



AGENDA

REGULAR JOINT MEETING OF THE OAKLEY CITY COUNCIL/OAKLEY CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE OAKLEY REDEVELOPMENT AGENCY AND SPECIAL MEETING OF THE OAKLEY PUBLIC FINANCING AUTHORITY

Tuesday, May 26, 2020

6:30 PM

Oakley City Council Chambers, 3231 Main Street, Oakley, CA

BE ADVISED that this meeting will be live-streamed on the City's website at www.oakleyinfo.com, and you may participate via telephone by calling (925) 809-9201 and using Conference ID#: 205494. Due to the order of the County Health Officer, no one will be allowed to attend the meeting in person.

MISSION STATEMENT: The City of Oakley exists to build and enhance a quality community and to serve the public in a friendly, efficient, responsive manner.

VISION STATEMENT: The City of Oakley will be recognized as a model of civic participation and a vibrant Delta community where families live, work, play, shop and visit.

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A complete packet of information containing staff reports and exhibits related to each item is available for public review prior to an Oakley City Council and/or City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority meeting at Oakley City Hall, 3231 Main Street, Oakley, CA 94561. Any writings or documents provided to a majority of the Oakley City Council, Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency or Oakley Public Financing Authority regarding any item on this agenda will be made available for public inspection, during regular business hours, at the front counter in the Main Lobby of the Oakley City Hall located at 3231 Main Street, Oakley, CA 94561.

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If you have a physically challenging condition and require special accommodations, please call the City Clerk's office at (925) 625-7013.

Please keep cell phones/electronic devices turned off during the meeting. Please be advised that City Council meetings are video recorded and attendees may appear on video.

Members of the public may address the Council on items of interest that are within the City's jurisdiction. Public comment on items not listed on the agenda will be heard under the Public Comments section of the agenda. In compliance with State law, the Council may not take action on an item that is not specifically listed on the agenda. If you would like to speak on any agenda item, please fill out a blue speaker card available in the lobby and submit it to the City Clerk prior to the agenda item being called. The Mayor will call you by name to the podium to hear your comments and you have up to 3 minutes to speak.

1. OPENING MATTERS

Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority

1.1 Call to Order and Roll Call of the Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority

1.2 Pledge of Allegiance to the Flag (Mayor Romick)

1.3 Proclamation Declaring May 17-24 as Special Districts Week

[Proclamation](#)

2. PUBLIC COMMENTS

At this time, the public is permitted to address the Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority on non-agendized items. PUBLIC COMMENTS ARE LIMITED TO THREE (3) MINUTES. In accordance with State Law, however, no action or discussion may take place on any item not appearing on the posted agenda.

3. CONSENT CALENDAR

Consent Calendar items are typically non-controversial in nature and are considered for approval by the Oakley City Council/ Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority with one single action. Members of the audience, Staff or the Oakley City Council/ Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority who would like an item removed from the Consent Calendar for

purposes of public input may request the Mayor remove the item. Members of the public should submit any Speaker Cards related to the Consent Calendar in advance of the Consent Calendar being considered.

3.1 Approve Minutes of the Regular Joint City Council/City Council Acting as the Successor Agency to the Redevelopment Agency/Public Financing Authority Meeting Held May 12, 2020 (Libby Vreonis, City Clerk)

[Minutes](#)

3.2 Accept Report Out of Closed Session Memo (Derek Cole, City Attorney)

[Memo](#)

3.3 Award of Contract with Stalls and Stripes, Inc. for On-Call Services for Maintenance and Repair of City Infrastructure for FY 2020/21 and FY 2021/22 (Kevin Rohani, P.E., Public Works Director/City Engineer)

[Staff Report](#)

1. [Stalls and Stripes Inc. Proposal](#)
2. [Resolution](#)

3.4 Award of Contract for Professional Services Agreement for On-Call Stormwater Program and City Surveyor Services with Kennedy and Associates for FY 2020/21 and FY 2021/22 (Kevin Rohani, P.E., Public Works Director/City Engineer)

[Staff Report](#)

1. [Kennedy and Associates Inc. Proposal](#)
2. [Resolution](#)

3.5 Award of Contract to DC Electric Group, Inc. for Traffic Signal and Street Light Maintenance Services for the City of Oakley for FY 2020/21 and FY 2021/22 (Kevin Rohani, P.E., Public Works Director/City Engineer)

[Staff Report](#)

1. [DC Electric Group, Inc. Proposal](#)
2. [Resolution](#)

3.6 Award of Contract for Professional Services Agreement for On-Call Materials Testing Services with Pavement Engineering, Inc. for FY 2020/21 and FY 2021/22 (Kevin Rohani, P.E., Public Works Director/City Engineer)

[Staff Report](#)

1. [Pavement Engineering Inc. Proposal](#)
2. [Resolution](#)

4. PUBLIC HEARINGS

- 4.1 Approve the Formation of the City of Oakley Community Facilities District No. 2020-1 (Contra Costa Logistics Center), hold a Public Hearing and Special Landowner Election, Declare the Results of the Election and Introduce an Ordinance to Levy a Special Tax for Community Facilities District No. 2020-1 (Contra Costa Logistics Center) (Kevin Rohani, P.E., Public Works Director/City Engineer)**

Staff Report

1. Community Facilities District Report w/Exhibits
2. Resolution of Formation w/Exhibits
3. Resolution of Calling the Special Landowner Election w/Exhibit
4. Resolution Declaring the Results of Special Landowner Election and Directing Recording of Notice of Special Tax Lien
5. Ordinance Establishing the Levy of the Special Tax

5.REGULAR CALENDAR

- 5.1 Authorize the City Manager to Execute an Agreement to Assign Lease, Assignment of Lease, and Second Amendment to Lease Relating to the Restaurant Building located at 3070 Main Street in Oakley (Dwayne Dalman, Economic Development Manager)**

Staff Report

1. Resolution
2. Assignment of Lease
3. Lease Assignment Agreement
4. Second Amendment to Lease Agreement

6.REPORTS

- 6.1 CITY MANAGER
(a) City Manager**

- 6.2 OAKLEY CITY COUNCIL/OAKLEY CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE OAKLEY REDEVELOPMENT AGENCY**

(a) Reports from Council Liaisons to Regional Committees, Commissions and Boards AND Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency

(b) Requests for Future Agendas

7.WORK SESSIONS

- 7.1 Fiscal Year 2020/2021 Budget Workshop (Bryan Montgomery, City Manager, Nancy Marquez-Suarez, Assistant to the City Manager, Tim Przybyla, Finance Director & Kevin Rohani, P.E., Public Works Director/City Engineer)**
(a) General Fund Overview and Resident Satisfaction Survey Results
(b) FY 20-21 Tentative Budget
[\(a\) 2020 Resident Survey Results](#)
[\(b\) FY 20/21 Tentative Budget](#)

8.CLOSED SESSION

- 8.1 CONFERENCE WITH LABOR NEGOTIATORS-Labor Negotiations with the Oakley Police Officers Association**
Pursuant to Government Code Section 54957.6(a)

City Designated Representatives: Bryan Montgomery, City Manager and Nancy Marquez-Suarez, Assistant to the City Manager/Human Resources Manager
Represented Employees: Employees Covered by the Police Officers Association

- 8.2 CONFERENCE WITH LABOR NEGOTIATORS**
Pursuant to Government Code Section 54957.6(a)

City Designated Representatives: Bryan Montgomery, City Manager and Nancy Marquez-Suarez, Assistant to the City Manager/Human Resources Manager

Unrepresented Employees: Records Management Clerk, Receptionists (2), Paralegal/City Clerk, Program Coordinator/Human Resources Technician, Administrative Assistant, Code Enforcement Technician, Building Official, Finance Director, Senior Accountant, Senior Accounting Technician, Accounting Assistants(2), Permit Center Technician/Administrative Assistant, Permit Center Technician, Building Inspector I, Building Inspector II, Code Enforcement Officer (2), Chief of Police, Administrative Assistants (2), Police Services Assistants(8), Police Records Assistant (2), Economic Development Manager, Community Development Director, Principal Planner, Public Works Director/City Engineer, Principal Engineer, Capital Projects Coordinator, Public Works Administrative Specialist, Administrative Assistant/Receptionist, Public Works Inspector II, Streets Maintenance Foreman, Public Works Maintenance Laborer, Recreation Manager/Website Coordinator, Recreation & Events Coordinator, Junior Recreation Leader (4), Senior Recreation Leader, Recreation Aides(4), Parks & Landscape Maintenance Division Manager, Maintenance Foreman, Parks & Landscape Laborer II, Public Works Laborer I,

Tree Maintenance Laborer, Sports Field Maintenance Laborer, Park Monitor, Parks & Landscape Superintendent, Parks & Landscape Crew Leader and Facilities and Maintenance Laborer.

8.3 Report Out of Closed Session (Derek Cole, City Attorney)

9.ADJOURN

Proclamation

Declaring May 17 to the 24 as

Special Districts Week

WHEREAS, special districts are local governmental entities created by a community's residents, funded by those residents, and overseen by those residents to provide specialized services and infrastructure; and

WHEREAS, over 2,000 independent special districts provide millions of Californians with essential services, including services related to water, sanitation, fire protection, flood protection, mosquito abatement, cemeteries, resource conservation, airports, transit, road maintenance and more; and

WHEREAS, local residents own special districts and govern them through locally elected or appointed boards and these special districts are required to be transparent and accountable to the communities they serve, adhering to all the laws that require open and public meetings, public access to records, regular audits, online posting of finances and compensation; and

WHEREAS, in 1969 several independent special districts formed a statewide association called the California Special Districts Association to promote good governance through professional development, advocacy, and other services for all types of independent special districts; and

WHEREAS, on behalf of the residents of Oakley, the Oakley City Council desires to thank and recognize the many special districts that serve the community.

NOW, THEREFORE, BE IT RESOLVED that I, Kevin Romick, the Mayor of the City of Oakley, do hereby join my fellow City Councilmembers and the California State Legislature in proclaiming the week of May 17th to the 24th as "Special Districts Week," and with deepest gratitude presents this proclamation to the special districts that serve Oakley residents.

Kevin Romick, Mayor

**Minutes of Oakley City Council/Oakley City Council Acting as the
Successor Agency to the Oakley Redevelopment Agency/Oakley
Public Financing Authority held
May 12, 2020**

1) OPENING MATTERS

1.1 Call to Order and Roll Call of the Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority

The meeting was called to order by Mayor Kevin Romick at 6:32 p.m. in the Oakley City Council Chambers located at 3231 Main Street, Oakley, California. In addition to Mayor Romick, Councilmember Randy Pope was present. Vice Mayor Sue Higgins and Councilmembers Michael Krieg and Claire Alaura joined the meeting remotely via teleconference.

1.2 Pledge of Allegiance to the Flag (Mayor Romick)

Mayor Romick led the Pledge.

2) PUBLIC COMMENTS

George Fuller joined the meeting by teleconference and commented that May 10 is the start of National Police Week and he inquired why no recognition or proclamation was made of this week. He mentioned May 15, 2020 is Peace Officers Memorial Day and requested the American flag be flown at half-staff.

Chief of Police Eric Christensen was present at the meeting and commented that the Police Department's response for COVID-19 has taken precedence and it was at his request that recognition be delayed.

Councilmember Pope confirmed staff can lower the flag to half-staff on May 15.

3) CONSENT CALENDAR

3.1 Approve Minutes from the Regular Joint City Council/City Council Acting as the Successor Agency to the Redevelopment Agency/Public Financing Authority Meeting held April 14, 2020 (Libby Vreonis, City Clerk)

3.2 Accept Report Out of Closed Session Memo (Derek Cole, City Attorney)

3.3 Waive the Second Reading and Adopt an Ordinance Adding Chapter 14 of Title 5 of the Oakley Municipal Code regarding the Permitting of Short-Term Rentals within the City Limits (Joshua McMurray, Community Development Director)

3.4 Waive the Second Reading and Adopt Zoning Text Amendments to Oakley Municipal Code Section 9.1.1102 (Accessory Dwelling Units), Oakley Municipal

Code Section 9.1.1110 (Fences and Other Structures), and Oakley Municipal Code Section 9.1.1122 (Yards) (RZ 02-02) (Ken Strelo, Principal Planner)

- 3.5 Authorize the City Manager to execute an agreement with TNT Dev Services, Inc. for Development Engineering and Construction Inspection services for the City of Oakley on an on-call basis from July 1, 2020 through June 30, 2022 (Kevin Rohani, P.E., Public Works Director/City Engineer)**
- 3.6 Authorize the City Manager to execute an agreement with ENGEO Inc. to provide Geotechnical Material Testing and Inspection Services for the City of Oakley on an on-call basis from July 1, 2020 through June 30, 2022 (Kevin Rohani, P.E., Public Works Director/City Engineer)**
- 3.7 Adopt a Resolution Calling the 2020 General Municipal Election (Libby Vreonis, City Clerk)**
- 3.8 Adopt a Resolution Approving Kim Carmody as an Elections Official for the 2020 General Municipal Election (Libby Vreonis, City Clerk)**
- 3.9 Authorize the City Manager to Execute an Agreement with Monticello Tree Service, Inc. to Provide Tree Trimming Services for the City of Oakley on an On-Call Basis from July 1, 2020 through June 30, 2022 (Kevin Rohani, P.E., Public Works Director/City Engineer)**
- 3.10 Authorize the City Manager to Execute an Agreement with R&S Erection of Concord, Inc. to Provide Gate Maintenance Services for the City of Oakley from July 1, 2020 through June 30, 2022 (Kevin Rohani, P.E., Public Works Director/City Engineer)**
- 3.11 City of Oakley Third Quarter Investment Report (Tim Przybyla, Finance Director)**
- 3.12 City of Oakley as Successor Agency to the Oakley Redevelopment Agency Third Quarter Investment Report (Tim Przybyla, Finance Director)**
- 3.13 Two Resolutions Initiating the Fiscal Year 2020-21 Oakley Street Lighting and Landscape Assessment District No. 1 proceedings; initiating the process and declaring the intention to levy and collect assessments, and setting June 9, 2020 as the date for the Public Hearing (Kevin Rohani, P.E., Public Works Director/City Engineer)**
- 3.14 Memorandum of Understanding with Glydways, Inc. for evaluation of a pilot Fixed-Guideway Transit System in Oakley (Bryan Montgomery, City Manager)**
- 3.15 Acceptance of work associated with the Design and Construction of Fire Station #55 and Notice of Completion (Bryan Montgomery, City Manager)**

Councilmember Claire Alaura requested to pull item 3.14.

