Fair ( Meadow Glen)	5,469	5,513	5,498	5,448
181	LLD California Sunrise	4,205	4,911	4,852	4,177
182	LLD California Visions (Laurel)	13,564	15,026	14,900	13,450
183	LLD Claremont Heritage	20,278	22,336	22,240	20,240
184	LLD Country Fair (Meadow Glen II)	124,277	126,050	125,544	124,044
185	LLD Sundance	9,071	9,182	9,135	9,010
186	LLD Calif Jamboree (Laurel Anne)	121,672	125,773	124,684	121,184
187	LLD Country Place	31,375	43,426	43,400	43,400
188	LLD Laurel Crest	119,559	120,526	129,850	158,725
189	LLD Marsh Creek Glen	94,649	101,146	104,255	104,428
190	LLD Quail Glen	30,976	32,780	33,825	33,882
191	Cypress Grove	280,066	295,724	303,884	306,340
192	South Oakley	391,804	412,527	425,423	433,791
193	Stone Creek	44,509	58,369	62,340	60,440
194	Magnolia Park	600,228	734,484	800,313	783,819
195	Summer Lakes	362,721	438,138	479,850	474,897
201	General Capital Projects	2,616,854	1,967,742	1,327,463	515,000
202	Traffic Impact Fee Fund	4,920,253	1,187,766	4,867,240	3,912,107
204	Park Impact Fee Fund	967,193	296,906	1,110,000	711,663
205	Childcare Impact Fee Fund	5,412	5,324	-	-
206	Public Facilities Impact Fee Fund	1,071,921	408,225	668,415	1,039,525
208	Fire Impact Fees Fund	3,353,041	132,662	223,460	178,245
221	2004-1AD Capital Projects	20,219	67,477	66,130	63,273
222	2006-1AD Capital Projects	90,253	96,831	90,440	126,170
231	Main Street Fund	350,000	275,000	1,350,000	350,000
232	Regional Park Fund	580,952	1,030,738	61,200	61,000
235	Street Maintenance Reserve Fund	200,000	275,000	350,000	350,000
301	Developer Deposits Fund	1,224,836	1,467,838	1,275,000	470,000
351	2006 COPs Debt Svc Fund	706,734	707,613	676,869	676,070
401	CFD 2015-1 (Emerson Ranch)	581,320	799,018	581,046	598,477
402	CFD - Citywide Neighborhood	47,703	79,014	368,094	450,217
403	CFD - Citywide Stormwater	54,449	50,821	2,257	5,116
501	Equipment Replacement Fund	337,150	418,808	170,000	295,000
502	Capital Facilities Mtc and Replace Fund	102,434	306,404	458,950	136,000
621	AD 2004-1 Debt Svc Fund	1,206,798	1,233,791	1,156,999	1,192,175
622	AD 2006-1 Debt Svc Fund	767,619	780,249	742,778	758,455
712	City Redev Fund - 2008 Bond Projects	114,346	-	-	-
761	City Redev Fund - Redevelopment Activities	108,842	196,434	250,000	250,000
767	Successor Housing Agency	19,827	75,108	13,500	10,700
	<b>Total</b>	<b>51,098,151</b>	<b>47,358,845</b>	<b>51,611,480</b>	<b>46,255,370</b>

## CITYWIDE EXPENDITURES BY FUND

Fund #	Fund Name	Actual Expenditures & Transfers Out 2017/18	Actual Expenditures & Transfers Out 2018/19	Estimated Expenditures & Transfers Out 2019/20	Proposed Expenditures & Transfers Out 2020/21
100	General Fund	19,360,180	21,392,416	24,086,227	21,330,007
110	Comm Facilities Dist #1 (Cypress Grove)	109,978	103,791	233,162	279,162
123	Youth Development Fund	23,395	6,907	-	-
125	You, Me, We = Oakley!	51,272	53,405	37,024	79,943
132	Park Landscaping Zn 1 (Comm Parks)	847,302	943,686	1,185,228	1,505,382
133	LLD Zone 2 (Streetlighting)	430,904	386,834	454,890	507,532
136	Agricultural Preservation				-
138	Economic Dev. Revolving Loan Program	210,561	552,537	387,564	291,465
140	Gas Tax Fund	816,423	1,411,037	1,676,086	821,222
141	Road Maintenance and Rehab	-	-	-	900,000
145	Stormwater NPDES	542,525	623,522	745,548	547,000
148	Measure J	122,189	175,021	1,668,754	804,000
150	Police P-6 Fund	4,220,780	4,723,889	5,264,350	5,261,550
151	Police SLESF Fund	139,963	149,787	100,200	100,425
168	Athletic Field Maintenance Fund	17,687	21,032	27,000	27,000
170	LLD Vintage Parkway	51,271	153,024	91,459	81,214
171	LLD Oakley Ranch	30,452	26,904	26,890	26,696
172	LLD Empire	4,738	4,003	4,731	5,284
173	LLD Oakley Town Center	5,602	5,290	12,728	11,685
174	LLD Oak Grove	27,705	22,615	28,601	29,005
175	LLD Laurel Woods/Luna Estates	3,597	3,717	7,801	8,568
176	LLD South Forty	5,468	6,289	9,895	10,113
177	LLD Claremont	5,125	8,146	9,950	9,763
178	LLD Gateway	46,529	20,577	18,856	20,110
179	LLD Countryside (Village Green)	966	1,343	2,726	2,900
180	LLD Country Fair (Meadow Glen)	2,512	3,568	5,594	5,448
181	LLD California Sunrise	313	722	3,668	4,177
182	LLD California Visions (Laurel)	10,671	8,835	12,174	13,450
183	LLD Claremont Heritage	9,954	7,463	19,779	20,240
184	LLD Country Fair (Meadow Glen II)	110,787	108,414	111,546	124,044
185	LLD Sundance	10,003	9,374	9,619	9,534
186	LLD Calif Jamboree (Laurel Anne)	129,645	112,692	125,254	121,184
187	LLD Country Place	40,673	41,766	43,916	43,400
188	LLD Laurel Crest	125,778	150,977	147,245	158,725
189	LLD Marsh Creek Glen	41,670	52,488	101,572	104,428
190	LLD Quail Glen	22,813	26,731	332,996	33,882
191	Cypress Grove	278,089	224,890	285,439	305,894
192	South Oakley	328,115	328,361	413,786	433,791
193	Stone Creek	11,016	16,835	53,716	60,440
194	Magnolia Park	514,048	571,415	690,388	783,819
195	Summer Lakes	274,926	307,078	361,733	474,897
201	General Capital Projects	237,787	390,819	2,509,832	1,060,000
202	Traffic Impact Fee Fund	610,770	3,079,158	7,709,551	2,162,500
204	Park Impact Fee Fund	70,283	105,272	888,886	266,000
205	Childcare Impact Fee Fund				
206	Public Facilities Impact Fee Fund	676,319	673,067	676,869	695,570
208	Fire Impact Fees Fund	342,187	4,332,151	1,103,772	178,245
221	2004-1AD Capital Projects	2,434	319	53,500	100,000
222	2006-1AD Capital Projects	1,846	128	-	-
231	Main Street Fund	1,579	101,869	2,110,169	350,000
232	Regional Park Fund	2,284	49,709	524,410	28,600
235	Street Maintenance Reserve Fund	1,667	128	-	100,000
301	Developer Deposits Fund	1,224,836	726,931	1,275,000	470,000
351	2006 COPs Debt Svc Fund	374,139	670,430	676,869	673,570
401	CFD 2015-1 (Emerson Ranch)	26,879	97,349	311,672	542,072
402	CFD - Citywide Neighborhood	10,092	13,454	37,910	550,413
403	CFD - Citywide Stormwater	1,508	2,974	6,431	10,000
501	Equipment Replacement Fund	332,570	445,206	315,856	280,500
502	Capital Facilities Mtc and Replace Fund	269,926	277,843	55,000	1,500
621	AD 2004-1 Debt Svc Fund	1,103,716	1,158,249	1,154,999	1,152,933
622	AD 2006-1 Debt Svc Fund	743,098	739,230	740,778	767,908
712	City Redev Fund - 2008 Bond Projects				
761	City Redev Fund - Redevelopment Activities	250,000	735,271	252,850	252,850
767	Successor Housing Agency	18,482	28,800	13,500	13,500
	<b>Total</b>	<b>35,288,027</b>	<b>46,395,738</b>	<b>59,215,949</b>	<b>45,013,540</b>



2020/2021 Position Allocation Summary						
	Position	Status	City of Oakley FTE	Contract FTE	2020/2021 Total FTE	2019/2020 Total FTE
<b>City Council</b>						
	Mayor	Elected	1.00		1.00	1.00
	Vice-Mayor	Elected	1.00		1.00	1.00
	Councilmembers	Elected	3.00		3.00	3.00
	<b>Total City Council Staffing:</b>		<b>5.00</b>	<b>0.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Building</b>						
	Building Official	Employee	1.00		1.00	0.60
	Building Inspector I	Employee				1.80
	Building Inspector II	Employee	2.00		2.00	
	Permit Center Manager	Contract	0.00	0.40	0.40	
	Permit Technician	Employee	2.00		2.00	2.00
	Administrative Asst.	Employee	0.50		0.50	
	<b>Total Building Staffing:</b>		<b>5.50</b>	<b>0.40</b>	<b>5.90</b>	<b>4.40</b>
<b>Code Enforcement</b>						
	Senior Code Enforcement Officer	Employee				0.48
	Code Enforcement Officer/Building Inspector I	Employee				0.20
	Code Enforcement Officer II	Employee				0.75
	Code Enforcement Officer I	Employee	1.00		1.00	
	Code Enforcement Tech	Employee	2.00		2.00	1.48
	Administrative Asst.	Employee				0.15
	<b>Total Code Enforcement Staffing:</b>		<b>3.00</b>	<b>0.00</b>	<b>3.00</b>	<b>3.06</b>
<b>City Attorney</b>						
	City Attorney	Contract		0.25	0.25	0.25
	Assistant City Attorney	Contract		0.25	0.25	0.25
	City Clerk/Paralegal	Employee	0.30		0.30	0.30
	<b>Total City Attorney Staffing:</b>		<b>0.30</b>	<b>0.50</b>	<b>0.80</b>	<b>0.80</b>
<b>City Clerk</b>						
	City Clerk/Paralegal	Employee	0.70		0.70	0.70
	Records Management Clerk	Employee	1.00		1.00	1.00
	Receptionists	Employee	1.07		1.07	1.07
	<b>Total City Clerk Staffing:</b>		<b>2.77</b>	<b>0.00</b>	<b>2.77</b>	<b>2.77</b>
<b>City Manager</b>						
	City Manager	Employee	1.00		1.00	1.00
	Assistant to the City Manager/HR Manager	Employee	0.20		0.20	0.50
	Administrative Asst.	Employee				0.48
	<b>Total City Manager Staffing:</b>		<b>1.20</b>	<b>0.00</b>	<b>1.20</b>	<b>1.98</b>
<b>Community Outreach</b>						
	Assistant to the City Manager	Employee	0.20		0.20	0.25
	Administrative Asst.	Employee	0.56		0.56	0.05
	<b>Total Community Outreach Staffing:</b>		<b>0.76</b>	<b>0.00</b>	<b>0.76</b>	<b>0.30</b>
<b>Human Resources</b>						
	Assistant to the City Manager/HR Manager	Employee	0.60		0.60	0.25
	Management Analyst	Employee	0.80		0.80	0.95
	Administrative Asst.	Employee	0.19		0.19	0.25
	<b>Total Human Resources Staffing:</b>		<b>1.59</b>	<b>0.00</b>	<b>1.59</b>	<b>1.45</b>
<b>Building Maintenance</b>						
	Facilities Maintenance Custodian	Employee	1.00		0.00	1.00
	Facilities Maintenance Aide	Employee	0.48		0.48	0.48
	<b>Total Building Maintenance Staffing:</b>		<b>1.48</b>	<b>0.00</b>	<b>1.48</b>	<b>1.48</b>
<b>Finance</b>						
	Finance Director	Employee	1.00		1.00	1.00
	Senior Accountant	Employee	1.00		1.00	1.00
	Senior Accounting Technician	Employee	1.00		1.00	1.00
	Accounting Assistant I	Employee	1.00		1.00	1.00
	Accounting Assistant	Employee	0.50		0.50	0.46
	<b>Total Finance Department Staffing:</b>		<b>4.50</b>	<b>0.00</b>	<b>4.50</b>	<b>4.46</b>
<b>Information Technology</b>						
	Network Engineers	Contract		1.00	1.00	1.00
	<b>Total Information Technology Staffing:</b>		<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

2020/2021 Position Allocation Summary (continued)						
	Position	Status	City of Oakley FTE	Contract FTE	2020/2021 Total FTE	2019/2020 Total FTE
<b>Economic Development</b>						
	Economic Development Manager	Employee	1.00		1.00	1.00
	Planning Technician					0.10
	<b>Total Economic Development Staffing:</b>		<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.10</b>
<b>Planning</b>						
	Community Development Director	Employee	1.00		1.00	1.00
	Principal Planner	Employee	1.00		1.00	1.00
	Planning Technician	Employee	0.90		0.90	0.90
	Administrative Asst.	Employee				0.10
	<b>Total Planning Staffing:</b>		<b>2.90</b>	<b>0.00</b>	<b>2.90</b>	<b>3.00</b>
<b>Police</b>						
	Chief	Employee	1.00		1.00	1.00
	Lieutenant	Employee	1.00		1.00	0.50
	Sergeants	Employee	7.00		7.00	7.00
	Records Supervisor	Contract		0.48	0.48	0.48
	Officers	Employee	25.0		25.00	25.50
	Police Records Assistant	Employee	1.38		1.38	0.98
	Police Services Assistants	Employee	4.40		4.40	5.17
	<b>Total Police Department Staffing:</b>		<b>39.78</b>	<b>0.48</b>	<b>40.26</b>	<b>40.63</b>
<b>Public Works and Engineering</b>						
	City Engineer/Public Works Director	Employee	1.00		1.00	1.00
	Principal Engineer	Employee	1.00		1.00	
	Associate Engineer	Employee				1.00
	Capital Projects Coordinator	Employee	1.00		1.00	1.00
	Engineering Technician	Employee	1.00		1.00	
	Public Works Inspector II	Employee	1.00		1.00	1.00
	Public Works Administrative Specialist	Employee	1.00		1.00	1.00
	Public Works Administrative Assistant	Employee	0.63		0.63	0.63
	Streets Maintenance Foreman	Employee	1.00		1.00	1.00
	Public Works Maintenance Worker	Employee	1.00		1.00	3.00
	Parks and Landscape Maintenance Superintendent	Employee	1.00		1.00	1.00
	Parks & Landscape Maintenance Crew Leader	Employee	1.00		1.00	1.00
	Park & Landscape Maintenance Worker II	Employee	1.00		1.00	1.00
	Tree Maintenance Worker	Employee	1.00		1.00	1.00
	Parks Ranger	Employee	1.00		1.00	1.00
	Parks & Landscape Maintenance Laborers (Seasonal)	Employee	1.00		1.00	1.00
	Parks Monitor	Employee	0.25		0.25	0.25
	Sports Field Maintenance Laborer	Employee	0.25		0.25	0.25
	<b>Total Public Works/Engineering Staffing:</b>		<b>15.13</b>	<b>0.00</b>	<b>15.13</b>	<b>16.13</b>
<b>Recreation</b>						
	Recreation Manager	Employee	1.00		1.00	1.00
	Recreation and Event Coordinator	Employee	1.00		1.00	1.00
	Senior Recreation Leader	Employee	0.48		0.48	1.44
	Recreation Leader (Seasonal)	Employee	3.23		3.23	3.13
	Recreation Aide (Seasonal)	Employee	1.68		1.68	1.65
	Facilities Attendant	Employee	0.38		0.38	0.38
	<b>Total Recreation Division Staffing</b>		<b>7.77</b>	<b>0.00</b>	<b>7.77</b>	<b>8.60</b>
	<b>Total General Fund Contract Employees</b>				<b>2.38</b>	<b>2.58</b>
	<b>Total General Fund City Employees:</b>				<b>92.68</b>	<b>93.58</b>
	<b>Total General Fund Position Allocation Summary</b>				<b>95.06</b>	<b>96.16</b>
<b>You, Me, We = Oakley</b>						
	You Me We Project Coordinator	Employee	0.20		0.20	0.05
	You Me We Project Administrative Assistant	Employee	0.48		0.48	0.48
	<b>Total Community Outreach Staffing:</b>		<b>0.68</b>	<b>0.00</b>	<b>0.68</b>	<b>0.53</b>
	<b>Total Contract Employees</b>			<b>2.38</b>	<b>2.38</b>	<b>2.58</b>
	<b>Total City Employees:</b>		<b>92.68</b>		<b>92.68</b>	<b>94.11</b>
	<b>Total Position Allocation Summary</b>				<b>95.06</b>	<b>96.69</b>

As seen above, staffing remained relatively stable, with a decrease of 1.6 positions compared to Fiscal Year 2019/2020, including an increase in Building, a decrease in Public Works & Engineering and slight reallocations of staffing between other Departments.

## EMPLOYEE BENEFITS

**Defined Benefit Retirement Plan** - The City participates in the California Public Employees' Retirement system (CalPERS) and provides the following benefit formulas, with the formula designation depending on the hire date and prior CalPERS service of the employee:

### Miscellaneous Employees

- Classic Tier 1: 2.5% @ 55, highest single year, if hired before October 18, 2010
- Classic Tier 2: 2.0% @ 60, highest single year, if hired on or after October 18, 2010
- PEPRA Tier 3: 2.0% @ 62, average 3-year final compensation, if hired on or after January 1, 2013

### Safety

- PEPRA 2.7% @ 57, average 3-year final compensation, all sworn personnel

For employees that are currently active in CalPERS, the City does NOT participate in Social Security, except for the mandatory 1.45% payroll deduction for Medicare.

**Health and Welfare** – City offers numerous plans including both HMO and PPO plans with the City currently providing up to \$1,535 per month for family coverage (up to \$1,609.56 for safety employees) or \$1,235 for employee only coverage to be used toward the premium for health insurance coverage. If an employee has existing group coverage, they can receive \$400 as cash-in-lieu. Dental and Vision coverage for employee and family is paid for by the City.

**Medical Trust** – Safety employees receive a contribution of \$450 per month toward their Medical Trust with Peace Officers Research Association of California (PORAC).

**Deferred Compensation** – 457 and 401a plans available, including a City match of employee's contributions (up to 1% of base salary) for miscellaneous employees.

**Holidays** – 13 scheduled holidays

**Vacation** – Accrual of 80 hours per year initially and incrementally increasing up to 200 hours per year after 15 years of service (accrued with each pay period).

**Administrative Leave** – 96 hours per year

**Sick Leave** – 12 days accrued each year (accrued with each pay period).

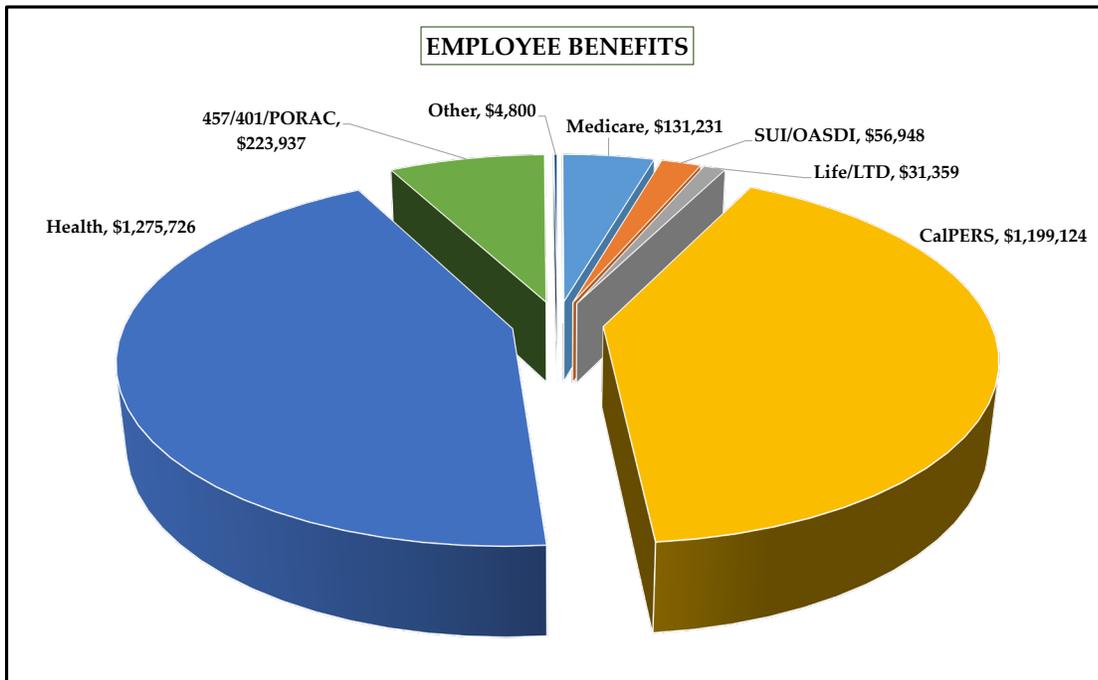
**Life Insurance** - If an employee's death occurs while covered under this plan, the employee's designated beneficiary/ies will receive a benefit of \$100,000. The City of Oakley pays for this benefit premium. Additional life insurance benefit amounts (over the \$100,000) are available, but premiums are paid for solely by the employee.

**Long Term Disability** – City paid plan - Long Term Disability Insurance provides you with income protection in the event of a disability. The plan pays 2/3's of your salary up to a maximum monthly benefit of \$6,666. If you are eligible for income from other sources, such as Social Security and/or Worker's Compensation, LTD benefits are adjusted so that the maximum monthly benefit you receive from all sources does not exceed 2/3's of pre-disability earnings. The elimination period is 90 days with a duration for benefits paid up to age 65. The City of Oakley pays for your coverage offered through The Standard. Sworn Police personnel have employee-paid disability insurance through the Peace Officers Research Association of California (PORAC).

**Flexible Spending Accounts** – Tax deferred options for dependent care, health care, and commuter expenses is offered.

**Wellness** – Gym or physical fitness premiums for employee only can be reimbursed, up to \$35 per month.

**Tuition Reimbursement** – Employees have up to \$2,500 per fiscal year available to cover tuition and book costs to continue their education at an institution accredited by the Western Association of Schools and Colleges.





## GENERAL FUND BUDGET OVERVIEW

The Proposed General Fund Budget for Fiscal Year 2020-2021 is balanced, with \$20,769,293 of revenues and \$20,730,007 of recurring expenditures, net of \$600,000 of non-recurring Transfers Out. Of the \$1,700,000 of Transfers Out proposed for Fiscal Year 2020-2021, \$1,100,000 is considered to be recurring and the balance of \$600,000 is considered to be one-time or non-recurring revenue.

### GENERAL FUND PROPOSED BUDGET FISCAL YEAR 2020/21

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
	Actual	Actual	Actual	Projected	Proposed
Property Taxes	\$ 5,559,271	\$ 6,088,197	\$ 6,657,245	\$ 7,062,396	7,133,020
Sales Tax	1,773,662	1,825,960	2,040,960	1,778,000	1,720,000
Franchise Taxes	1,543,175	1,719,302	1,773,997	1,672,000	1,672,000
Other Taxes	504,307	535,864	686,655	530,000	485,000
<b>Total Taxes</b>	<b>9,380,415</b>	<b>10,169,323</b>	<b>11,158,857</b>	<b>11,042,396</b>	<b>11,010,020</b>
Interfund Charges for Services	6,155,814	7,059,302	7,884,541	8,226,912	7,601,475
Developer Fees	2,170,943	2,272,856	1,365,782	1,505,650	1,145,261
Intergovernmental Revenues	362,004	358,352	395,557	389,581	363,236
Business Licenses	142,504	158,743	159,586	125,000	100,000
Other Revenue	709,324	841,446	593,442	602,356	449,301
Other Financing Sources	98,297	106,736	373,412	312,365	100,000
<b>Total Revenue</b>	<b>19,019,301</b>	<b>20,966,758</b>	<b>21,931,178</b>	<b>22,204,260</b>	<b>20,769,293</b>
Expenditures:					
Animal Control	222,649	238,438	251,726	266,521	280,000
City Council	64,165	62,960	66,166	70,723	170,461
City Clerk	340,540	306,309	352,239	349,707	387,757
City Attorney	250,879	286,147	331,730	302,821	353,107
City Manager	479,390	490,006	538,415	558,198	450,919
Community Outreach	136,278	123,573	122,630	137,995	164,138
Finance	659,462	681,537	722,616	847,188	850,052
Human Resources	151,858	287,586	229,900	268,272	353,102
Building Maintenance	42,281	46,488	77,994	101,322	105,988
IT	313,322	300,777	300,699	318,968	320,857
Non Departmental	(56,961)	(378,639)	(281,983)	1,184,478	129,198
Economic Development	228,710	252,315	291,246	268,578	269,169
Building & Code Enforcement	798,987	900,323	1,026,473	1,208,590	1,198,976
Police	8,249,965	9,270,442	9,782,881	10,234,760	10,238,256
Planning	385,918	438,316	479,379	869,164	821,963
Public Works	1,970,924	2,508,295	2,836,525	2,631,069	2,888,680
Recreation	535,921	547,966	692,661	808,843	872,384
Transfers Out	6,215,359	2,997,356	3,770,532	3,050,000	1,475,000
<b>Total Expenditures</b>	<b>20,989,646</b>	<b>19,360,195</b>	<b>21,591,829</b>	<b>23,477,197</b>	<b>21,330,007</b>
<b>Net Revenue (Expense)</b>	<b>(1,970,344.89)</b>	<b>1,606,563.32</b>	<b>339,349</b>	<b>(1,272,937)</b>	<b>(560,714)</b>
<b>Beginning Fund Balance</b>	<b>17,363,672</b>	<b>14,485,806</b>	<b>16,092,369</b>	<b>16,431,718</b>	<b>15,158,781</b>
<b>Reserved Fund Balance</b>	<b>5,926,490</b>	<b>8,786,828</b>	<b>9,029,998</b>	<b>9,482,812</b>	<b>9,482,812</b>
<b>Unassigned Fund Balance</b>	<b>8,559,316</b>	<b>7,305,608</b>	<b>7,401,720</b>	<b>5,675,969</b>	<b>5,115,255</b>
<b>Total Ending Fund Balance</b>	<b>14,485,806</b>	<b>16,092,369</b>	<b>16,431,718</b>	<b>15,158,781</b>	<b>14,598,067</b>

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## OVERALL ANALYSIS OF GENERAL FUND REVENUES

Overall General Fund revenues for Fiscal Year 2019-2020 are estimated to come in about \$200,000 or 1.2% higher than Fiscal Year 2018-2019 revenues, totaling just under \$22.2 million. Fiscal Year 2020-2021 revenues are projected to be \$20.7 million, which is over \$1.4 million less than 2019-2020, due to lower projections for Sales Tax, Interest Income, Development Fees and Interfund Charges. Prior to the COVID-19 Pandemic and the shelter-in-place orders, sales tax, transient occupancy tax, interest income and business licensing revenues for Fiscal Year 2019-2020 were projected to come in higher than our revised projections. The actual impact that COVID-19 will have on the global economy and on the City's revenues is uncertain at this time. Because of the uncertainty that COVID-19 has created, the City has created revenue projections that staff feels are conservative, based on the information that has been given to us so far.

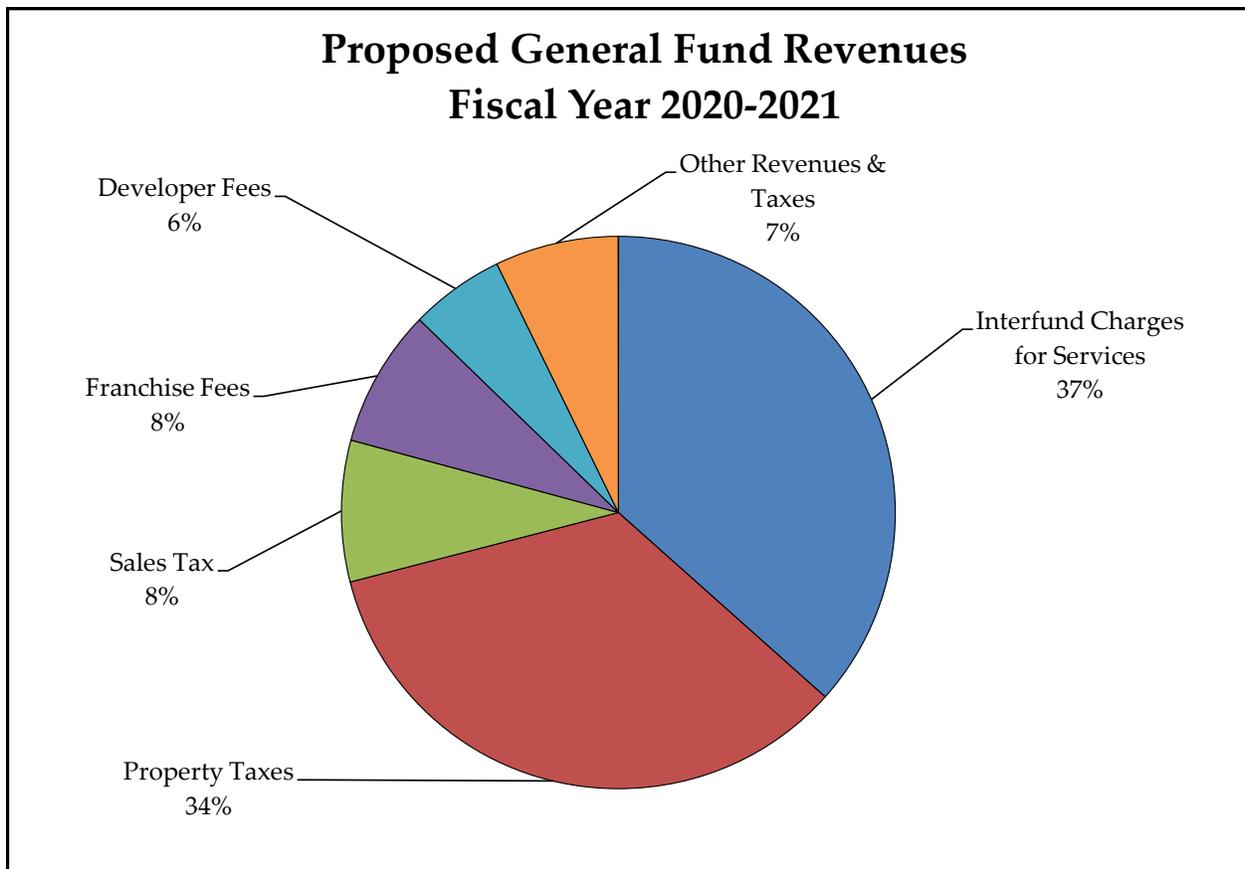
The City of Oakley is not expected to be impacted nearly as badly by COVID-19 as neighboring cities that are more dependent upon Sales Tax revenues. The Adopted City of Oakley Fiscal Year 2019-2020 Budget included \$1,952,000 of projected Sales Tax revenue, which made up 9.2% of projected General Fund revenues. The Projected 2019-2020 Sales Tax revenues have been reduced by \$174,000 to \$1,778,000 and the proposed 2020-2021 Sales Tax revenues have been further reduced to \$1,720,000, which makes up 8.3% of General Fund revenues. Below is a chart, showing the estimated impact of COVID-19 on certain neighboring cities' Sales Tax, Transient Occupancy Tax and Business License revenues based on a survey that the City of Tracy completed.