It was moved by Councilmember Krieg and seconded by Vice Mayor Higgins to approve the remainder of the Consent Calendar. Motion was unanimous and so ordered. (5-0)

Item 3.14

City Manager Bryan Montgomery read a public comment submitted online by Dexter Vizinou of CyberTran.

Mr. Montgomery shared that Mr. Vizinou made a presentation to the City Council in 2017, and the City Council adopted 28-17 Resolution 28-17 in which it voiced support for CyberTran; however, it was not a formal arrangement, but rather a voice of support for a grant application for an overall system.

Mr. Montgomery also read a public comment submitted online by John Nielson. Mr. Nielson suggested sidewalks, bicycle lanes and a traffic light be considered as priority projects over the train platform.

Mayor Romick inquired if there is any financial assistance required from Oakley in the Memorandum of Understanding.

Mr. Montgomery responded that the only assistance would be staff time.

Mayor Romick commented that it is an opportunity to bring unique technology to the community.

Councilmember Alaura requested clarification regarding the functions of the CyberTran and Glydways systems.

Mayor Romick explained that CyberTran has a complete system and would be a competitor to Glydways.

Councilmember Alaura inquired if there are any other cities Glydways has worked with.

Mayor Romick responded that Glydways is a start-up business, around for about 1 year. He mentioned discussions have taken place with other cities, just like with CyberTran, but there is nothing to review yet.

Mr. Montgomery commented that if Glydways constructed a short segment, it could showcase it for other cities and investors.

Councilmember Alaura inquired if there would be any financial obligation at the time of construction.

Mr. Montgomery explained it depends on the financing received by Glydways, whether private funding or grants (the latter may require a match), which would be decision to be made by the City Council at a later date.

It was moved by Councilmember Pope and seconded by Vice Mayor Higgins to approve Item 3.14. Motion was unanimous and so ordered (5-0)

4) PUBLIC HEARINGS

4.1 **Daub 4 Kids Bingo Conditional Use permit Condition of Approval Modification (CUP 04-19) - Request to modify condition of Approval No. 7 of City Council Resolution No. 112-16, which establishes and limits the use's days and hours of operations (Ken Strelo, Principal Planner)**

Principal Planner Ken Strelo presented the staff report. He explained the operator is seeking to expand the operations of bingo up to 5 days a week, any day of the week, during hours already approved (with a correction of hours until 11:30 p.m.). He mentioned it is staff's recommendation to request the City Council extend the conditional use permit indefinitely.

Mayor Romick opened the public hearing and called for public comments. There being no public comments, he closed the public hearing.

Councilmember Pope commented that it was 2016 when the conditional use permit originally came before the City Council and there was a lot of concern it would burden Police resources. He inquired if that is still a concern.

Chief of Police Eric Christensen commented it has not burdened Police resources.

Councilmember Pope mentioned the operator of the shopping center advocated for the bingo operation. He inquired if they are still in support.

Mr. Strelo confirmed they are still in support.

Vice Mayor Higgins requested clarification regarding the number of days proposed for extending operation of the business.

Mr. Strelo explained their current operating schedule and mentioned what is proposed is that they can operate any 5 days in a week of their choosing, Sunday through Saturday.

Councilmember Alaura commented she is glad there is not an issue with the business burdening Police resources as they are doing good things to support the Oakley community. She inquired if the time for review was every two years in the past.

Mr. Strelo confirmed it was every two years.

Councilmember Alaura commented she is okay with it being approved without going to the City Council unless there are any issues, but she still feels there should be some review every couple of years.

Mr. Strelo commented that if the business is in violation of any conditions with the conditional use permit, staff can bring it back for the City Council for review.

Mayor Romick inquired if staff is recommending a change in the condition of approval in the staff report to allow operations until 11:30 p.m. and to extend the conditional use permit indefinitely.

Mr. Strelo confirmed that is staff's recommendation.

Mr. Montgomery commented that staff can review the conditional use permit every 2 years on and will bring it forth if there are any violations.

It was moved by Councilmember Alaura and seconded by Vice Mayor Higgins to approve item 4.1 as amended. Motion was unanimous and so ordered. (5-0)

4.2 Brownstone Subdivision 8803 Tentative Map Extension (TME 01-20) - Request for three (3) year extension to the expiration of the Vesting Tentative Map 8803, located on the north side of Brownstone Road (Ken Strelo, Principal Planner)

Principal Planner Ken Strelo presented the staff report. He explained this is the last 3 years of discretionary extension. He shared that the applicant agreed to add a new approval to participate in a community facilities district to help fund fire protection services.

Mayor Romick opened the public hearing and called for public comments. There being no public comments, he closed the public hearing.

Mayor Romick inquired if this is the last extension.

Mr. Strelo confirmed it is the last extension under the current Subdivision Map Act.

There being no further discussion, it was moved by Councilmember Krieg and seconded by Councilmember Pope to approve item 4.2. Motion was unanimous and so ordered. (5-0)

5) REGULAR CALENDAR

5.1 Resolution Continuing the Declaration of the Existence of an Emergency Affecting the Public Health and Safety due to the Novel Coronavirus (COVID-19) Pandemic (Bryan Montgomery, City Manager)

City Manager Bryan Montgomery presented the staff report.

There were no public comments.

Councilmember Pope commented that he understands the City has to have a declaration to qualify for FEMA or other reimbursement so he agrees the resolution should pass so it does not jeopardize reimbursement, but he would like to put an expiration date on it. He recommended extending it until May 26, the next City Council meeting.

Mr. Montgomery responded he is not certain if the City will have information from the County to know whether to extend by May 26.

Councilmember Pope recommended June 9 as the expiration date and to reconsider at that time an extension or modification.

Vice Mayor Higgins commented she does not want it to go any longer than it has to so she is fine with June 1.

Mr. Montgomery mentioned the City would not want to create a gap from June 1 through June 9 due to reimbursement eligibility.

Councilmember Pope mentioned he doesn't want to leave it open ended.

Mayor Romick commented that he does not want to extend it, but County Health may not know by May 26; therefore, it may be best to come back June 9 to consider and extension or modification.

Mr. Montgomery commented that the City will likely see expenses as late as December 2020 or even January 2021 related to COVID-19, even if restrictions are eased. He mentioned the City should know more by June 9.

It was moved by Councilmember Pope and seconded by Councilmember Krieg to approve item 5.1 with the addition of an expiration date of June 9, 2020. Motion was unanimous and so ordered. (5-0)

6) REPORTS

6.1 CITY MANAGER **(a) City Manager**

City Manager Bryan Montgomery mentioned that the City relies heavily on County Health for COVID-19 guidelines and is referring people with related inquiries to the County Health phone line, 844-729-8410, to provide answers rather than interpret its guidelines. He reported staff is ramping up service now that construction is allowed; staff is working in City Hall and in the field; they continue social distancing and are wearing masks. He mentioned if someone becomes ill or their family is ill, they don't want the person working in close proximity to others; therefore, most employees are working remotely and will be brought back to work wisely. He also reported that the State Department of Finance's report shows that Oakley's estimated population is 42,461 as of January 1, 2020, a growth of about 1.2% over the previous year. He mentioned the U.S. Census has a big impact how funds are distributed. He encouraged everyone to participate in the U.S. Census. He explained that if the U.S. Census numbers come in less, the Department of Finance could lower its numbers, resulting in less funding distributed to Oakley.

6.2 OAKLEY CITY COUNCIL/OAKLEY CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE OAKLEY REDEVELOPMENT AGENCY

(a) Reports from Council Liaisons to Regional Committees, Commissions and Boards AND Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency

Councilmember Alaura announced Ironhouse Sanitary District has issued a notice of public hearing regarding adoption of new sewer rates to be discussed at its meeting to be held June 16; rates are proposed to increase 9% in fiscal year 2020-21 and increase 5% a few years after that. She mentioned the District may be reached at 625-2279 and will accept comments by mail and protests by email or mail.

Councilmember Krieg reported he was appointed to the Delta Protection Commission representing Contra Costa County and he looks forward to reporting on it in the future. He also

reported he attended a remote meeting for the Contra Costa Mosquito & Vector Control District; they have suspended less critical services, most employees are working remotely, there is a global shortage of N-95 masks and they are close to running out. There is no detection of West Nile yet in the County in birds, horses or humans. He mentioned murder hornets have been identified in Washington State and California has control techniques which he believes are effective to identify and eradicate them if they do appear in California before they try to establish.

Vice Mayor Higgins reported she attended a virtual meeting for Ironhouse Sanitary District and the District is going to recondition some of their screens that capture solids coming through their systems. She also reported she attended a virtual meeting for Tri-Delta Transit; ridership is down and bus drivers are doing what they can to keep everyone safe. She commented that they look forward to when ridership is up again.

Mayor Romick reported he attended the monthly Mayors Conference meeting virtually where Councilmember Krieg was elected to a two-year term to the Delta Protection Commission. He also reported he attended a Contra Costa Transportation Authority meeting where a presentation was provided on micro mobility and they are looking to put together a model ordinance for other cities to use and adapt. He commented that East County may not have the need for a micro mobility ordinance for some time because it is not yet dense enough (usually shared mobility is used for first and last mile transportation) to get companies to buy shared bikes to place here.

(b) Requests for Future Agendas

Councilmember Alaura mentioned Downtown revitalization money was granted in the past as a loan and she is hoping that money can be used to help existing businesses during this pandemic. She requested staff get ideas of what other cities are doing, explore what money the City has to offer, and how many local brick & mortar businesses would benefit from some assistance.

Vice Mayor Higgins commented she supports that.

Mr. Montgomery commented that staff can research what other cities are doing. He mentioned Hayward gave \$5k for businesses as a direct loan, but Oakley's resources are more limited. He also mentioned criteria would need to be established, i.e., how much is meaningful, and if it will be to help some or spread among all.

Mayor Romick commented it would be great to decide based on knowing what businesses' needs are and who needs it.

Councilmember Pope commented that it would have to be very focused and direct because the City is already slashing programs and will see reduced revenue due to COVID-19.

Mayor Romick inquired if staff can address the state of Oakley's economy during this pandemic.

Mr. Montgomery responded that there will be a budget work session May 26 and the City may receive \$900k less next year than anticipated. He mentioned that the City is fortunate that it has not ramped up operational recurring costs to have to make cuts; they have gone to one-time expenses for capital improvement projects; however, \$900k is a lot and the City will have to decide what projects it has to cut back or delay; it does not recommend cutting staff as the City

is already operationally lean. He mentioned the property tax is already set and any softening of the market due to the pandemic will be reflected in the subsequent fiscal year.

7) **WORK SESSIONS**

None.

8) **CLOSED SESSION**

8.1 **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION Significant Exposure to Litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: One potential case (demand under California Voting Rights Act by Attorney Kevin Shenkman, dated March 13, 2020)**

Mayor Romick announced the closed session item and called for public comment.

George Fuller commented in favor of voting districts. He mentioned it is his understanding that legally challenging voting districts could significantly drain City resources and the result would still be to have voting districts.

8.2 **Report Out of Closed Session (Derek Cole, City Attorney)**

An update was provided to the City Council by the City Attorney. There was no reportable action.

9) **ADJOURN**

There being no further business, the meeting was adjourned at 7:55 p.m.

Respectively Submitted,

Libby Vreonis
City Clerk



MEMORANDUM
Office of the City Attorney

Date: May 12, 2020
To: Mayor and Members of City Council
Cc: Bryan Montgomery, City Manager
From: Derek P. Cole, City Attorney
Subject: Closed Session Report-Out Memo

FOR CONSIDERATION AT THE CITY COUNCIL MEETING OF MAY 26, 2020

Background and Analysis

The City Council considered the following closed session item at its meeting held May 12, 2020:

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant Exposure to Litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: One potential case (demand under California Voting Rights Act by Attorney Kevin Shenkman, dated March 13, 2020)

An update was provided to the City Council by the City Attorney. There was no reportable action.