(In \$Millions)

CITY	SALES TAX	TRANSIENT OCCUPANCY TAX	BUSINESS LICENSES	SUBTOTAL
Brentwood	\$0.90	\$0.20	\$0.10	\$1.20
Livermore	\$1.97	\$0.00	\$0.12	\$2.09
Lodi	\$0.90	\$0.50	\$0.30	\$1.70
Modesto	\$2.40	\$0.90	\$0.50	\$3.80
Oakley	\$0.23	\$0.09	\$0.02	\$0.34
Tracy	\$2.00	\$0.70	\$0.00	\$2.70
Turlock	\$0.62	\$0.17	\$0.11	\$0.90
Stockton	\$0.00	\$1.20	\$1.55	\$2.75

## MAJOR REVENUE SOURCES

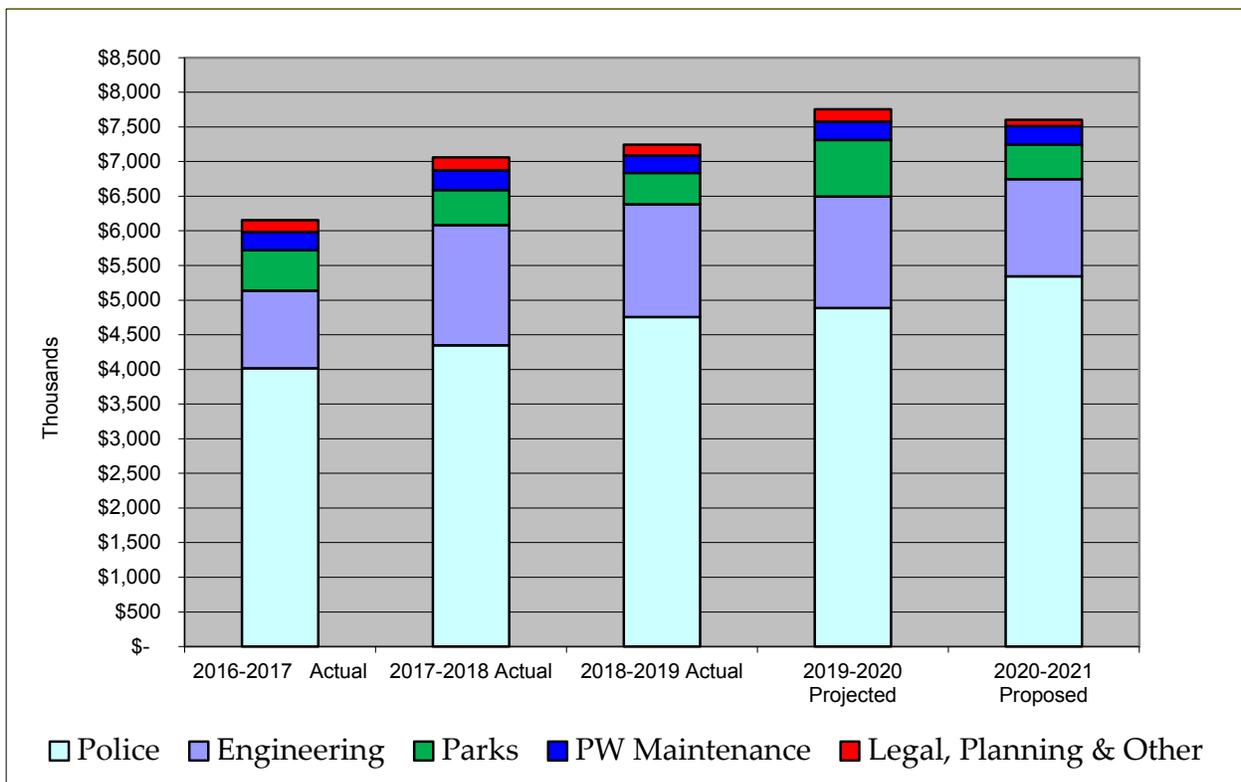
As can be seen in the graph below, the City's largest projected General Fund Revenues for Fiscal Year 2020-2021 are Interfund Charges and Property Taxes. Those two revenue sources are projected to bring in 71% of General Fund Revenues. Combined, Sales Tax, Franchise Fees and Developer Fees make up another 22% of projected General Fund revenues. Other Revenues and Taxes make up the remaining 7%. Each of these revenues are discussed in further detail, on the following pages.





## INTERFUND CHARGES FOR SERVICES

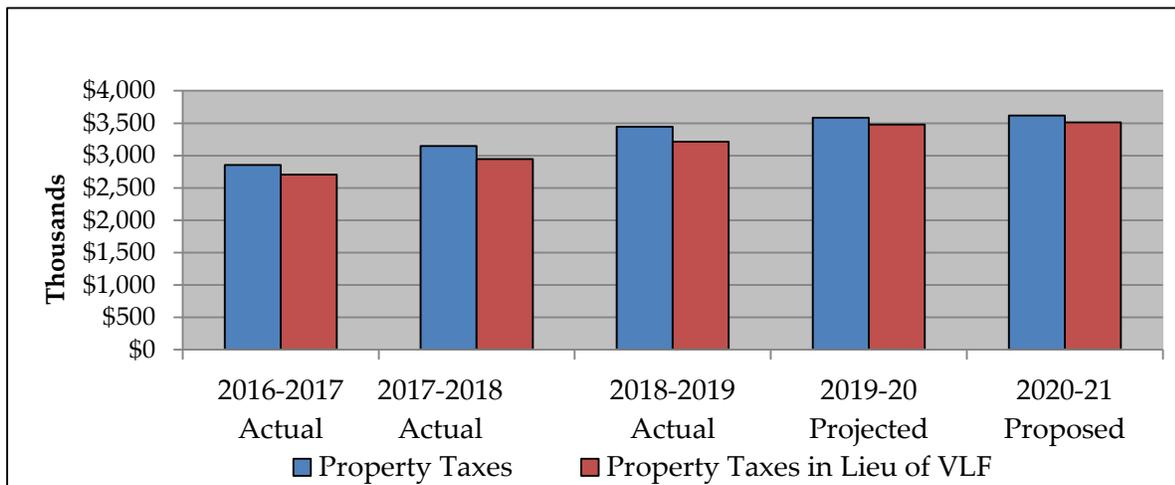
Interfund Charges for Services is the largest revenue of the City. More than one-third of the Fiscal Year 2020-2021 General Fund revenues are cost recoveries for activities funded by impact fees, developer application fees, special taxes, assessments and other special purpose revenues. For fiscal year 2020-2021, estimated Interfund Charges total approximately \$5.35 million for Police Services, \$1.4 million for Engineering Services, \$266,000 for Public Works Maintenance, \$30,000 for Planning Services, \$500,000 for Parks Maintenance Services, \$30,000 for legal services and \$35,000 for Other Services.





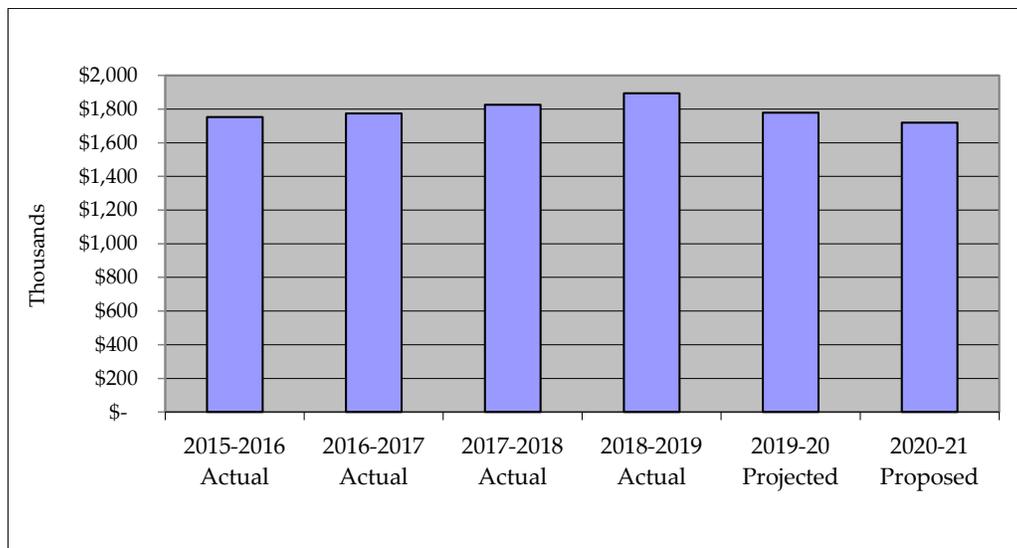
## PROPERTY TAXES

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 2020-2021 anticipate an increase of 1% in citywide assessed values. The budget includes estimated 1% Property Taxes totaling nearly \$3,620,000 and Property Taxes In Lieu Of Vehicle License Fees totaling over \$3,513,000.



## SALES TAX

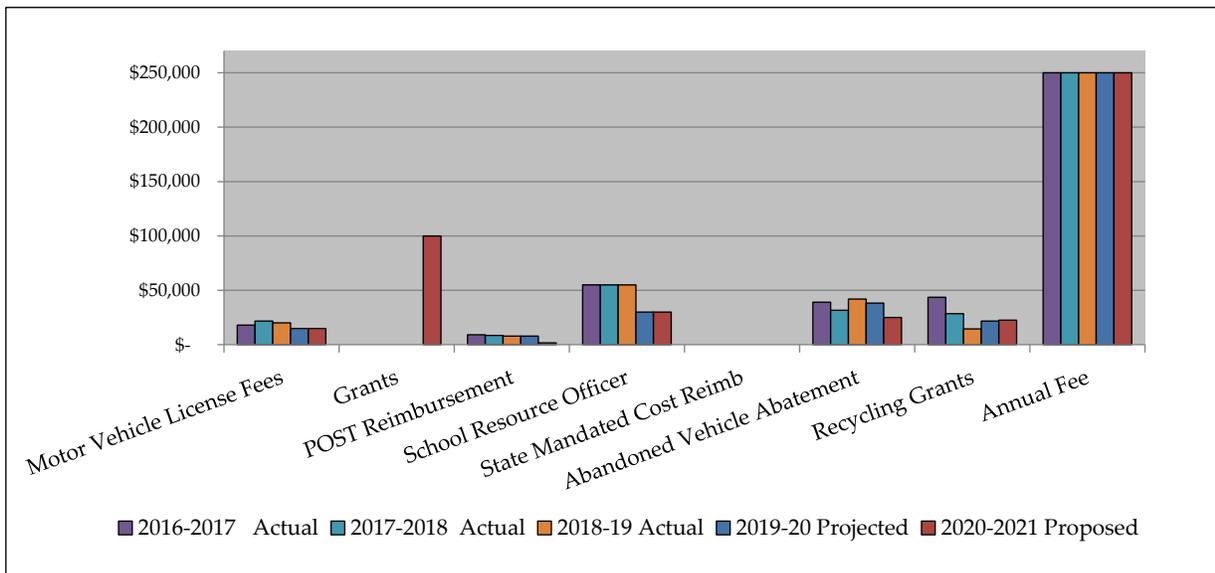
The City receives a share of sales taxes where the point of sale is located in the City. While the City does not yet have a large commercial base, business activity is expected to grow over time and these revenues will increase. For fiscal year 2020-2021, the estimated sales taxes are \$1,720,000, a decrease of 3% compared to estimated 2019-2020. The City utilizes the services of HdL Companies for our Sales Tax projections.





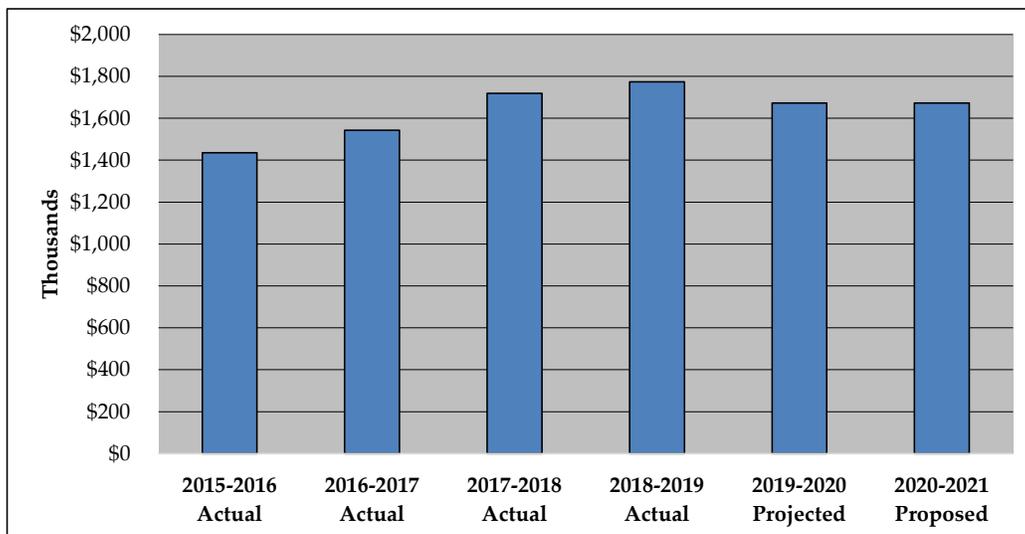
## INTERGOVERNMENTAL REVENUES

The City receives revenue from various other governmental agencies in the form of grants, motor vehicle tax, school resource officer reimbursements, vehicle abatement, recycling grants and administrative charges. For fiscal year 2020/21 total intergovernmental revenues are \$444,337, with is about \$72,000 more than was budgeted for fiscal year 2019-20. The increase is due primarily to \$100,000 of an SB-2 Planning Grant revenue that is being budgeted for Fiscal Year 2020-2021.



## FRANCHISE FEES

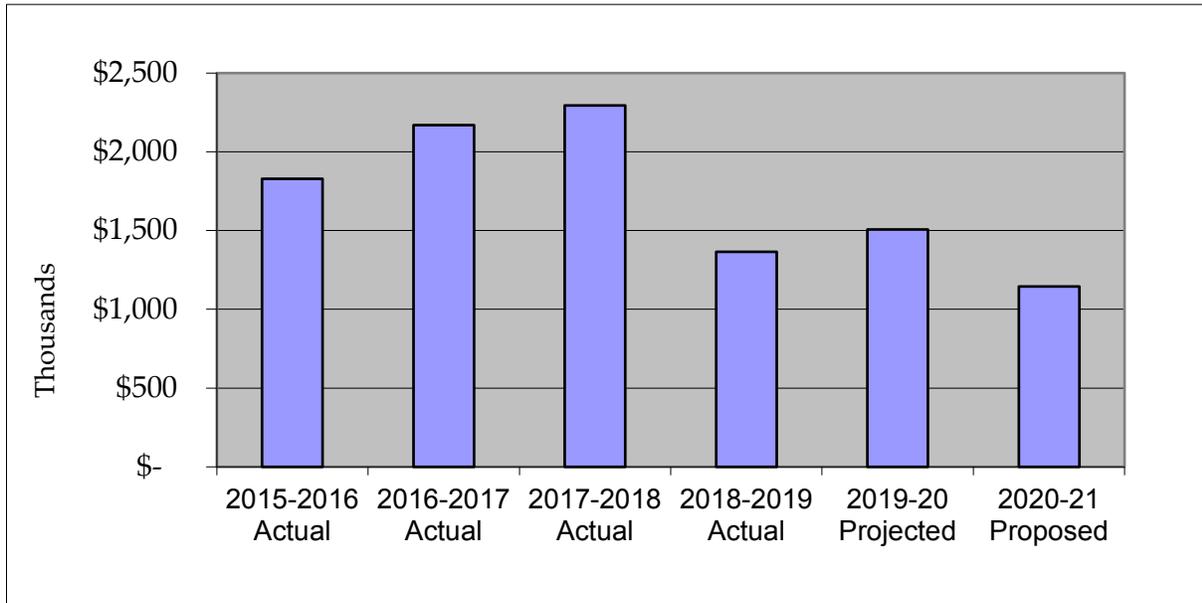
The City collects Utility Franchise Fees related to pipelines, electricity, cable and garbage. Total estimated Franchise Fees for Fiscal Year 2019/2020 are \$1,672,000, with \$22,000 from pipelines, \$250,000 from electricity, \$450,000 from cable, and \$950,000 from Garbage Franchise Fees. We are using the same projections for Fiscal Year 2020-2021.





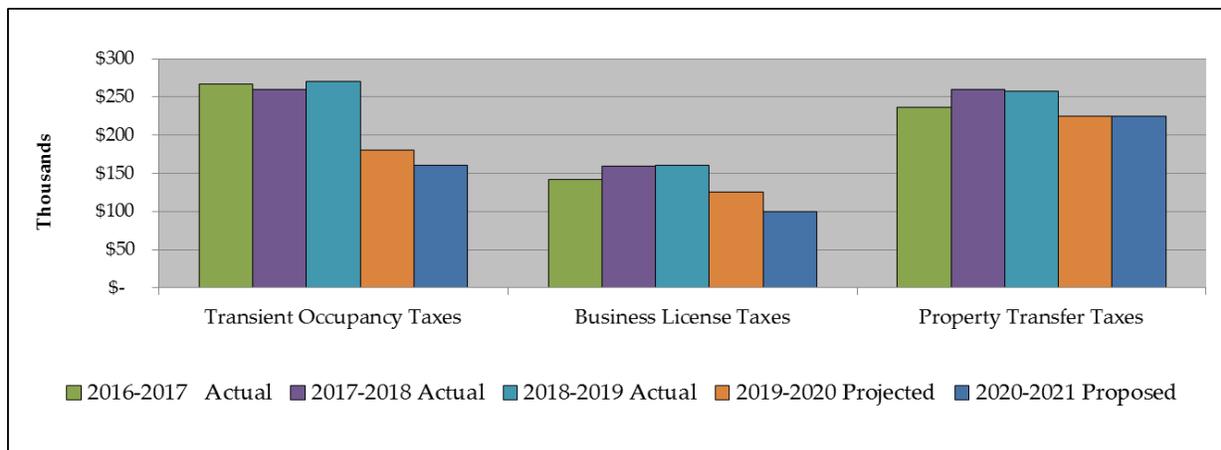
## DEVELOPMENT FEES

Development Fees consist primarily of building permits, plan review, and administrative fees. For fiscal year 2020-2021, estimated Development Fees total is \$1,145,000, a 24% decrease from the projected revenue for fiscal year 2019-2020. The budget reflects a slight increase in projected development activities.



## OTHER TAXES

In addition to the above Taxes, the City collects a Transient Occupancy (Hotel) Tax, Property Transfer Taxes, and Business License Taxes. For fiscal year 2020-2021, total Other Taxes are estimated to be approximately \$485,000, which is \$45,000 less than projected for the current fiscal year and about \$202,000 less than 2018/2019 actual revenues. The decreases are primarily due to anticipated reductions in Transient Occupancy Tax and Business Licenses, resulting from the COVID-19 Pandemic.





## GENERAL FUND EXPENDITURES

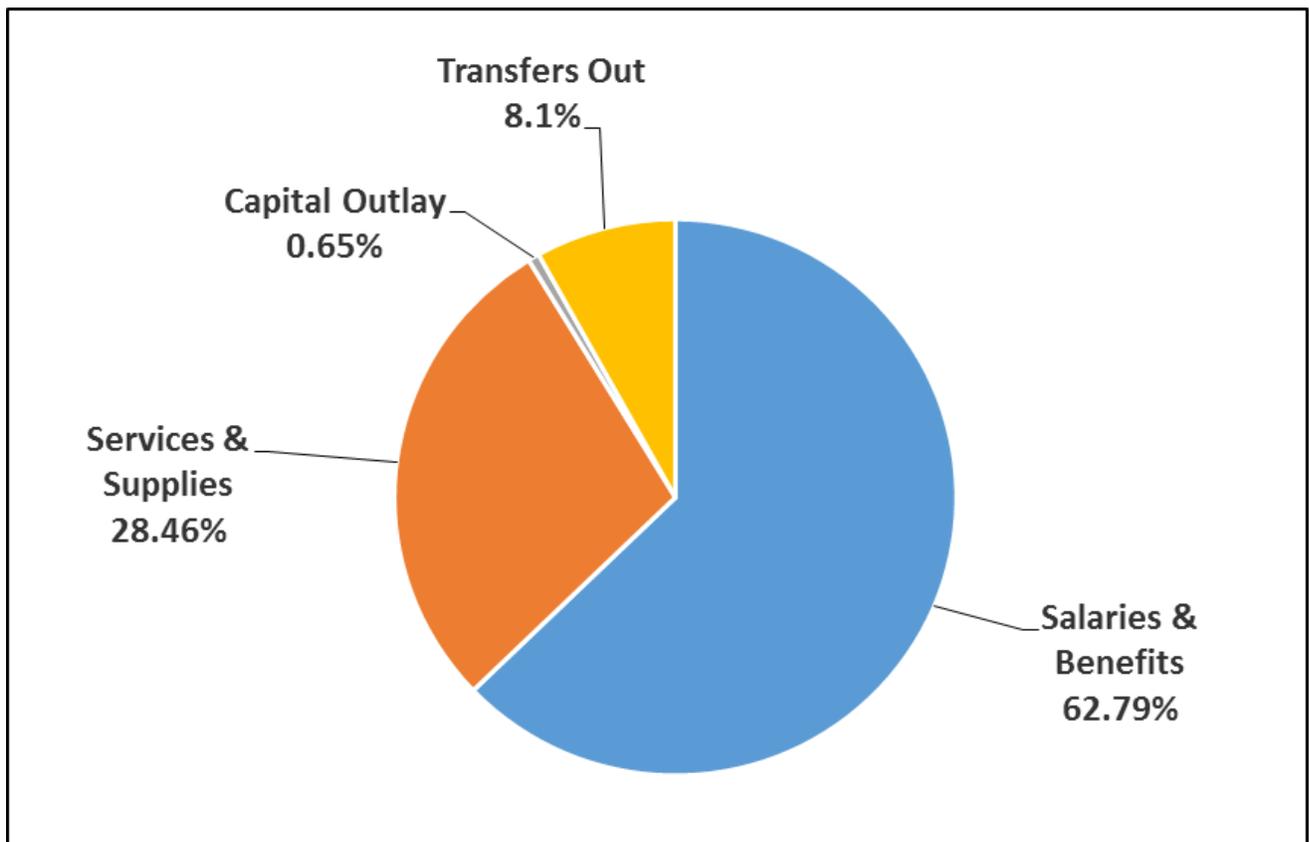
Department	Salaries & Benefits	Services & Supplies	Capital Outlay	Transfers Out	Total
Animal Control		280,000			280,000
City Council	31,511	138,950			170,461
City Clerk	284,913	102,844			387,757
City Attorney	61,638	291,469	-		353,107
City Manager	375,934	74,985			450,919
Community Outreach	74,262	89,876			164,138
Finance	629,091	220,961			850,052
Human Resources	239,909	113,193	-		353,102
Building Maintenance	89,857	16,131			105,988
Information Technology		216,931	103,926		320,857
Non Departmental	578,907	(674,709)		225,000	129,198
Economic Development	179,038	90,131			269,169
Building Permit	623,939	305,776			929,715
Code Enforcement	222,025	47,236			269,261
Police	7,360,097	2,845,659	32,500		10,238,256
Planning	470,742	351,221			821,963
Engineering	938,561	888,020	1,500		1,828,081
Public Works Maintenance	198,109	162,296	-		360,405
Recreation	487,086	385,298			872,384
Parks	558,445	141,749	-		700,194
Transfers Out				1,475,000	1,475,000
<b>Total</b>	<b>13,404,064</b>	<b>6,088,017</b>	<b>137,926</b>	<b>1,700,000</b>	<b>21,330,007</b>
	62.8%	28.5%	0.6%	8.0%	100.0%

As can be seen above, total General Fund expenditures for Fiscal Year 2020-2021 amount to \$21,330,007, including \$1,700,000 of Transfers Out. As mentioned earlier, \$1,100,000 of that \$1,700,000 of Transfers Out is considered recurring transfers out and the remaining \$600,000 is considered to be non-recurring. Salaries and Benefits accounts for 62.8% and Services and Supplies account for 28.4% of the General Fund Budget. The breakout of expenditure by type, as percentages of the Budget, can also be seen in Chart GE-1 on the following page.

As depicted in Chart GE-2 on the following page, the Police Department Budget makes up about 48.2% and Public Works makes up 13.6% of the General Fund Budget. Each of the remaining departmental budgets are 7% or less of the General Fund Budget.

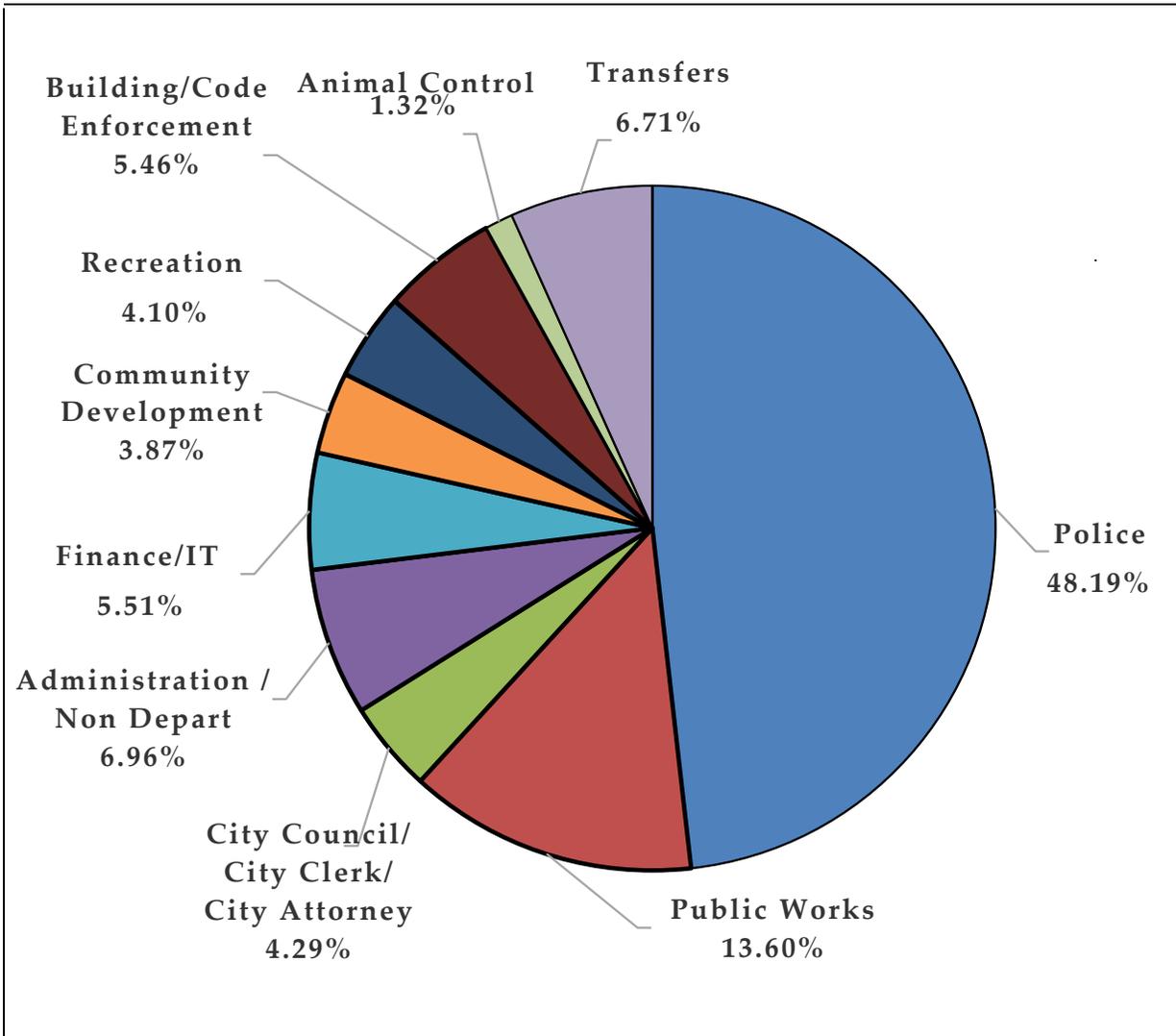
By comparison, the Adopted Fiscal Year 2019-2020 General Fund Budget included expenditures of \$22,191,623, with \$3,360,000 of Transfers Out. The Proposed 2020-2021 Budget reflects an \$861,616 or 3.9% reduction of total expenditures and \$1,660,000 or 49.4% less Transfers Out.

## FISCAL YEAR 2020-2021 GENERAL FUND EXPENDITURES BY TYPE





## General Fund Expenditures by Department



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## DEPARTMENT DETAIL

The following pages review each of the proposed Department budgets with a summary discussion of program description, staffing, and objectives for fiscal year 2020-2021:

### 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 2020-2021. County Animal Services has advised of some significant increases to start in fiscal year 2021-22, but will keep the cost at the current per capita fee (\$6.38) multiplied by a cost of living increase of approximately 4% for fiscal year 2020-21.

<b>ANIMAL CONTROL</b>				
<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
\$222,649	\$238,438	\$251,726	\$266,521	\$280,000

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## CITY COUNCIL

### Program Costs and Revenues

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

### Program Description

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

### Staffing Summary

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

### Program Changes

The City Council program remains relatively unchanged for fiscal year 2020-21, with the exception of \$100,000 being added to the budget for consulting fees related to services for setting up City Council districts.