Fiscal Impact

None.

Recommendation

Receive and file this report.

Attachments

None.



STAFF REPORT

DATE: May 26, 2020

TO: Bryan Montgomery, City Manager Approved and Forwarded to the City Council

FROM: Kevin Rohani, P.E., Public Works Director/City Engineer

SUBJECT: Award of Contract with Stalls and Stripes, Inc. for On-Call Services for Maintenance and Repair of City Infrastructure for FY 2020/21 and FY 2021/22

Background and Analysis

The City of Oakley has limited in-house resources to be able to address all of the on-going maintenance needs of the public infrastructure and facilities in the community. Outside contractors have been used to supplement City staff in performing maintenance activities. The various types of public works maintenance activities that the City needs for outside contractor resources generally are: major street repair, crack filling of streets, ditch cleaning, large scale brush removal from open ditches and drainage basins, striping of streets and parking lots, guard rail repair and replacement and concrete repair.

With the geographic location of Oakley in the far eastern region of Contra Costa County, there are limited contractors available to perform various maintenance services for the agencies. Due to this contractor's familiarity with the City's operations and to the high demand on City staff, the Public Works Department did not feel that it was feasible or would be fruitful to complete the formal bidding process for this contract.

Staff has investigated the concept of having On-Call Maintenance Service Agreements that would provide the City with a wide range of maintenance services under one contract. With this approach, staff can supplement in-house resources with outside contractors to expeditiously and professionally provide these services to the community. The award of the agreement is exempt from competitive bidding under Section 3.6.010 of the Oakley Municipal Code paragraph 8) which provides an exception for competitive bidding "*For maintenance and repair of buildings and facilities.*" Currently, for all such contract services above the \$25,000 amount, the City Council must authorize the work by simple majority per the City's purchasing policy.

Staff has selected Stalls and Stripes, Inc., a local Oakley company to be a part of the team of contract resources that would be utilized by City staff in providing public works

infrastructure maintenance for the community. Stalls and Stripes, Inc. has local resources and expertise to address a wide range of infrastructure service needs for the City. Staff will use Stalls and Stripes, Inc. on an on-call basis to address various infrastructure maintenance service needs in accordance with the unit prices that are proposed and agreed upon by the contractor and the City. The immediate accessibility and response time of Stalls and Stripes, Inc. to provide on-call services, is very valuable to the organization and a factor in their selection as the vendor of choice to provide this maintenance service.

Staff recommends that the City Council approve the agreement for Stalls and Stripes, Inc. for FY 2020/21 and FY 2021/22 for a not to exceed amount of \$50,000 for each fiscal year.

Fiscal Impact

Approval of this resolution will authorize the City Manager to execute an On-Call Services Agreement with a spending limit of \$50,000 for Stalls and Stripes, Inc. for \$50,000.00 for each fiscal year; FY 2020/21 and FY 2021/22. Funding will be included in the Public Works Operation Budget for respective fiscal years.

Staff Recommendation

Staff recommends that the City Council adopt the resolution approving an On-Call Services Agreement for \$50,000 for each fiscal year, FY 2020/21 and FY 2021/22 and authorize the City Manager to execute an agreement.

Attachments

1. Stalls and Stripes, Inc. Proposal
2. Resolution



Stalls and Stripes, Inc.

2063 Main Street #432 Oakley, CA 94561
(925) 783-4088 stallsandstripes@msn.com

May 5, 2020

Kevin Rohani, P.E.
Public Works Director/City Engineer
3231 Main Street
Oakley, CA 94561

Re: Business Narrative

Stalls & Stripes, Inc. started business in 2010; our first year in business our total sales were \$99,000.00. In 2019 our total sales were \$1.9 million. Our business plan is to grow at a healthy rate every year. Looking to the future our Son Kevin Taylor, one of the owners, who is only 32 years old and wants to keep growing for many years to come.

Stalls & Stripes Inc. would love the opportunity to grow with the help of the City of Oakley.

We are also grateful to have a crew that is dedicated, talented and hard working. We have had the opportunities to work at some of the largest Silicon Valley companies including Apple, Google, Oracle and Facebook.

I, Robert Taylor, started in the paving business in 1986 at 17 years old. I worked my way up to a superintendent, during that time I also was enrolled in night classes at San Jose City College for construction management. In 1999 I became a Project Manager for a large paving and grading company in the San Jose area, until leaving to start Stalls and Stripes Inc. in 2010.

Some of our clients are:

Liberty Union School District (Paul Melloni at 925-584-4654)
Brentwood Union School District (Bob Brown at 925-584-0254)
Graniterock Construction (John Torres at 650-224-7516).

Suppliers we use include:

Reed & Graham (Renee Roscon at 408-639-8025)
Construction Zone (Joe Peixoto at 925-285-3131).

Services we provide include:

Paving	Patch Paving
Seal Coating	Pavement Markings
Striping	Botts Dotts
Reflectors	Crack Filing
Road Signs & Poles	Core Drilling
Thermo Plastic Striping	Bollard Installation



Stalls and Stripes, Inc.

2063 Main Street #432 Oakley, CA 94561
(925) 783-4088 stallsandstripes@msn.com

PROPOSAL APPROXIMATE COST FOR SERVICES:

Patch Paving Labor & Equipment based upon (8) hour work day, (8) man crew, paver, roller, Bobcat, skid steer, mustang skid steer with sweeper attachment, compressor and jack hammer, SS-1 oil spray pot:	\$12,000.00
Super Dump Truck - \$150 per hour, (6) hour minimum	
Grinder Additional charge per job	
Traffic Control, (2) man crew, cones, arrow board & signage - \$2,000.00 per day	
Hot crack filing (4) man crew based upon 3,000 LF of cracks in (8) hours, truck with hot crack fill pot, truck with compressor, hot crack fill material and traffic control:	\$8,250.00
Install 1 new asphalt speed hump including striping:	\$4,000.00

RESOLUTION NO. - 20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING AN ON-CALL SERVICES AGREEMENT WITH STALLS AND STRIPES, INC. FOR ON-CALL MAINTENANCE AND REPAIR SERVICES TO CITY INFRASTRUCTURE AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT

WHEREAS, the City of Oakley Public Works and Engineering Department frequently seeks repair and maintenance services for City public infrastructure; and

WHEREAS, the scope and magnitude for many of the maintenance needs are larger than what City staff can safely perform or have the expertise to do so; and

WHEREAS, Stalls and Stripes, Inc. is a local company with diverse resources and expertise to address various infrastructure service needs for the community; and

WHEREAS, the award of the agreement is exempt from competitive bidding under Section 3.6.010 of the Oakley Municipal Code paragraph 8) which provides an exception for competitive bidding "*For maintenance and repair of buildings and facilities*"; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, by the City Council of the City of Oakley that the On-Call Services Proposal attached hereto as **Exhibit A** with Stalls and Stripes, Inc. for maintenance and repair services to City infrastructure for FY 2020/21 and 2021/22 for an amount not to exceed \$50,000.00 per fiscal year is hereby approved and the City Manager is authorized to execute an agreement.

BE IT FURTHER RESOLVED AND ORDERED, if at the end of the term the services have been performed satisfactorily the City Manager has the discretion to approve an extension of the agreement to June 30, 2024 under the same terms as the original agreement.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on this 26th day of May, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

ATTEST:

Kevin Romick, Mayor

Libby Vreonis, City Clerk

Date



STAFF REPORT

DATE: May 26, 2020

TO: Bryan Montgomery, City Manager *Approved and Forwarded to the City Council*

FROM: Kevin Rohani, P.E., Public Works Director/City Engineer

SUBJECT: Award of Contract for Professional Services Agreement for On-Call Stormwater Program and City Surveyor Services with Kennedy and Associates, Inc. for FY 2020/21 and FY 2021/22

Background and Analysis

The City of Oakley utilizes a wide range of consultants and contractors across all departments to augment City staff as needed to accommodate the workload activities. One of the areas that this approach is used in is private development services. Since the volume of private development activity fluctuates with the overall economic climate of the region, the Community Development and Public Works Departments use staff augmentation as needed to process and manage the development project workloads. This approach gives the City flexibility and agility to adjust to the level of service needed by private developers.

Kennedy and Associates, Inc. has been providing Stormwater Program and City Surveyor services for the City for several years and has done exemplary work and has been very responsive to staff needs related to support services for private development projects.

The award of this agreement is exempt from competitive bidding under Section 3.6.010 of the Oakley Municipal Code paragraph 1) which provides an exception for competitive bidding on “Contracts involving the acquisition of professional or specialized services, such as, but not limited to, services rendered by architects, attorneys, engineers, and other specialized consultants” Currently, for all such contract services above the \$25,000 amount, the City Council must authorize the work by simple majority per the City’s purchasing policy.

Fiscal Impact

Approval of the resolution will authorize the City Manager to execute a professional services agreement with Kennedy and Associates, Inc. with a not to exceed amount of \$50,000 per fiscal year, through June 30, 2022. Private Development projects and

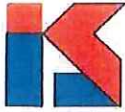
stormwater budget will fund the services by Kennedy and Associates, Inc. on an as needed basis. This contract will not require funding from the City's General Fund.

Staff Recommendation

Staff recommends that the City Council adopt the resolution authorizing the City Manager to execute an agreement with Kennedy and Associates, Inc. for private development engineering support services for FY 2020/21 and FY 2021/22 for a not to exceed amount of \$50,000 per fiscal year.

Attachments

1. Kennedy and Associates, Inc. Proposal
2. Resolution



Kennedy and Associates

*Project Management
Construction Management
Program Management
Engineering Services*

April 28, 2020

City of Oakley
3231 Main Street
Oakley, CA 94561

Attention: Billilee Saengchalern, P.E.
Principal Engineer

Subject: Proposal for On-Call Consultant Services for Stormwater Program and City Surveyor,

Dear Ms. Saengchalern:

Thank you for the opportunity to present this proposal for On-Call Consultant Services for the Stormwater Program, and City Surveyor. As we enter into our 18th year of business, FJ Kennedy and Associates, Inc (Kennedy and Associates) primary focus is support to public agencies. Our working relationship with the City of Oakley originated with the foundation of Kennedy and Associates; the City of Oakley was our 3rd client. It has been a long and professionally rewarding experience working with the City of Oakley.

We have provided support for Oakley and our other municipal clients through staff augmentation in Stormwater permit compliance, Capital Improvement Projects, Project and Construction Management, and Development Plan review. We have served as municipal management staff, City Surveyor, Engineering Inspector and City Engineer. 100% of our work is for public agencies.

Kennedy and Associates specializes in Current Development Engineering and Stormwater Program Support. We have provided this service to the majority of our clients from the beginning. On the Stormwater Program Support side, we support both Phase I and Phase II agencies. We represent our clients and work closely with the Contra Costa Clean Water Program (CCCWP) to assist our clients with their specific needs.

City of Oakley
 Proposal for On Call Stormwater Program and City Surveyor
 April 28, 2020
 Page. 2

FIRM DESCRIPTION AND EXPERIENCE

Year Firm Established: 2002

Primary Contact within the Company:

Our Principal for this proposal is Frank Kennedy, President of the firm.

Frank Kennedy, P.E.
 Principal
 925-451-4294
fjk@kennedyandassociates.org

Number of Employees in Firm. Kennedy & Associates currently has five employees.

Kennedy and Associates has a staff of three licensed engineers, an engineering/stormwater programs manager, a Certified Floodplain Manager and a construction inspector. Our staff is certified as QSDs and QSPs and has assisted clients with compliance with the Construction General Permit.

Consultant Specialties. The types of work the firm specializes in are as follows:

Current Development Review
 SWCP Review
 Stormwater Program Support & Management
 City Surveyor Services
 Construction Inspection
 Project Management
 Project Engineering

CUSTOMER SERVICE

Kennedy and Associates works as a team. Team members have wide authority to act independently, but always consult and collaborate on work products presentation and deliverables to ensure that what was requested and required is what is delivered. We do this through sharing ideas and approaches to problems, critiquing each other's work, and sharing in the responsibility of proofing and editing work product.

City of Oakley
Proposal for On Call Stormwater Program and City Surveyor
April 28, 2020
Page. 3

APPROACH TO COMPLETING SCOPE OF SERVICES

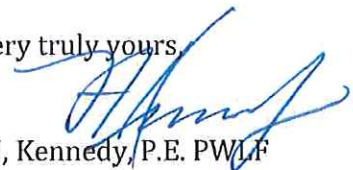
The greatest asset Kennedy and Associates in approach to the services we provide is the focused experience. We undertake tasks that we know how to do and have a long and strong resume in performing. We work within and focus our area of expertise

Based on the scope of services required by a project, Kennedy & Associates will assign the appropriate staff to best meet the project needs. A listing of the lead professional personnel at Kennedy & Associates is provided in the organization chart. Resumes can be provided on request

Kennedy & Associates is independent, properly licensed to practice in California, and has no conflict of interest with regard to any other work performed by the firm for the City of Oakley.

Our current rate sheet is attached. We thank you for this opportunity to submit a statement of our qualifications.