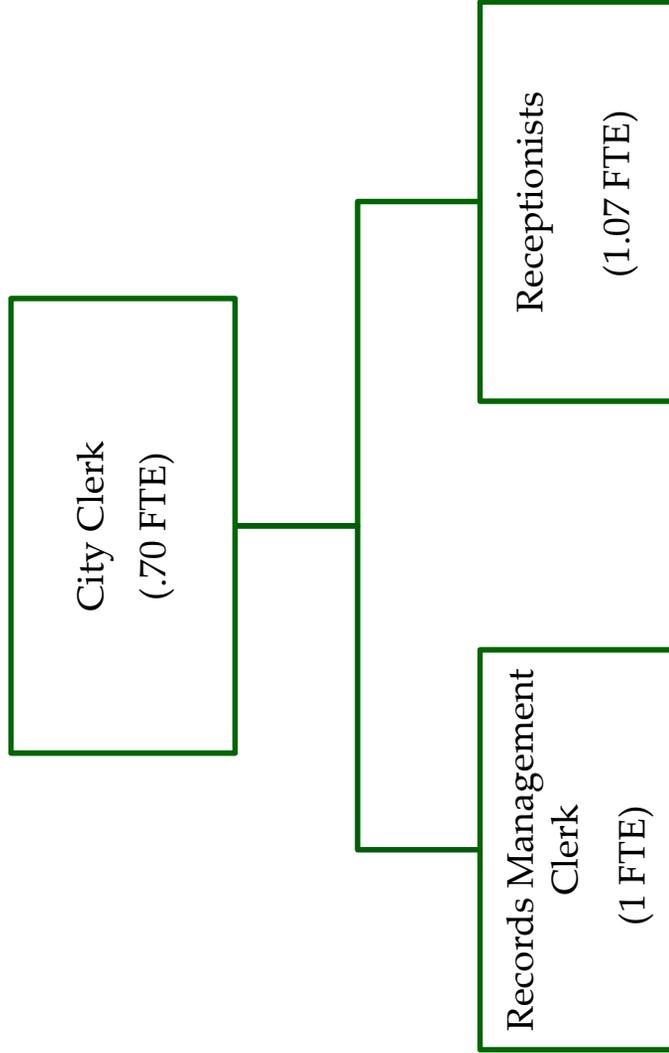
CITY COUNCIL					
USE OF FUNDS	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Personnel Services	\$29,694	\$30,682	\$30,806	\$31,323	\$31,511
Services	\$32,909	\$31,290	\$33,307	\$37,400	\$136,950
Supplies	\$1,567	\$988	\$2,053	\$2,000	\$2,000
<b>Total</b>	<b>\$64,170</b>	<b>\$62,960</b>	<b>\$66,166</b>	<b>\$70,723</b>	<b>\$170,461</b>

CITY COUNCIL MEMBERS					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Mayor	1.00	1.00	1.00	1.00	1.00
Vice-Mayor	1.00	1.00	1.00	1.00	1.00
Council members	3.00	3.00	3.00	3.00	3.00
<b>Total City Council</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

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# City Clerk

Records, Elections, Receptionists, Passports, Agenda Packets





## CITY CLERK

### Program Costs and Revenues

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

### Program Description

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

### Staffing Summary

The City Clerk is assigned to work in both the City Clerk and City Attorney Offices, with approximately 70% of her time serving as City Clerk. The City Clerk's Office also has one Records Management Clerk and two part-time receptionists.

### Program Objectives

- Continue to participate in the State Department's Passport Acceptance Agents Program;
- Continue to coordinate implementation of records destruction procedures in accordance with the City's Records Retention Schedule, including at least one records "purging day";
- Continue to implement the citywide records scanning program;
- Continue to refine internal processes to improve the function of the City Clerk's office;
- Provide electronic agenda packets for City Council, City Council Acting as the Successor Agency to the Redevelopment Agency, Public Financing Authority and



Oversight Board meetings and to accomplish all meeting follow-up activities in a timely manner;

- Coordinate General Municipal Election
- Continue to process claims for damages against the City;
- Continue to receive bids and participate in bid openings for public projects;
- Continue to process appeals for Administrative Citations;
- Continue to assist elected officials and staff with their filing obligations under the State's regulations and the City's Local Conflict of Interest Code;
- Continue to identify and implement cost-saving measures within the department;
- Make public information accessible through the City's website.

## Program Changes

There are no proposed program changes for fiscal year 2020-21. However, \$40,000 has been added to the Fiscal Year 2020-2021 Proposed budget for election costs.

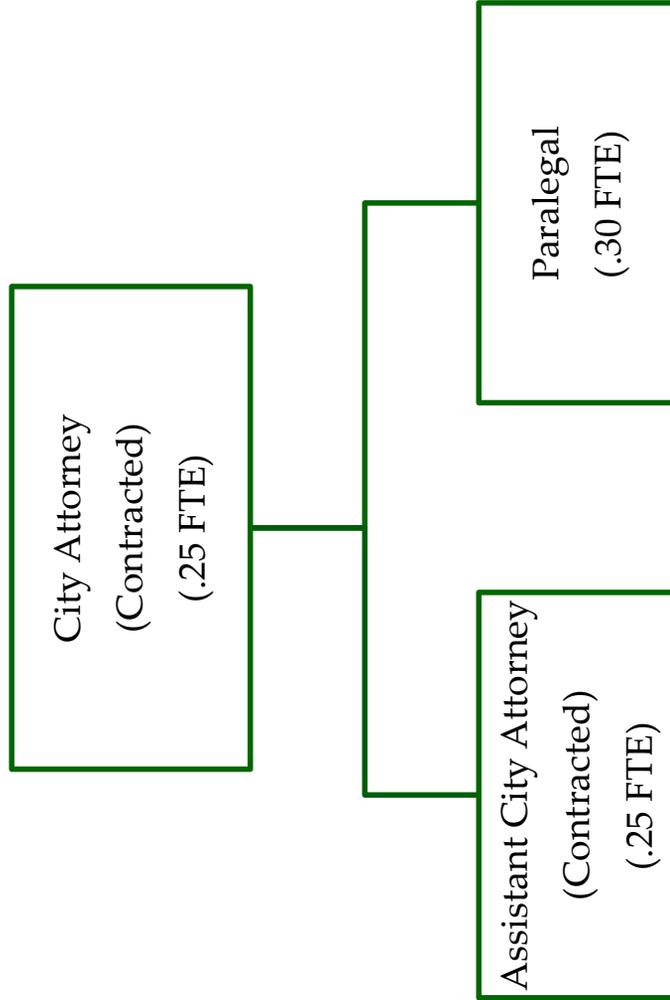
<b>CITY CLERK</b>					
<b>USE OF FUNDS</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Personnel Services	\$231,460	\$257,975	\$278,027	\$287,793	\$284,913
Services	\$108,737	\$47,964	\$73,992	\$60,644	\$101,544
Supplies	\$342	\$370	\$220	\$1,300	\$1,300
<b>Total</b>	<b>\$340,539</b>	<b>\$306,309</b>	<b>\$352,239</b>	<b>\$349,707</b>	<b>\$387,757</b>

<b>CITY CLERK STAFFING</b>					
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
City Clerk/Paralegal	0.70	0.70	0.70	0.70	0.70
Records Management Clerk	1.00	1.00	1.00	1.00	1.00
Receptionists	1.07	1.07	1.07	1.07	1.07
<b>Total City Clerk Staffing</b>	<b>2.77</b>	<b>2.77</b>	<b>2.77</b>	<b>2.77</b>	<b>2.77</b>

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# City Attorney

Advises City Council and City Staff





## 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 inter-fund 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

There are no proposed program changes for fiscal year 2020-21.

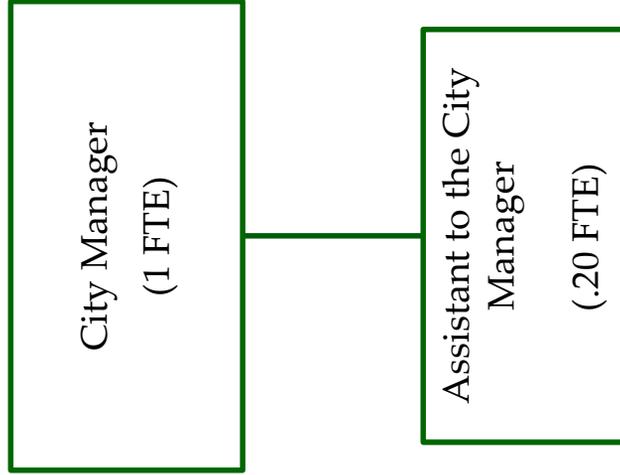
<b>CITY ATTORNEY</b>					
<b>USE OF FUNDS</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Personnel Services	\$45,211	\$56,687	\$59,865	\$60,911	\$61,638
Services	\$205,668	\$229,459	\$271,865	\$241,910	\$291,469
<b>Total</b>	<b>\$250,879</b>	<b>\$286,146</b>	<b>\$331,730</b>	<b>\$302,821</b>	<b>\$353,107</b>

<b>CITY ATTORNEY STAFFING</b>					
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
City Attorney (Contracted)	0.25	0.25	0.25	0.25	0.25
Assistant City Attorney (Contracted)			0.25	0.25	0.25
Special Counsel (Contracted)	0.25	0.25			
City Clerk/Paralegal	0.30	0.30	0.30	0.30	0.30
<b>Total City Attorney Staffing</b>	<b>0.80</b>	<b>0.80</b>	<b>0.80</b>	<b>0.80</b>	<b>0.80</b>

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# City Manager

Day to Day Operations, Public Information, Council Liaison,  
Facility Maintenance, Special Projects





## CITY MANAGER

### **Program Costs and Revenues**

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

### **Program Description**

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

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

### **Staffing Summary**

The recommended budget includes the City Manager, the Assistant to the City Manager (who also serves as the Human Resources Manager and this fiscal year has more time allocated to the Human Resources budget this fiscal year compared to previous).

### **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**

As mentioned above, more time of the Assistant to the City Manager/Human Resources Manager has been allocated to the Human Resources budget this fiscal year. All of the time of the Administrative Assistant has been allocated to the Community Outreach and Human Resources budgets. These changes more accurately reflect time spent by these employees.



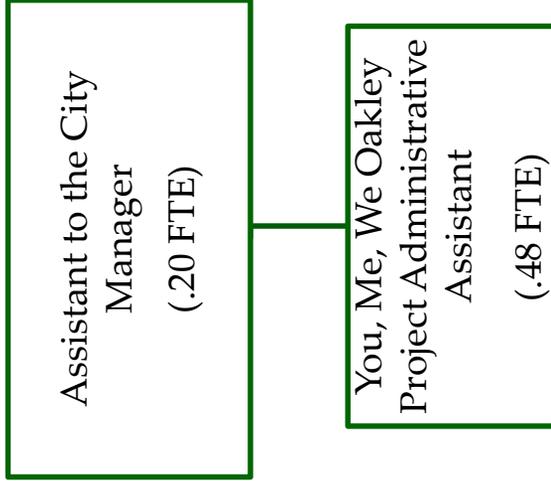
<b>CITY MANAGER</b>						
<b>USE OF FUNDS</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>	
Personnel Services	\$416,835	\$422,625	\$457,296	\$472,991	\$375,934	
Services	\$62,555	\$67,381	\$81,119	\$85,207	\$74,985	
<b>Total</b>	<b>\$479,390</b>	<b>\$490,006</b>	<b>\$538,415</b>	<b>\$558,198</b>	<b>\$450,919</b>	

<b>CITY MANAGER STAFFING</b>					
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager/HR Manager	0.50	0.50	0.50	.50	.20
Administrative Assistant	0.48	0.48	0.48	.48	0
<b>Total City Manager Staffing</b>	<b>1.98</b>	<b>1.98</b>	<b>1.98</b>	<b>1.98</b>	<b>1.20</b>

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# Community Outreach

You, Me, We = Oakley, Special Projects





## COMMUNITY OUTREACH

### Program Costs and Revenues

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

### Program Description

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

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

In 2016 the City launched Engage in Oakley, an online platform designed to engage citizens in a conversation about important projects and issues. Residents are invited to access Engage in Oakley through the City's website. City officials have used this input in their decision-making process.

The City's Leadership Academy has been a great success. The Academy has now been offered five times, graduating over 100 residents. These grads are well-informed community ambassadors after having completed a curriculum of at least 14 hours. This past fall, in partnership with You, Me, We Oakley! we made the Academy available in Spanish, graduating 19 residents. The Leadership Academy is designed to provide residents an opportunity to familiarize themselves with the City operations and processes. The sessions presented by City Staff addressed how City funds are allocated, decisions made, current challenges, future plans and much more.

Consistent with the You, Me, We, Oakley! principles, we've made strides in increasing the dissemination of bilingual public information. The *Oak Leaf* newsletter now incorporates a Spanish component, as does the Recreation Guide. Face-to-face outreach to monolingual residents and periodic written Spanish updates have been conducted.



Vendor opportunities are communicated in Spanish. Also available, are simultaneous translation systems that can be used as needed.

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

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

### Staffing Summary

The Assistant to the City Manager is assigned to conduct the Community Outreach functions, with the assistance of the part-time Administrative Assistant in the City Manager's Office. Approximately 20% of her time has her serving in this capacity. Additional assistance is provided by the Recreation Manager, who coordinates the City's website.

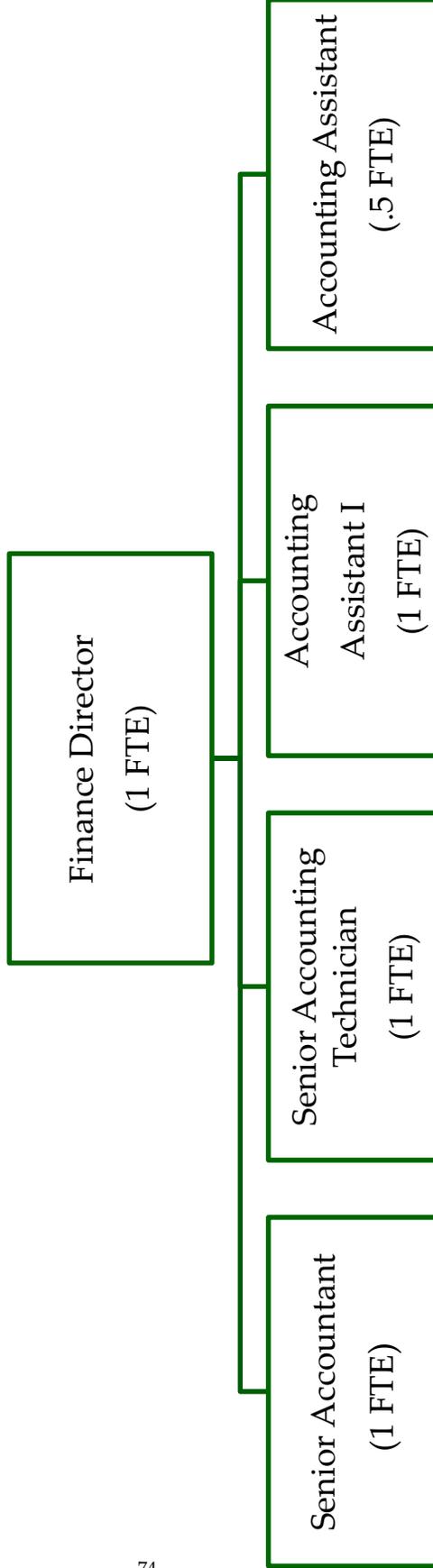
<b>COMMUNITY OUTREACH</b>					
<b>USE OF FUNDS</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Personnel Services	\$40,859	\$45,277	\$48,666	\$50,822	\$74,262
Services	\$95,419	\$78,296	\$73,964	\$87,173	\$89,876
<b>Total</b>	<b>\$136,278</b>	<b>\$123,573</b>	<b>\$122,630</b>	<b>\$137,995</b>	<b>\$164,138</b>

<b>COMMUNITY OUTREACH STAFFING</b>					
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Assistant to the City Manager/HR Manager	0.25	0.25	0.25	0.25	0.20
Administrative Assistant	0.05	0.05	0.05	0.05	0.56
<b>Total Community Outreach Staff</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.76</b>

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# Finance

Budget, Accounting, Accounts Payable, Accounts Receivable,  
Payroll, Risk Management, Information Technology





## FINANCE

### Program Costs and Revenues

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

### Program Description

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

### Staffing Summary

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

### Program Objectives

The primary operating objectives for the department for fiscal year 2020-2021 are to maintain and improve the financial and procedural infrastructure appropriate for performing the City and Successor Agency's financial functions and to support their many ongoing projects. The Department's primary objective will be to support the City Manager as we attempt to navigate our way through the impacts of COVID-19 on the economy and on the City. Finance will submit the City's Budget to the California Society of Municipal Finance Officers (CSMFO) for consideration of the CSMFO Excellence in Budgeting Award, for the first time in the history of the City of Oakley. Finance will also continue to apply for the Governmental Finance Officers Association (GFOA) for the GFOA CAFR (comprehensive annual financial report) Award, which the City of Oakley has been awarded since the City's inception and original CAFR.

### Program Changes

There are no proposed program changes for fiscal year 2020-21.



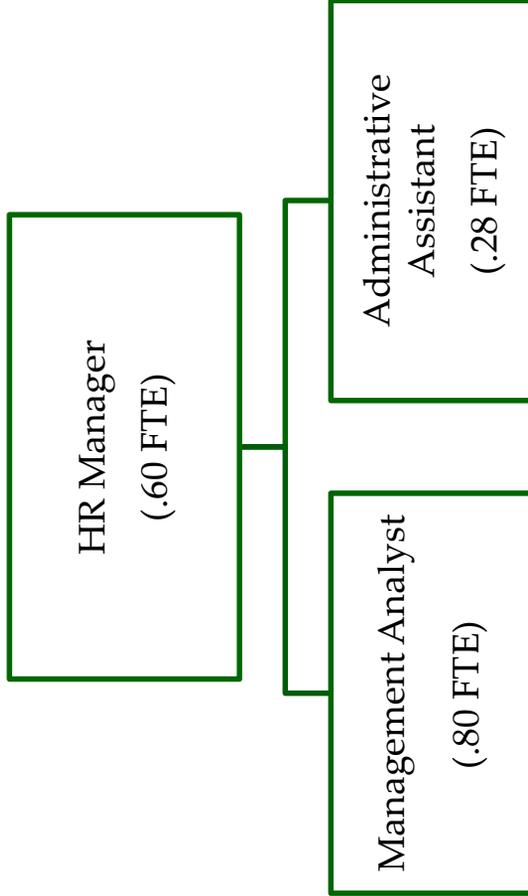
<b>FINANCE</b>						
<b>USE OF FUNDS</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>	
Personnel Services	\$476,939	\$516,568	\$544,481	\$627,550	\$629,091	
Services	\$182,368	\$164,937	\$178,017	\$219,438	\$220,761	
Supplies	\$155	\$32	\$118	\$200	\$200	
<b>Total</b>	<b>\$659,462</b>	<b>\$681,537</b>	<b>\$722,616</b>	<b>\$847,188</b>	<b>\$850,052</b>	

<b>FINANCE STAFFING</b>					
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Finance Director	1.00	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00
Senior Accounting Technician	1.00	1.00	1.00	1.00	1.00
Accounting Assistants	0.96	1.48	1.46	1.46	1.50
<b>Total Finance Staffing</b>	<b>3.96</b>	<b>4.48</b>	<b>4.46</b>	<b>4.46</b>	<b>4.50</b>

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# Human Resources

Recruitment, Retention, Compensation, Benefits, Worker's  
Compensation, Employee Recognition





## 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 the Human Resources Management Analyst 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 compliance training; promote professional development opportunities; and continue partnering with the Municipal Pooling Authority in support of the City's Loss Control and Wellness Programs.



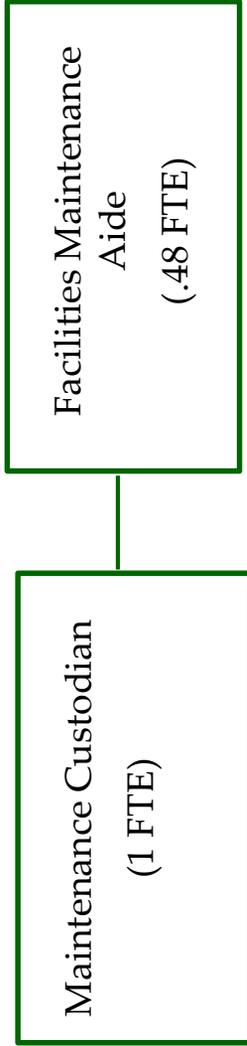
<b>HUMAN RESOURCES</b>					
<b>USE OF FUNDS</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Personnel Services	\$95,290	\$130,025	\$121,205	\$176,924	\$239,909
Services	\$52,731	\$145,700	\$97,484	\$81,348	\$103,193
Supplies	\$3,837	\$400	\$11,211	\$10,000	\$10,000
<b>Total</b>	<b>\$151,858</b>	<b>\$287,586</b>	<b>\$229,900</b>	<b>\$268,272</b>	<b>\$353,102</b>

<b>HUMAN RESOURCES STAFFING</b>					
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Assistant to the City Manager/HR Manager	0.25	0.25	0.25	0.25	0.60
You Me We Project Coordinator/Mgt. Analyst	0.95	0.95	0.95		
Administrative Assistant				0.25	0.19
Management Analyst				0.95	0.80
<b>Total HR Staffing</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	<b>1.45</b>	<b>1.59</b>

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# Maintenance

Facility Maintenance, Custodial





## MAINTENANCE CUSTODIAN

### Program Costs and Revenues

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

### Program Description

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

### Staffing Summary

With the opening of the new Oakley Recreation Center the proposal for fiscal year 2019-20 is to add a part-time Facilities Maintenance Aide.

### 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 proposed program changes for fiscal year 2020-21.

MAINTENANCE CUSTODIAN					
USE OF FUNDS	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Personnel Services	\$0	\$0	\$67,029	\$85,215	\$89,587
Services	\$42,281	\$46,488	\$10,965	\$16,107	\$16,131
<b>Total</b>	<b>\$42,281</b>	<b>\$46,488</b>	<b>\$77,994</b>	<b>\$101,322</b>	<b>\$105,988</b>

MAINTENANCE CUSTODIAN STAFFING					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Maintenance Custodian			1.00	1.00	1.00
Facilities Maintenance Aide				.48	.48
Maintenance Custodian (Contract)	0.75	0.75			
<b>Total Maintenance Custodian Staffing</b>	<b>0.75</b>	<b>0.75</b>	<b>1.00</b>	<b>1.48</b>	<b>1.48</b>



## 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 Operational Technology Integrators ("OTI"), a private contractor. OTI has staff at City Hall approximately 24 hours per week, and manages the network 24/7.

### Program Objectives

The primary operating objectives for the department for fiscal year 2020-2021 are unchanged: To provide outstanding network support, and assist the City in planning related to its networks.

INFORMATION SYSTEMS						
USE OF FUNDS	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed	
Services	\$190,028	\$203,116	\$200,247	\$217,943	\$215,931	
Supplies	\$476	\$93	\$1,008	\$1,000	\$1,000	
Capital Outlay	\$122,818	\$97,568	\$99,444	\$100,025	\$103,926	
<b>Total</b>	<b>\$313,322</b>	<b>\$300,777</b>	<b>\$300,699</b>	<b>\$318,968</b>	<b>\$320,857</b>	

INFORMATION TECHNOLOGY DEPARTMENT STAFFING					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Network Manager (Contracted)	On Call				
Network Engineers (Contracted)	0.625	0.625	1.00	1.00	1.00

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## 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.

<b>NON-DEPARTMENTAL</b>					
<b>USE OF FUNDS</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Personnel Services	\$393,456	\$421,386	\$425,457	\$1,729,745	\$578,907
Services*	\$791,985	\$825,742	\$935,384	\$1,395,633	\$1,483,879
Supplies	\$65,285	\$59,358	\$62,058	\$61,000	\$63,500
Transfers Out	\$150,000	\$283,000	\$450,000	\$310,000	\$225,000
Interdepartmental Allocations	(\$1,457,687)	(\$1,968,125)	(\$2,154,882)	(\$2,311,900)	(\$2,222,088)
<b>Total</b>	<b>(\$56,961)</b>	<b>(\$378,639)</b>	<b>(\$281,983)</b>	<b>\$1,184,478</b>	<b>\$129,198</b>

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

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

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# Economic Development

Entrepreneur Center, Retention, Attraction, Marketing,  
Downtown Façade, Loan Program

Economic Development  
Manager  
(1 FTE)



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

### Program Objectives

Economic Development will focus on:

- Implementation of programs and activities designed to retain, strengthen and expand existing Oakley businesses
- Revitalization of the Main Street/Downtown area
- Facilitation of commercial development projects
- Attraction of retailers and commercial tenants for existing shopping centers and commercial space
- Attraction of development for all City-owned and former redevelopment property
- 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 2020-2021.



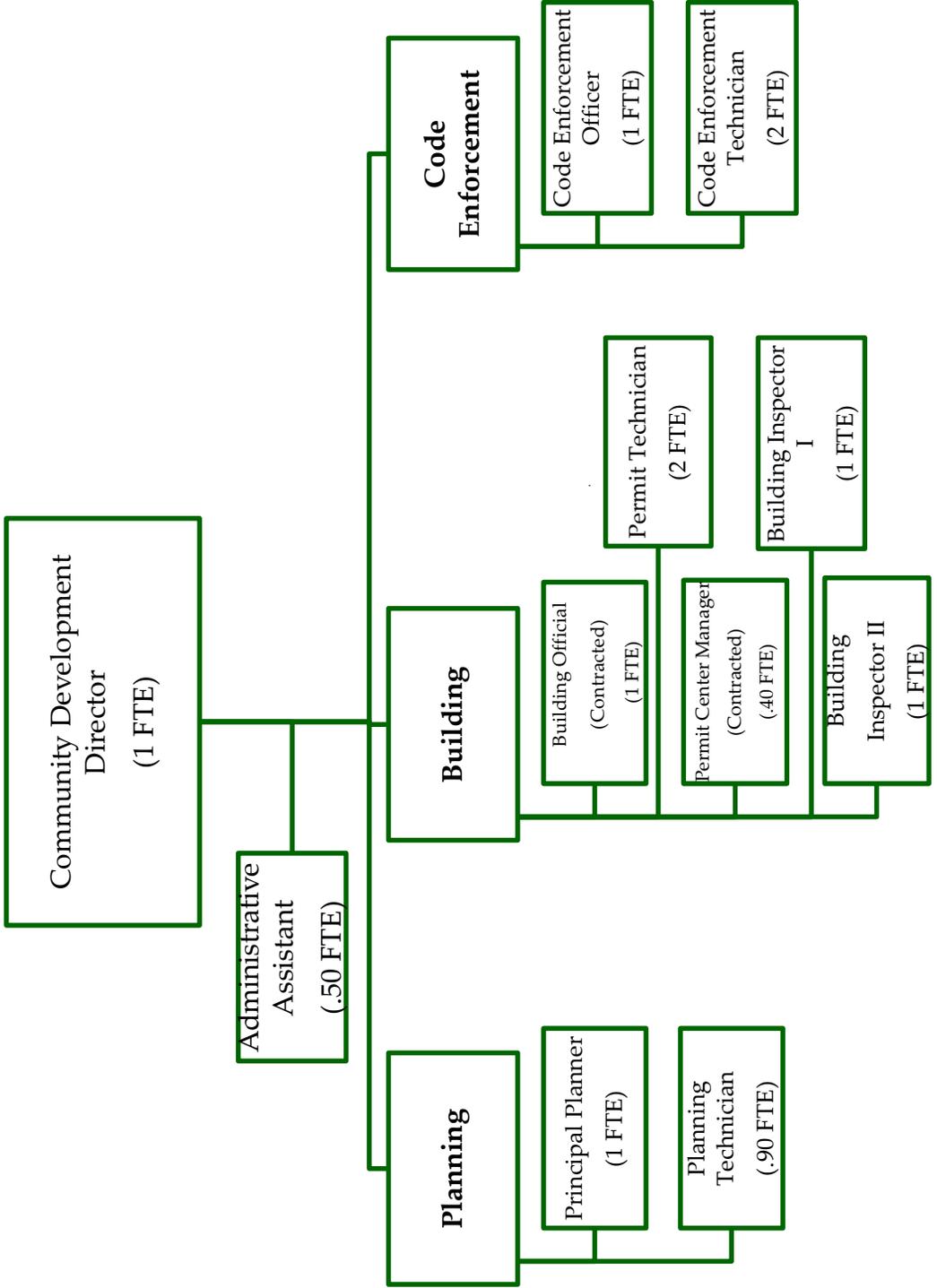
<b>ECONOMIC DEVELOPMENT</b>					
<b>USE OF FUNDS</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Personnel Services	\$157,915	\$164,415	\$170,645	\$186,049	\$179,038
Services	\$70,658	\$80,080	\$93,878	\$76,229	\$83,831
Supplies	\$138	\$7,820	\$4,412	\$6,300	\$6,300
<b>Total</b>	<b>\$228,711</b>	<b>\$252,315</b>	<b>\$268,934</b>	<b>\$268,578</b>	<b>\$269,169</b>

<b>ECONOMIC DEVELOPMENT STAFFING</b>					
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Economic Development Manager	1.00	1.00	1.00	<b>1.00</b>	1.00
Planning Technician				.10	
Planning Assistant		0.25	0.10		
<b>Total Economic Development Staffing</b>	<b>1.00</b>	<b>1.25</b>	<b>1.10</b>	<b>1.10</b>	<b>1.00</b>

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# Community Development

Planning, Zoning, Building, Code Enforcement, Recycling,  
Housing, Census





## BUILDING & CODE ENFORCEMENT

### Program Costs and Revenue

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

### Program Description

The Building Division and Code Enforcement Division are part of the Community Development Department.

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

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

### Program Staffing

The Building Division consists of a part-time Building Official/ Permit Center Manager, and two full-time Building Inspector's, and two full-time Permit Technician's. The Code Enforcement Division consists of one full-time Code Enforcement Officer and two full-time Code Enforcement Technician's. The Community Development Department shares a part-time administrative Assistant.

### Program Objectives

Continue to refine internal processes within functions of the two divisions.

Improve efficiencies by expanding the use of existing technological programs for the inspection, follow-up, and penalty phases of program compliance.



Maintain standard fifteen-day plan review as a maximum turnaround time but the Building Division's goal is to review most simple 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 compliance rate.

Continue to make a positive impact in the City by enforcing the Property Maintenance Ordinance.

Develop a Commercial and Industrial Property Maintenance Ordinance.

Enhance enforcement of vacant/abandoned property maintenance standards.

Work with all departments, outside agencies and the contractor to ensure that all projects are constructed in the most efficient and cost effective way possible.

Work together to address and reduce unpermitted construction.

## **Program Changes**

There are no proposed program changes for fiscal year 2020-2021.

<b>BUILDING &amp; CODE ENFORCEMENT</b>					
<b>USE OF FUNDS</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Personnel Services	\$519,802	\$599,536	\$726,453	\$779,936	\$845,964
Services	\$271,135	\$291,206	\$290,509	\$416,204	\$343,762
Supplies	\$8,050	\$9,565	\$9,510	\$12,450	\$9,250
<b>Total</b>	<b>\$798,987</b>	<b>\$900,307</b>	<b>\$1,026,473</b>	<b>\$1,208,590</b>	<b>\$1,198,976</b>

<b>BUILDING AND CODE ENFORCEMENT STAFFING</b>					
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Permit Center Manager (Contracted)	0.60	0.60	0.60	0.60	0.40
Building Official				0.40	1.00
Building Inspector II	1.00	1.00	1.00		2.00
Building Inspector I				1.00	
Permit Technician	1.00	1.00	1.00	2.00	2.00
Accounting Assistant	0.48	0.50	0.50		
Planning Assistant		0.25	0.10		
Code Enforcement Manager	1.00	1.00	1.00		
Sr. Code Enforcement Officer				.48	
Code Enforcement Officer I				.75	1.00
Code Enforcement Officer/Building Inspector I			1.00	1.00	
Code Enforcement Officer I	1.00	1.00	1.00	1.00	
Code Enforcement Technician	1.00	1.25		.48	2.00
Administrative Assistant			0.48	.15	0.50
<b>Total Building and Code Enforcement Staffing</b>	<b>6.08</b>	<b>6.60</b>	<b>6.68</b>	<b>7.46</b>	<b>8.90</b>



## 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 is part of the Community Development Department.

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

There are several planning projects that continue to have activity at this time. Several projects within the East Cypress Road corridor have been entitled for some time with the Emerson Ranch project winding down. The Gilbert property is under construction and there are four home builders within the subdivision. Staff is still seeing an increase in the number of new projects (both residential and commercial) and anticipates this to continue into the year. There is a continued focus on the redevelopment of the City's Downtown and the future Train Platform and Parking Lot highlighting the marquee project expected to break ground in this fiscal year. The Action Programs within the adopted 2015-2023 Housing Element have been implemented. The redevelopment of the former DuPont site is under way with the recent approval of the Oakley Logistics Center.

Staff is currently working on a General Plan update that will ensure the City's General Plan is compliant with State Law and addresses the needs of the community today. 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 Community Development Director, one Principal Planner and one Planning Technician. The Community Development Department shares a part-time administrative Assistant.

## **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.

Provide support to the Code Enforcement Division in matters involving land use and zoning.

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.

Continue to implement the Policy Action Programs in the 2015-2023 Housing Element.

Identify areas for improvement and enhance the zoning code.

Continue to monitor changes in State Laws that would require the General Plan to be amended.

Serve as the City's in-house environmental staff to prepare environmental documents for small to medium-sized City Capital Improvement and Park projects.

## **Program Changes**

There are no proposed program changes for fiscal year 2020-21.



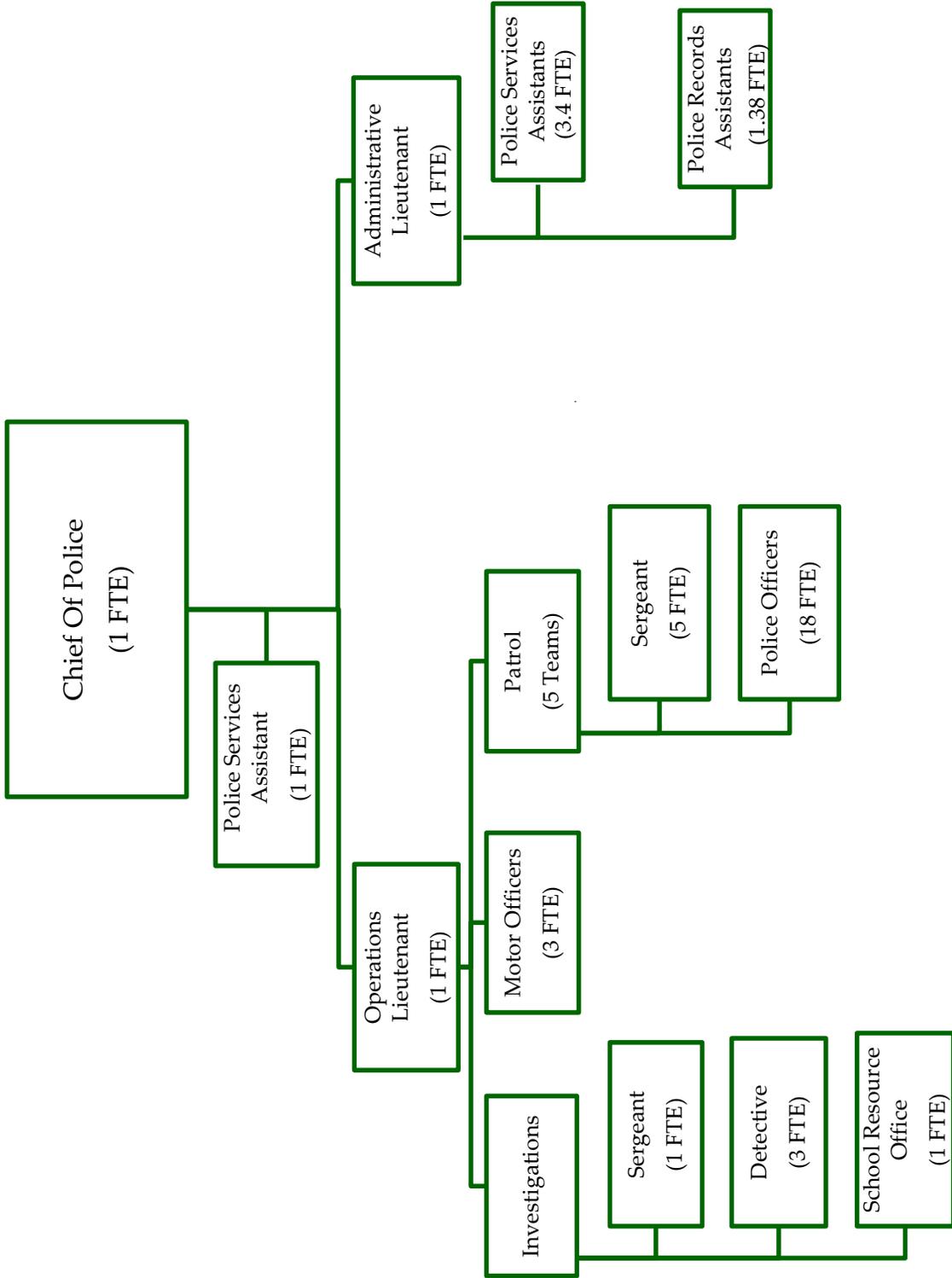
<b>PLANNING DIVISION</b>					
<b>USE OF FUNDS</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Personnel Services	\$312,378	\$371,170	\$403,177	\$476,932	\$470,742
Services	\$73,395	\$66,898	\$75,501	\$391,632	\$350,421
Supplies	\$145	\$248	\$61	\$600	\$800
<b>Total</b>	<b>\$385,918</b>	<b>\$438,316</b>	<b>\$478,739</b>	<b>\$869,164</b>	<b>\$821,963</b>

<b>PLANNING DIVISION STAFFING</b>					
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Principal Planner	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00		
Community Development Director				1.00	1.00
Planning Technician				.90	.90
Planning Assistant		0.50	0.80		
<b>Total Planning Division Staffing</b>	<b>2.00</b>	<b>2.50</b>	<b>2.80</b>	<b>2.90</b>	<b>2.90</b>

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# Police

Administration, Patrol, Investigation, Records,  
 Emergency Preparedness, Volunteers





## POLICE

### Program Costs and Revenues

As the Police Department enters our fifth year as a “stand-alone” police agency, we continue to develop as a department that is committed to serving the community in a professional and progressive manner. We continue to build the foundation for the future success of the department within the community and local government. In examining this budget submission, you will find it to be a conservative look at the future of the department and the City. For FY 20/21, the department will continue to develop our personnel and skills to better serve our residents

### 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 20/21 are for a fully-staffed department with 33 sworn FTE law enforcement positions. This represents maintenance of effort financial commitment, no additional staff is budgeted for the fiscal year.

The budget includes three (3) FTE positions in the classification of Police Services Assistant (PSA). The PSA classification is being broadened to incorporate all professional support positions within the Police Department. These duties include working in records, investigations, the front counter/reception area, managing our property room, assisting with crime scene processing, transporting arrestees when available, taking non-emergency reports, registering all sex/arson/narcotics offenders who are required to register fleet maintenance/purchasing, . These three full time employees are augmented by nine (9) additional part time/contract employees.

For the fiscal year 2020-2021 the City's sworn officers per 1,000 citizens ratio will be approximately .77 officers per thousand. (Estimated Population 44,000)

## **Program Objectives**

Protect life and property.

Continue working with the engineering department on traffic calming solutions for neighborhoods with a focus on traffic safety.

Expand the Emergency Preparedness program and operations by training and educating the city staff to be better prepared for man-made or natural disaster. Conduct ongoing training and scenario based exercises for city staff members.

Continue to focus on quality of life issues through the Problem Oriented Policing (POP) program, working with Oakley Code Enforcement Officers.

## **Program Changes**

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

Continue the expansion of both ALPR and situational awareness cameras to monitor key ingress/egress points throughout the City.

Improve all staffs knowledge and understanding of the Emergency Operations Response

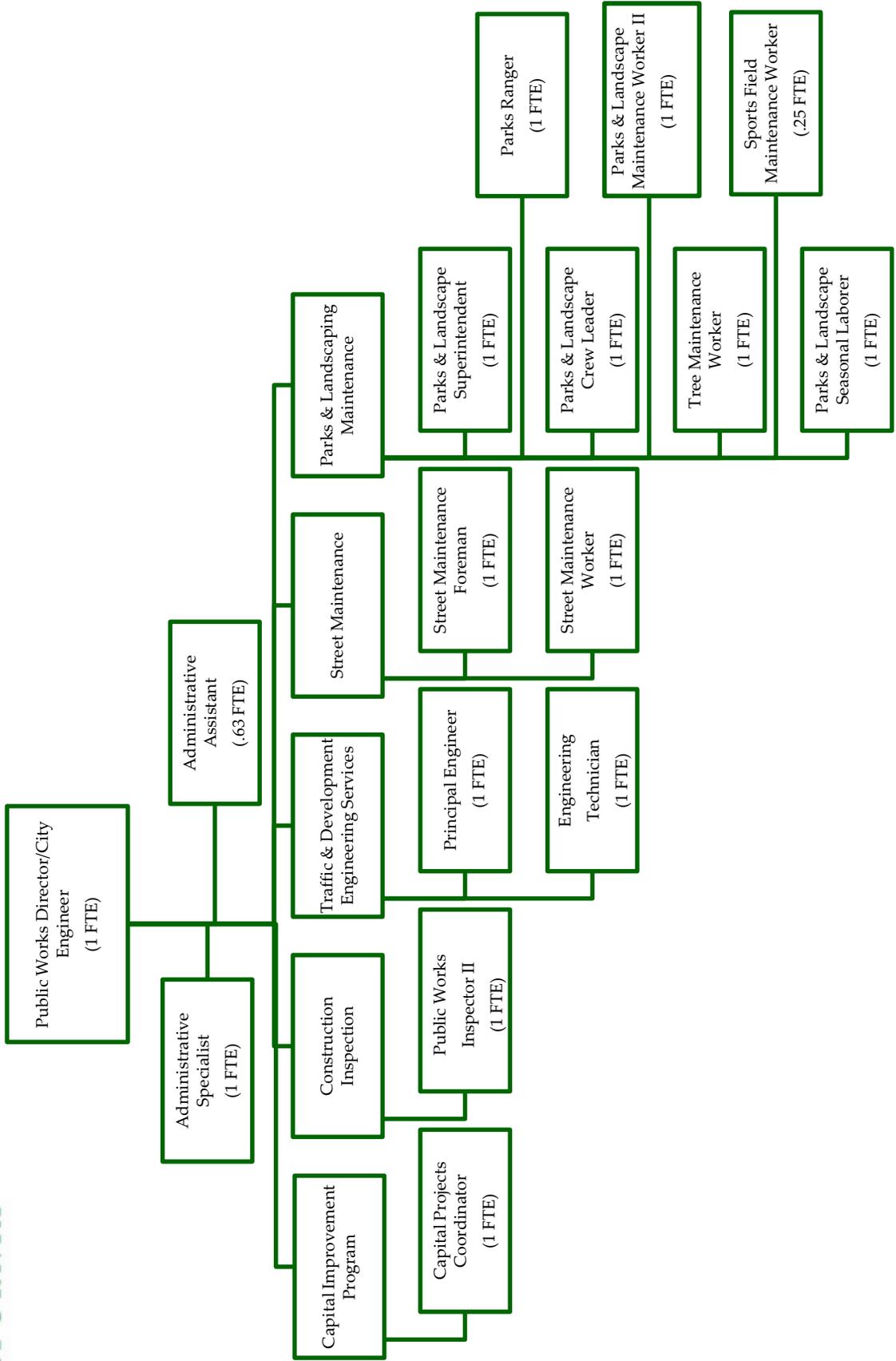


<b>POLICE DEPARTMENT</b>					
<b>USE OF FUNDS</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Personnel Services	\$6,292,664	\$6,743,490	\$7,099,651	\$7,348,396	\$7,360,097
Services	\$1,694,886	\$2,127,095	\$2,285,064	\$2,564,864	\$2,565,159
Supplies	\$190,099	\$212,232	\$304,159	\$280,500	\$290,500
Capital Outlay	\$72,316	\$187,625	\$94,007	\$31,000	\$32,500
<b>Total</b>	<b>\$8,249,965</b>	<b>\$9,270,442</b>	<b>\$9,782,881</b>	<b>\$10,234,760</b>	<b>\$10,238,256</b>

<b>POLICE DEPARTMENT STAFFING</b>					
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
The following staff are provided under contract with the Contra Costa County Office of the Sheriff:					
Records Supervisor	0.48	.	-		
<b>Total staff provided under CCC Office of the Sheriff</b>	<b>0.48</b>		-		
City Staff:					
Records Supervisor (Contracted)		0.48	0.48	0.48	0.48
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Captain			1.00		
Police Lieutenants	2.00	1.00	-	.50	1.00
Police Sergeants	5.00	7.00	7.00	7.00	7.00
Police Officers	21.00	25.00	25.00	25.50	25.00
Police Services Assistant	5.40	5.40	5.02	5.17	4.40
Police Records Assistant			0.48	.48	1.38
<b>Total City Staff</b>	<b>34.40</b>	<b>39.88</b>	<b>39.98</b>	<b>40.13</b>	<b>40.26</b>
<b>Total Police Department Staffing</b>	<b>34.88</b>	<b>39.88</b>	<b>39.98</b>	<b>40.13</b>	<b>40.26</b>

# Public Works

## Engineering, Capital Projects, Parks & Landscape, Storm Water, Roads & Traffic, Inspections





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

### **Program Description**

The Public Works and Engineering Department provides street, drainage, and parks and landscape maintenance through a combination of internal staff and outside contractors. The Department also administers design, construction inspection, and contract management for capital improvement projects within the City. The Department also implements the City's Clean Water Program to ensure compliance with current NPDES requirements and permits, processes the plan reviews, and inspects private development project 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 responses 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 park and landscape maintenance services. The in-house maintenance crew will focus on parks facilities to ensure that the quality of all park and facility infrastructure is at operating at a high standard.

The Street Maintenance Division has two full time maintenance workers that perform the day-to-day maintenance of City street infrastructure. This work is also supplemented by outside service contracts.

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

### **Staffing Changes**

The Department has formed a cohesive team that services the needs of the community infrastructure. A critical component of the City's infrastructure system is the Parks. The addition of the Park Ranger position last year has been instrumental in the protection of the City's parks and facilities.

The increased level of private development activities and the resources that are needed to properly service private development projects, required some staffing changes during the FY 2019/20 Mid-year budget review process. This included the addition of an Engineering



Technician position, which will work on a wide range of tasks related to private development project service delivery needs.

The Associate Engineer position, which provided development engineering services was upgraded to a Principal Engineer position to better align the complex level of work being performed, to the proper job description. This Principal Engineer position also serves as the City's Traffic Engineer which eliminates the need for an additional position. The Department will utilize contract engineering services as needed to supplement internal staffing as the workload changes and demands for services increase. The cost of these services will be paid by private developers and does not have an impact on the City's General Fund budget.

## 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 - \$858,120*

**Senate Bill (SB) No. 1 Transportation Funding** - The California Legislature passed SB 1 in 2017, raising gas taxes and vehicle fees which will generate tens of billions of dollars for municipalities and agencies to fix the state's road system. The funds that the City of Oakley receives as part of SB 1 will be used for various street repair and resurfacing citywide. *Anticipated Revenues - \$623,450*

**Measure J** - These expenditures are restricted to the same uses as Gas Tax, but can also be applied to transit improvements and operations, 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 the 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 - \$2,477,120*

**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 - \$451,000*

**Traffic Impact Fee** - The City of Oakley has an official Traffic Impact Fee program which funds the improvement of major roadways and signalized intersections; including the design, staff support, and construction management activities associated with private development projects. *Anticipated Revenues - \$1,030,000*

**Park Impact Fee** - The City of Oakley has an official Park Impact Fee program which funds the improvement of parks in the community. This Park Impact Fee is paid for by private developers as related to their respective projects. *Anticipated Revenues - \$200,000*

**Development Deposits/Permit Applications** - Public Works and Engineering collects deposits for the review and inspection of final maps, grading plans and improvements plans related to development applications. In addition, fees are collected for encroachment permits, transportation permits, and documentation related to the FEMA Floodplain Management program. Actual staff expenditures are tracked and applied against a deposit, and refunds or additional deposits are made as necessary. *Anticipated Revenues-\$1,275,000*

**Citywide Park 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 - \$1,300,000*

**Streetlight Assessments** - Zone 2 of the Oakley Lighting and Landscape Assessment District No. 1 provides for the maintenance and utilities for citywide street lighting. *Anticipated Revenues - \$240,000*

**Neighborhood Landscaping Assessments** - Zone 3 of the Oakley Lighting and Landscape Assessment District No. 1 provides for the maintenance and utilities for neighborhood park and landscaping improvements throughout the City. Zone 3 currently consists of 26 sub-zones, and revenues and expenditures are tracked at the sub-zone level. *Anticipated Revenues - \$2,700,000*

**Community Facilities District No. 1** - This District was formed in 2006 to fund the operations and maintenance of the levee system, stormwater pond, and the associated pump, force main, and outfall for the Cypress Grove development. Landscape and lighting maintenance for the project are funded through a separate mechanism. *Anticipated Revenues - \$332,000*

**Community Facilities District No. 2015-1** - This District was formed in 2015 to fund the operations and maintenance of the City's Community and Regional Parks and the public



neighborhood parks and landscaping, street lighting, and stormwater improvements associated with the Emerson Ranch development. *Anticipated Revenues - \$850,000*

**Community Facilities District No. 2015-2-** This District was formed in 2015 to fund the operations and maintenance of the City's Community and Regional Parks and the public neighborhood parks and landscaping, street lighting, and stormwater improvements constructed with new developments. *Anticipated Revenues-* The revenue for FY 2020-21 will depend on the number of new developments that annex into the District prior to the end of the current fiscal year and the timing of when improvements will be turned over to the City for maintenance. The revenue for FY 2019-20 was \$584,000

**Community Facilities District No. 2020-1-** This District was formed in 2020 to fund the operations and maintenance of the public landscape, lighting, and storm drain maintenance for the Oakley Logistics Center project constructed by a private developer. *Anticipated Revenues - \$535,000*

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

## PROGRAM AND STAFFING SUMMARY

The mission of Public Works and Engineering is to steward Oakley's infrastructure by utilizing a variety of maintenance, improvement, and service activities. Through a blend of contract and seasonal staffing and City staff, the Department provides its services to the community. The Department is managed by the Public Works Director and has 7 primary functions. The Fiscal Year 2020/21 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 services. 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 uses on-call maintenance service contractors to supplement City maintenance staff in performing 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 these contract services to supplement in-house resources to better provide maintenance services for the community in a pro-active way.

**Signals & Lighting-** The City owns and operates traffic signals at 37 separate intersections, as well as numerous pedestrian safety flashing lights throughout Oakley. In addition to traffic signals, the City owns and maintains over 1,350 street lights throughout the community. There are some street lights that are owned and maintained by PG&E, in addition to the City owned street lights. Traffic Signal, Street Light, and Parking Lot Light maintenance is provided through a contract with a specialized electrical contractor who has the resources and expertise needed.

**Drainage-** In order to minimize potential flooding, and to 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 36 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's park and landscape maintenance staff, and outside maintenance contract resources provide landscape maintenance services for the City. The Parks Division staff works 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 Community Development 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. The Administrative Specialist is supported by the part time Administrative Assistant in performing department support services.

**Principal Civil Engineer, (1 FTE) –** This full time position works on the processing of private development projects and operation of the City's traffic signal system to ensure that the systems are working efficiently, while keeping up with new technologies related to the maintenance and operation of the traffic signal system. The Principal Civil Engineer will also manage the new Traffic System Operations Center which will be used for the operation of the Downtown Oakley traffic signal systems. The Principal Civil Engineer will also be leading the City's NPDES stormwater permit program and working with the engineering and planning team to review and process park development projects. Other primary duties include the review and processing of private development projects and their related building permits and traffic control plans.



***Capital Projects Coordinator, (1 FTE)*** - This full time position focuses on the design and construction of CIP projects. The responsibilities of the position include; management and administration, development, design and construction of a wide range of CIP projects. The Capital Projects Coordinator also works collaboratively with Caltrans in securing and processing various grants for CIP projects for the City of Oakley.

***Public Works Inspector (1 FTE)*** - This full time position provides inspection of work within the public right of way and all CIP construction inspection services. The Public Works Inspector is also responsible for processing encroachment permits and for performing related construction inspections. Any additional inspection services will be provided by a contract Inspector as needed for private development projects.

***Engineering Technician (1 FTE)*** - This full time position provides a wide range of tasks related to the processing of private development projects, ranging from plan checking, permit issuance, and inspection services. The Engineering Technician will also perform inspections as needed and operate the GIS system.

***Street Maintenance Foreman (1 FTE)*** – This full time position supervises the Street Maintenance Worker which is the crew for the street maintenance division who 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.

***Street Maintenance Worker (1 FTE)*** – This full time positions 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 facility maintenance services.

***Parks and Landscape Maintenance Division Superintendent (1 FTE)*** - This City staff position manages the maintenance efforts for all publically maintained parks and landscape facilities within the City. The position develops and manages the division budget, monitors all water and utility uses associated with the facilities, schedules and manages the work of the landscape maintenance contractors, and coordinates facility uses with the Recreation Department.

***Park Ranger (1 FTE)*** – This City staff position will enforce the laws and regulations related to the City’s parks and facilities. The Park Ranger will work cooperatively with law enforcement officials to assist in all issues related to illicit activities that may take place in the City’s parks and facilities. This position will provide park information to visitors and present interpretive programs, as well as perform an assortment of maintenance duties as needed.



***Parks and Landscape Crew Leader (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 landscape operations. This is a working foreman position that reports to the Division Superintendent.

***Tree Worker (1 FTE)*** – This City staff position performs daily maintenance of City owned trees in public right of ways and parks. This tree pruning and maintenance task is important to the health and growth of the trees and a quality of life enhancement for the community residents.

***Parks and Landscape Maintenance Worker (1 FTE)*** – This City staff position performs as the lead parks and landscape maintenance crew member. In addition to this position, Seasonal laborers provide parks and landscape maintenance services as part of the City parks maintenance crew. Seasonal workers generally work on a 6 month on - 6 month off basis.

***Administrative Assistant (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.

***Sports Field Maintenance Laborer (0.40 FTE)*** – This part-time staff position provides maintenance and additional safety checks to sports fields and courts, keeping fields and courts in a safe and playable condition.

## **Program Objectives**

The goals and objectives of the Public Works and Engineering Department for FY 2020-21 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.
- Operate the new Traffic Operations Center which will operate and monitor traffic signal operations in downtown and expand its capability to cover more traffic signals
- Proactively, and in coordination with the Police Department, work with residents and neighborhood groups on resolving traffic and parking related issues and the implementation of traffic calming and parking programs.



- Actively and proficiently implement the planned Capital Improvement Program and ensure timely project delivery within approved budgets and timelines.
- Participate in regional engineering efforts such as Transplan, the City-County Engineering Advisory Committee, and the Contra Costa Clean Water Program to ensure that Oakley is recognized as a contributor and is represented in any funding programs.
- Actively pursue State and Federal grants to supplement funding for the City's infrastructure improvement projects.
- Coordinate and collaborate with other City Departments to provide exemplary and proactive service to potential developers to enhance Oakley's economic development opportunities.

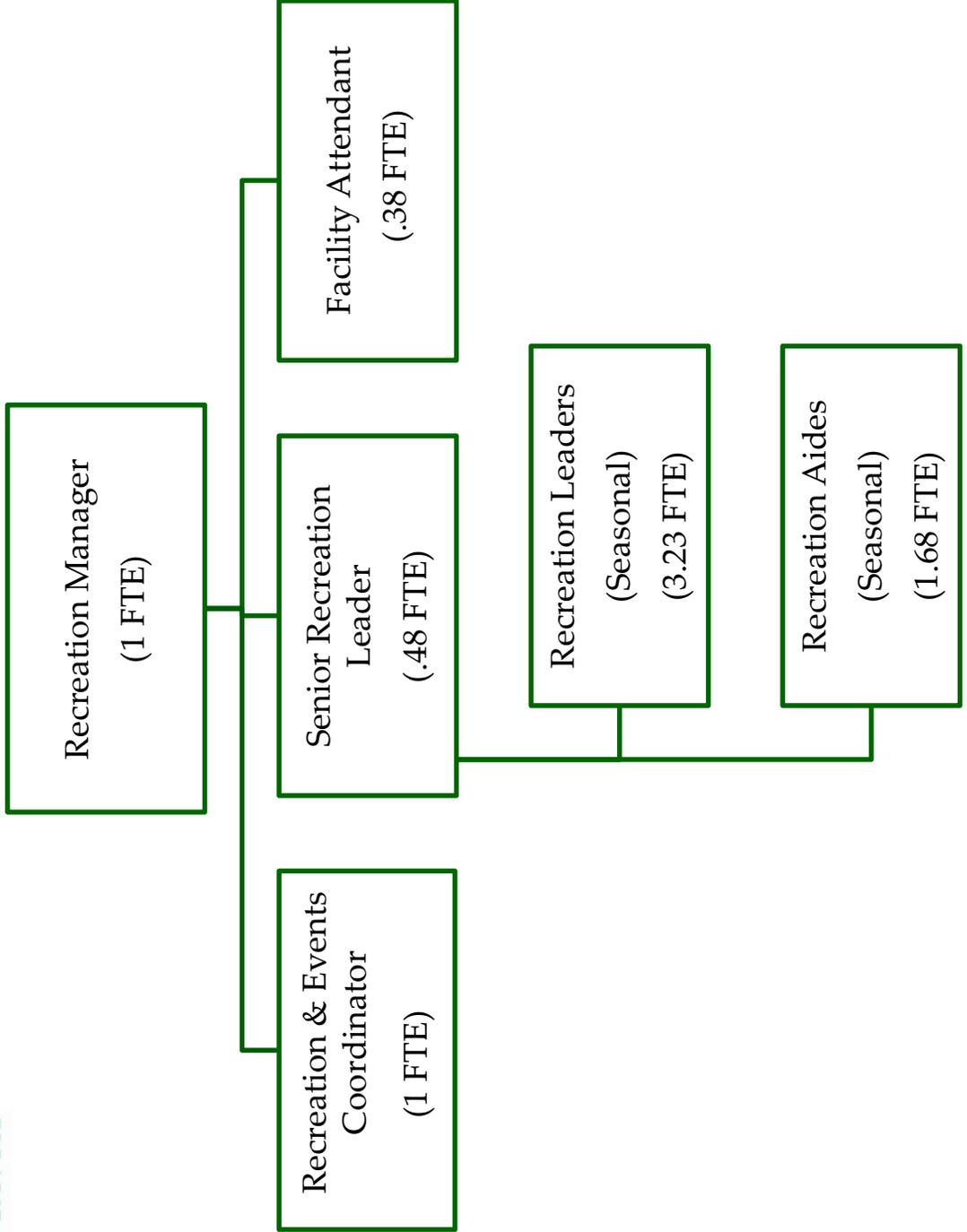
<b>PUBLIC WORKS /ENGINEERING/MAINTENANCE &amp; PARKS</b>					
<b>USE OF FUNDS</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Personnel Services	\$1,474,897	\$1,535,107	\$1,651,420	\$1,597,850	\$1,695,115
Services	\$467,720	\$936,856	\$1,149,128	\$956,969	\$1,147,015
Supplies	\$27,981	\$33,591	\$35,877	\$41,250	\$45,050
Capital Outlay	\$325	\$2,741	\$100	\$35,000	\$1,500
<b>Total</b>	<b>\$1,970,923</b>	<b>\$2,508,295</b>	<b>\$2,836,525</b>	<b>\$2,631,069</b>	<b>\$2,888,680</b>



<b>PUBLIC WORKS/ENGINEERING/MAINTENANCE &amp; PARKS DEPARTMENT STAFFING</b>					
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
City Engineer/Public Works Director	1.00	1.00	1.00	1.00	1.00
Associate Engineer	2.00	2.00	1.00	1.00	
Principal Engineer					1.00
Capital Projects Coordinator	-	-	1.00	1.00	1.00
Engineering Technician					1.00
Senior Civil Engineer	1.00	1.00	1.00	1.00	
Public Works Inspector II	1.00	1.00	1.00	1.00	1.00
Public Works Administrative Specialist	1.00	1.00	1.00	1.00	1.00
Public Works Administrative Assistant	0.53	0.53	0.63	0.63	0.63
Streets Maintenance Foreman	1.00	1.00	1.00	1.00	1.00
Parks & Landscape Division Manager	0.75				
Parks & Landscape Maintenance Superintendent		1.00	1.00	1.00	1.00
Parks & Landscape Maintenance Foreman	1.00				
Parks & Landscape Maintenance Crew Leader		1.00	1.00	1.00	1.00
Parks & Landscape Maintenance Worker II	1.00	1.00	1.00	1.00	1.00
Public Works Worker I	2.00	2.00	3.00	3.00	1.00
Tree Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Park Ranger				1.00	1.00
Parks and Landscape Laborers (Seasonal)	1.00	1.00	1.00	1.00	1.00
Parks Monitor	0.25	0.25	0.25	0.25	0.25
Sports Field Maintenance Worker part time	0.25	0.25	0.25	0.25	0.25
<b>Total Public Works / Engineering / and Parks Department Staffing</b>	<b>14.78</b>	<b>15.03</b>	<b>16.13</b>	<b>17.13</b>	<b>15.13</b>

# Recreation

Programs & Classes, Recreation Center, Community Events,  
Facility Rental, Audio/Visual, Website





## RECREATION

### Program Costs and Revenues

Programs for the fiscal year 2019-2020 budget are funded in part by the following revenues:

Group picnic area rentals, Recreation Center rentals, sports field rental fees, class fees, program fees, grants, and sponsorships. While the Recreation Division has seen an increase in revenue generated through class fees, programming fees and park and 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, three part-time Senior Recreation Leader and several part time seasonal Recreation Leaders and Aides and one Facilities Attendant.