Very truly yours,


F.J. Kennedy, P.E. PWLF
President

Billing Rates

Effective May 1, 2019

Principal Engineer	Design and Consulting Services	\$233.00/hr
	Expert Witness Deposition and Trial	\$432.00/hr
Senior Engineer	Design and Consulting Services	\$175.00/hr
Engineering Technician	Design and Consulting Services	\$113.50/hr
Sr Engineering Inspector	ST Field Inspection Services	\$132.55/hr
	OT Field Inspection Services	\$203.83/hr
	DT Field Inspection Services	\$265.10/hr
Administration	Office Support	\$76.85/hr
Reproduction other than incidental prints or electronic media copies		Actual Cost
Travel Expenses – Local (Greater Bay Area/Driving Distance) – Included in Billing Rate		
Dedicated project vehicle		\$865.00/month
Travel Expenses – Commercial Carriers		Actual Cost

Rates are subject to annual review.

RESOLUTION NO. __-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH KENNEDY AND ASSOCIATES FOR ON-CALL STORMWATER PROGRAM AND CITY SURVEYOR SERVICES AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT

WHEREAS, the City of Oakley utilizes the services of consultants to provide support services on a wide range of construction projects where the scope and magnitude for many of the tasks are larger than what City staff can perform; and

WHEREAS, Kennedy and Associates has performed Stormwater Program and City Surveyor services for the City on a number of development projects in an exemplary way and have accommodated the City's service needs; and

WHEREAS, The award of the agreement is exempt from competitive bidding under Section 3.6.010 of the Oakley Municipal Code paragraph 1) which provides an exception for competitive bidding on "Contracts involving the acquisition of professional or specialized services, such as, but not limited to, services rendered by architects, attorneys, engineers, and other specialized consultants" Currently, for all such contract services above the \$25,000 amount, the City Council must authorize the work by simple majority per the City's purchasing policy.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, by the City Council of the City of Oakley that the On-Call Stormwater Program and City Surveyor proposal attached hereto as **Exhibit A** with Kennedy and Associates for FY 2020/21 and 2021/22 for an amount not to exceed \$50,000.00 per fiscal year is hereby approved and the City Manager is authorized to execute an agreement.

BE IT FURTHER RESOLVED AND ORDERED, if at the end of the term the services have been performed satisfactorily the City Manager has the discretion to approve an extension of the agreement to June 30, 2024 under the same terms as the original agreement.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on May 26, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

APPROVED:

ATTEST:

Kevin Romick, Mayor

Libby Vreonis, City Clerk

Date



STAFF REPORT

DATE: May 26, 2020

TO: Bryan Montgomery, City Manager *Approved and Forwarded to the City Council*

FROM: Kevin Rohani, P.E., Public Works Director/City Engineer

SUBJECT: Award of Contract to DC Electric Group, Inc. for Traffic Signal and Street Light Maintenance Services for the City of Oakley for FY 2020/21 and FY 2021/22

Background and Analysis

The City of Oakley is responsible for the maintenance and operation of 38 traffic signals, and approximately 1,370 street lights. This electrical infrastructure system must be maintained in a safe and efficient manner to ensure the proper operation of the City's transportation system, and most importantly the safety of the public who use the City transportation infrastructure each day. The City of Oakley does not currently have the in-house staffing, facility, or equipment necessary to maintain these electrical infrastructure systems, and therefore use the services of specialty contractors for such maintenance services. The professional duty of staff is to review such maintenance contracts annually to ensure the services provided are satisfactory and meet the City's expectations, contracts terms, and service requirements.

To address the deficiencies in the existing maintenance service and to better align the maintenance services with funding resources, staff prepared a Request for Proposal (RFP) for Traffic Signal and Street Light for maintenance services in 2018. The scope of work provides the City with a robust maintenance program that performs monthly maintenance services (including night time inspections of the street lights) to the City's electrical infrastructure and to keep it in the best operational condition.

The scope of the Preventative Maintenance activities that are performed as a routine each month will help in reducing malfunctions of the electrical infrastructure, reduce public complaints, and extend the useful life of the City owned and operated electrical infrastructure. An example of routine maintenance activities include: checking the functionality of all traffic signal equipment, checking the signal timing and phasing operations, checking for worn-out electrical cables and lamps, cleaning of controller cabinets and checking the street light poles and light heads. Emergency

response work are operations that are typically not covered by preventive maintenance due to their unknown nature and circumstances. Emergency response work could entail repairs resulting from traffic accidents that damage traffic signals or street lights; or natural disaster, such as storms and earthquakes. The overall scope of work accommodates resources needed to address any such emergencies. Repair and replacement of electrical infrastructure caused by accidents are ultimately cost recovered through the City's insurance recovery firm that follows up on such cases after Police reports are furnished. DC Electric Group, Inc. is available 24/7 as needed by the City staff to address any emergency service needs.

Staff reviewed the proposals in detail and determined that DC Electric Group, Inc. is best responsive to the City's RFP and could better provide the maintenance services needed with their broad range of resources that they have available. DC Electric Group, Inc. has done exemplary work and has been very responsive to the staff needs related to Traffic Signal and Street Light maintenance services as reflected in the performance of the City Traffic Signals.

Fiscal Impact

Approval of the resolution will authorize the City Manager to execute a maintenance services agreement with DC Electric Group, Inc. with a not to exceed amount of \$78,000 for signal maintenance and a not to exceed amount of \$25,000 for street light maintenance per fiscal year, through June 30, 2022. The cost of this service contract is accommodated in the operations budget of the Public Works Department.

Staff Recommendation

Staff recommends that the City Council adopt the resolution authorizing the City Manager to execute an agreement with DC Electric Group, Inc. for Traffic Signal and Street Light maintenance services for FY 2020/21 and FY 2021/22.

Attachments

1. DC Electric Group, Inc. Proposal
2. Resolution



Exceeding Industry Expectations

City of Oakley



*Traffic Signal Maintenance Service
and
Underground Service Alert (USA) Service*



Exceeding Industry Expectations

May 6, 2020

Kevin Rohani, P.E.
Public Works Director/City Engineer
City of Oakley
3231 Main Street
Oakley, California 94561

RE: Traffic Signal Maintenance Service & Underground Service Alert (USA) Service

Mr. Rohani:

We are pleased to provide this Proposal for Traffic Signal Maintenance Service & Underground Service Alert (USA) Service to the City of Oakley.

DC Electric Group, Inc. (“DC Electric”) is a Bay Area-based California corporation specializing in municipal electrical and lighting contracting with a core focus on traffic signal and streetlight maintenance and related services. We are licensed and bonded in the State of California (DIR# 1000003395 & CA License #949934), and hold **Class A (General Engineering), Class B (General Building), C-10 (Electrical), C-31 (Traffic Control), C-61/D-31 (Pole Installation & Maintenance) contractor’s licenses**. Our highly experienced office and field staff are locally recognized as experts in the street lighting and traffic signal industry. ***Our Pacheco office, approximately 20 miles away from the City of Oakley, is ideally located to provide the City with ongoing maintenance services as well as rapid response times in the event of an emergency.*** With our many years of local municipal experience, our dedication to customer satisfaction, and our firsthand knowledge of the electrical infrastructure within Contra Costa County, we are confident we can provide exemplary service and quality craftsmanship to the City.

Please contact John Abraham with questions:

Contact:	John Abraham, Regional Manager
Physical Address:	112 Center Avenue, Pacheco, CA 94553
Mailing Address:	P.O. Box 7525, Cotati, CA 94931
Office Phone:	(925) 293-9455
Office Fax:	(925) 293-9454
Email Address:	jabraham@dcelectricgroup.com

DC Electric has reviewed the requirements of the RFP documents including the insurance requirements, and has conducted the necessary due diligence required to submit this proposal. The contents of this response to the City’s Request for Proposal are valid, and good for 90 days. Thank you for considering DC Electric as the best partner for Traffic Signal Maintenance and USA Services.

Respectfully,

A handwritten signature in blue ink, appearing to read 'John Abraham', with a long horizontal flourish extending to the right.

John Abraham
Regional Manager

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- B. Qualifications & Experience
- C. Key Personnel
- D. Scope of Services & Approach
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- G. Price Proposal Clarifications & Alternate Pricing
- H. Attachments
 - 1.) Traffic Signal Preventative Maintenance Program
 - 2.) Traffic Signal Intersection Inventory
 - 3.) Sample Traffic Signal Database Reports



Exceeding Industry Expectations

A. MISSION STATEMENT

In a world where indifference and insincerity have become the status quo, individual needs have been forgotten and the customer reduced to a mere number, it is DC Electric Group, Inc.'s focus to restore the spirit of exceptional service by establishing personal accountability for our customers' experience and satisfaction during the course of business. Our customers count on our dependability, our drive, and our integrity. In this capacity, we hold a responsibility to nurture, retain and maintain the customer confidence that is necessary to our existence. **It is our Mission** to deliver high-quality, cost-effective Traffic Signal and Streetlight services, on schedule, by employing and supporting a motivated, flexible, and focused team. We value the importance of our relationships and will continue to remain fair and true in our dealings with all employees, customers and vendors. We take great pride in our accomplishments and continue to build on them every day.

B. QUALIFICATIONS & EXPERIENCE

DC Electric's core business is Traffic Signal and Streetlight maintenance services. DC Electric currently performs Traffic Signal maintenance services similar to those being requested for approximately 30 agencies throughout the Bay Area, with responsibility for the ongoing maintenance of approximately **five hundred fifty (550) signalized intersections**. In addition, DC Electric is responsible for maintaining over **twenty two thousand (22,000) streetlights**. The most important criteria that sets DC Electric apart is our sole focus on maintenance and operations. Our traffic signal maintenance services are not simply a division of a larger construction or manufacturing operation. We are currently contracted with the following Cities/Agencies for Traffic Signal maintenance services, including 24-hour Emergency Repair Services:

• City of Emeryville	• City of Orinda	• County of Contra Costa
• City of San Pablo	• City of Cloverdale	• Town of Ross
• City of Berkeley	• Golden Gate National Rec. Area	• City of San Ramon
• Town of Corte Madera	• County of Sonoma	• City of Mill Valley
• Town of San Anselmo	• Town of Windsor	• City of Larkspur
• Town of Fairfax	• City of Rohnert Park	• City of San Rafael
• City of Novato	• City of Sebastopol	• City of Benicia
• City of Cotati	• City of Ukiah	• City of Petaluma
• City of Healdsburg	• City of Lafayette	• City of Cloverdale
• County of Mendocino	• County of Marin	• City of Sausalito

Overall Capabilities:

DC Electric provides a wide variety of traffic signal, streetlight, and related electrical services to municipal agencies in the following areas:

Transportation

- Complete traffic signal installations, modifications, repairs & maintenance
- Video system installation and repair – CCTV & video detection
- Emergency Vehicle Pre-emption
- Battery Back-up Systems (BBS)
- Radar Speed Feedback Signs
- Audible Pedestrian Signals (APS)
- Integrated Corridor Mobility Equipment
- Microwave Vehicle Detection Station
- ADA pedestrian upgrades
- Underground utility installation & repair
- Utility locating and marking
- Lighted x-walk installation and repair
- After hours and emergency response
- Live Electronic Records Management System
- Fiber Optic installation, splicing, & testing

Street Lighting & General Services

- Street lighting – Installations, repair & maintenance – Parallel and series systems
- Parks lighting and ball field lighting
- Building electrical – (interior and exterior) Installations, repair & maintenance
- Parking lot lighting
- Holiday and decorative lighting & banner installations
- Fountain, pool & spa electrical
- Electrical control work – energy management systems, time clock & photo control
- After hours and emergency response

Lighting & Energy Efficiency Services

- Audits
- Inspections
- GIS surveys
- Upgrades – LED & Induction Lighting
- Electric vehicle charging stations
- Smart parking meters
- Energy management system installation & repair

Heavy Electrical Services

- Generator installation, maintenance, and repairs
- Storm water pump and sanitary lift station maintenance, and repairs

Licenses:

DC Electric holds the A-General Engineering and C-10 Electrical contractor's licenses required by the City to provide the requested traffic signal maintenance services. In addition to these licenses, DC Electric holds B-General Building, C31-Construction Zone Traffic Control, and C61/D31-Pole Installation and Maintenance specialty contractor's licenses. Although these are not required to perform the scope of work, they are evidence of DC Electric's focus and expertise in traffic signal and streetlight maintenance. See Section H – Attachments for a copy of our Contractor's License.

Facilities & Inventory

Our Contra Costa County Operations are conveniently located in Pacheco, California approximately 20 miles from the City of Oakley. **In the Traffic Signal Maintenance services business, proximity matters.** DC Electric's Pacheco office is much closer to the City of Oakley than any of our established competitors.

Our facilities house the necessary traffic signal poles, signals, traffic signal controllers, traffic signal communications devices, LEDs, controller cabinets, service cabinets, uninterruptible power supplies, wiring, pull-boxes, pull-box lids, and other necessary materials to perform all maintenance required and to perform temporary and permanent repair of accident damage to traffic signal equipment/devices. We will continually monitor and maintain adequate material inventory levels as material is used. Appropriate spare equipment necessary for the proper operations of the City traffic infrastructure will also be maintained. This facility is also equipped to perform twenty-one day bench test of traffic signal controller cabinets in accordance with Caltrans and City specifications. This facility also has all test equipment necessary to test

conflict monitors, load switches, flashers, detector amplifiers, controllers, LEDs, and controller cabinets. DC Electric uses an ATSI Model PCMT/8000 for all conflict monitor testing.