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

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

*Senior Recreation Leaders-* These part-time Senior Recreation Leaders are responsible for reception duties, contract classes, group picnic area rentals, facility rentals including those



at the newly complete Recreation Center and the additional Summer Concert Series in FY 2019/2020.

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

## **Program Objectives**

The mission of The Recreation Division is to provide the residents of Oakley with quality programming meeting the following FY 2019-2020 objectives:

**Special Events-** Special Events facilitated by the Recreation Division will continue to include the Science Week Program, six Movies in the Plaza, Cityhood Celebration, Kids Fishing Derby, Harvest Festival, Christmas Tree Lighting, Breakfast with Santa, Children's Sprint Concert, Hometown Halloween Decorating Contest, Summer Concert, Heart of Oakley, Hometown Holiday Decorating Contest, Main Street Car Show and Concert, Rock the Chalk and the newly added Summer Concert Series in conjunction with the Friday Night Bites Food Truck events. The 20<sup>th</sup> Anniversary Committee will continue to facility events celebrating our 20<sup>th</sup> year of Cityhood for the first half of FY 2019/2020.

**Youth Programs-** The objective of youth programs is to provide safe and fun activities for kids after school, during the summer as well as on their breaks from school including After School Programming, Summer Blaze Day Camp, Junior Recreation Leader Program, Youth Committed to Ongoing Revitalization Efforts Program, Youth Employment Workshop, and more.

**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. During the construction of the Recreation Center there was no space for expansion. The opening of the Recreation Center will provide an opportunity Recreation Division will continue to increase these programs which reflect no change in budget expenditures, but will result in increased revenues.

**Park and Facility Rentals-** Parks and Facility rentals change slightly with the opening of Koda Dog Park in FY 2019/2020 Nunn Wilson Park was added to the available group picnic areas for rent. The Recreation Center will also result in increased revenues from



facility rentals. Staff have estimated revenues consistent with the past use of Oakley Recreation Building and will continue to evaluate that number.

## Program Changes

The Recreation Division proposed budget incorporates changes made from last year's budget. This includes continuing the Summer Concert Series in Summer 2019 and Spring 2020, and the associate Senior Recreation Leader coordinating these. Additionally, there are significant changes to the expenditures and revenues related to the opening of the Recreation Center. This including increase maintenance costs, cleaning, staffing and utilities as this facility is more complex than the prior Oakley Recreation Buildings. It also offers an opportunity for significant increase in revenues for facility rentals with the additional space and commercial kitchen. There are also minor increases to account for minimum wage increase for the part time Recreation Aides, and Recreation Leaders, and increased costs of supplies and the annual costs associated with new recreation software.

<b>RECREATION</b>					
<b>USE OF FUNDS</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Personnel Services	\$311,038	\$350,780	\$387,770	\$457,420	\$487,086
Services	\$81,877	\$89,806	\$104,323	\$146,423	\$181,398
Supplies	\$143,006	\$107,380	\$159,320	\$205,000	\$203,900
Capital Outlay			\$41,248		
<b>Total</b>	<b>\$535,921</b>	<b>\$547,966</b>	<b>\$692,661</b>	<b>\$808,843</b>	<b>\$872,384</b>

<b>RECREATION DEPARTMENT STAFFING</b>					
	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Recreation and Event Coordinator	1.00	1.00	1.00	1.00	1.00
Senior Recreation Leader	0.48	0.96	1.44	1.44	0.48
Recreation Leaders (Seasonal)	1.65	1.65	3.13	3.13	3.23
Recreation Aides (Seasonal)	1.65	1.65	1.65	1.65	1.68
Facility Attendant	0.38	0.38	0.38	.38	.38
<b>Total Recreation Department Staffing</b>	<b>6.16</b>	<b>6.64</b>	<b>8.60</b>	<b>8.60</b>	<b>7.77</b>



## TRANSFERS OUT

Staff proposes six transfers from the General Fund's Transfers Out Budget, for a total of \$1,475,000 in fiscal year 2020-2021. And additional \$225,000 of transfers out are included in the General Fund's Non-Departmental Budget. Of that amount, \$175,000 is going to Equipment & Vehicle Replacement Fund 501 and \$50,000 is going to Public Facilities Reserve and Replacement Fund 502. The six transfers from the Transfers Out Budget are listed below:

- \$ 350,000 To the Main Street Fund for capital projects and administration.\*
- \$ 350,000 To the Reserve for Roadway Maintenance \*\*
- \$ 500,000 To the General Capital Projects Fund for street and pavement repairs
- \$ 115,000 To the Equipment & Vehicle Replacement Fund 501
- \$ 85,000 To the Public Facilities Reserve and Replacement Fund 502
- \$ 75,000 To the Downtown Revitalization Fund 138

<b>TRANSFERS OUT</b>				
<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>
<b>\$5,445,000</b>	<b>\$2,997,356</b>	<b>\$3,594,073</b>	<b>\$3,659,000</b>	<b>\$1,475,000</b>



## CAPITAL OUTLAY

There are no appropriations for fiscal year 2020-2021 for direct Capital Outlay by the General Fund.

<b>CAPITAL OUTLAY</b>					
	<b>2016-2017 Actual*</b>	<b>2017-2018 Actual*</b>	<b>2018-2019 Actual**</b>	<b>2019-2020 Projected</b>	<b>2020-202 Proposed</b>
<b>Capital Outlay</b>	\$770,358	\$174,468	\$1,489,398	\$0	\$0



## SPECIAL REVENUE FUNDS

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

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

<b>FUND 110 - COMMUNITY FACILITIES DISTRICT #1 (CYPRESS GROVE)</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$305,752	\$312,274	\$318,520	\$324,890	\$324,890
Interest	\$3,029	\$10,819	\$49,953	\$5,000	\$2,500
<b>Total Revenues</b>	<b>\$308,781</b>	<b>\$323,093</b>	<b>\$368,473</b>	<b>\$329,890</b>	<b>\$327,382</b>
Services	\$79,763	\$61,137	\$68,620	\$62,162	\$55,394
Supplies	\$46,060	\$48,841	\$35,171	\$171,000	\$181,000
<b>Total Expenditures</b>	<b>\$125,823</b>	<b>\$109,978</b>	<b>\$103,791</b>	<b>\$233,162</b>	<b>\$279,162</b>

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## YOUTH DEVELOPMENT GRANT FUND

The City began a partnership with the Vesper Society and was awarded grants beginning FY 2005-2006 to fund youth development programs beginning late FY 2005-2006 early FY 2006-2007. This partnership continued with additional grants awarded during FY 2008-2009, 2009-2010, FY 2010-2011, FY 2011-2012, FY 2012-2013, FY 2013-2014 and plans to continue the youth development programs to December 2016. A separate fund was utilized to account for these activities. However, these grants and grant-related activities concluded in FY 2018-2019.

<b>FUND 123 - YOUTH DEVELOPMENT GRANTS</b>					
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>
Grant Proceeds	\$22,757	\$23,117	\$6,915		
Interest	\$253	\$278	(\$8)		
<b>Total Revenues</b>	<b>\$23,010</b>	<b>\$23,395</b>	<b>6,907</b>	<b>\$0</b>	<b>\$0</b>
Services	\$22,662	\$22,018	\$4,628		
Supplies	\$348	\$1,377	\$2,278		
<b>Total Expenditures</b>	<b>\$23,010</b>	<b>\$23,395</b>	<b>\$6,907</b>	<b>\$0</b>	<b>\$0</b>

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## YOU, ME, WE = OAKLEY!

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

<b>FUND 125 - YOU, ME, WE = OAKLEY!</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Grant Proceeds	\$29,706	\$50,361	\$51,325	\$117,140	
Interest	\$195	\$911	\$2,080		
<b>Total Revenues</b>	<b>\$29,901</b>	<b>\$51,272</b>	<b>\$53,405</b>	<b>\$124,500</b>	<b>\$0</b>
Personnel Services	\$25,503	\$27,880	\$38,722	\$23,349	\$45,860
Services	\$4,624	\$22,569	\$14,368	\$12,425	\$31,433
Supplies	\$124	\$823	\$315	\$1,250	\$2,650
Capital Outlay					
<b>Total Expenditures</b>	<b>\$30,251</b>	<b>\$51,272</b>	<b>\$53,405</b>	<b>\$37,024</b>	<b>\$79,943</b>

<b>FUND 125- YOU, ME, WE = OAKLEY! STAFFING</b>					
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
You Me We Project Coordinator				0.05	0.20
Administrative Assistant				0.48	0.48
<b>Total STAFFING</b>				<b>0.53</b>	<b>0.68</b>

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## AGRICULTURAL PRESERVATION

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

<b>FUND 136- AGRICULTURAL PRESERVATION</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Developer Fees					
Interest	\$46	\$94			
Operating Transfers In					
<b>Total Revenues</b>	<b>\$46</b>	<b>\$46</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Services	\$5,000				
Capital Outlay					
Supplies					
<b>Total Expenditures</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Unassigned Balances</b>					
<b>Total Budgeted</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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## DOWNTOWN REVITALIZATION FUND

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

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

<b>FUND 138 - DOWNTOWN REVITALIZATION FUND</b>					
	<b>2016-2017 Actual</b>	<b>2016-2017 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Rents & Concessions	\$137,689	\$204,758	\$245,183	\$218,800	\$218,800
Training Revenue			\$160	\$520	\$500
Interest	\$803	\$1,660	\$1,004	\$1,350	\$500
Operating Transfers In			\$329,675		\$75,000
<b>Total Revenues</b>	<b>\$138,492</b>	<b>\$206,418</b>	<b>\$576,022</b>	<b>\$220,670</b>	<b>\$294,800</b>
Services	\$129,271	\$161,203	\$165,123	\$256,496	\$216,465
Loans and Grants				\$75,000	\$75,000
Capital Outlay	\$14,344	\$49,358	\$387,414	\$56,068	
<b>Total Expenditures</b>	<b>\$143,615</b>	<b>\$210,561</b>	<b>\$552,537</b>	<b>\$387,564</b>	<b>\$291,465</b>

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## SPORTS FIELD MAINTENANCE

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

<b>FUND 168 - SPORTS FIELD MAINTENANCE</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Rental Revenues	\$46,014	\$53,127	\$44,337	\$22,500	\$25,000
Interest Income	\$287	\$783	\$2,105		
<b>Total Revenues</b>	<b>\$46,301</b>	<b>\$53,910</b>	<b>\$46,442</b>	<b>\$22,500</b>	<b>\$25,000</b>
Services	\$37,829	\$17,687	\$21,032	\$27,000	\$27,000
<b>Total Expenditures</b>	<b>\$37,829</b>	<b>\$17,687</b>	<b>\$21,032</b>	<b>\$27,000</b>	<b>\$27,000</b>

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

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

<b>FUND 401- COMMUNITY FACILITIES DISTRICT #2015-1 (EMERSON RANCH)</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$320,393	\$320,393	\$770,927	\$581,046	\$598,477
Interest	\$1,680	\$1,680	\$28,091		
<b>Total Revenues</b>	<b>\$322,073</b>	<b>\$322,073</b>	<b>\$799,018</b>	<b>\$581,046</b>	<b>\$598,477</b>
Services	\$8,595	\$26,876	\$97,349	\$311,672	\$542,072
<b>Total Expenditures</b>	<b>\$8,595</b>	<b>\$8,595</b>	<b>\$97,349</b>	<b>\$311,672</b>	<b>\$542,072</b>

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## COMMUNITY FACILITIES DISTRICT #2015-2A

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

<b>FUND 402- COMMUNITY FACILITIES DISTRICT #2015-2A (NEIGHBORHOOD PARKS AND LANDSCAPE)</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$12,852	\$47,377	\$77,522	\$367,636	\$454,627
Interest	\$45	\$326	\$1,492	\$458	\$250
<b>Total Revenues</b>	<b>\$12,897</b>	<b>\$47,703</b>	<b>\$79,014</b>	<b>\$368,094</b>	<b>\$454,877</b>
Services	\$3,336	\$10,092	\$13,454	\$37,910	\$550,413
<b>Total Expenditures</b>	<b>\$3,336</b>	<b>\$10,092</b>	<b>\$13,454</b>	<b>\$37,910</b>	<b>\$550,413</b>

<b>FUND 403- COMMUNITY FACILITIES DISTRICT #2015-2A (STORMWATER)</b>					
	<b>2016-2017 Actual</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$15,983	\$53,987	\$48,940	\$2,257	\$5,116
Interest	\$22	\$462	\$1,881		
<b>Total Revenues</b>	<b>\$16,005</b>	<b>\$54,449</b>	<b>\$50,821</b>	<b>\$2,257</b>	<b>\$5,116</b>
Services	\$280	\$1,508	\$2,794	\$6,431	\$10,000
<b>Total Expenditures</b>	<b>\$280</b>	<b>\$1,508</b>	<b>\$2,794</b>	<b>\$6,431</b>	<b>\$10,000</b>

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## LIGHTING AND LANDSCAPING DISTRICT

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

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

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

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

This zone provides street lighting for the entire City. It is funded primarily by assessments but does not generate sufficient revenues to be self-supporting. The Gas Tax Fund has been and is expected to continue to subsidize its operations. For fiscal year 2018-2019, the subsidy is estimated to be \$189,722.

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

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

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

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

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



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

<b>FUND 132 – ZONE 1 (COMMUNITY PARKS)</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$1,190,711	\$1,278,637	\$1,300,755	\$1,400,350	\$1,473,038
Interest	\$9,857	\$24,234	\$47,966	\$30,000	\$19,750
<b>Total Revenues</b>	<b>\$1,200,568</b>	<b>\$1,302,871</b>	<b>\$1,348,721</b>	<b>\$1,430,350</b>	<b>\$1,492,788</b>
Services	\$778,612	\$838,549	\$928,686	\$1,185,228	\$1,325,382
Operating Transfers Out	\$103,000	\$123,000	\$485,000	\$150,000	\$180,000
<b>Total Expenditures</b>	<b>\$881,612</b>	<b>\$961,549</b>	<b>\$1,413,686</b>	<b>\$1,335,228</b>	<b>\$1,505,382</b>
Unassigned Asset Replacement Balance	\$13,289	\$5,570		\$100,000	\$100,000
<b>Total Budget</b>	<b>\$894,901</b>	<b>\$967,119</b>	<b>\$1,413,686</b>	<b>\$1,435,228</b>	<b>\$1,605,382</b>

<b>FUND 133 – ZONE 2 (STREET LIGHTING)</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$228,254	\$240,537	\$243,433	\$260,494	\$266,569
Interest	\$496	\$1,153	\$2,245	\$1,850	\$900
Transfer in	\$176,926	\$189,214	\$141,156	\$189,722	\$189,722
<b>Total Revenues</b>	<b>\$405,676</b>	<b>\$430,904</b>	<b>\$386,834</b>	<b>\$452,066</b>	<b>\$457,191</b>
Services	\$405,676	\$430,904	\$386,834	\$454,890	\$507,532
<b>Total Expenditures</b>	<b>\$405,676</b>	<b>\$430,904</b>	<b>\$386,834</b>	<b>\$454,890</b>	<b>\$507,532</b>



<b>FUND 170 – VINTAGE PARKWAY</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$73,714	\$73,714	\$73,714	\$73,714	\$73,714
Miscellaneous Revenue	\$200				
Interest	\$692	\$1,568	\$4,345	\$5,000	\$2,500
Operating Transfer In			\$100,000	\$5,000	\$5,000
<b>Total Revenues</b>	<b>\$74,606</b>	<b>\$75,282</b>	<b>\$178,059</b>	<b>\$84,714</b>	<b>\$81,214</b>
Services	\$70,418	\$51,271	\$59,602	\$91,459	\$81,213
Capital Outlay			\$93,422		
<b>Total Expenditures</b>	<b>\$70,418</b>	<b>\$51,271</b>	<b>\$153,024</b>	<b>\$91,459</b>	<b>\$81,213</b>
Unassigned Asset Replacement Balance				\$23,783	\$31,484
<b>Total Budgeted</b>	<b>\$70,418</b>	<b>\$51,271</b>	<b>\$153,024</b>	<b>\$115,242</b>	<b>\$112,697</b>

<b>FUND 171 – OAKLEY RANCH</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$26,446	\$26,446	\$26,446	\$27,446	\$26,446
Interest	\$198	\$377	\$635	\$575	\$250
<b>Total Revenues</b>	<b>\$26,644</b>	<b>\$26,823</b>	<b>\$27,081</b>	<b>\$27,021</b>	<b>\$26,696</b>
Services	\$30,220	\$30,452	\$26,904	\$26,446	\$26,695
<b>Total Expenditures</b>	<b>\$30,220</b>	<b>\$30,452</b>	<b>\$26,904</b>	<b>\$26,446</b>	<b>\$26,695</b>

<b>FUND 172 – EMPIRE</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$4,534	\$4,534	\$4,534	\$4,534	\$4,534
Interest	\$409	\$860	\$1,681	\$1,500	\$750
<b>Total Revenues</b>	<b>\$4,943</b>	<b>\$5,394</b>	<b>\$6,215</b>	<b>\$6,034</b>	<b>\$5,284</b>
Services	\$3,502	\$4,738	\$4,003	\$4,731	\$5,284
<b>Total Expenditures</b>	<b>\$3,502</b>	<b>\$4,738</b>	<b>\$4,003</b>	<b>\$4,731</b>	<b>\$5,284</b>
Unassigned Asset Replacement Balance				\$19,187	\$20,368
<b>Total Budgeted</b>	<b>\$3,502</b>	<b>\$4,738</b>	<b>\$4,003</b>	<b>\$23,918</b>	<b>\$25,652</b>



<b>FUND 173 – OAKLEY TOWN CENTER</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$10,935	\$10,935	\$10,935	\$10,935	\$10,935
Interest	\$313	\$719	\$1,500	\$1,500	\$750
<b>Total Revenues</b>	<b>\$11,248</b>	<b>\$11,654</b>	<b>\$12,435</b>	<b>\$12,435</b>	<b>\$11,685</b>
Services	\$5,268	\$5,602	\$5,290	\$12,728	\$11,685
<b>Total Expenditures</b>	<b>\$5,268</b>	<b>\$5,602</b>	<b>\$5,290</b>	<b>\$12,728</b>	<b>\$11,941</b>
Unassigned Balances				\$14,612	
Unassigned Asset Replacement Balance					\$17,381
<b>Total Budgeted</b>	<b>\$5,268</b>	<b>\$5,602</b>	<b>\$5,290</b>	<b>\$27,340</b>	<b>\$29,066</b>

<b>FUND 174 – OAK GROVE</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$28,405	\$28,405	\$28,405	\$28,405	\$28,405
Interest	\$321	\$631	\$1,254	\$1,200	\$600
<b>Total Revenues</b>	<b>\$28,726</b>	<b>\$29,036</b>	<b>\$29,659</b>	<b>\$29,605</b>	<b>\$29,005</b>
Services	\$30,941	\$27,705	\$22,615	\$28,601	\$29,005
<b>Total Expenditures</b>	<b>\$30,941</b>	<b>\$27,705</b>	<b>\$22,615</b>	<b>\$28,601</b>	<b>\$29,005</b>
Unassigned Asset Replacement Balance		\$5,570		\$11,813	\$12,741
<b>Total Budgeted</b>	<b>\$30,941</b>	<b>\$33,275</b>	<b>\$22,615</b>	<b>\$40,414</b>	<b>\$41,746</b>

<b>FUND 175 – LAUREL WOODS/LUNA ESTATES</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$7,668	\$7,668	\$7,668	\$7,668	\$7,668
Interest	\$409	\$916	\$1,821	\$900	\$900
<b>Total Revenues</b>	<b>\$8,077</b>	<b>\$8,584</b>	<b>\$9,489</b>	<b>\$8,568</b>	<b>\$8,568</b>
Services	\$3,077	\$3,597	\$3,717	\$7,801	\$8,568
<b>Total Expenditures</b>	<b>\$3,077</b>	<b>\$3,597</b>	<b>\$3,717</b>	<b>\$7,801</b>	<b>\$8,568</b>
Unassigned Asset Replacement Balance				\$19,423	\$22,700
<b>Total Budgeted</b>	<b>\$3,077</b>	<b>\$3,597</b>	<b>\$3,717</b>	<b>\$27,224</b>	<b>\$31,268</b>



<b>FUND 176 – SOUTH FORTY</b>					
	<b>2017-2017 Actual</b>	<b>2016-2017 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$9,712	\$9,712	\$9,713	\$9,713	\$9,713
Interest	\$179	\$419	\$865	\$800	\$400
<b>Total Revenues</b>	<b>\$9,803</b>	<b>\$10,131</b>	<b>\$10,578</b>	<b>\$10,513</b>	<b>\$10,113</b>
Services	\$6,142	\$5,468	\$6,289	\$9,895	\$10,112
<b>Total Expenditures</b>	<b>\$6,142</b>	<b>\$5,468</b>	<b>\$6,289</b>	<b>\$9,895</b>	<b>\$10,112</b>
Unassigned Asset Replacement Balance				\$7,867	\$10,237
<b>Total Budgeted</b>	<b>\$6,142</b>	<b>\$5,468</b>	<b>\$6,289</b>	<b>\$17,762</b>	<b>\$20,349</b>

<b>FUND 177 – CLAREMONT</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$7,628	\$7,628	\$7,628	\$7,628	\$7,628
Interest	\$76	\$186	\$363	\$300	\$150
<b>Total Revenues</b>	<b>\$7,704</b>	<b>\$7,814</b>	<b>\$7,991</b>	<b>\$7,928</b>	<b>\$7,778</b>
Services	\$6,466	\$5,124	\$8,146	\$9,950	\$9,763
<b>Total Expenditures</b>	<b>\$6,466</b>	<b>\$5,124</b>	<b>\$8,146</b>	<b>\$9,950</b>	<b>\$9,763</b>
Unassigned Asset Replacement Balance				\$1,501	\$2,606
<b>Total Budgeted</b>	<b>\$6,466</b>	<b>\$5,124</b>	<b>\$8,146</b>	<b>\$11,451</b>	<b>\$12,369</b>

<b>FUND 178 – GATEWAY</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$18,360	\$18,360	\$18,360	\$18,360	\$18,360
Interest	\$1,051	\$2,228	\$3,725	\$3,500	\$1,750
<b>Total Revenues</b>	<b>\$19,411</b>	<b>\$20,588</b>	<b>\$22,085</b>	<b>\$21,860</b>	<b>\$20,110</b>
Services	\$13,351	\$46,529	\$20,577	\$18,856	\$20,110
<b>Total Expenditures</b>	<b>\$13,351</b>	<b>\$46,529</b>	<b>\$20,577</b>	<b>\$18,856</b>	<b>\$20,110</b>
Unassigned Asset Replacement Balance				\$40,894	\$44,069
<b>Total Budgeted</b>	<b>\$13,351</b>	<b>\$46,529</b>	<b>\$20,577</b>	<b>\$59,750</b>	<b>\$64,179</b>



<b>FUND 179 – COUNTRYSIDE (VILLAGE GREEN)</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$2,562	\$2,562	\$2,563	\$2,563	\$2,625
Interest	\$114	\$264	\$544	\$575	\$275
<b>Total Revenues</b>	<b>\$2,676</b>	<b>\$2,826</b>	<b>\$3,107</b>	<b>\$3,138</b>	<b>\$2,900</b>
Services	\$1,391	\$966	\$1,343	\$2,726	\$2,900
<b>Total Expenditures</b>	<b>\$1,391</b>	<b>\$966</b>	<b>\$1,343</b>	<b>\$2,726</b>	<b>\$2,900</b>
Unassigned Asset Replacement Balance				\$5,410	\$6,584
<b>Total Budgeted</b>	<b>\$1,391</b>	<b>\$966</b>	<b>\$1,343</b>	<b>\$8,136</b>	<b>\$9,484</b>

<b>FUND 180 – COUNTRY FAIR (MEADOW GLEN)</b>					
	<b>2016- 2017 Actual</b>	<b>2017- 2018 Actual</b>	<b>2018- 2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$5,423	\$5,423	\$5,423	\$5,423	\$5,423
Interest		\$46	\$90	\$75	\$25
<b>Total Revenues</b>	<b>\$5,423</b>	<b>\$5,469</b>	<b>\$5,513</b>	<b>\$5,498</b>	<b>\$5,448</b>
Interest		\$39	\$65		
Services	\$5,818	\$2,472	\$3,503	\$5,594	\$5,448
<b>Total Expenditures</b>	<b>\$5,818</b>	<b>\$2,512</b>	<b>\$3,568</b>	<b>\$5,594</b>	<b>\$5,448</b>

<b>FUND 181 – CALIFORNIA SUNRISE</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$3,502	\$3,502	\$3,502	\$3,502	\$3,502
Interest	\$313	\$703	\$1,409	\$1,350	\$675
<b>Total Revenues</b>	<b>\$3,815</b>	<b>\$4,205</b>	<b>\$4,911</b>	<b>\$4,852</b>	<b>\$4,177</b>
Services	\$370	\$313	\$722	\$3,668	\$4,177
<b>Total Expenditures</b>	<b>\$370</b>	<b>\$313</b>	<b>\$722</b>	<b>\$3,668</b>	<b>\$4,177</b>
Unassigned Asset Replacement Balance				\$15,270	\$17,565
<b>Total Budgeted</b>	<b>\$370</b>	<b>\$313</b>	<b>\$722</b>	<b>\$18,938</b>	<b>\$21,742</b>



<b>FUND 182 – CALIFORNIA VISIONS (LAUREL)</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Interest	\$730	\$1,564	\$3,026	\$2,900	\$1,450
<b>Total Revenues</b>	<b>\$12,730</b>	<b>\$13,564</b>	<b>\$15,026</b>	<b>\$14,900</b>	<b>\$13,450</b>
Services	\$11,598	\$10,671	\$8,835	\$12,174	\$13,449
<b>Total Expenditures</b>	<b>\$11,598</b>	<b>\$10,671</b>	<b>\$8,835</b>	<b>\$12,174</b>	<b>\$13,449</b>
Unassigned Asset Replacement Balance				\$36,220	\$36,928
<b>Total Budgeted</b>	<b>\$11,598</b>	<b>\$10,671</b>	<b>\$8,835</b>	<b>\$48,394</b>	<b>\$50,377</b>

<b>FUND 183 – CLAREMONT HERITAGE</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$18,240	\$18,240	\$18,240	\$18,240	\$18,240
Interest	\$937	\$2,038	\$4,096	\$4,000	\$2,000
<b>Total Revenues</b>	<b>\$19,177</b>	<b>\$20,278</b>	<b>\$22,336</b>	<b>\$22,240</b>	<b>\$20,240</b>
Services	\$17,855	\$9,954	\$7,463	\$19,779	\$20,240
<b>Total Expenditures</b>	<b>\$17,855</b>	<b>\$9,954</b>	<b>\$7,463</b>	<b>\$19,779</b>	<b>\$20,240</b>
Unassigned Asset Replacement Balance	\$5,758			\$43,333	\$50,080
<b>Total Budgeted</b>	<b>\$23,613</b>	<b>\$9,954</b>	<b>\$7,463</b>	<b>\$63,112</b>	<b>\$70,320</b>

<b>FUND 184 – COUNTRY FAIR (MEADOW GLEN II)</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$122,475	\$122,544	\$122,544	\$122,544	\$122,544
Interest	\$748	\$1,733	\$3,506	\$3,000	\$1,500
Grants	\$200				
<b>Total Revenues</b>	<b>\$123,423</b>	<b>\$124,277</b>	<b>\$126,050</b>	<b>\$125,544</b>	<b>\$124,044</b>
Services	\$116,293	\$110,787	\$108,414	\$111,546	\$124,044
<b>Total Expenditures</b>	<b>\$116,293</b>	<b>\$110,787</b>	<b>\$108,414</b>	<b>\$111,546</b>	<b>\$124,044</b>
Unassigned Asset Replacement Balance				\$37,113	\$34,201
<b>Total Budgeted</b>	<b>\$116,293</b>	<b>\$110,787</b>	<b>\$108,414</b>	<b>\$148,659</b>	<b>\$158,245</b>



<b>FUND 185 – SUNDANCE</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$8,910	\$8,910	\$8,910	\$8,910	\$8,910
Interest	\$76	\$161	\$272	\$225	\$100
<b>Total Revenues</b>	<b>\$8,986</b>	<b>\$9,071</b>	<b>\$9,182</b>	<b>\$9,135</b>	<b>\$9,010</b>
Services	\$8,782	\$10,003	\$9,374	\$9,619	\$9,534
<b>Total Expenditures</b>	<b>\$8,782</b>	<b>\$10,003</b>	<b>\$9,374</b>	<b>\$9,619</b>	<b>\$9,534</b>
Unassigned Asset Replacement Balance				\$2,618	\$2,140
<b>Total Budgeted</b>	<b>\$8,782</b>	<b>\$10,003</b>	<b>\$9,374</b>	<b>\$12,237</b>	<b>\$11,674</b>

<b>FUND 186 – CALIFORNIA JAMBOREE</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$87,548	\$87,548	\$87,684	\$87,684	\$87,684
Interest	\$2,183	\$4,124	\$7,839	\$7,000	\$3,500
Other			\$250		
Transfers In	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
<b>Total Revenues</b>	<b>\$119,731</b>	<b>\$121,672</b>	<b>\$125,773</b>	<b>\$124,684</b>	<b>\$121,184</b>
Services	\$172,492	\$129,645	\$112,692	\$125,254	\$121,184
Capital Outlay	\$6,781				
<b>Total Expenditures</b>	<b>\$179,273</b>	<b>\$129,645</b>	<b>\$112,692</b>	<b>\$125,254</b>	<b>\$121,184</b>
Unassigned Asset Replacement Balance				\$81,164	\$84,035
<b>Total Budgeted</b>	<b>\$179,273</b>	<b>\$129,645</b>	<b>\$112,692</b>	<b>\$206,418</b>	<b>\$205,219</b>



<b>FUND 187 – COUNTRY PLACE</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$23,400	\$23,400	\$23,400	\$23,400	\$23,400
Interest	(\$8)	(\$25)	\$26		
Transfers In	\$8,000	\$8,000	\$20,000	\$20,000	\$20,000
<b>Total Revenues</b>	<b>\$31,392</b>	<b>\$31,375</b>	<b>\$43,426</b>	<b>\$43,400</b>	<b>\$43,400</b>
Services	\$33,761	\$39,760	\$40,051	\$43,916	\$43,400
<b>Total Expenditures</b>	<b>\$33,761</b>	<b>\$39,760</b>	<b>\$40,051</b>	<b>\$43,916</b>	<b>\$43,400</b>

<b>FUND 188 – LAUREL CREST</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$87,400	\$87,600	\$87,600	\$87,600	\$87,600
Interest	\$917	\$1,959	\$2,926	\$2,250	\$1,125
Transfers In	\$10,000	\$30,000	\$30,000	\$40,000	\$70,000
<b>Total Revenues</b>	<b>\$98,317</b>	<b>\$119,559</b>	<b>\$120,526</b>	<b>\$129,850</b>	<b>\$158,725</b>
Services	\$93,714	\$109,558	\$150,977	\$147,245	\$158,725
Capital Outlay	\$9,970	\$16,221			
<b>Total Expenditures</b>	<b>\$103,684</b>	<b>\$125,779</b>	<b>\$150,977</b>	<b>\$147,245</b>	<b>\$158,725</b>
Unassigned Asset Replacement Balance				\$21,998	\$9,464
<b>Total Budgeted</b>	<b>\$103,684</b>	<b>\$125,779</b>	<b>\$150,977</b>	<b>\$169,243</b>	<b>\$168,189</b>

<b>FUND 189 – MARSH CREEK GLEN</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$89,136	\$92,201	\$95,489	\$98,855	\$101,728
Interest	\$948	\$2,449	\$5,657	\$5,400	\$2,700
<b>Total Revenues</b>	<b>\$90,084</b>	<b>\$94,649</b>	<b>\$101,146</b>	<b>\$104,255</b>	<b>\$104,428</b>
Services	\$85,194	\$41,670	\$52,488	\$101,572	\$104,428
<b>Total Expenditures</b>	<b>\$85,194</b>	<b>\$41,670</b>	<b>\$52,488</b>	<b>\$101,572</b>	<b>\$104,428</b>
Unassigned Asset Replacement Balance				\$37,271	\$62,080
<b>Total Budgeted</b>	<b>\$85,194</b>	<b>\$41,670</b>	<b>\$52,488</b>	<b>\$138,843</b>	<b>\$166,508</b>



<b>FUND 190 – QUAIL GLEN</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$28,922	\$29,916	\$30,982	\$32,075	\$33,007
Interest	\$474	\$1,060	\$1,798	\$1,750	\$875
<b>Total Revenues</b>	<b>\$29,396</b>	<b>\$30,976</b>	<b>\$32,780</b>	<b>\$33,825</b>	<b>\$33,882</b>
Services	\$25,565	\$22,813	\$26,731	\$32,996	\$33,882
<b>Total Expenditures</b>	<b>\$25,565</b>	<b>\$22,813</b>	<b>\$26,731</b>	<b>\$32,996</b>	<b>\$33,882</b>
Unassigned Asset Replacement Balance		\$14,997		\$19,637	\$19,262
<b>Total Budgeted</b>	<b>\$25,565</b>	<b>\$37,809</b>	<b>\$26,731</b>	<b>\$52,633</b>	<b>\$53,144</b>

<b>FUND 191 – CYPRESS GROVE</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$254,625	\$263,377	\$272,766	\$282,384	\$290,590
Interest	\$3,314	\$6,689	\$12,958	\$11,500	\$5,750
Transfers In	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Revenues</b>	<b>\$267,939</b>	<b>\$280,066</b>	<b>\$295,724</b>	<b>\$303,884</b>	<b>\$306,340</b>
Services	\$326,323	\$259,289	\$224,890	\$285,439	\$305,894
Capital Outlay		\$18,800			
<b>Total Expenditures</b>	<b>\$326,323</b>	<b>\$278,089</b>	<b>\$224,890</b>	<b>\$285,439</b>	<b>\$305,894</b>
Unassigned Asset Replacement Balance				\$100,000	\$100,000
<b>Total Budgeted</b>	<b>\$326,323</b>	<b>\$278,089</b>	<b>\$224,890</b>	<b>\$385,439</b>	<b>\$405,894</b>



<b>FUND 192 – SOUTH OAKLEY</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$363,516	\$378,344	\$394,507	\$408,423	\$420,291
Interest	\$1,625	\$3,460	\$8,020	\$7,000	\$3,500
Transfers In	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Revenues</b>	<b>\$375,141</b>	<b>\$391,804</b>	<b>\$412,527</b>	<b>\$425,423</b>	<b>\$433,791</b>
Services	\$389,270	\$328,115	\$328,361	\$413,786	\$433,792
<b>Total Expenditures</b>	<b>\$389,270</b>	<b>\$328,115</b>	<b>\$328,361</b>	<b>\$413,786</b>	<b>\$433,792</b>
Unassigned Asset Replacement Balance		\$6,450		\$23,839	\$55,469
<b>Total Budgeted</b>	<b>\$389,270</b>	<b>\$334,565</b>	<b>\$328,361</b>	<b>\$437,625</b>	<b>\$489,261</b>

<b>FUND 193 – STONE CREEK</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$35,125	\$40,149	\$53,216	\$58,540	\$58,540
Interest	\$962	\$2,360	\$5,153	\$3,800	\$1,900
<b>Total Revenues</b>	<b>\$36,087</b>	<b>\$44,509</b>	<b>\$58,369</b>	<b>\$62,340</b>	<b>\$60,440</b>
Services	\$10,601	\$11,016	\$16,835	\$53,716	\$60,439
<b>Total Expenditures</b>	<b>\$10,601</b>	<b>\$11,016</b>	<b>\$16,835</b>	<b>\$53,716</b>	<b>\$60,439</b>
Unassigned Asset Replacement Balance				\$48,274	\$64,023
<b>Total Budgeted</b>	<b>\$10,601</b>	<b>\$11,016</b>	<b>\$16,835</b>	<b>\$101,990</b>	<b>\$124,462</b>



<b>FUND 194 – MAGNOLIA PARK</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$553,000	\$572,518	\$688,469	\$757,313	\$757,319
Interest	\$7,859	\$17,710	\$36,015	\$33,000	\$16,500
Transfer In	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Revenues</b>	<b>\$570,859</b>	<b>\$600,228</b>	<b>\$734,484</b>	<b>\$800,313</b>	<b>\$783,819</b>
Services	\$507,747	\$514,048	\$571,415	\$690,388	\$783,819
<b>Total Expenditures</b>	<b>\$507,747</b>	<b>\$514,048</b>	<b>\$571,415</b>	<b>\$690,388</b>	<b>\$783,819</b>
Unassigned Asset Replacement Balance				\$100,000	\$100,000
<b>Total Budgeted</b>	<b>\$507,747</b>	<b>\$514,048</b>	<b>\$571,415</b>	<b>\$790,388</b>	<b>\$883,819</b>

<b>FUND 195 – SUMMER LAKE</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$282,542	\$329,632	\$395,558	\$438,425	\$441,697
Interest	\$3,561	\$8,089	\$17,580	\$16,425	\$8,200
Transfer In	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
<b>Total Revenues</b>	<b>\$311,103</b>	<b>\$362,721</b>	<b>\$438,138</b>	<b>\$479,850</b>	<b>\$474,897</b>
Services	\$292,348	\$274,925	\$307,078	\$361,733	\$474,897
<b>Total Expenditures</b>	<b>\$292,348</b>	<b>\$274,925</b>	<b>\$307,078</b>	<b>\$361,733</b>	<b>\$474,897</b>
Unassigned Asset Replacement Balance				\$100,000	\$100,000
<b>Total Budgeted</b>	<b>\$292,348</b>	<b>\$274,925</b>	<b>\$307,078</b>	<b>\$461,733</b>	<b>\$574,897</b>



## ROAD MAINTENANCE FUNDS

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

### Gas Tax Fund

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

<b>FUND 140 – GAS TAX</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Gas Taxes	\$774,563	\$878,795	\$863,869	\$1,002,520	\$857,120
Interest	\$1,009	\$2,071	\$2,704	\$3,730	\$1,000
Other	\$23,965	\$6,386	\$20,644	\$4,950	
<b>Total Revenues</b>	<b>\$799,537</b>	<b>\$887,252</b>	<b>\$887,217</b>	<b>\$1,011,200</b>	<b>\$858,120</b>
Services	\$402,921	\$439,013	\$367,785	\$621,807	\$411,000
Supplies	\$114,100	\$150,313	\$221,314	\$250,000	\$220,000
Capital Outlay	\$197,081		\$619,487	\$50,000	
Transfers Out	\$176,926	\$189,214	\$141,156	\$189,722	\$189,722
<b>Total Expenditures</b>	<b>\$891,028</b>	<b>\$778,540</b>	<b>\$1,349,742</b>	<b>\$1,111,529</b>	<b>\$821,222</b>

<b>FUND 141 – Road Maintenance &amp; Rehab</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Road Maintenance & Rehabilitation Account		\$241,408	\$700,622	\$798,326	\$623,450
		<b>\$241,408</b>	<b>\$700,622</b>	<b>\$798,326</b>	<b>\$623,450</b>
Capital Outlay		\$37,883	\$61,295	\$564,557	\$900,000
<b>Total Expenditures</b>		<b>\$37,883</b>	<b>\$61,295</b>	<b>\$564,557</b>	<b>\$900,000</b>



## Measure J

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

<b>FUND 148 – MEASURE J</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Measure J Allocations	\$574,645	\$588,050	\$706,375	\$550,000	\$539,550
Interest	\$1,547	\$7,922	\$19,683	\$13,150	\$5,000
General Fund Transfers		\$300,000			
<b>Total Revenues</b>	<b>\$576,192</b>	<b>\$895,972</b>	<b>\$726,058</b>	<b>\$563,150</b>	<b>\$544,550</b>
Services	\$94,899	\$95,804	\$106,384	\$332,258	\$404,000
Capital Outlay	\$379,807	\$26,385	\$68,637	\$1,336,496	\$400,000
<b>Total Expenditures</b>	<b>\$474,706</b>	<b>\$122,189</b>	<b>\$175,021</b>	<b>\$1,668,754</b>	<b>\$804,000</b>



## Streets Maintenance Reserve

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

<b>FUND 235 – STREET MAINTENANCE RESERVE</b>					
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>
Transfers In	\$350,000	\$200,000	\$275,000	\$350,000	\$350,000
<b>Total Revenues</b>	<b>\$350,000</b>	<b>\$200,000</b>	<b>\$275,000</b>	<b>\$350,000</b>	<b>\$350,000</b>
Services	\$2,297	\$1,667	\$128		
Capital Outlay					\$100,000
<b>Total Expenditures</b>	<b>\$2,297</b>	<b>\$1,667</b>	<b>\$128</b>	<b>\$0</b>	<b>\$100,000</b>

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## STORM WATER PROGRAM FUND

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

<b>FUND 145 – STORM WATER PROGRAM</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$436,729	\$569,109	\$520,277	\$450,000	\$450,000
Interest	\$(168)	\$3,747	\$8,042	\$2,880	\$1,000
Other	\$30	\$9,090	\$430		
<b>Total Revenues</b>	<b>\$436,531</b>	<b>\$581,946</b>	<b>\$528,749</b>	<b>\$452,880</b>	<b>\$451,000</b>
Services	\$359,671	\$366,149	\$444,346	\$279,838	\$278,500
Supplies	\$168,183	\$176,376	\$179,176	\$233,500	\$268,500
Capital Outlay	\$230,373			\$232,210	
<b>Total Expenditures</b>	<b>\$758,227</b>	<b>\$542,525</b>	<b>\$623,522</b>	<b>\$745,548</b>	<b>\$547,000</b>

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## POLICE SERVICE FUNDS

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

<b>FUND 150 – P-6 POLICE SERVICES</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Assessments	\$3,895,668	\$4,211,373	\$4,709,447	\$5,259,050	\$5,259,050
Interest	\$4,267	\$9,407	\$14,442	\$5,300	\$2,500
<b>Total Revenues</b>	<b>\$3,899,935</b>	<b>\$4,220,780</b>	<b>\$4,723,889</b>	<b>\$5,264,350</b>	<b>\$5,261,550</b>
Services	\$3,899,935	\$4,220,780	\$4,723,889	\$5,264,350	\$5,261,550
<b>Total Expenditures</b>	<b>\$3,899,935</b>	<b>\$4,220,780</b>	<b>\$4,723,889</b>	<b>\$5,264,350</b>	<b>\$5,261,550</b>

<b>FUND 151 – SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Grant Revenues	\$129,324	\$139,416	\$149,787	\$156,000	\$100,000
Interest	\$243	\$547		\$950	\$425
<b>Total Revenues</b>	<b>\$129,567</b>	<b>\$139,416</b>	<b>\$149,787</b>	<b>\$156,950</b>	<b>\$100,425</b>
Services	\$129,567	\$139,416	\$149,787	\$156,950	\$100,425
<b>Total Expenditures</b>	<b>\$129,567</b>	<b>\$139,416</b>	<b>\$149,787</b>	<b>\$156,950</b>	<b>\$100,425</b>

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## DEVELOPER DEPOSITS FUND

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

<b>FUND 301 – DEVELOPER DEPOSITS</b>					
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>
Developer Fees	\$406,810	\$1,224,836	\$1,467,838	\$1,275,000	\$470,000
<b>Total Revenues</b>	<b>\$406,810</b>	<b>\$1,224,836</b>	<b>\$1,467,838</b>	<b>\$1,275,000</b>	<b>\$470,000</b>
Services	\$406,810	\$1,224,836	\$726,931	\$1,275,000	\$470,000
<b>Total Expenditures</b>	<b>\$406,810</b>	<b>\$1,224,836</b>	<b>\$726,931</b>	<b>\$1,275,000</b>	<b>\$470,000</b>

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## SUCCESSOR HOUSING ASSETS

### Successor Housing Assets

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

### Program Costs and Revenues

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

### Program Description

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

### Staffing Summary

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

### Program Objectives

The primary operating objective for the program in Fiscal Year 2020-2021 is to ensure Developers continue to comply with their obligations. There are no significant changes to the Department's objectives. To the extent that costs are less than funds available, the balance will be used towards paying down a portion of the \$1.3 million in deferred impact fee obligations from prior affordable housing projects that remain outstanding.

### Program Changes

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



<b>FUND 767 – SUCCESSOR HOUSING ASSETS</b>					
	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Projected</b>	<b>2020-2021 Proposed</b>
Interest Income	\$53,641	\$839	\$1,500	\$1,500	\$700
Loan Repayments	\$2,400	\$18,988	\$72,347	\$12,000	\$10,000
<b>Total Revenues</b>	<b>\$56,041</b>	<b>\$19,827</b>	<b>\$75,108</b>	<b>\$13,500</b>	<b>\$10,700</b>
Services	\$3,127	\$3,322	\$3,492	\$3,500	\$3,500
Interest	\$8,244	\$15,159	\$25,308	\$10,000	\$10,000
<b>Total Expenditures</b>	<b>\$11,371</b>	<b>\$18,481</b>	<b>\$28,800</b>	<b>\$13,500</b>	<b>\$13,500</b>

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



## DEBT SERVICE FUNDS

### Program Costs and Revenues

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

### Program Description

The City currently has one debt outstanding:

The 2016 Lease Revenue Bond issued by the City's financing Authority to refund the 2006 Certificates of Participation and issue new debt of \$4,000,000 to pay for the first phase of the City of Oakley Recreation Center. It's being repaid with Public Facilities Impact Fees.

### Staffing Summary

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

### Program Objectives

The primary operating objectives for the City remain unchanged for Fiscal Year 2020-2021: to make the debt service payments, to oversee the services provided by the contractors, and to ensure the preparation of all required public reporting.

### Program Changes

No program changes



## Debt Service 2016 Lease Revenue Bonds Fund 351

<b>ESTIMATED REVENUES</b>		
Transfers In	Interest Income	Total Revenues
\$673,570	\$2,500	\$676,070

<b>PROPOSED EXPENDITURES</b>			
Principal	Interest	Administration	Total Expenditures
\$305,000	\$361,570	\$7,000	\$673,570

### DEBT LISTING:

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

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Service</b>
2020-21	\$305,000	\$361,570	\$666,570
2021-22	\$315,000	\$349,369	\$664,369
2022-23	\$330,000	\$336,769	\$666,769
2023-24	\$345,000	\$323,569	\$668,569
2024-25	\$360,000	\$309,769	\$669,769
Other Years	\$7,210,000	\$2,663,494	\$9,873,494
<b>Totals</b>	<b>\$8,865,000</b>	<b>\$4,344,540</b>	<b>\$13,209,540</b>



## CAPITAL IMPROVEMENT PROGRAM

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

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

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

The focus of the proposed CIP for FY 2020/21 through FY 2024/25 is to maintain the core infrastructure of the City of Oakley while utilizing the most cost effective and creative approach. The CIP continues to prioritize and build new infrastructure for the community, which will enhance the quality of life for residents. In preparation of the CIP for FY 2020/21, a comprehensive review of prospective projects was performed to determine if the projects are still viable and should be funded. The two most significant CIP projects for FY 2020/21 are the construction of the Downtown infrastructure improvements for the new railroad platform station and the widening of Laurel Road and its associated intersection improvements at Main Street. The successful completion of these projects will be a major accomplishment for the City of Oakley and will enhance the quality of life for the residents of Oakley for decades to come.



The CIP for FY 2020/21 is divided into specific projects to address unique needs for each component of the City's infrastructure system. This approach provides funding for the infrastructure maintenance, construction of new improvements, and the long range goals for protecting the quality of the public infrastructure system in the City of Oakley. The funding for CIP projects are generally from the following sources: Measure J Sales Tax, Gas Tax, Development Traffic Impact Fees, Development Park Impact Fees, Federal & State Grants, Assessment District Funds, and the City's General Fund. The revenues from Development Traffic Impact Fees and Development Park Impact Fees are dependent upon the private development activity and regional economic growth. The CIP for FY 2020/21 conservatively budgets a portion of these funding sources to account for unforeseen downturns in the regional economic and development activity.

There is a direct relationship between CIP project construction, economic development, and the vitality of the community. New residents want to come and live in a community that is vibrant and provides a wide range of amenities (i.e. new Recreation Center, Library, etc.). Commercial developers also look to build in communities that thrive and provide amenities for today's lifestyle. The construction of CIP projects help to enhance amenities and the quality of life for the community residents, which in turn makes Oakley a desired community for private development. The increase in the level of private development activity will provide opportunities for the City to undertake projects with various infrastructure improvements to compliment the private development projects.



## Proposed CIP Projects for FY 2020/21

***Project #176, Oakley Regional Community Park Project*** – This project transforms a 55-acre site located at the north end of Sellers Avenue that was given to the City as part of the development agreements with the Emerson and Gilbert Ranch projects. This 55-acre site has a number of older buildings and facilities related to an abandoned dairy farm that has been closed for decades. This project will construct a regional park at this site that will be a destination point for the Oakley community. A team of staff, consultants, and a Council sub-committee began the process of concept planning for this site in 2016. As a result of this work, a concept plan was developed and approved by the City Council. During 2019, there were further discussions with the community to solicit input as the concept plan was refined and adopted by the City Council to reflect the needs of the community and strategic goals of the City Council. This project will be a multi-phase project that will be designed and constructed over the coming years, and could potentially cost over \$60,000,000 to construct all of its components. Funding for this project will be provided by a combination of grants and other local funds over several years. The first phase of this project was the demolition and removal of the abandoned and unsafe structures which was completed in fall 2019. The City applied for funding for the first phase of this project for a State Proposition 68 grant in the summer of 2019 and were notified in the spring of 2020 that this project was not selected for funding by the State. Staff will continue to pursue grant opportunities for this project. *The initial funding for concept planning and site clean-up of this project was allocated in FY 2016/17, and no additional funding is requested in the FY 2020/21 budget.*

***Project #186, West Cypress Road Bridge at Contra Costa Canal - Reconstruction Project*** - The existing West Cypress Road Bridge that crosses the Contra Costa Canal is structurally deficient; according to the latest Caltrans inspections. It will need to be reconstructed in order to continue to be safe and remain in service. The City of Oakley does not have a designated funding source for repairing, maintaining, and improving the City's bridges, and relies upon State grant programs for major bridge improvement projects. Staff will apply for Highway Bridge Replacement and Rehabilitation (HBRR) grant funding for this project and once staff has secured funding for this project, it will be added into the CIP budget in future years. *The funding of the preliminary project design was allocated in FY 2016/17. As part of the FY 2020/21 budget, \$150,000 from the Measure J Fund will be added to the project budget for design of this project.*



***Project #187, Main Street Bridge at Contra Costa Canal - Rehabilitation Project -***

The existing Main Street Bridge that crosses the Contra Costa Canal is in need of rehabilitation to protect its structural integrity and to keep it off of the Caltrans structurally deficient list. The City of Oakley does not have a designated funding source for repairing, maintaining, and improving the City's bridges, and relies upon grant programs for major bridge improvement projects. Staff has applied for Highway Bridge Replacement and Rehabilitation (HBRR) grant funding for this project and has secured partial funding. The design of the project will take place in FY 2020/21, followed up with the construction of the project in FY 2021/22. *The funding of the preliminary project design and construction was allocated in FY 2016/17. As part of the FY 2020/21 budget, \$50,000 from the Measure J Fund will be added to the project budget for construction of this project.*

***Project #189, Piper Lane Drainage Channel Trash Capture Device Project -*** The Piper Lane drainage channel is one of the major drainage outfalls from the City of Oakley to the Delta in which the City is responsible for its maintenance and operation. This is an open channel that flows freely to the Delta. Based on the new permit issued by San Francisco Regional Water Quality Control Board (SFRWQCB), it cannot convey trash to the open waters of the Delta. Historically, a large amount of trash and debris were transported to the Delta through this channel. This project will construct new trash capture devices at the upstream end of the channel near Vintage Parkway. The trash capture device will stop trash from flowing into the Delta and the City will be in compliance with the SFRWQCB permit. The construction cost of this project is over \$900,000. Staff is pursuing all funding sources, especially grants, to fund the construction of this project. It continues to be a challenge for municipalities to fund projects that need to adhere to the SFRWQCB permit. This is even more prominent with municipalities such as Oakley where local funding sources are not available. *The funding of this project design was allocated in FY 2016/17 and no additional funding is requested in the FY 2020/21 budget.*

***Project #205, Downtown Train Platform Station & Parking Lot - Phase 1 -*** The Oakley Multi-Modal Parking Lot Project features a new AMTRAK train station platform located north of Main Street between 2nd Street and O'Hara Avenue. The facility would provide connections for the Tri Delta Transit bus service to the train station, as well as a Park & Ride lot. Routes in Oakley and surrounding communities would be adjusted to better serve on-going transportation infrastructure investments in the area, including the eBART extension to Hillcrest



Avenue. The station platform is strategically located in downtown on Main Street, adjacent to a future Main Street Plaza that could be used for civic events and markets. The location is within a five minute walking radius of City Hall, Civic Center Park, and Main Street restaurants. This project will make use of a number of vacant and underutilized properties north of Main Street between Norcross Lane and O'Hara Avenue. Three Hundred (300) surface parking spaces would be provided to support Park & Ride activities as well as future train riders; many of which could be used to support plaza activities held on the weekends and evenings. AMTRAK will construct the new railroad platform station and the City will be constructing the associated street and parking lot infrastructures. The design of this project is currently underway, and construction of the project is anticipated to start by fall 2020. *The design funding of this project was allocated in FY 2017/18 and FY 2019/20. As part of the FY 2020/21 budget, \$250,000 from the Main Street Fund will be added to the project budget for the design and construction of this project.*

***Project #208, Laurel Road Reconstruction Project (Mellowood Drive to Main Street)*** – This project will reconstruct and improve Laurel Road in the section from Mellowood Drive to Main Street, which has been in need of roadway reconstruction due to the heavy concentration of Sierra-Crete that had been used years ago by the County. This roadway has required frequent and costly repairs. The construction of this project will complement the other roadway improvement project on Laurel Road (Rose to Mellowood) that was completed last year. The project will start construction by the summer and is scheduled for completion in early 2021. *The funding for this project was allocated in FY 2018/19 and FY 2019/20. As part of the FY 2020/21 budget, \$100,000 from the 2012 Bond Benefit Fund and \$300,000 from the Traffic Impact Fee Fund will be added to the project budget for construction of this project.*

***Project #211, Main Street/Rose Avenue Intersection Improvement Project*** – Growth of the community and new subdivision development projects along the East Cypress Road corridor, necessitate improving the streets that will need to accommodate the added volume of traffic to these new neighborhoods. Main Street and Rose Avenue have operated as a stop sign intersection, which is not sustainable in the long term; therefore a traffic signal is needed at this intersection. City staff have been discussing this intersection improvement project with the management staff of Ironhouse Sanitary District (ISD) to explore opportunities that this project could address. The City needs better traffic flow and ISD needs access from their prospective development site to Main Street. The other benefit of



this project is providing the long desired secondary access for the residents of the Vintage Parkway neighborhood to Main Street. The design of this project would start after a cost share agreement is reached between the City of Oakley and ISD. *The funding for this project will be allocated in the CIP budget in futures years, after an agreement with ISD is finalized.*

***Project #214, Vintage Parkway Repair and Rehabilitation Project*** – This Project will reconstruct and improve Vintage Parkway from Main Street to Big Break Road. Each year the pavement conditions change due to wear and tear, and streets must routinely undergo preventative maintenance to ensure their functionality. Vintage Parkway is a 2 lane collector street that serves nearly 1,200 households in the neighborhoods north of the railroad tracks. It has been 12 years since Vintage Parkway received its last treatment and is overdue for maintenance and rehabilitation. Vintage Parkway is part of the Federal Highway System and qualifies for the One Bay Area Government Grant (OBAG). The OBAG grant is approximately \$969,000 which will go towards the construction costs for the rehabilitation. The construction of this project is currently underway and is scheduled for completion in fall 2020. *The funding of this project design was allocated in FY 2018/19 and FY 2019/20. As part of the FY 2020/21 budget, \$969,000 from the OBAG Grant will be added to the project budget for construction of this project.*

***Project #215, Downtown Parking Lot Construction Project*** – In continuing with the implementation of the Strategic Goals of the City Council to improve and enhance Downtown Oakley, this project will construct a new parking lot. This new parking lot construction will be in collaboration with the development project at the intersection of Main Street and Norcross Lane, which will construct a new modern Mixed-Use building. This is the first such facility that will be constructed in Downtown Oakley. This new parking lot is part of the multi-phase downtown parking project which will be implemented over the coming years as development activities increase in Downtown Oakley. *The funding of this project was allocated in FY 2018/19 budget. As part of the FY 2020/21 budget, \$300,000 from the General Capital Fund and \$100,000 from the Main Street Fund will be added to the project budget for construction of this project.*

***Project #218, Main Street / O'Hara Avenue Intersection Improvement Project*** – The Main Street intersection at O'Hara Avenue is the final section of downtown Oakley to be reconstructed. The City acquired the right of way needed for this



segment of Main Street in 2019. The project includes new curb, gutter, decorative sidewalk, lighting, landscaping, signal improvements, and pavement widening on the north side of Main Street at O'Hara Avenue. This will complete the final piece of the improvements in downtown between Norcross Lane and 2<sup>nd</sup> Street. Construction of the project is underway and is scheduled for completion in fall of 2020. *The design construction funding for this project was allocated in FY 2018/19 and FY 2019/20. No additional funding is requested in the FY 2020/21 budget.*

***Project #231, Sellers Avenue Widening and Improvement Project*** – Sellers Avenue has been a 2 lane road constructed by Contra Costa County decades ago. The section of Sellers Avenue from East Cypress Road, to the north end of the road at the gate to the future Oakley Regional Community Park is destined to be widened to 4 lanes with curb, gutter and sidewalks, landscaped medians, bike lanes, and street lighting. The section of Sellers Avenue from East Cypress Road to Riverrock Drive has been widened by the developers of the Emerson and Gilbert Ranch projects. This project will widen and improve the remaining section of Sellers Avenue from the intersection at Riverrock Drive to the gate to the future Oakley Regional Community Park. The above referenced developers will pay the City the cost for curb, gutter and sidewalk, and one lane of roadway. The City will pay the remaining construction costs for the second lane and medians. *The funding of this project will be allocated to the CIP budget in future years.*

***Project #239, Delta de Anza and Marsh Creek Trail Connection Safety Improvements Project*** - City of Oakley applied for and secured Transportation Development Act (TDA) Article 3 grant for pedestrian and bicycle safety improvements. The project is divided up at four (4) locations along the Delta de Anza and Marsh Creek Regional Trail. The improvements include a bike lane gap closure, installation of high visibility green thermoplastic bike lanes at a high volume signalized intersection, installation of flashing beacons at mid-block trail crossings in two locations, and wayfinding signs for bicyclists to connect to other trails and/or locations and points of interest in the region. These improvements will bridge gaps between the Delta de Anza and Marsh Creek Regional Trail and provide bicycle access to schools in the area. *The funding for this project was allocated in FY 2019/20, and no additional funding is requested in the FY 2020/21 budget.*

***Project #241, FY 2020/21 Curb, Gutter and Sidewalk Repair and Reconstruction Project*** - This project will coordinate with the responsible property owners to



repair and reconstruct damaged and broken concrete, curb, gutter and sidewalks throughout the City. The construction of this project will eliminate trip and fall accidents caused by sidewalk and curbs uplifted by tree root overgrowth, and provide safe paths of travel for the community. This project works in coordination with the 50-50 cost share program that helps the property owners address concrete sidewalk and curb and gutter uplifts. *Total Budget- \$100,000 (\$100,000 General Capital Fund).*

*Project #244, FY 2020/21 Traffic Signal Modernization Project* – Traffic operations and public safety have become one of the more important issues for the community. Public Works staff are continually working to improve the traffic operations on City streets. This project will replace some of the older internal components of the City's traffic signal systems which will improve the coordination of the City's traffic signal operations. *Total Budget- \$100,000 (\$100,000 TIF Fund).*

*Project #246, FY 2020/21 Street Repair & Resurfacing* - This project will repair the base and surface failures, as well as resurface the City's streets as a part of a comprehensive program to maintain the roadways for the community. Street repair and resurfacing is critical in keeping the quality of the City's street infrastructure in good condition and prevent the necessity of costly reconstruction due to the lack of proper rehabilitation and maintenance. There are a number of neighborhoods which need Sierra-Crete remediation and street repair and resurfacing, which this project will address. *Total Budget- \$1,600,000 (\$900,000 RMRA, \$500,000 General Capital Projects, and \$200,000 Measure J).*

*Project #247, East Cypress Road/Knightsen Avenue Intersection Signalization* - This project will install a signal at the intersection of E. Cypress Road and Knightsen Avenue. The growth and development of new subdivision projects along the East Cypress Road corridor has necessitated various infrastructure improvements to accommodate the increased traffic flows on this road. These improvements include the widening of East Cypress Road to City standards along the Emerson and Gilbert Ranch projects. The intersection of East Cypress Road/Knightsen Avenue has not been signalized, however the traffic demands on this segment require the reconstruction and signalization of this intersection. This project will be designed and constructed by the City and funded by private developer contributions. *As part of the FY 2020/21 budget, \$500,000 from the Traffic Impact Fee Fund will be added to the project budget for the design and*



*construction of this project.*

***Project #248, Holly Creek Park Restroom Construction Project*** - This project will construct a permanent restroom facility at Holly Creek Park. The demand for City of Oakley recreational fields continues to grow, particularly for organized sports such as Baseball and Soccer leagues. The field at Holly Creek Park is one of the favorite and much desired fields in Oakley for leagues to play their sporting activities. This park does not have any restroom facilities, which necessitates the placement of portable toilets at this park. This approach has created many operational and sanitary issues and is not a sustainable solution to address the need for a public restroom facility. This project will construct a permanent restroom facility at this park similar to the restroom facility that was recently constructed at the Koda Dog Park. The funding for this project will primarily be from a private development project contribution which will be supplemented by local funds. *As part of the FY 2020/21 budget, \$100,000 from the Park Impact Fee Fund and \$150,000 from Developer Contributions will be added to the project budget for the construction of this project.*

***Project # 250 - Laurel Road Resurfacing Project (Empire Avenue to O'Hara Avenue)*** - This project will repair and resurface Laurel Road in the section between Empire Avenue to O'Hara Avenue. This roadway is not only a major arterial in the City but a truck route which is used heavily everyday by heavy construction trucks to deliver materials and supplies to various development sites in Oakley. Street repair and resurfacing is critical in keeping the quality of the City's street infrastructure in good condition and prevent the necessity of costly reconstruction due to the lack of proper rehabilitation and maintenance. *This project will be designed in FY 2020/21 and constructed in FY 2021/22. Total Budget- \$100,000 from the Street Maintenance Reserve Fund.*

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## Completed Projects in Fiscal Year 2019-2020

PROJECT LOCATIONS	
A Laurel Rd. & Rose Ave. Signalized Intersection	G Empire Ave. & Gateway Dr. Signalized Intersection
B Laurel Road Widening (Rose to Mellowood)	H Speed Hump Traffic Calming Project
C PD Locker Rm. and Detective Rm. Expansion Project	I Street Restriping Project
D Athletic Field at Nunn-Wilson Park	J Curb, Gutter, & Sidewalk Repair Project
E E. Cypress Rd. Widening (Machado to Sellers)	K Fitness Court at the Recreation Center
F Civic Center Emergency Generator Project	



### Laurel Road and Rose Avenue Signalized Intersection

Laurel Road and Rose Avenue is a major intersection in the City of Oakley on an arterial road that was not signalized. This intersection operated as a four-way stop with one lane of thru traffic in each direction. This project widened the intersection to four (4) lanes and constructed a new traffic signal, which improved traffic flows on Laurel Road. The project also constructed dedicated left-turn lanes from Rose Avenue to Laurel Road. The construction of this project was completed in the fall of 2019.