Equipment:

DC Electric has access to all of the necessary equipment to properly maintain the traffic signal infrastructure for the City. All of our field technicians use Altec AT235 or Altec 37G aerial lift “bucket trucks.” DC Electric staff has 15 years of experience working directly with Altec, the premier supplier of aerial lift equipment, to support our fleet operations. In addition to the standard bucket trucks, DC Electric has all material handling, aerial crane, service body, and traffic control equipment at our disposal for any need that should arise. We also contract for 24/7/365 emergency crane services allowing us operational flexibility and access to a wide variety of crane assets at a moment’s notice.

Personnel:

DC Electric’s team is expert in providing traffic signal and streetlight maintenance services to municipal agencies. John Abraham, Regional Manager of our Pacheco office, supervised traffic signal and streetlight operations for the County of Contra Costa for over 20 years. John will be the assigned project manager and the primary point of contact for the City. John supervises a team of highly qualified field technicians who are available to provide services to the City. For more information regarding DC Electric assigned personnel, management, and field staff qualifications, see Section C – Key Personnel.

Safety

DC Electric places a great deal of emphasis on safety as part of our mission of having long-term successful relationships with our employees. We are proud that, to date, our company has *never* had a lost time work related injury or OSHA reportable accident. DC Electric has received an “A” safety rating from ISNetworld, the 3rd party safety management company used by both Pacific Gas & Electric and Southern California Edison. Our Workers Compensation Insurance experience modification rating is a very low (.75). In addition to demonstrating our emphasis on safety, and the care we have for our employees, this outstanding safety record is evidence of the level of expertise our field staff has in performing their traffic signal maintenance duties.

Traffic Signal Database

The most basic function in performing traffic signal maintenance program is responding to and tracking each service request. DC Electric’s years of maintenance experience have proven that an online work order management system is critical to the success of a maintenance program. DC Electric has developed a custom designed Traffic Signal Maintenance Database. Our database is a live web-based inventory and work order management system which can be customized and made accessible to designated City staff if requested. Our database system capabilities include electronic portal for online service request reporting, contract management, infrastructure management, maintenance scheduling, service request initiation and tracking, material tracking, historical data collection, and up-to-date reporting for agency informational requirements and billing purposes. All information related to traffic signal service requests will be entered into the system, including type of service, means of call origination, time/date stamp for call origination,

City of Oakley, California

Traffic Signal Maintenance Service & USA

field staff arrival time, reporting of site/safety conditions, irregularities, photos (if necessary), investigational information, diagnoses, means of service, tasks performed, material used or installed, work complete, and departure time.

Each of our field staff are required to carry an internet enabled device for dispatch and completion of service requests. Pertinent information collected in the database is available to the technician while in the field. Location maintenance history, repair history and infrastructure information are valuable tools which can assist with investigations and diagnosis of malfunctions. Field technician mobile access to our database also allows for real time logging of all intersection data and task closures.

Other data collected through the Traffic Signal Database can be custom formatted to meet City's reporting needs and is accessible to City staff at its convenience. At the City's request, existing historical data can be merged into the system to provide for more detailed and comprehensive reporting. A total monthly activity report by location will be provided for the City's review in conjunction with the corresponding maintenance billing period. In addition, we will provide to the Public Works representative a detailed report of all pending or outstanding work. This report will be provided on a routine monthly basis or more regularly to meet your requirements and/or preferences.

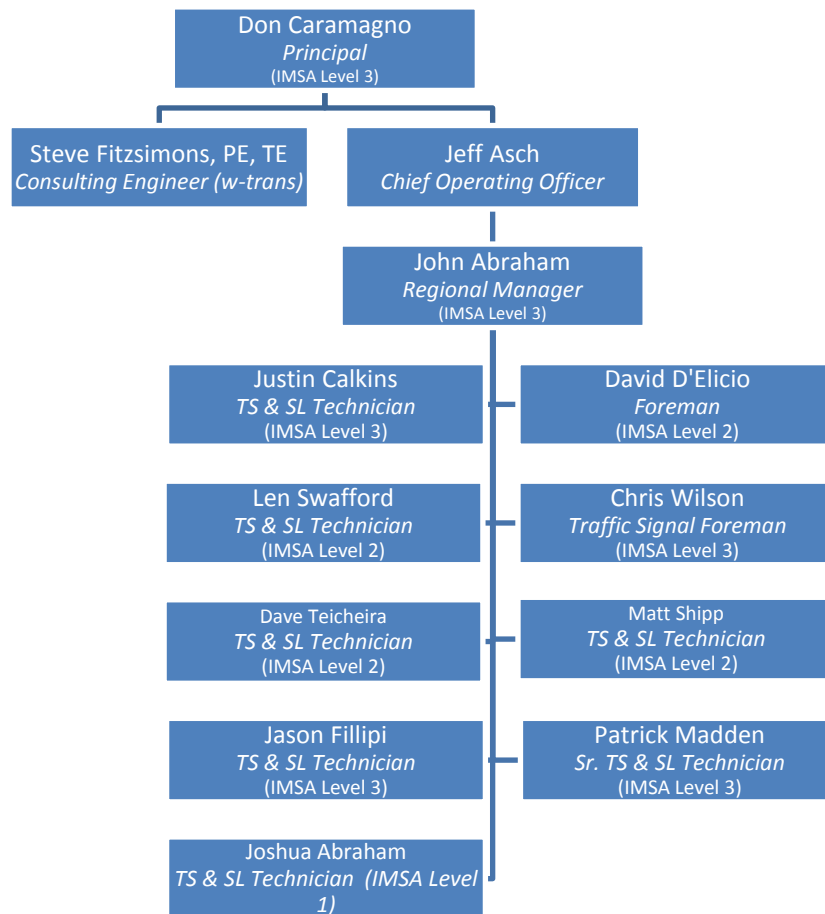
For examples of our system's capabilities, see "Sample Traffic Signal Database Reports" in Section H – Attachments. DC Electric would look forward to providing City staff with a full demonstration of our database's capabilities.

After complete review of the information provided in this proposal, we hope that you consider DC Electric Group, Inc. the most experienced and qualified partner for your Traffic Signal Maintenance program.

C. KEY PERSONNEL

Since traffic signal maintenance is a service, a key qualification when contracting for these services is the quality and experience of the assigned personnel. The employees at DC Electric have successfully maintained hundreds of signalized intersections, and have managed, designed, and/or constructed many tens of millions of dollars' worth of community-based traffic signal projects. We have earned a strong reputation for consistent and creative problem solving through a solid technical base and exemplary work performance. We have demonstrated our capability in providing exceptional workmanship, flexibility in the field, and the ability to make decisions and act independently while providing field support services. We also focus on maintaining up to date training and knowledge of industry standards, specifications, applicable certifications and continued education in order to continue to serve our clients in the future. We are 100% customer focused and driven to provide the highest quality services to satisfy our customers' needs.

Below are the proposed key management and field staff for the City of Oakley traffic signal maintenance services.



Experience of Key Management

DC Electric's Key Management Team members have a collective experience of over **80 years** of direct involvement in the traffic signal maintenance industry in the Bay Area. Don Caramagno, DC Electric's founder and president is an IMSA Level III certified technician with over 20 years' experience in traffic signal and street light maintenance and construction throughout the Bay Area. He holds a Class "A" General Engineering and Class "C10" Electrical Contractors license. Jeff Asch has 15 years' experience in streetlight and traffic signal maintenance and holds Class "B" General Building, Class "C10" Electrical, Class "C31" Construction Zone Traffic Control, and Class "C61/D31" Pole Installation & Maintenance contractors' licenses. John Abraham was responsible for the County of Contra Costa's traffic signal and streetlight maintenance section for more than 20 years, maintaining over 750 signalized intersections for 11 different agencies. He is an IMSA Level III certified technician. As the Regional Manager of our Contra Costa locally based Pacheco office, ***John Abraham is the assigned project manager, and will be the primary contact for the City.*** Steve Fitzsimons is a licensed Professional Traffic and Civil Engineer with over 25 years of Bay Area experience in traffic engineering, signal operations, signal timing and coordination, and related transportation design. ***As a consulting engineer to DC Electric, Steve Fitzsimons is the assigned Professional Traffic and Civil Engineer for this project.***

Please see the resumes below for a complete list of qualifications for Key Management Team members.

Don Caramagno, President

- 18 years Journeyman Electrician
- California State License Holder –Class A (General Engineering) C-10 (Electrical)
- *IMSA Certified - Work Zone Safety, Traffic Signal Level I, II & III (Sr Traffic Signal Technician)*
- FCC Licensed Radio Operator
- 21 years local experience in the traffic signal, street lighting industry including maintenance, repair and on-call emergency services.
- Explicit knowledge pertaining to the geography, history and technical requirements of the electrical infrastructure system for the greater Bay Area.
- Exceptional training and understanding of electrical theory and its relation to practical application.

Experience:

- Traffic Signal and Street Light Technician, Foreman and Superintendent
- Extensive operational knowledge of various types of traffic signal equipment, controller assemblies and associated electrical component functions: 332 & NEMA Cabs, 170 & NEMA TS1 and TS2 controllers. Installation, repair, programming and general maintenance of total controller assemblies including malfunction management systems, battery back-up systems, output circuit drivers, vehicle and pedestrian detectors including, magnetometer - based vehicle detection, wireless (Sensys Networks), inductive loop detection, Piezo loop detection, various video detection systems (Iteris, Econolite and Trafficon), emergency vehicle pre-emption systems (Opticom & Emtrac), vehicle and pedestrian indications, red light camera systems and all associated wiring. Expertise in investigation and repair of both stand-alone systems and coordinated intersections.
- Fabrication of specialized equipment for testing existing equipment or to enhance the performance of equipment in the field.
- **10 years personally responsible for complete operations (maintenance, repair and after- hours emergency services) of signal and street light infrastructure for the following local agencies:** Cities of El Cerrito, Emeryville, Novato, San Rafael, Mill Valley, Larkspur, Sausalito, Rohnert Park, Cotati, Sebastopol, American Canyon, Benicia, and Ukiah. Counties of Marin and Sonoma. Towns of Corte Madera, San Anselmo, Fairfax, Ross, and Windsor, as well as the Bel Marin Keys and Marinwood Community Services Districts.
- Extensive knowledge of street lighting and repair in both parallel and series circuits.
- Personally responsible for complete street light operations (maintenance & emergency repair).
- On-Call utility locate and marking (USA).
- Onsite inspection services to local municipalities for acceptance of newly installed street lights by other contractors.
- Custom welding of traffic signal / street light parts and adapter plates to provide on-site repairs and emergency modifications.
- Specializes in complete construction of fully functional signalized intersections including design work, site work, underground, infrastructure, wiring, and programming.
- Extensive experience with heavy electrical pump and motor control.

Jeff Asch, Chief Operating Officer

- 15 years experience in streetlight and traffic signal maintenance, and 26 years of total experience in the electrical industry
- California State License Holder –Class B (General Building); C-10 (Electrical) C-31 (Construction Zone Traffic Control); C-61/D-31 (Pole Installation & Maintenance)
- Experienced executive with a proven track record of successfully operating and growing small businesses. Strengths include Operations, Project Development, Project Management, Accounting & Finance, Geographic Expansion, Information Technologies, Legal & Risk Management, and Contract Administration,
- Bachelor of Arts Degree in Government with High Honors, Wesleyan University, Middletown, CT
Certificate in Energy Management & Design, Sonoma State University, Rohnert Park, CA

Employment:

- **DC Electric, Inc.** (2015 – Present)
Chief Operating Officer
- **Cartelligent** (2013 – 2015)
Chief Executive Officer
- **Republic Intelligent Transportation Services, Inc.** (2002 – 2011)
Vice President & Chief Financial Officer (2002 – 2011)
- **Northeast Energy Services Company (NORESCO)**
Western Region Vice President (2000 – 2002)
Western Regional Manager (1997 – 2000)
Engineering & Project Management (1994 – 1997)

Experience:

- At Northeast Energy Services Company, oversaw western regional operations for the premier provider of energy efficiency services, including expansions to central and southern California, Hawaii, and the Pacific Northwest, growing the region from \$1M in annual construction to over \$30M. Key clients included Pacific Gas & Electric, Southern California Edison, Safeway, Rite-Aid, the County of Los Angeles, the California Army National Guard, as well as smaller cities throughout California.
- As the Vice President & Chief Financial Officer of Republic Intelligent Transportation Services, Inc., helped operate the nation's leading traffic signal and streetlight maintenance services company with 10,000 intersections and over 170,000 streetlights under maintenance. Oversaw the expansion to New England, Southern California, Texas, and Arizona.
- As the Chief Operating Officer of DC Electric, Inc. has direct oversight for all operations. Responsible for all project management, management, and administrative functions such as accounting, fleet management, insurance, risk management, legal, and IT, including the creation and ongoing support for our web-based custom written streetlight and traffic signal work order management system.