### Laurel Road Widening (Rose to Mellowood)

Laurel Road is a major arterial street in Oakley, with a direct connection to Highway 4. This section of Laurel Road between Rose Avenue and Mellowood Drive was widened to a 4 lane divided roadway which includes new curb, gutter and sidewalk, median islands, new striping, bike lanes, landscaping and street lighting. The construction of the roadway widening project was completed in the fall of 2019.



**C. PD Locker Room & Detective Room Expansion**

#### PD Locker Room & Detective Room Expansion

The Oakley Police Department men's locker room consists of a total of 41 lockers. The existing facility is fully utilized, and expansion was necessary to accommodate locker room space for new police officers. The expansion included extending the men's locker facility into the former report writing area, as well as expanding the Detective Room and report writing areas. As a part of this project, a section of the Public Works Department office area, the Human Resources office area, and the Development Services permit counter were remodeled to accommodate staff, who are moving as result of the Police Department expansion. Construction was completed in the fall of 2019.



**D. Athletic Field at Nunn-Wilson Park**

#### Athletic Field at Nunn-Wilson Park

The existing storm drain basin at the intersections of Laurel/Brown/Oxford have been in place for many years and are under-utilized. This project addressed the growing need in the community for additional athletic fields. The new field also compliments the new Oakley Dog Park which was constructed next to this site. The new athletic field is similar to the Freedom High School Stormwater Basin, except on a smaller scale. This project construction was completed in the summer of 2019.



**E. Cypress Road Widening (Machado to Sellers)**

#### E. Cypress Road Widening (Machado to Sellers)

The development of East Cypress Road is moving forward with multiple new subdivisions being designed and constructed. The Emerson Ranch subdivision was conditioned during its planning process to widen the north side of Cypress Road along their subdivision frontage and install a portion of the median and landscaping. The widening consisted of new curb, gutter, sidewalk and two travel lanes on the north side of the roadway. The second travel lane and the medians will be the responsibility of the City. The construction on the north side of Cypress Road, which includes two east bound lanes was performed and completed by the developer in the fall of 2019.



**F. Civic Center Emergency Generator**

### Civic Center Emergency Generator

This project installed an Emergency Generator behind the Civic Center buildings to provide stand-by power during the periods of PG&E power outages, to ensure that the Civic Center, and most importantly, the Police Department operations will continue uninterrupted.



**G. Empire Avenue & Gateway Drive Signalized Intersection**

### Empire Ave & Gateway Dr. Signalized Intersection

Empire Avenue is one of the major streets in Oakley, a truck route, and a key component of the City's transportation network. Crockett Park is also located along Empire Avenue at its intersection with Gateway Drive, and is one of the most popular parks in Oakley. The implementation of the traffic signal system at this intersection addressed multiple issues ranging from: a protected crossing of Empire Avenue for pedestrians, and protected turning movements out of Gateway Drive onto Empire Avenue. The project removed the existing flashing signs and pedestrian crosswalk system, installed a new traffic signal system, and updated ADA ramps.



**H. Traffic Calming Project**

### Traffic Calming Project

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

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## INTERNAL SERVICE FUNDS

### **Program Costs and Revenues**

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

### **Program Description**

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

### **Staffing Summary**

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

### **Program Objectives**

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

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

### **Program Changes**

No program changes.

**FUND 501****EQUIPMENT REPLACEMENT FUND****Revenues**

Transfers in	\$290,000
Salvage Values	\$ 2,500
Interest	\$ 2,500
Total Revenues	<u>\$295,000</u>

**Expenditures**

Patrol Vehicles	\$ 72,000
Vehicle Equipment	\$ 60,000
Code Enforcement Vehicle	\$ 27,000
Switches, Printers	\$ 69,000
UPS	\$ 2,000
City Hall & PD Firewalls	\$ 26,500
Microsoft	\$ 12,500
Misc. Items	\$ 10,500
Interfund Charges	\$ 1,000
Total Expenditures	<u>\$ 280,500</u>

**PLANNED REPLACEMENTS FOR 2020-2021**

Description	Quantity	Estimated Cost/Unit*	Total Estimated Cost
Patrol Vehicles	3	\$24,000	\$72,000
Patrol Vehicle Equip.	3	\$20,000	\$60,000
Code Enforcement	1	\$27,000	\$27,000
UPS	1	\$2,000	\$2,000
City Hall & PD Firewalls		\$26,500	\$26,500
Microsoft		\$12,500	\$12,500
Switches, Printers		Various	\$69,000
Miscellaneous		Various	\$10,500
<b>Totals</b>			<b>\$ 279,500</b>

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

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

Interest Income	\$ 1,000
Transfers in	<u>\$135,000</u>
Total Revenues	<u>\$136,000</u>

**Expenditures**

Total Expenditures	<u>    \$0</u>
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Fund Balances in Fund 502 are projected to be \$132,645 at July 1, 2021. Staff believes that this level of funding is sufficient to meet the City's facilities maintenance and replacement needs over the next five years. However, as facilities age, it is anticipated that further transfers into this reserve fund should be made in future years.

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## AGENCY FUNDS

### Program Costs and Revenues

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

### Program Description

The City currently has two Assessment District debts outstanding:

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

### Staffing Summary

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

### Program Objective

The primary operating objectives for the City remain unchanged for fiscal year 2020-2021: 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
\$1,190,175	\$2,000	\$1,192,175

PROPOSED EXPENDITURES			
Principal	Interest	Administration	Total Expenditures
\$480,000	\$649,731	\$23,200	\$1,152,931

### 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
2020-21	\$480,000	\$649,731	\$1,129,731
2021-22	\$510,000	\$620,650	\$1,130,650
2022-23	\$535,000	\$589,953	\$1,124,953
2023-24	\$570,000	\$557,494	\$1,127,494
2024-25	\$600,000	\$523,125	\$1,123,125
Other Years	\$8,425,000	\$2,768,250	\$11,193,250
<b>Totals</b>	<b>\$11,120,000</b>	<b>\$5,709,203</b>	<b>\$16,829,203</b>



## 2006-1 ASSESSMENT DISTRICT DEBT FUND 622

ESTIMATED REVENUES		
Assessment Revenues	Interest Income	Total Revenues
\$756,455	\$2,000	\$758,455

PROPOSED EXPENDITURES			
Principal	Interest	Administration	Total Expenditures
\$320,000	\$433,408	\$14,500	\$767,908

### 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
2020-21	\$320,000	\$433,408	\$753,408
2021-22	\$335,000	\$416,698	\$751,698
2022-23	\$355,000	\$398,758	\$753,758
2023-24	\$375,000	\$379,778	\$754,778
2024-25	\$395,000	\$359,758	\$754,758
Other Years	\$6,665,000	\$2,311,276	\$8,976,276
<b>Totals</b>	<b>\$8,445,000</b>	<b>\$4,299,676</b>	<b>\$12,744,676</b>

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## 10 YEAR PLAN

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

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

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

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

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

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

Certainly, the City's near-term position is improved when compared to recent years, and although there is still a backlog of restoration to accomplish, the near term Plan for Fiscal Year 2020-2021 helps in moving that restoration forward.



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

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

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

(10 Year Plan attached)

City of Oakley  
10 Year Plan  
FY 2020-21  
Proposed Budget

General																	(Dollars in Thousands)
Description	Character	Actual	Actual	Actual	Adopted	Amended	Proposed	Forecast	Total								
		16/17	17-18	18/19	19/20	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	16/17-29/30
<b>General Purpose Revenues</b>																	
Property Taxes	Recurring	2,853	3,145	3,443	3,543	3,584	3,620	3,801	3,991	4,191	4,400	4,620	4,851	5,094	5,348	5,616	47,043
PT in Lieu of VLF	Recurring	2,706	2,943	3,214	3,375	3,479	3,513	3,689	3,873	4,067	4,270	4,484	4,708	4,943	5,190	5,450	45,590
Sales & Use Tax	Recurring	1,774	1,826	2,041	1,952	1,778	1,720	1,806	1,896	1,991	2,091	2,195	2,305	2,420	2,541	2,668	22,696
Motor Vehicle In-Lieu Fees	Recurring	18	22	20	15	15	15	16	16	17	18	18	19	20	21	21	189
Trans. Occupancy Tax (TOT)	Recurring	267	275	270	250	180	160	168	176	185	194	204	214	225	236	248	2,194
Real Property Transfer Tax	Recurring	237	260	228	225	225	225	236	248	260	273	287	302	317	332	349	2,931
Franchise Fees	Recurring	1,543	1,719	1,774	1,672	1,672	1,672	1,756	1,843	1,936	2,032	2,134	2,241	2,353	2,470	2,594	21,780
Business License Tax	Recurring	143	159	160	125	125	100	120	122	125	127	130	132	135	138	141	1,380
Traffic Fines	Recurring	111	116	111	105	105	76	80	84	88	92	97	102	107	112	118	1,048
Interest Income	Recurring	49	148	373	150	312	100	100	100	100	100	100	100	100	100	100	1,362
<b>Subtotal General Purpose</b>		<b>9,701</b>	<b>10,613</b>	<b>11,634</b>	<b>11,412</b>	<b>11,475</b>	<b>11,201</b>	<b>11,771</b>	<b>12,351</b>	<b>12,959</b>	<b>13,598</b>	<b>14,269</b>	<b>14,974</b>	<b>15,713</b>	<b>16,490</b>	<b>17,305</b>	<b>146,214</b>
								105%	105%	105%	105%	105%					
<b>Fee/Reimbursement Revenues</b>																	
Building Permits/Plan Check/Rental Inspections	Recurring	1,606	1,684	1,198	995	1,320	984	1,033	1,520	1,565	1,612	1,660	1,197	1,762	1,814	1,869	15,461
Engineering Fees	Recurring	19	30	18	12	12	12	13	13	14	15	15	16	17	18	19	156
Planning Fees	Recurring	36	33	7	6	6	6	8	12	13	13	14	10	14	15	15	116
Law Enforcement Fees/Reimbursement Revenues	Recurring	182	252	171	145	163	149	153	158	163	167	172	178	183	188	194	1,819
Recreation Fees	Recurring	84	83	88	118	82	59	62	66	70	74	79	83	88	94	99	877
City Admin Fees	Recurring	668	710	620	600	600	580	597	760	775	791	807	652	841	859	877	7,861
Interfund Cost Recoveries (operations)	Recurring	6,612	7,331	7,885	7,756	8,373	7,612	8,052	8,584	9,142	9,727	10,340	10,900	11,570	12,272	12,998	104,328
Other Miscellaneous Fees & Charges	Rec & one-time	200	188	239	67	67	167	172	177	183	188	194	200	206	212	218	1,832
<b>Subtotal Fee/Reimbursement Revenues</b>		<b>9,407</b>	<b>10,311</b>	<b>10,225</b>	<b>9,699</b>	<b>10,623</b>	<b>9,568</b>	<b>10,089</b>	<b>11,290</b>	<b>11,924</b>	<b>12,588</b>	<b>13,282</b>	<b>13,236</b>	<b>14,681</b>	<b>15,472</b>	<b>16,289</b>	<b>132,450</b>
<b>Total General Operating Revenues</b>		<b>19,108</b>	<b>20,924</b>	<b>21,859</b>	<b>21,111</b>	<b>22,098</b>	<b>20,769</b>	<b>21,860</b>	<b>23,640</b>	<b>24,883</b>	<b>26,186</b>	<b>27,551</b>	<b>28,210</b>	<b>30,394</b>	<b>31,961</b>	<b>33,594</b>	<b>278,664</b>
<b>Release of Assigned Reserves</b>	one-time	<b>0</b>	<b>559</b>														<b>0</b>
<b>Proceeds from the Sale of Property</b>	one-time	<b>0</b>															
<b>Total Sources of Funds</b>		<b>19,108</b>	<b>21,483</b>	<b>21,859</b>	<b>21,111</b>	<b>22,098</b>	<b>20,769</b>	<b>21,860</b>	<b>23,640</b>	<b>24,883</b>	<b>26,186</b>	<b>27,551</b>	<b>28,210</b>	<b>30,394</b>	<b>31,961</b>	<b>33,594</b>	<b>278,664</b>

City of Oakley  
10 Year Plan  
FY 2020-21  
Proposed Budget

(Dollars in Thousands)																	
Description	General Character	Actual	Actual	Actual	Adopted	Amended											Total
		16/17	17-18	18/19	19/20	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	16/17-29/30
<b>Department Expenses</b>																	
Animal Control	Recurring	223	238	252	267	267	280	294	309	324	340	357	375	394	414	434	3,621
City Council	Recurring	64	63	66	71	71	170	74	77	81	85	89	94	98	103	109	1,014
City Clerk	Recurring	272	306	332	340	340	348	365	384	403	423	444	466	490	514	540	4,517
Elections	Recurring	68		20	0		40	0	43	0	47	0	50	0	54	0	235
City Attorney	Recurring	251	286	332	300	303	353	371	389	409	429	451	473	497	522	548	4,495
City Manager	Recurring	479	490	538	523	558	451	474	497	522	548	576	604	635	666	700	6,054
Community Outreach	Recurring	95	97	123	114	138	164	172	181	190	199	209	220	231	242	254	2,060
Finance	Recurring	659	681	723	785	847	850	893	937	984	1,033	1,085	1,139	1,196	1,256	1,319	11,005
Human Resources	Rec & one-time	152	287	230	256	268	353	371	389	409	429	451	473	497	522	548	4,416
Maintenance Custodial	Recurring	42	46	78	100	101	106	111	117	123	129	135	142	149	157	164	1,370
Information Technology	Recurring	313	301	301	319	319	321	337	354	372	390	410	430	452	474	498	4,178
Economic Development	Recurring	229	252	269	263	269	269	282	297	311	327	343	360	379	397	417	3,498
Building Inspection	Recurring	519	621	696	847	858	930	977	1,025	1,077	1,130	1,187	1,246	1,309	1,374	1,443	11,960
Code Enforcement/Rental Inspections	Recurring	280	279	330	373	350	269	282	297	311	327	343	360	379	397	417	3,689
Public Safety	Recurring	8,195	9,270	9,783	10,003	10,235	10,238	10,750	11,287	11,852	12,674	13,308	14,203	14,914	15,889	16,914	135,354
Community Development	Rec & one-time	386	438	479	662	869	822	863	906	952	999	1,049	1,102	1,157	1,214	1,275	10,595
Public Works/Engineering	Recurring	1,096	1,657	1,863	1,517	1,549	1,828	1,919	2,015	2,116	2,222	2,333	2,450	2,572	2,701	2,836	23,223
Public Works Maintenance	Recurring	319	304	340	329	358	360	378	397	417	438	459	482	507	532	558	4,657
Recreation	Rec & one-time	536	548	693	799	809	872	916	961	1,009	1,060	1,113	1,169	1,227	1,288	1,353	11,223
Parks	Recurring	556	548	574	711	724	700	735	772	810	851	893	938	985	1,034	1,086	9,154
<b>Department Expenditures:</b>		<b>14,734</b>	<b>16,712</b>	<b>18,022</b>	<b>18,579</b>	<b>19,233</b>	<b>19,724</b>	<b>20,563</b>	<b>21,635</b>	<b>22,671</b>	<b>24,081</b>	<b>25,236</b>	<b>26,778</b>	<b>28,064</b>	<b>29,752</b>	<b>31,413</b>	<b>356,173</b>
<b>Non-Departmental Expenses</b>																	
Other Non-Departmental Expenses	Recurring	1,093	1,226	1,423	1,612	1,612	1,677	1,761	1,849	1,941	2,038	2,140	2,247	2,360	2,478	2,602	21,716
Equipment Replacement (exp & reserve)	Recurring	100	183	150	160	160	175	185	195	205	215	225	235	245	255	265	2,255
Capital Facilities Mtc & Replacement (exp & reserve)	Recurring	150	100	300	150	150	50	150	150	150	150	150	150	150	150	150	1,550
Interim Needs/Contingency	Recurring	158	80	424	876	876	424	441	463	483	512	535	566	591	625	658	6,392
Amount charged to Departments	Recurring	(1,458)	(1,968)	(2,154)	(2,312)	(2,312)	(2,222)	(2,537)	(2,657)	(2,780)	(2,915)	(3,050)	(3,198)	(3,346)	(3,508)	(3,675)	(30,836)
<b>Total Non-Department Expend.</b>		<b>43</b>	<b>(379)</b>	<b>143</b>	<b>486</b>	<b>486</b>	<b>104</b>	<b>0</b>	<b>1,076</b>								
<b>Total Expenditures</b>		<b>14,777</b>	<b>16,333</b>	<b>18,165</b>	<b>19,065</b>	<b>19,719</b>	<b>19,828</b>	<b>20,563</b>	<b>21,635</b>	<b>22,671</b>	<b>24,081</b>	<b>25,236</b>	<b>26,778</b>	<b>28,064</b>	<b>29,752</b>	<b>31,413</b>	<b>357,249</b>
<b>Net General Operating Revenue (Expense)</b>		<b>4,331</b>	<b>5,150</b>	<b>3,694</b>	<b>2,046</b>	<b>2,379</b>	<b>941</b>	<b>1,297</b>	<b>2,006</b>	<b>2,213</b>	<b>2,105</b>	<b>2,315</b>	<b>1,431</b>	<b>2,330</b>	<b>2,209</b>	<b>2,182</b>	
<b>Transfers and Loans</b>																	
Transfers to Active Roadway Maintenance Programs	recurring	(200)		(275)	(350)	(350)	0	(250)	(300)	(350)	(400)	(450)	(500)	(500)	(550)	(550)	(4,000)
Transfer to Reserve for Roadway Maintenance	recurring	(350)	(200)	(275)	(350)	(350)	(350)	(350)	(400)	(450)	(500)	(550)	(600)	(600)	(600)	(600)	(5,100)
Transfers to Main Street Fund	recurring	(350)	(350)	(275)	(350)	(350)	(350)	(350)	(400)	(450)	(500)	(550)	(600)	(600)	(600)	(600)	(5,100)
Transfers to General Capital Projects Fund	recurring/one-time	(400)		0	(250)	(250)	(500)	(500)	(500)	(500)	(550)	(550)	(600)	(600)	(600)	(600)	(5,400)
Loans to Public Facilities, Park Impact Fund/Repayments	recurring	(45)	(559)	(100)	(100)	(100)	(75)	0	0	0	0	0	0	0	0	0	(275)
<b>Total Transfers</b>		<b>(1,345)</b>	<b>(1,109)</b>	<b>(925)</b>	<b>(1,400)</b>	<b>(1,400)</b>	<b>(1,275)</b>	<b>(1,450)</b>	<b>(1,600)</b>	<b>(1,750)</b>	<b>(1,950)</b>	<b>(2,100)</b>	<b>(2,300)</b>	<b>(2,300)</b>	<b>(2,350)</b>	<b>(2,350)</b>	<b>(19,875)</b>
<b>Use of Fund Balance</b>																	
For General Fund One Time uses	one-time																
Transfer to General Capital Projects Fund	one-time	(4,000)	(1,714)	(1,400)	(1,750)	(1,750)											
Set Aside fund balance for PARS Trust																	
Land acquisition		(770)	(175)	(875)													
Loan to Parks Impact Fee Fund	one-time			(700)													
<b>Total Net Sources (Uses) of Funds</b>		<b>(1,784)</b>	<b>2,152</b>	<b>(206)</b>	<b>(1,104)</b>	<b>(771)</b>	<b>(334)</b>	<b>(153)</b>	<b>406</b>	<b>463</b>	<b>155</b>	<b>215</b>	<b>(869)</b>	<b>30</b>	<b>(141)</b>	<b>(168)</b>	

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Description	General Character	(Dollars in Thousands)															
		Actual 16/17	Actual 17-18	Actual 18/19	Adopted 19/20	Amended 19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	
<b>Summary of Recurring and One-Time Amounts</b>																	
<b>Recurring Activities Summary</b>																	
Revenues		19,108	20,924	21,859	21,111	22,098	20,769	21,860	23,640	24,883	26,186	27,551	28,210	30,394	31,961	33,594	
Expenditures/ Including Transfers and Loans		16,077	16,883	19,090	20,365	21,019	21,028	22,013	23,235	24,421	26,031	27,336	29,078	30,364	32,102	33,763	
Revenues over (under) Expenditures		<b>3,031</b>	<b>4,041</b>	<b>2,769</b>	<b>746</b>	<b>1,079</b>	<b>(259)</b>	<b>(153)</b>	<b>406</b>	<b>463</b>	<b>155</b>	<b>215</b>	<b>(869)</b>	<b>30</b>	<b>(141)</b>	<b>(168)</b>	
<b>One-Time Activities Summary</b>																	
Revenues/Loan Repayments		0	559	0	0	0	0	0	0	0	0	0	0	0	0	0	
Expenditures/ Including Transfers and Loans		4,815	2,448	2,975	1,850	1,850	75	0	0	0	0	0	0	0	0	0	
Revenues over (under) Expenditures		<b>(4,815)</b>	<b>(1,889)</b>	<b>(2,975)</b>	<b>(1,850)</b>	<b>(1,850)</b>	<b>(75)</b>	<b>0</b>									
<b>Total Recurring and One-Time</b>		<b>(1,784)</b>	<b>2,152</b>	<b>(206)</b>	<b>(1,104)</b>	<b>(771)</b>	<b>(334)</b>	<b>(153)</b>	<b>406</b>	<b>463</b>	<b>155</b>	<b>215</b>	<b>(869)</b>	<b>30</b>	<b>(141)</b>	<b>(168)</b>	
																<b>Total 16/17-29/30</b>	
<b>Assigned Revenues/Police</b>																	
State COPS Grant (SLESF)(F151)	one-time	130	140	150	100	157	100	100	100	100	100	100	100	100	100	100	1,157
P-6 Police Services Assessments	Recurring	3,900	4,221	4,724	4,797	5,264	5,262	5,584	5,993	6,422	6,871	7,341	7,751	8,264	8,800	9,352	72,347
School Resource Officer Grant	one-time	55	55	55	55	30	30	55	55	55	55	55	55	55	55	55	555
Police Equip./Traffic Grants	one-time					200	200	140	200	200	200	200	140	200	200	200	0
<b>Subtotal Assigned Police Revenues</b>		<b>4,085</b>	<b>4,416</b>	<b>4,929</b>	<b>4,952</b>	<b>5,451</b>	<b>5,392</b>	<b>5,739</b>	<b>6,148</b>	<b>6,577</b>	<b>7,026</b>	<b>7,496</b>	<b>7,906</b>	<b>8,419</b>	<b>8,955</b>	<b>9,507</b>	<b>74,059</b>
<b>Restricted Police Expenditures</b>																	
State COPS Grant (SLESF)	one-time	130	140	150	100	157	100	100	100	100	100	100	100	100	100	100	1,157
P-6 Supported Police Services	Recurring	3,900	4,221	4,724	4,797	5,264	5,262	5,584	5,993	6,422	6,871	7,341	7,751	8,264	8,800	9,352	72,347
School Resource Officer Grant	one-time	55	55	55	55	30	30	55	55	55	55	55	55	55	55	55	555
Police Equip./Traffic Grants	one-time					200	200	140	200	200	200	200	140	200	200	200	0
<b>Subtotal Restricted Police Expenditures</b>		<b>4,085</b>	<b>4,416</b>	<b>4,929</b>	<b>4,952</b>	<b>5,451</b>	<b>5,392</b>	<b>5,739</b>	<b>6,148</b>	<b>6,577</b>	<b>7,026</b>	<b>7,496</b>	<b>7,906</b>	<b>8,419</b>	<b>8,955</b>	<b>9,507</b>	<b>74,059</b>
<b>Rollover Balances*</b>		<b>49</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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General																	(Dollars in Thousands)
Description	Character	Actual 16/17	Actual 17-18	Actual 18/19	Adopted 19/20	Amended 19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	Total 16/17-29/30
<b><u>Parks, Landscaping &amp; Lighting Revenues</u></b>																	
Community Parks (F132)	Recurring	1,201	1,303	1,349	1,342	1,430	1,493	1,554	1,629	1,706	1,785	1,864	1,933	2,016	2,100	2,187	18,852
<i>Loan from General Fund, if necessary</i>	<i>one-time</i>																0
Street Lighting (F133)	Recurring	229	242	246	248	262	267	274	285	295	305	315	323	333	343	354	3,250
<i>Transfer in from Gas Tax Fund</i>	<i>one-time</i>	177	189	141	190	190	190	275	292	309	328	349	374	398	423	451	3,319
Community Facility District 2015-1 Emerson Ranch (F401)	Recurring			799	797	581	604										1,982
Community Facility District 2015-2	Recurring			79	88	368	450										906
Neighborhood Parks (F170-195,402)	Recurring	2,298	2,453	2,853	2,668	2,901	2,901	3,017	3,149	3,284	3,424	3,568	3,704	3,856	4,013	4,175	36,484
<b>Total Parks, Landscaping &amp; Lighting Revenues</b>		<b>3,905</b>	<b>4,187</b>	<b>5,467</b>	<b>5,333</b>	<b>5,732</b>	<b>5,905</b>	<b>5,120</b>	<b>5,354</b>	<b>5,594</b>	<b>5,842</b>	<b>6,097</b>	<b>6,333</b>	<b>6,603</b>	<b>6,880</b>	<b>7,165</b>	<b>64,793</b>
<b><u>Parks, Landscaping &amp; Lighting Expenditures</u></b>																	
Community Parks	Recurring	895	976	1,409	1,429	1,431	1,435	1,605	1,685	1,770	1,858	1,951	2,048	2,151	2,258	2,371	19,621
<i>Repay General Fund Loans</i>	<i>one-time</i>																0
Street Lighting	Recurring	406	431	387	446	455	508	533	560	588	617	648	681	715	751	788	6,502
Community Facility District 2015-1 Emerson Ranch	Recurring			97	412	312	532										
Community Facility District 2015-2	Recurring			13	62	38	540										
Neighborhood Parks	Recurring	2,291	2,119	2,224	3,413	3,449	3,811	4,002	4,202	4,412	4,632	4,864	5,107	5,362	5,631	5,912	48,884
<b>Total Parks, Landscaping &amp; Lighting Expenditures</b>		<b>3,592</b>	<b>3,526</b>	<b>4,130</b>	<b>5,762</b>	<b>5,685</b>	<b>6,826</b>	<b>6,140</b>	<b>6,447</b>	<b>6,769</b>	<b>7,108</b>	<b>7,463</b>	<b>7,836</b>	<b>8,228</b>	<b>8,640</b>	<b>9,072</b>	<b>75,008</b>
<b><u>Rollover Balances</u></b>																	
<b>Community Parks (Including Loans &amp; Reserves)</b>		1,976	2,303	2,243	2,216	2,242	2,300	2,249	2,193	2,129	2,056	1,970	1,854	1,719	1,561	1,376	
<b>Street Lighting (Including Reserves)</b>		84	84	84	76	81	30	46	62	78	94	110	126	142	158	174	
<b>Community Facility District 2015-1 (including Reserves)</b>				702	385	971											
<b>Community Facility District 2015-2 (including Reserves)</b>						330											
<b>Neighborhood Parks (Including Reserves)</b>		5,130	5,464	6,093	4,719	5,545	4,635	3,650	2,597	1,470	261	(1,035)	(2,438)	(3,944)	(5,562)	(7,300)	
<b><u>Roadway Maintenance Revenues</u></b>																	
Gas Tax Revenues (F140)	Recurring	800	1,129	887	1,102	1,012	858	901	946	993	1,043	1,095	1,150	1,207	1,268	1,331	11,575
Road Maintenance and Rehab (F141)	Recurring	0	0	701	691	733	623	654	687	721	757	795	835	877	920	966	8,294
Measure J Revenues (F148)	Recurring	576	595	726	577	563	545	572	601	631	662	696	730	767	805	845	7,149
Transfers in from the General Fund		300	300	550	700	700	350	600	700	800	900	1,000	1,100	1,100	1,150	1,150	9,100
General Fund Transfers to the Street Maintenance Reserve Fund		350	200	275	350	350	350										
Streets Related Grants																	
<b>Total Roadway Maintenance Revenues</b>		<b>2,026</b>	<b>2,224</b>	<b>3,139</b>	<b>3,420</b>	<b>3,008</b>	<b>2,726</b>	<b>2,727</b>	<b>2,934</b>	<b>3,145</b>	<b>3,363</b>	<b>3,586</b>	<b>3,815</b>	<b>3,951</b>	<b>4,143</b>	<b>4,293</b>	<b>36,118</b>
<b><u>Roadway Maintenance Expenditures</u></b>																	
Gas Tax Expenditures for roadway repairs & maintenance	Recurring	517	589	1,350	1,317	1,151	821	626	654	684	715	746	776	809	844	880	9,143
<i>Transfer to Street Lighting Fund</i>	<i>one-time</i>	(177)	(189)	(141)	(190)	(190)	(190)	(275)	(292)	(309)	(328)	(349)	(374)	(398)	(423)	(451)	(3,319)
<i>Used for Capital Projects (for new or expanded roadways)</i>	<i>one-time</i>	(197)	(38)	(910)	(720)	(720)											(1,440)
RMRA Expenditures for roadway repairs & maintenance	Recurring			61	500	565	900	1,172	1,301	1,431	1,562	1,696	1,830	1,867	1,955	1,995	14,779
Measure C/J Expenditures for roadway repairs & maintenance	Recurring	114	95	175	393	1,669	804	572	601	631	662	696	730	767	805	845	8,330
<i>Used for Capital Projects (for new or expanded roadways)</i>	<i>one-time</i>	(380)	(168)	(1,200)	(100)	(100)											(200)
Use of General Fund Transfers	<i>one-time</i>			550	700	700	350	600	700	800	900	1,000	1,100	1,100	1,150	1,150	9,100
Use of Street Maintenance Reserves																	
<b>Total Roadway Maintenance Expenditures &amp; Transfers</b>		<b>1,385</b>	<b>1,079</b>	<b>4,326</b>	<b>3,420</b>	<b>4,530</b>	<b>2,165</b>	<b>2,073</b>	<b>2,247</b>	<b>2,424</b>	<b>2,605</b>	<b>2,791</b>	<b>2,980</b>	<b>3,074</b>	<b>3,223</b>	<b>3,327</b>	<b>31,532</b>
<b>Rollover Balances</b>		<b>6,903</b>	<b>8,048</b>	<b>6,861</b>	<b>8,048</b>	<b>5,339</b>	<b>5,900</b>	<b>6,554</b>	<b>7,241</b>	<b>7,962</b>	<b>8,719</b>	<b>9,515</b>	<b>10,349</b>	<b>11,226</b>	<b>11,270</b>	<b>12,193</b>	

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Description	Character	Actual 16/17	Actual 17-18	Actual 18/19	Adopted 19/20	Amended 19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	Total 16/17-29/30
<b>Drainage and Stormwater Revenues</b>																	
Community Facilities District Assessments (F110 & F403)	Recurring	309	377	419	381	332	332	342	352	363	374	385	396	408	421	433	4,086
Stormwater Assessments (F145)	Recurring	576	582	529	452	453	451	465	478	493	508	523	539	555	571	588	5,487
<b>Total Drainage and Stormwater Revenues</b>		<b>885</b>	<b>959</b>	<b>948</b>	<b>833</b>	<b>785</b>	<b>783</b>	<b>806</b>	<b>831</b>	<b>856</b>	<b>881</b>	<b>908</b>	<b>935</b>	<b>963</b>	<b>992</b>	<b>1,022</b>	<b>9,573</b>
<b>Drainage and Stormwater Expenditures</b>																	
Community Facilities District Drainage Maintenance	Recurring	126	112	107	233	239	279	342	352	363	374	385	396	408	421	433	3,792
Stormwater Program Expenditures	Recurring	891	540	624	455	746	547	465	478	493	508	523	539	555	571	588	5,879
<b>Total Drainage and Stormwater Expenditures</b>		<b>1,017</b>	<b>652</b>	<b>731</b>	<b>688</b>	<b>985</b>	<b>826</b>	<b>806</b>	<b>831</b>	<b>856</b>	<b>881</b>	<b>908</b>	<b>935</b>	<b>963</b>	<b>992</b>	<b>1,022</b>	<b>9,671</b>
<b>Rollover Balances</b>		<b>2,231</b>	<b>2,538</b>	<b>2,755</b>	<b>2,683</b>	<b>2,555</b>	<b>2,512</b>										
<b>Other Grant Revenues</b>																	
Recycling Grant	one-time	31	29	15	21	21	22	0	0	0	0	0	0	0	0	0	64
Oakley Welcoming (You+Me=We)	one-time	60	75	53	80	117	0	0	0	0	0	0	0	0	0	0	197
Recreation Grants (Misc)	one-time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Vesper Grant</i>	one-time	0	23	7	24	0	0	0	0	0	0	0	0	0	0	0	24
<b>Total Other Grant Revenues</b>		<b>91</b>	<b>127</b>	<b>75</b>	<b>125</b>	<b>138</b>	<b>22</b>	<b>0</b>	<b>285</b>								
<b>Other Grant Expenditures</b>																	
Recycling Grant	one-time	31	24	14	21	21	22	0	0	0	0	0	0	0	0	0	64
Oakley Welcoming (You+Me=We)	one-time	60	51	53	80	37	80	0	0	0	0	0	0	0	0	0	197
Recreation Grants (Misc)	one-time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Vesper Grant</i>	one-time	0	23	7	24	0	0	0	0	0	0	0	0	0	0	0	24
<b>Total Other Grant Expenditures</b>		<b>91</b>	<b>98</b>	<b>74</b>	<b>125</b>	<b>58</b>	<b>102</b>	<b>0</b>	<b>285</b>								
<b>Rollover Balances</b>																	
Recycling Grant		0	5	1	0	1	1	1	1	1	1	1	1	1	1	1	
Oakley Welcoming (You+Me=We)		0	24	0	0	80	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	0	
<i>Vesper Grant</i>		0	0	15	15	15	15	15	15	15	15	15	15	15	15	15	
<b>Qualifying Capital Projects</b>	<i>recurring</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Long-Term Analysis of General Fund Fund Balances**

**Restricted Fund Balances:**

For Dutch Slough	559	0															
For Loans/Interfund Advances Receivable	687	575	675	777	777	837	822	807	807	792	792	777	777	762	762		
For Workers Compensation and Plans/Consulting	406	631	631	431	431	431	431	431	431	431	431	431	431				
For Termination Payouts/Pension	133	334	334	334	334	334	334	334	334	334	334	334	334	334	334	334	
Land Held for Resale (4)	4,054	4,054	4,054	4,054	4,054	4,054	4,054	4,054	4,054	4,054	4,054	4,054	4,054	4,054	4,054	4,054	
For Capital Projects		3,150	3,150	3,000	3,000	3,150	3,150	3,150	3,150	3,150	3,150	3,150	3,150	3,150	3,150	3,150	

**Unrestricted Fund Balances**

as a % of the Next Year's General Fund Expenditures	8,559	7,292	7,086	6,536	5,865	5,396	5,258	5,679	6,142	6,312	6,527	5,673	6,134	6,008	5,840		
	49%	35%	34%	31%	29%	25%	23%	24%	24%	24%	23%	19%	19%				

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

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

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

**Definition of Changes and Assumptions for 18/19 and thereafter**

**General Purpose Revenues**

Property tax and Property Tax in Lieu reflect growth of 5% through FY 22/23, future years reflect growth of 3%

Transfer taxes reflect 5% per year in growth.

Sales Tax reflects annual growth of 5%.

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

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

Traffic Fines reflect annual growth of 5%.

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

P-6 revenue growth is based on projected subdivision activity

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

**Departmental Expenditures**

Administrative Departmental expenses include growth of 5% each year .

Police expenses allow for growth of 5% each year with plans to add one officer approximately every two years to maintain current staffing ratios beginning in FY 20/21

Recreation expenses include growth of 5% per year .

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

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

**Non-Departmental Expenditures**

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

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

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

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

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

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

**Transfers and Loans**

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

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

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

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

**Assigned Revenues**

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

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

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

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

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

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

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

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

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

**Assigned Expenditures**

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

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

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

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

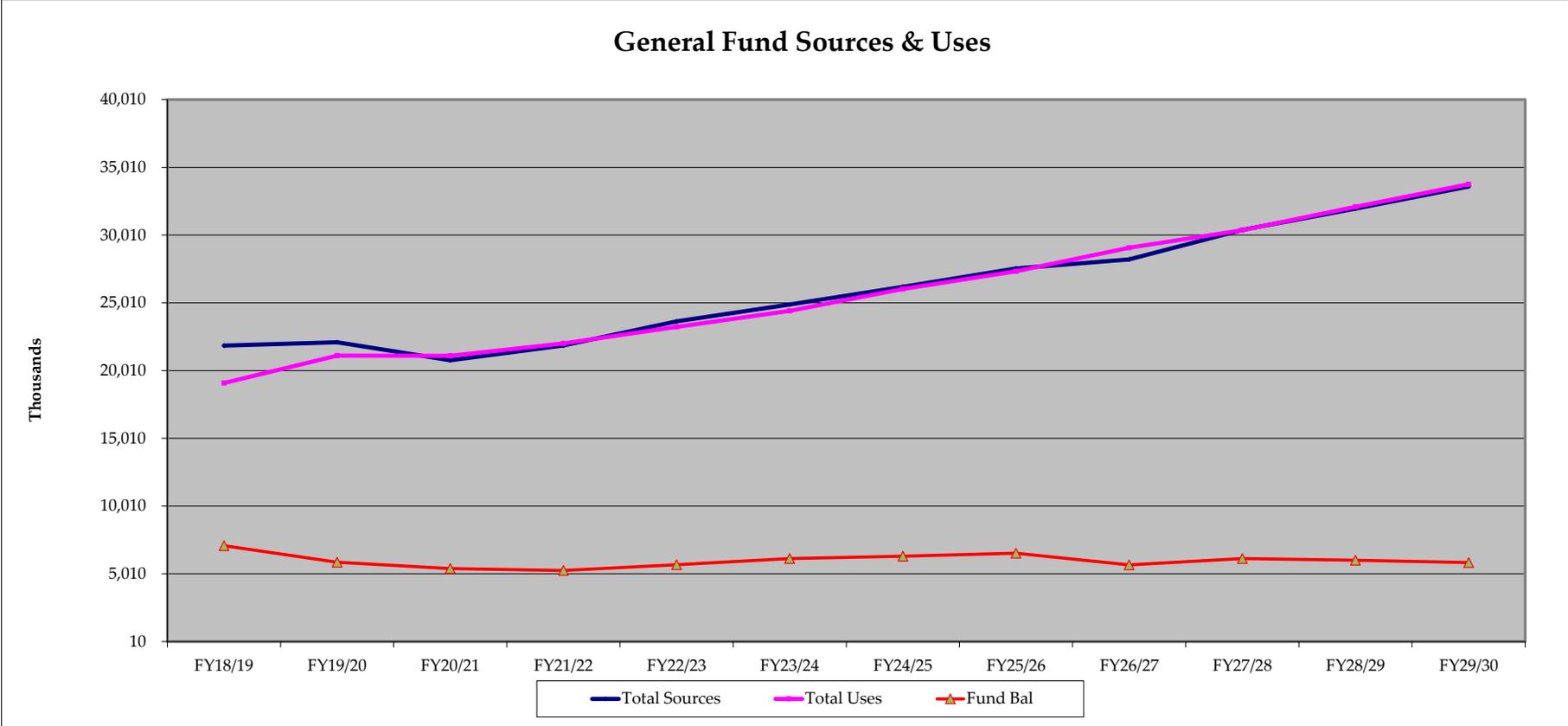
As more of our neighborhood parks are at least several years old, starting in 14/15, an additional amount has been added to each year for the use of equipment replacement reserves.

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

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

**Grants**

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



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## CONTRACTS ANALYSIS

Contractor	Services		Funding Summary	
Contra Costa County Sheriff	Dispatch	\$760,000	General Fund – Taxes	\$760,000
	Forensics and Other	\$108,500	P-6 Special Taxes	\$9,075
	Support Services		Annual State COPS Grant (Supplemental Law Enforcement Services Funds)	\$99,425
	<b>Total</b>	<b>\$868,500</b>	<b>Total Contract</b>	<b>\$868,500</b>
County Animal Services	Animal Control	\$280,000	General Fund-Taxes	\$280,000
County Library	Augmented Library Services	\$23,524	General Fund- Taxes	\$23,524
Operational Technology, Integrators, DBA OTI	Information Services	\$184,656	General Fund-Taxes 65%	\$120,026
			Cost Recoveries 35%	\$64,630
			<b>Total Contract</b>	<b>\$184,656</b>
Dean Hurney Inspection Services	Plan Check/ ADA	\$40,000	General Fund – Permit Fees	\$40,000
TRB & Associates	Plan Check	\$110,000	General Fund – Permit Fees	\$110,000
DC Electric	Signal Maintenance	\$78,000	Gas Tax	\$78,000
	Street Light Maintenance	\$25,000	Assessment Districts	\$25,000
TerraCare Landscape Co.	Parks and Landscaping Maintenance	\$1,272,890	Landscape Assessments	\$1,272,890
Universal Site Service	Park Maintenance Services	\$213,144	Landscape Assessments	\$213,144
West Coast Arborists	Tree Maintenance Service	\$100,000	Landscape Assessments	\$100,000
KB Security	Cameras and Video Surveillance	\$76,792	General Fund Taxes	\$10,000
			Landscape Assessments	\$66,792
			<b>Total Contract</b>	<b>\$76,792</b>
Cole Huber LLP	Legal Services	\$200,000	General Fund Taxes	\$175,000
			Capital Projects and/or Other Funds	\$25,000
			<b>Total Contract</b>	<b>\$200,000</b>
Municipal Pooling Authority of Northern California	Insurance and Claims Administration	\$897,288	General Fund Taxes 65%	\$583,237
			Cost Recoveries 35%	\$314,051
			<b>Total Contract</b>	<b>\$897,288</b>
Dutchover & Associates, Inc.	Landscape Architectural Services	\$150,000	Development	\$150,000
Kennedy & Associates, Inc.	Stormwater & Surveyor Services	\$50,000	Development and Stormwater Fund	\$50,000
TJKM, Inc.	Traffic Engineering Services	\$75,000	Development	\$75,000
TNT Development Services, Inc.	Development Engineering Services	\$150,000	Development and Capital Improvement Funds	\$150,000
ENGEO, Inc.	Geotechnical Material Testing & Inspections	\$75,000	Development and Capital Improvement Funds	\$75,000
Pavement Engineering, Inc.	Materials Testing Services	\$75,000	Development and Capital Improvement Funds	\$75,000
BSK Associates, Inc.	Materials Testing Services	\$75,000	Development and Capital Improvement Funds	\$75,000

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## 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 2020-2021 is \$12,556,284

<b>CITY OF OAKLEY APPROPRIATIONS LIMIT CALCULATION FOR FISCAL YEAR 2020-2021</b>
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<i>Beginning Limit ( FY 2019-2020):</i>	\$11,925,888
<i>Per Capita Income Growth Factor</i>	x 1.0373
<i>Higher of:</i>	
<i>County Population Growth Factor or City Population Growth Factor</i>	<u>x 1.0150</u>
<i>Limit ( FY 2020-2021):</i>	<u>\$12,556,284</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 2020-2021 calculation.*

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## GLOSSARY OF BUDGET TERMINOLOGY

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



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



**Internal Service Fund (ISF)**

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

**Lighting and Landscaping District:**

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

**Measure J:**

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

**Motor Vehicle License Fee:**

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



<b>Police Services Tax:</b>	A voter approved special tax levied by the City and collected at the same time and in the same manner as property taxes that is used exclusively for Public Safety.
<b>Property Tax:</b>	Property Tax is imposed on real property (land and permanently attached improvements) and tangible personal property located within the City. Proposition 13 set the basic property tax at one percent of the assessed value of the property, and the limited the assessed value to the cash value at acquisition plus inflation, at no more than 2% per year. Property taxes are shared by all local agencies that provide service to the property. On average, Oakley receives between 5% - 6% of the basic property taxes paid by Oakley property owners.
<b>Property Tax in Lieu of VLF:</b>	In the early 1990's the State levied a local tax on vehicles, in the form of a 2% Motor Vehicle License Fee (see above). The then Governor successfully lobbied the legislature and passed a law allowing a temporary discount on the fee, if the State could afford it. A provision of that law was that the State backfill the lost revenue to the local agencies that resulted (since it was a local tax being reduced). Since then, the State has permanently lowered the Fee, and permanently backfilled it by shifting additional property taxes from their control to each local agency. This separate revenue is referred to as Property Taxes in Lieu of Vehicle License Fees (VLF).
<b>Reserved Fund Balance:</b>	Accounts used to record a portion of the fund balance as legally segregated for a specific use or not available for appropriation.
<b>Resolution:</b>	A special order of the City Council, requiring a majority vote, which has a lower legal standing than an ordinance.
<b>Revenue:</b>	Income received by the City.
<b>Road Maintenance and Repair:</b>	Senate Bill 1, also known as the Road Repair and Accountability Act of 2017, increases transportation funding and instituted much-needed reforms. SB 1 provides the first significant, stable, and on-going increase in state transportation funding in more than two decades. To receive SB1 funding, the City must contribute and



	annual maintenance of effort from a different funding source such as the General Fund.
<b>Salaries and Benefits:</b>	A budget category, which generally accounts for full time and temporary employees, overtime and all employee benefits, such as medical, dental and pension costs
<b>Successor Agency:</b>	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.
<b>Successor Housing Agency:</b>	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.
<b>Taxes:</b>	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.
<b>Transient Occupancy Tax (TOT):</b>	A 10% tax imposed on travelers who stay in temporary lodging facilities within the City. Also referred to as a Hotel/Motel Tax.
<b>Unassigned Balances</b>	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 2020/21 to 2024/25

**RECOMMENDED**



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

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

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

City of Oakley Funding Summary Capital Improvement Program for Fiscal Years 2020/21 to 2024/25						
Funding Source						
	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee	\$ 3,000,000	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ 9,400,000
Stormwater Fund	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,250,000
Park Impact Fee	\$ 550,000	\$ 300,000	\$ 400,000	\$ 300,000	\$ 200,000	\$ 1,750,000
Measure J	\$ 545,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 2,745,000
Gas Tax	\$ 855,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 3,655,000
Gas Tax -Road Maintenance and Rehab	\$ 625,000	\$ 625,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 3,050,000
Main Street Fund	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Grant	\$ 969,000	\$ -	\$ -	\$ -	\$ -	\$ 969,000
Facility Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
2012 Bond Benefit	\$ 65,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 305,000
General Capital Fund	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000
<b>Total</b>	\$ 7,959,000	\$ 4,835,000	\$ 4,910,000	\$ 4,810,000	\$ 4,710,000	\$ 27,224,000

City of Oakley Capital Improvement Project Information Sheet Capital Improvement Program for Fiscal Years 2020/21 to 2024/25							
<b>Project Title:</b>	Oakley Community Park Project	<b>Project Proponent:</b>	Public Works and Engineering				
<b>Project Category:</b>	Park	<b>Project Manager:</b>	City Engineer				
<b>Project Type:</b>	Park Facility Construction	<b>Project Number:</b>	176				
<b>Project Priority:</b>	Moderate	<b>In Successor Agency Area:</b>	No				
<b>Project Description:</b>	This project will design and construct a Regional Community Park at the north end of Sellers Avenue.						
<b>Project Justification:</b>	This project transforms a 55 acre site at the end of Sellers Avenue that was given to the City as part of the development agreements with the Emerson and Gilbert Ranch development projects. This 55 acre site had a number of older structures related to a dairy farm that had been closed for decades. The first phase of this project was to demolish the old and abandoned structures which were a safety concern, and to clean up the site. This task was accomplished in the summer of 2019. The City applied for funding for the first phase of this project for the State Proposition 68 grant in the summer of 2019, and were notified in the spring of 2020 that this project was not selected for funding by the State. Staff will continue to pursue grant opportunities for this project. The construction of the Oakley Regional Park will span several years as funding is secured through a combination of Grants and local funds.						
PROJECT FINANCING DETAILS							
Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design	\$ 50,000						\$ 50,000
Environmental	\$ 100,000						\$ 100,000
Right of Way							\$ -
Construction	\$ 400,000						\$ 400,000
Operating Costs							\$ -
<b>TOTAL</b>	<b>\$ 550,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 550,000</b>
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Community Park Fund	\$ 550,000						\$ 550,000
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
2012 Bond Benefit							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	<b>\$ 550,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 550,000</b>
<b>Comments:</b>							

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

City of Oakley Capital Improvement Project Information Sheet Capital Improvement Program for Fiscal Years 2020/21 to 2024/25							
<b>Project Title:</b>	Main Street Bridge at Contra Costa Canal Rehabilitation Project			<b>Project Proponent:</b>	Public Works and Engineering		
<b>Project Category:</b>	Bridge			<b>Project Manager:</b>	City Engineer		
<b>Project Type:</b>	Bridge Rehabilitation			<b>Project Number:</b>	187		
<b>Project Priority:</b>	Immediate			<b>In Successor Agency Area:</b>	No		
<b>Project Description:</b>	This project will rehabilitate the Main Street bridge across the Contra Costa Canal						
<b>Project Justification:</b>	The existing Main Street Bridge that crosses the Contra Costa canal has some structural deficiencies according to the latest Caltrans inspections, and will need to be rehabilitated in order to continue to remain in service and to keep it off of the Caltrans structurally deficient list. The City of Oakley does not have a designated funding source for repairing, maintaining, and improving the City's bridges, and relies upon grant programs for major bridge improvement projects. The City has successfully applied for and secured grant funding from the Highway Bridge Replacement and Rehabilitation (HBRR) for this project. Construction of this project is anticipated to take place in FY 2021/22.						
PROJECT FINANCING DETAILS							
Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design	\$ 10,000						\$ 10,000
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 100,000	\$ 50,000					\$ 150,000
Operating Costs							\$ -
<b>TOTAL</b>	<b>\$ 110,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,000</b>
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J		\$ 50,000					\$ 50,000
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)	\$ 100,000						\$ 100,000
Other (see comments)							\$ -
Stormwater Fund	\$ 10,000						\$ 10,000
<b>TOTAL</b>	<b>\$ 110,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,000</b>
Comments:							

City of Oakley Capital Improvement Project Information Sheet Capital Improvement Program for Fiscal Years 2020/21 to 2024/25							
<b>Project Title:</b>	Piper Lane drainage channel Trash Capture Device Project			<b>Project Proponent:</b>	Public Works and Engineering		
<b>Project Category:</b>	Storm Drain			<b>Project Manager:</b>	City Engineer		
<b>Project Type:</b>	Drainage Improvement			<b>Project Number:</b>	189		
<b>Project Priority:</b>	Moderate			<b>In Successor Agency Area:</b>	No		
<b>Project Description:</b>	This project will construct a Trash Capture Device at this major drainage channel.						
<b>Project Justification:</b>	The Piper Lane drainage channel is one of the major drainage outfalls from the City of Oakley to the Delta which the City is responsible for maintaining and operating. This is an open channel that flows freely to the Delta. Based on the new permit issued by SF Regional Water Quality Control Board, it cannot convey trash to the open waters of the Delta. This project will construct a new trash capture device at the upstream end of the channel near Vintage Parkway. The preliminary design has been completed and the City is pursuing grant funding for the construction, which is estimated to cost over \$900,000. The trash capture device will stop trash from flowing into the Delta and the City will be in compliance with the SF Regional Water Quality Control Board permit.						
PROJECT FINANCING DETAILS							
Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design	\$ 30,000						\$ 30,000
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 170,000						\$ 170,000
Operating Costs							\$ -
<b>TOTAL</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Stormwater Fund	\$ 200,000						\$ 200,000
<b>TOTAL</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>
Comments:							

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

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

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

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

**PROJECT FINANCING DETAILS**

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

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

Comments:

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

<b>Project Title:</b>	Laurel Road Reconst. Project (Mellowood Drive to Main Street)	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Street Improvement	<b>Project Number:</b>	208
<b>Project Priority:</b>	Immediate	<b>In Successor Agency Area:</b>	No
<b>Project Description:</b>	This project will reconstruct Laurel Road from Mellowood Drive to Main Street.		
<b>Project Justification:</b>	This project will reconstruct and improve Laurel Road in the section from Mellowood Drive to Main Street, which has been in need of roadway reconstruction due to the heavy concentration of Sierra-Crete that had been used years ago in the construction of this project by the County. This roadway has required frequent and costly repairs. The construction of this project will complement the other roadway improvement project on Laurel Road (Rose to Mellowood) that was completed in 2019. Construction will start by summer and is scheduled for completion in early 2021.		

**PROJECT FINANCING DETAILS**

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

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

Comments:

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

<b>Project Title:</b>	Main Street/Rose Avenue Intersection Improvement Project	<b>Project Proponent:</b>	Public Works and Engineering
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer
<b>Project Type:</b>	Street Improvement	<b>Project Number:</b>	211
<b>Project Priority:</b>	Moderate	<b>In Successor Agency Area:</b>	No
<b>Project Description:</b>	This project will construct signalization and the reconfiguration of the Main Street/Rose Avenue Intersection		
<b>Project Justification:</b>	Growth of the community and new subdivision development projects along the East Cypress Road corridor, necessitates improving the streets that will be needed to accommodate the added volume of traffic to these new neighborhoods. Main Street and Rose Avenue have operated as a stop sign intersection, which is not sustainable over the long term, so a traffic signal is needed at this intersection. City staff have been discussing this intersection improvement project with management of Ironhouse Sanitary District (ISD) to explore opportunities that this project could address. The City needs better traffic flow, and ISD needs access from their prospective development site to Main Street. The other benefit of this project is providing the long desired secondary access for the residents of the Vintage Parkway neighborhood to Main Street.		

**PROJECT FINANCING DETAILS**

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

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

Comments:

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

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

**PROJECT FINANCING DETAILS**

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

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

Comments:

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

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

**PROJECT FINANCING DETAILS**

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

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

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

**PROJECT FINANCING DETAILS**

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

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

Comments:

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

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

**PROJECT FINANCING DETAILS**

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

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

Comments:

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

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

**PROJECT FINANCING DETAILS**

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

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

Comments:

City of Oakley							
Capital Improvement Project Information Sheet							
Capital Improvement Program for Fiscal Years 2020/21 to 2024/25							
<b>Project Title:</b>	FY 2020/21 Curb, Gutter and Sidewalk Repair & Replacement Proj.			<b>Project Proponent:</b>	Public Works and Engineering		
<b>Project Category:</b>	Street			<b>Project Manager:</b>	City Engineer		
<b>Project Type:</b>	Concrete Repair and Replacement			<b>Project Number:</b>	241		
<b>Project Priority:</b>	Immediate			<b>In Successor Agency Area:</b>	No		
<b>Project Description:</b>	This project will repair and replace damaged curb, gutter, and sidewalks.						
<b>Project Justification:</b>	This project will coordinate with the responsible property owners to repair and reconstruct damaged and broken concrete, curb and gutter, and sidewalks throughout the City. The construction of this project will provide safe paths of travel for the community by eliminating trip and fall accidents caused from tree root overgrowth that has uplifted sidewalks and curbs. This project works in coordination with the 50-50 cost share program that helps the property owners address concrete sidewalk and curb and gutter uplifts caused by tree root overgrowth.						
PROJECT FINANCING DETAILS							
Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 100,000	\$ 100,000					\$ 200,000
Operating Costs							\$ -
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
General Capital Fund		\$ 100,000					\$ 100,000
Measure J							\$ -
Gas Tax	\$ 100,000						\$ 100,000
2012 Bond Benefit							\$ -
Grant							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>
<b>Comments:</b>							

City of Oakley Capital Improvement Project Information Sheet Capital Improvement Program for Fiscal Years 2020/21 to 2024/25							
<b>Project Title:</b>	FY 2020/21 Traffic Signal Modernization Project	<b>Project Proponent:</b>	Public Works and Engineering				
<b>Project Category:</b>	Street	<b>Project Manager:</b>	City Engineer				
<b>Project Type:</b>	Traffic Signal Operation Improvements	<b>Project Number:</b>	244				
<b>Project Priority:</b>	Moderate	<b>In Successor Agency Area:</b>	No				
<b>Project Description:</b>	This project will rehabilitate existing traffic signals.						
<b>Project Justification:</b>	Traffic operations and public safety has become one of the more important issues for the community. Public Works staff are continually working to improve the traffic operations on the City's streets. This project will replace some of the older internal components of the City's traffic signal systems which will allow better and more coordinated traffic signal operations.						
PROJECT FINANCING DETAILS							
Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 100,000	\$ 100,000					\$ 200,000
<i>Operating Costs</i>							\$ -
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>
Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee	\$ 100,000	\$ 100,000					\$ 200,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>
<b>Comments:</b>							

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

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

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

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

**RESOLUTION NO. 92-20**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PASSED, APPROVED AND ADOPTED** this 23<sup>rd</sup> day of June, 2020 by the following vote:

AYES: Alaura, Higgins, Krieg, Romick

NOES:

ABSTENTIONS:

ABSENT: Pope

ATTEST:



Libby Vreonis, City Clerk

APPROVED:

  
Kevin Romick, Mayor

6-26-2020  
Date

# City of Oakley Internal Controls

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

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

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

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

## Purchasing and Accounts Payable.

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

## Human Resources and Payroll

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

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

#### Cash Receipts

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

#### Bank and Investment Reconciliations

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

#### General Ledger

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

## Budget

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

## Audits

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

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

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

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