John Abraham, Regional Manager

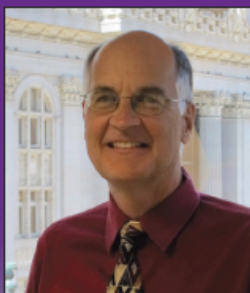
- 33 years of total local experience in the electrical industry
- 25 years of experience in the traffic signal and street light maintenance industry
- Bachelor of the Arts Degree in Business Management
- IMSA Certified - Work Zone Safety, Traffic Signal Level I, Level II, Level III
- Other Certifications – Fiber Optic Technician, Airport Lighting Technician, Crane Operation and Asbestos Abatement

Experience:

- Contra Costa County - Lead Electrician of the Traffic Signal Shop maintaining over 750 traffic signals and all street lights within County jurisdiction.
- Lead emergency, non-emergency, and preventative maintenance technician for the following local municipal clients for the past 21+ years: Antioch, Brentwood, Clayton, Concord, Danville, Hercules, Martinez, Moraga, Oakley, Orinda, Pinole, Pleasant Hill, and San Pablo.
- Extensive operational knowledge of various types of traffic signal equipment, controller assemblies, and associated electrical component functions: 332 & NEMA Cabs, 2070 controllers, 170 & NEMA TS1 and TS2 controllers. Installation, repair, programming and general maintenance of total controller assemblies including malfunction management systems, battery back-up systems, output circuit drivers, vehicle and pedestrian detectors including, magnetometer - based vehicle detection, wireless (Sensys Networks), inductive loop detection, Piezo loop detection, various video detection systems (Iteris, Econolite and Trafficon), emergency vehicle pre-emption systems (Opticom & Emtrac), vehicle and pedestrian indications, red light camera systems and all associated wiring, Installation and repair of traffic calming devices, lighted cross-walk systems, and radar feed-back signs. Expertise in investigation and repair of both stand-alone systems and coordinated intersections. Development and implementation of signal timing and coordination plans. Installation and troubleshooting of hardwire and wireless telemetry systems, (spread spectrum, etc.).
- Repair of electrical, electronic, and microprocessor based equipment to the component level in the Signal Shop.
- Fabrication of specialized equipment for testing existing equipment and troubleshooting performance of equipment in the field.
- Streetlight maintenance and lighting retrofit projects.
- Electrical maintenance of all County facilities including airport lighting, phone/data systems and HVAC/refrigeration maintenance.
- Primary contact person for all public agencies within the County.
- Specific knowledge of the geography and electrical infrastructure in the East Bay and surrounding areas, including traffic signal and street light maintenance history.
- Planning, layout, estimating, purchasing, cost control, scheduling, and personnel management.
- In depth understanding of industrial standards, codes, and safety practices.

Steve Fitzsimons, PE, TE at Whitlock & Weinberger Transportation, Inc.

Steve Fitzsimons, PE, TE Principal



Education

BS in Civil Engineering, *University of California, Berkeley, 1980*
MS in Transportation Engineering, *University of California, Berkeley, 1986*

Affiliations/Activities

Institute of Transportation Engineers (ITE), Member

Registration

Professional Engineer in California:
Civil Engineer – Certificate No. 36435
Traffic Engineer – Certificate No. 1419

Professional History

2013 – Present W-Trans
2005 – 2013 Republic ITS/Siemens
1994 – 2005 CCS/TY Lin
1986 – 1994 CH2M HILL
1983 – 1985 DKS Associates
1980 – 1983 Alameda County

Background

Mr. Fitzsimons joined W-Trans staff and has worked in the Oakland office since July of 2013. Steve has gained expertise in a broad range of areas during his more than 25 years in the traffic engineering and transportation planning industry. His recent pursuits include traffic engineering design, traffic signal operations, project management, safety studies and traffic calming projects. Steve is committed to delivering products that meet client needs, and works closely with his clients from the start of each project to ensure success. He has served as a board member of the Northern California Section of the Institute of Transportation Engineers (ITE) and South Bay Transportation Officials Association, and assisted on the LAC for two Western District meetings. He has presented numerous papers at ITE Western District meetings on a variety of topics.

Representative Projects

Traffic Engineering Design

- *Millbrae, Pasadena and South San Francisco* – Red Light Enforcement Systems
- *San Mateo* – South Delaware Street/Bermuda Drive Traffic Signal Modification
- *San Mateo County* – Ramp Meter System designs at 29 locations
- *Various Agencies* – Traffic signal interconnect for over 700 intersections
- *Various Agencies* – Traffic signal designs for over 300 locations
- *Various Agencies* – Silicon Valley Smart Corridor, Tri-Valley Smart Corridor, Santa Clara County TOS, Sacramento Downtown Control System

Lighting Design and Street Light Master Plans

- *Belmont, Daly City and San Mateo* – Neighborhood lighting design
- *Richmond, Rancho Cordova, and Solana Beach* – Streetlight Master Plan
- *Richmond, Rancho Cordova, San Ramon and other CA cities* – Design calculations to support development of LED lighting standards

Roundabouts

- *Fairfield* – Rockville Road/Abernathy Road Roundabout
- *Los Altos* – El Monte Road/Hawthorne Road Roundabout Feasibility Study
- *Pacific Grove* – Forest Avenue/Sunset Drive Roundabout Feasibility Study

Traffic Operation

- *Citrus Heights* – Arterial operations for traffic signal coordination on Antelope Road
- *Los Altos* – Alameda de las Pulgas/Santa Cruz Avenue Queuing Study
- *Los Altos* – Homestead Road Traffic Operations Study
- *San Carlos* – Arterial operations for traffic signal coordination on San Carlos Avenue

Municipal Staff Services

- *Gilroy* – Contract Traffic Engineering Staff
- *Los Altos and Milpitas* – Contract Traffic Engineer

Traffic Safety

- *Concord* – Arterial Safety Study
- *Gilroy* – Citywide accident hot spot study
- *Los Altos* – Pedestrian safety review

Traffic Calming

- *Los Altos* – El Monte Avenue and University Avenue
- *Sacramento* – Neighborhood Preservation Transportation Plan
- *Saratoga* – Prides Crossing

Bicycles and Pedestrians

- *Milpitas* – Pedestrian Master Plan
- *Redwood City* – Middlefield Road/Eighth Avenue pedestrian scramble study, design and build
- *Santa Clara County* – Pedestrian Chapter of Countywide Traffic Operations Plan

■

Experience of Key Field Staff

A successful traffic signal maintenance program is dependent on the quality of the technical staff in the field. In addition to the key management team members, DC Electric has highly skilled field technicians. DC Electric is an IBEW signatory Union contractor. All of our field technicians have received extensive general electrical training, as well as years of on-the-job training in traffic signal and streetlight maintenance and operations. Our field technicians have International Municipal Signal Association (IMSA) Certifications in Work Zone Safety, Traffic Signal Level I, Traffic Signal Level II, and Traffic Signal Level III. Our team currently maintains more than 22,000 streetlights and 550 signalized intersections for more than 30 different municipal agencies.

It is this level of training and experience that enable DC Electric staff to quickly assess problems in the field, make necessary repairs with a minimum of time and cost, and make decisions independently in the field. Our technical staff know how to perform the work, can perform it safely, and understand their responsibility to public safety and to satisfying constituent and customer needs.

Justin Calkins, IMSA Level III certified Traffic Signal & Streetlight Technician for DC Electric will be the lead technician assigned to the City's Traffic Signal Maintenance program. Additionally, the City will have access to all DC Electric technical and field staff as needed to ensure the City's traffic signal maintenance service needs are met.

DC Electric has reviewed the applicable prevailing wage classifications for this project, and will comply with all prevailing wage requirements, as well as all federal, state, and local wage and labor laws, OSHA requirements, and appropriate safety measures. DC Electric is registered with the California Department of Industrial Relations, DIR#1000003395.

Please see below for resumes of selected DC Electric Field Staff members.

Justin Calkins

Traffic Signal & Streetlight Technician

- 15 years in Traffic Signal & Streetlight Maintenance
- California State Certified – General Electrician
- *IMSA Certified – Workzone Safety, Traffic Signal Field Technician Level I, II & III*
- Consortium for ITS Training and Education (C.I.T.E) – Traffic Engineering and Operations certification
- ITE - Northern California Section board member 2015-2017
- General knowledge of the geography, history, and technical requirements of the electrical infrastructure system for the Alameda County and surrounding areas.
-

Experience:

- Traffic Signal Technician for the City of Livermore from June 2002 to November 2011
- Engineering Technician – Aegis ITS, 4 Years
- Field Service Representative – Econolite Control Products Inc., 5 Years
- Video detection systems installation, configuration and troubleshooting including Autoscope, Iteris, Gridsmart and Trafficon systems
- CCTV installation, configuration and operation
- Fiber optic and Ethernet over copper cabling and network switch configuration, troubleshooting and repair
- Wireless communications equipment installation, configuration and troubleshooting
- Installation, modification and repair of NEMA TS-1, TS-2 and 332 cabinets
- Controller programming and troubleshooting including Naztec, Econolite, and D4 software platforms
- Central system and management and operation including Naztec's Streetwise and Econolite's Centrac's platforms
- Evaluation and adjustment of signal timings and coordination plans
- Implementation, testing, and fine tuning of hardware, software and signal timings for Transit Priority systems

Patrick Madden

Sr. Traffic Signal & Streetlight Technician

- 30 years Journeyman Electrician
- California State Certified – General Electrician
- IMSA Certified – Workzone Safety, Traffic Signal Field Technician Level I, II & III
- 14 years local experience in the traffic signal, street lighting industry including maintenance, repair, and on-call emergency services.
- General knowledge of the geography, history, and technical requirements of the electrical infrastructure system for the North Bay and surrounding areas.

Experience:

- Senior Traffic Signal Technician, Foreman and Superintendent
- Operational knowledge of various types of traffic signal equipment, controller assemblies and associated electrical component functions: 332 & NEMA Cabs, 170 & NEMA TS1, and TS2 controllers. Installation, repair, programming, and general maintenance of total controller assemblies including malfunction management systems, battery back-up systems, output circuit drivers, vehicle and pedestrian detectors including magnetometer – based vehicle detection, wireless (Sensys Networks), inductive loop detection, Piezo loop detection, various video detection systems (Iteris, Econolite and Trafficon), emergency vehicle pre-emption systems (Opticom & Emtrac), vehicle and pedestrian indications, in pavement warning systems, traffic calming devices, red light camera systems, and all associated wiring.
- 10 years experience in complete operations (maintenance, repair and after – hours emergency services) of Traffic Signal infrastructure for the following local municipal agencies:
- Cities of Novato, San Rafael, Mill Valley, Larkspur, Sausalito, Rohnert Park, Cotati, Sebastopol, American Canyon, El Cerrito, Benicia, Emeryville and Ukiah. Counties of Marin and Sonoma. Towns of Corte Madera, San Anselmo, Fairfax, Ross, and Windsor.
- 10 years experience in complete operations (maintenance, repair and after-hours emergency services) of Streetlight infrastructure for the following local municipal agencies:
- El Cerrito, Emeryville, Windsor, Benicia and total inventories for all MGSA agencies (Cities of Novato, San Rafael, Mill Valley, Larkspur, Sausalito and Belvedere. County of Marin, Towns of Corte Madera, San Anselmo, Fairfax, Ross, Tiburon. Community Services Districts, Bel Marin Keys and Marinwood.
- On-Call utility locate and marking (USA)

Matt Shipp

Traffic Signal and Streetlight Electrician

- 17 years of local municipal experience specific to the traffic signal and electrical industry
- 23 years IBEW Local #180 Journeyman Electrician
- D.I.R State Certified General Electrician
- Expert and in-depth knowledge of all aspects of the local electrical infrastructure
- Exceptional training and understanding of electrical theory and its relation to practical application.

Experience:

- DC Electric Group, Inc. – Traffic Signal Technician in the cities of Oakley, San Pablo, San Ramon, including on call services for the cities of Concord, and Walnut Creek.
- Stiney Electric – Electrical Forman specializing in Traffic Signal Installations – 12 Years
- Extensive construction knowledge of various types of traffic signal equipment installations of, controller assemblies, and associated electrical components: 332 & NEMA TS1 and TS2 controllers. Installation, repair, general maintenance of traffic signal hardware including, battery back-up systems, output circuit drivers, vehicle and pedestrian detection including, wireless detection, inductive loop detection, and various video detection systems (Iteris, Econolite and Gridsmart).
- Extensive knowledge of street lighting and repair in both parallel and series circuits.

Chris Wilson

Traffic Signal and Street Light Technician

- 15 years of local experience in the traffic signal, street lighting, and electrical industry
- 11 years Journeyman Electrician, IBEW Local #551
- IBEW Local #551 Apprenticeship Program
- D.I.R State Certified General Electrician
- *IMSA Certified – Work Zone Safety, Traffic Signal Level I & Level II*
- Tower climbing, aerial safety, and rescue training and certification
- Anritsu Site Master line sweep certification.
- Andrew Institute EZFIT and Positive Stop Series connectors certification
- Specific knowledge of the geography and the electrical infrastructure for the North Bay Area

Experience:

- Traffic signal and street light maintenance, repair – Journeyman Electrician and Field Superintendent
- Extensive knowledge of various types of traffic signal equipment, controller assemblies, and associated electrical component functions. Installation, repair, programming, and general maintenance of total controller assemblies including malfunction management systems, output circuit drivers, and vehicle and pedestrian detectors including inductive loop detection and video detection systems
- Expert underground utility location and repair
- Emergency, non-emergency, and preventative maintenance service for the following local municipal clients: Cities of Novato, San Rafael, Mill Valley, Larkspur, Sausalito, Rohnert Park, Cotati, Sebastopol, American Canyon, Benicia, Emeryville, Petaluma, and Ukiah. Counties of Marin and Sonoma. Towns of Corte Madera, San Anselmo, Fairfax, Ross and Windsor.

Jason Filippi

Traffic Signal and Street Light Technician

- 7 years Journeyman Electrician, IBEW Local #551
- 11 years streetlight maintenance technician for MGSA and surrounding agencies.
- IBEW 1245 Apprenticeship Program (4 years)
- 14 years local experience in the electrical construction industry with extensive underground and joint trenching experience for PG&E.
- D.I.R State Certified General Electrician
- *IMSA Certified – Work Zone Safety, Traffic Signal Level I & Level II*
- OSHA 20 / Forklift Certified
- Specific knowledge of the geography and the electrical infrastructure for the North Bay Area

Experience:

- Street light and traffic signal maintenance, repair – Journeyman Electrician
- Extensive knowledge of various types of street light and traffic signal equipment, controller assemblies, and associated electrical component functions. Installation, repair, programming, and general maintenance of total controller assemblies including malfunction management systems, output circuit drivers, and vehicle and pedestrian detectors including inductive loop detection and video detection systems
- Emergency, non-emergency, and preventative maintenance service for the following local municipal clients: Cities of Novato, San Rafael, Mill Valley, Larkspur, Sausalito, Rohnert Park, Cotati, Sebastopol, American Canyon, Benicia, Berkeley, Emeryville, and Ukiah. Counties of Marin and Sonoma. Towns of Corte Madera, San Anselmo, Fairfax, Ross, and Windsor.

Dave D'Elicio

Foreman

- 16 years local experience in the traffic signal, street lighting, and electrical industry.
- 10 years Journeyman Electrician, IBEW Local #551
- D.I.R State Certified General Electrician
- California State License Holder – C-10
- *IMSA Certified – Traffic Signal Field Technician Level II*
- Exceptional training and understanding of electrical theory and its relation to practical application

Experience:

- Traffic Signal and Street Light Repair and Maintenance Technician
- Extensive knowledge of various types of traffic signal equipment, controller assemblies, and associated electrical component functions. Installation, repair, programming, and general maintenance of total controller assemblies including malfunction management systems, output circuit drivers, and vehicle and pedestrian detectors including inductive loop detection and video detection systems.
- Emergency, non-emergency, and preventative maintenance service for the following local municipal clients: City of Emeryville, City of San Rafael, City of Mill Valley, City of Petaluma, City of Rohnert Park, City of Novato, City of Sausalito, Town of San Anselmo, Town of Ross, Town of Corte Madera, and County of Marin.
- Industrial electrical design, installation, and repair with expertise in street light and traffic signal infrastructure installations and associated undergrounding. Extensive history in design, installation, programming, and maintenance of commercial energy management systems and smart systems.

Dave Teicheira

Traffic Signal and Street Light Technician

- 3 years local electrical experience
- IBEW Local #1245
- D.I.R State Certified Street Light Electrician
- *IMSA Certified – Work Zone Safety, Traffic Signal Level 2*
- Certified in Traffic Control
- Certified Rigger/Signal Person
- Certified Trenching and Excavation
- Cal OSHA 10-Certified
- Aerial Lift Certified
- Certified in Motor Controls and Lighting Controls
- Forklift Certified

Experience:

- Contra Costa County – Traffic Signal Construction & Street Light Electrician
- Traffic Signal Maintenance, Repair, and Emergency Service. Expert knowledge in Traffic Signal detection systems such as Inductive loops, Video detection. Signal Maintenance Technician for Lafayette, Emeryville, San Pablo, Orinda and the County of Contra Costa.
 - Experience with installation and repair of Lighted Crosswalk system, Radar signs.
- Streetlight Maintenance, Repair, and Emergency Service including the Cities of Emeryville, Lafayette, Orinda, Benicia, San Ramon, and Livermore.
- Maintenance of various electrical systems within the County such as:
 - Lighting, Data Cabling, Generators, Pump & Motor Controls, Cameras

Len Swafford

Traffic Signal and Street Light Technician

- 27 years local electrical experience
- 12+ years IBEW Local #302 Journeyman Electrician
- D.I.R State Certified General Electrician
- *IMSA Certified – Work Zone Safety, Traffic Signal Level 2*
- Certified Rigger/Signal Person
- Certified Transportation Worker
- Certified Fiber Optic Splicer
- Cal OSHA 30-Certified
- Aerial Lift Certified
- Forklift Certified

Experience:

- Contra Costa County – Traffic Signal Technician & General Electrician services including the cities of Oakley, Lafayette, Orinda, Emeryville, and the County of Contra Costa.
- Streetlight Maintenance, Repair, and Emergency Service including the Cities Emeryville, Lafayette, Orinda, Benicia, and the County of Contra Costa.
- Maintenance of various electrical systems within the County such as: Lighting, Data Cabling, Generators, Pump & Motor Controls, Cameras
- Maintenance of electrical systems within Chevron & Shell refineries

Joshua Abraham**Traffic Signal and Street Light Technician**

- Certified in Street Light Controls and Monitoring Systems
- *IMSA Certified – Work Zone Safety, Traffic Signal Level I*
- *Certification in Traffic Controls*
- *CPR Certified*
- Aerial Lift & Forklift Certified

Experience:

- Signal Maintenance Technician for Lafayette, Oakley, Emeryville, Orinda, and San Pablo.
- Traffic Signal Maintenance, Repair and Emergency Services.
- Streetlight Maintenance, Repair, and Emergency Service including the Cities Emeryville, Lafayette, Orinda, Benicia, and the County of Contra Costa.
- Fiber Optic installation and splicing for municipalities throughout the Bay Area
- Installation and programming of camera detection systems (Iteris, Gridsmart, Autoscope)
- Extensive Experience with MUTCD

D. SCOPE OF SERVICES & APPROACH

Overview of Services & Approach

We offer to execute a comprehensive signal maintenance and emergency repair program that provides performance, reliability and the functional requirements necessary to achieve a high quality of intersection operation at a reasonable cost to the City. Our traffic signal maintenance and emergency repair program is essentially the preventative and responsive activities taken to preserve traffic signal systems, safety lighting systems, and other electronic traffic control systems necessary for the safe and efficient utilization of arterial and local roadways. While enhancing public perception and experience, our program is designed to maximize safety and minimize delay, with an overall reduction in cost and exposure to the City.

Please see “Traffic Signal Intersection Inventory” in Section H - Attachments for the list of intersections and an intersection map of the intersections included in the Scope of Services. The City can modify the inventory of Traffic Signals or other Traffic Devices to be included in the Traffic Signal Maintenance Program at any time by simply notifying DC Electric of the change.

Preventative Maintenance

Routine traffic signal maintenance operations include all of the non-emergency tasks associated with maintaining a fully functional traffic signal system. We will repair, replace, or otherwise render in good working order any and all defective parts of the traffic signal system as directed. DC Electric will acknowledge all routine service requests and will schedule routine repairs in such a way as to be present each week within the City as directed. Routine repairs will be performed during normal business hours, 7:00am to 3:30pm Monday thru Friday (nationally recognized holidays excepted).

An advanced schedule for all maintenance inspections will be submitted at the inception of the contract for the City’s approval. We shall maintain readily available paper and electronic copies of all preventive maintenance checklists specific to the infrastructure at each location. The full results of traffic signal conflict monitor annual field tests performed will also be provided. All preventative maintenance and repair shall be performed in accordance with applicable codes and standards including but not limited to MUTCD standards, Caltrans Standard Plans & Specifications including Maintenance Standards, the National Electric Code with California Amendments, and City Standards and Specifications (if applicable). For a comprehensive scope of work for Monthly, Quarterly, and Annual preventative maintenance activities, please see “Traffic Signal Routine Preventative Maintenance Program” in Section H - Attachments.

Emergency Response Services

As we realize that time is of the essence when issues of public safety arise, our emergency services are available 24 hours a day and 365 days a year. After a call is placed to our toll free, emergency dispatch line, a local DC Electric technician will be dispatched, arrive with the necessary inventory of required material, and investigate, diagnose, and repair malfunctions while onsite. When responding to an emergency, communication is critical. An open line of communication will be established between the responding technician and appropriate

City/Emergency personnel. If repairs are unable to be made immediately, the area will be made safe and a follow up visit will be made with additional material, manpower, and/or equipment necessary to make the repairs. If additional material, manpower and/or equipment are required to make final repairs, our technician will notify the emergency/safety personnel, Public Works Department, and internal project management team, and make accommodations for final repair. *DC Electric will respond to all requests for emergency services within (1) hour during normal business hours and (2) hours during after-hours from the time of notification by City/Emergency personnel.* All after hours emergency response work has a 2 hour minimum charge, and “Overtime” hourly rates apply.

USA Locating & Marking

DC Electric will perform USA locating/marking services (“USA’s”) for traffic signal infrastructure as requested within 48 hours from receipt of USA requests from the City. In addition to using the proper line locating equipment, having a depth of streetlight and traffic signal infrastructure knowledge is essential to performing USA services. DC Electric technicians use industry standard Metrotech line locators and have the years of experience necessary to properly identify and mark traffic signal infrastructure. Successful USA services protect jurisdictions from dig-in liability, and facilitate contractor construction activities. USA’s will be identified on the monthly activity reports, and can be billed separately as needed for separate cost accounting (e.g. to be allocated to a specific construction project). Emergency USA locating/marking can also be provided within normal emergency response times.

Night Checks

In order to maintain system functionality, lighting problems such as IISNS and Safety Light fixture malfunctions must be identified and repaired. Routine maintenance operations primarily rely on 3rd party reporting (police, public works, general public, etc.) of lighting problems (e.g. outages, day burners). However, to achieve high levels of constituent satisfaction, and to manage potential liability, a proactive approach to finding lighting problems is necessary. If requested, DC Electric can perform Night Check services for the City for both your traffic signal and streetlight infrastructure. When DC Electric performs night checks, for each problem found, an “open” service ticket is entered into our maintenance database system. These “open” tickets are then dispatched to field technicians for repair. Additionally, DC Electric uses GPS tracking software during night checks which create “bread-crumbling” trails during the checking activities. These GPS tracking files are stored as part of our records management and documentation. GPS tracking files: 1) Provide DC Electric with project quality control, 2) Provide the City with assurance that the checks are properly performed, and 3) Provide an additional level of liability protections by enabling jurisdictions to document proper checking activities. For an example of our Night Check Reporting, please see “Sample Traffic Signal Database Reports ” in Section H – Attachments.

Communications

Communication between the traffic signal service provider and City staff is key to overall project success. DC Electric will establish communication protocols as part of our maintenance services. These protocols will clearly identify what information needs to be communicated to which stake-holders and when. DC Electric will work with City staff to assemble the necessary contact information including project management staff, public works, police/sheriff, fire, dispatch, etc., as well as provide a complete set of contact information for DC Electric’s team.

City of Oakley, California

Traffic Signal Maintenance Service & USA

DC Electric Group, Inc.

Separately, an Emergency Communications Procedure will be established in the unlikely event an emergency arises during field operations. Automatic electronic notifications such as email alerts of service activity can be created and customized to meet the City's needs (See Sample Email Notification in "Sample Traffic Signal Database Reports" in Section H - Attachments). The communications protocols will ensure that the right City staff will be kept apprised of all DC Electric activities as needed.

As part of the communications program between DC Electric and the City, DC Electric will be available to meet City staff monthly and as needed upon request to review all ongoing maintenance activities including status of open work orders, completed repairs, estimates and proposal for additional work, and any quality control issues. DC Electric will also be available to provide technical advice and support to the City relating to all traffic signal operations and infrastructure.

Reporting

Project reporting is an important part of providing traffic signal maintenance services. DC Electric's Traffic Signal Database produces complete activity reports by location showing all activities including service tickets that remain "open." These reports can be customized as needed to meet any specific requirements. DC Electric's standard is to provide monthly activity reporting of all operations (routine and emergency response). Reporting is based on the calendar month and is accompanied by corresponding invoice(s) for all work performed during the reporting period. Additionally, our Database system automatically segregates all service tickets (and associated costs) using a unique incident number when a 3rd party has potential responsibility. This allows DC Electric to provide all of the necessary supporting information and documentation for a jurisdiction to hold a responsible 3rd party accountable for system damage, and maximize the City's ability for cost recovery. All reporting activities can be customized and segregated by location/type to meet the City's requirements.

Recycling and Hazardous Waste

DC Electric intends to segregate waste materials into recyclable materials such as paper packaging and metal and hazardous waste (lamps). DC Electric will ensure 100% recycling of disposed recyclable materials. DC Electric uses certified hazardous waste disposal companies to properly transport, dispose of, and document the disposal of all hazardous lamp material. DC Electric will recycle all materials, properly dispose of all hazardous waste and provide all required documentation to the City upon request.

Other Services/Miscellaneous Improvements

Providing innovative solutions and approaches in support of the City's vision, budget, and schedule is an integral part of any successful traffic signal infrastructure management plan. We consistently work with our clients to add additional value to the system and ensure the infrastructure is optimized for current needs as well as maximized for future utilization. DC Electric can perform any necessary other services, including building electrical services, as requested by City staff. DC Electric can also perform streetlight and traffic signal improvement projects either on a time and materials basis, or through a letter proposal accepted by City staff. No work shall proceed without written authorization except in emergencies and/or when the immediate replacement or repairs are required to prevent injury to persons or property damage.

E. CLIENT REFERENCES

Customer Satisfaction & References:

In order to succeed as a traffic signal maintenance company, not only do we have to be expert in traffic signal maintenance, we must also satisfy our customers. From our perspective, successfully completing large construction projects is easy relative to achieving total customer satisfaction year-after-year while performing thousands of routine maintenance tasks for dozens of agencies. It is our mission to provide exceptional service and 100% customer satisfaction. In the traffic signal maintenance industry, there is no better way to judge the quality of a maintenance service provider than by asking their customers. For traffic signal maintenance, emergency response, and repairs where public safety is at issue and the reputation of a municipality is at stake, it is absolutely critical that the City be 100% satisfied with the quality, timeliness, expertise, and level of service provided by your traffic signal maintenance contractor.

This is why DC Electric holds customer satisfaction as the single most important measure of our success. In addition to DC Electric's staff regularly checking with all of our customers to ensure they are satisfied, we also engage a 3rd party consultant to periodically contact our customers and provide feedback regarding their experience. We are pleased to say that based on the results of our 3rd party interviewing, DC Electric is proud to continually achieve 100% customer satisfaction. DC Electric feels so strongly about customer satisfaction that we have provided reference information below for *every* agency we perform traffic signal maintenance services. It is easy for a contractor to hand pick 3 positive references. It is much more difficult to have the confidence that every agency we support can act as a positive reference. We encourage you to contact any of them for information about our technical expertise, customer service, and company qualifications.

Agency	Contact	Contact #:	Email
County of Sonoma	Kim Garl	707-565-3620	k.garl@sonoma-county.org
County of Marin	Bob Goralka	415-473-3076	rgoralka@marincounty.org
City of San Rafael	Mark Wright	415-725-1204	mark.wright@cityofsanrafael.org
City of Emeryville	Ryan O'Connell	510-596-43346	roconnell@emeryville.org
City of Mill Valley	Michael Hanlon	415-384-4830	mhanlon@cityofmillvalley.org
City of Novato	Joe Stene	415-827-3946	jstene@novato.org
City of Sausalito	Jonathon Goldman	415-289-4176	jgoldman@ci.sausalito.ca.us
Town of Corte Madera	Michael Palmer	415-927-5061	mpalmer@tcmmail.org
Town of San Anselmo	Sean Condry	415-258-4676	scondry@townofsananselmo.org
Town of Ross	Rob Macarrio	415-453-1453	rmaccario@townofross.org
City of Berkeley	Ahsan Kazmi	510-981-6416	akazmi@ci.berkeley.ca.ua
City of Petaluma	Jeff Stutsman	707-776-3673	jstutsman@ci.petaluma.ca.us
Town of Fairfax	Tom Bruce	415-453-2587	tbruce@townoffairfax.org
City of Cotati	Craig Scott	707-665-3620	cscott@cotaticity.org
City of Rohnert Park	Tom Kelley	707-304-2880	tkelley@rpcity.org
GGNRA	Nick Geitner	(415) 740-4090	john_geitner@nps.gov
City of Larkspur	Bob Quinn	707-246-2152	rquinn@cityoflarkspur.org

City of Sebastopol	Dante Del Prete	707-823-5331	ddelprete@cityofsebastopol.org
City of Lafayette	Mike Moran	925-935-1238	mmoran@ci.lafayette.ca.ua
City of Benicia	Kathi Molinar	707-746-4296	kmolinar@ci.benicia.ca.us
Town of Windsor	Tod Ceruti	707-536-3489	tceruti@townofwindsor.com
City of Orinda	Dustin Rath	925-253-4252	drath@cityoforinda.org
City of Ukiah	Rick Seanor	707-463-6296	rseanor@cityofukiah.com
City of Clearlake	Doug Herren	707-994-8201	dherren@clearlake.ca.us
City of San Pablo	John Bothwell	510-215-3079	jbothwell@sanpabloca.gov
County of Mendocino	Kent Standley	707-463-5795	standlek@co.mendocino.ca.us
City of Cloverdale	Eric Janzen	707-894-1728	ejanzen@ci.cloverdale.ca.us
Contra Costa County	Dave Lavelle	925-383-8982	dave.lavelle@pw.cccounty.us
City of Healdsburg	Jarrod Dericco	707-799-2623	jderrico@ci.healdsburg.ca.us
City of San Ramon	Patrick Gutierrez	925-973-2836	pgutierrez@sanramon.ca.gov

Attachment D

PRICE PROPOSAL FORM

The undersigned proposer hereby offers to preform the required services for the following price(s) in strict compliance with the specifications, terms and conditions set forth in this Request for Proposal.

A. Traffic Signal Services

Proposal Item No.	Qty	Unit Price	Rate per Intersection	Total Amount	Frequency (Per Yr)	Extended
Monthly Preventative Maintenance	40	Per Intersection Per Month	\$132.89	\$5,315.60	12	\$63,787.20
Quarterly Preventative Maintenance	40	Additional Per Intersection Per Quarter	\$41.11	\$1,644.40	4	\$6,577.60
Annual Preventative Maintenance	40	Additional Per Intersection Per Year	\$123.31	\$4,932.40	1	\$4,932.40
TOTAL:						\$75,297.20

B. USA (Underground Service Alert) Locating and Marking Flat Rates

Per Ticket Rates \$ 57.92 Per Ticket

C. Labor Rates for Extra Work, As Required

- a. Labor cost must reflect prevailing wages.

Labor Category	Straight Time (\$ per hour)	Overtime (\$ per hour)
Journeyman Electrician	\$ 115.84	\$ 193.07
Foreman Electrician	\$ 147.84	\$ 286.84
Laborer	\$ 79.43	\$ 123.56
Night Checker	\$ 40.72	\$ 56.23
Engineer	\$ 266.34	\$ 372.87

D. Equipment Rates for Extra Work, as Required

Equipment Category	\$ Per Hour
Bucket Truck	\$ 31.44
Crane	\$ 89.02
Dump Truck	\$ 31.44
Service Truck	\$ 31.44
Compressor	\$ 28.54

** See Section G: Price Proposal Clarifications & Alternate Pricing*

G. PRICE PROPOSAL CLARIFICATIONS & ALTERNATE PRICING

Price Proposal Clarifications

Because the scope of work to perform USA's can vary greatly, the Per Ticket Rate provided is valid for all USA tickets requiring less than 1 hour to complete. USA Tickets requiring 1 or more hours to complete will be billed at regular hourly rates.

Under Equipment Rates, DC Electric has provided an hourly rate for Crane. There is a minimum 3 hour charge for Crane use.

Serviceing Manufacturer's Warranty: As required by the RFP, DC Electric will coordinate the replacement of defective materials with the City and the manufacturer so as to maximize the City's ability to receive no cost replacements for defective materials under warranty. However, for all Warranty activities, DC Electric's standard hourly labor rates shall apply for the removal and replacement of all defective materials under warranty.

Regular Time normal business hours will be 7:00 am to 3:30 pm, Monday thru Friday (excluding nationally recognized holidays). All work during normal business hours has a 1 hour minimum charge. All after hours emergency response work has a 2 hour minimum overtime charge.

DC Electric's hourly rates and standard materials pricing will apply to all time and material activities, unless otherwise agreed upon. For work other than time and material work, DC Electric will provide a written firm fixed (quoted) price proposal which shall be approved in writing by City staff.

Prices quoted are for the period 7/1/20 thru 6/30/21. Thereafter, prices are subject to Annual CPI Increase once per Fiscal Year, per San Francisco/Oakland Metropolitan Area Consumer Price Index (February-February), as released by the United States Department of Labor on a yearly basis.

Alternate Pricing

DC Electric proposes alternate pricing for the preventative maintenance portion of the Scope of Work. DC Electric proposes the following pricing for the labor associated with GIS *inspection activity only*.

Alternate Pricing for GIS of Street Lighting on Arterials:

Oakley Arterials	
1	Main Street
2	Vintage Parkway
3	Big Break Road
4	Oakley Road
5	West Cypress Road
6	East Cypress Road
7	Laurel Road
8	Carpenter Road
9	Neroly Road
10	Bridgehead Road
11	Live Oak Avenue
12	Empire Avenue
13	Brown Road
14	O'Hara Avenue
15	Rose Avenue
16	Summers Lake Drive
17	E. Summers Lake Drive
18	Bethel Island Road

GIS Information shall include the following information:

Data Collection Categories	
Longitude	
Latitude	
Street Name	
Pole #	
Foundation Type	
Fixture Mount	
Arm Length	
Fixture Quantity	
Fixture Type	
Fixture Wattage	
Pole Condition (visual)	

Arterial GIS Report

Lump Sum of: \$5,000.00

All materials used, and all labor associated with repairs would be billed at the contract labor rates and DC Electric's standard material pricing rates.

DC Electric firmly believes it is in the best interest of the City to accept this alternate pricing structure, and only pay for labor and materials for work performed as compared to the RFP requested pricing structure which is based on an estimate of additional work that may be performed. We would look forward to the opportunity to discuss and explain our alternate pricing model, and the benefits of this approach.

Additionally, DC Electric is available to discuss other pricing models that the City may desire.

H. ATTACHMENTS

1. TRAFFIC SIGNAL PREVENTATIVE MAINTENANCE PROGRAM

Monthly Preventative Maintenance

- 1.) Signal Controller Cabinet
 - a. Test and Check ground fault receptacles(s)
 - b. Observe the general appearance of the cabinet noting any rust or other signs of deterioration and complete/recommend repair work if needed.
 - c. Inspect door gasket condition and replace if necessary.
 - d. Inspect door lock operations and replace if necessary; operate and inspect ventilation fan and cabinet light (where applicable).
 - e. Inspect for pests in cabinet and take corrective action if needed.
 - f. Visually inspect all relays, photocells, cabinet locks, cabinet fans, switches and make routine adjustments and repairs as necessary.
 - g. Measure voltage level at service entrance in cabinet and record, and vacuum and clean controller cabinet and contents.
 - h. Police Panel Door – Check and test operation of Police Panel Key.
 - i. Remove any signs and tape on cabinet. Report to City staff any graffiti removal needed on cabinets.

- 2.) Signal Controller & Components
 - a. Visually inspect signal controller and controller cabinet components for proper operation and recommend repairs/replacements as necessary.
 - b. Check timing on individual signal phases. Notify the City immediately of any operation issue. Only make timing changes if it is a matter of public safety or needed for proper operation of the traffic signal.
 - c. Check LED's and operation of load switches, relays, isolators, internal modems, conflict monitors, red flash modules, video detection cards, and preemption cards.
 - d. Video Detection (if applicable) – Check camera view on the monitor and its proper operation.
 - e. GPS Clocks (if applicable) – Check time and operation of GPS clocks and TOD settings.

- 3.) Signal Poles, Arms, & Pedestrian Heads
 - a. Visually inspect all vehicular signal indications for proper operation and replace outages. Replace all burnt out or flickering indications with new LED indications meeting most recent Caltrans Standard Specifications.
 - b. Walk intersection and visually inspect all signal heads including backplates, visors and indications for proper operation and alignment. Replace all broken parts, align signal heads and adjust all mast arms signs as necessary. Bent visors and backplates shall be replaced.
 - c. Check that all pedestrian signals are in good condition and aimed properly. Make adjustments as necessary.
 - d. Adjust all mast arm mounted street name signs as needed.

- e. Inspect and tighten all traffic signal mast arm signals heads, and detection cameras as required. Check for tightness, plumb and fade for signs and adjust as needed.
 - f. Check all signal, beacon, and pedestrian indication brackets, framework, and terminal compartments for rust, cracks, and missing parts and perform needed repairs.
 - g. Inspect base of pole near concrete foundations for cracks and loose pole base nuts.
 - h. Pull “Box Lids – visually inspect pull box lids. Replace broken and missing lids.
 - i. Signal Pole caps should be replaced when missing as part of the monthly service.
 - j. Check for any tree limbs that block visibility of the signal heads and notify City staff if tree trimming is needed.
- 4.) Pedestrian Signals and Push Buttons
- a. All new installed /replaced pedestrian signals shall be LED Countdown Full Symbol and meet the most current Caltrans Standard Specifications for pedestrian signals.
 - b. Actuate each button for proper operation. Visually inspect and note condition. Replace or repair any broken or defective pedestrian push buttons per City standard.
 - c. Check that all audible and tactile pedestrian signals are in good condition, properly positioned (where applicable), and sounds settings are functioning properly and make repairs as needed.
- 5.) Detector Loops and Video Camera Detection
- a. Check the Video Camera Detection connections inside the cabinet to ensure all connections are tight and functional.
 - b. Check the video detection monitor in the cabinet to ensure its proper function.
 - c. Check loop detector operation and detection cards. Replace when necessary.
- 6.) Battery Backup Unit
- a. Check ground fault receptacle.
 - b. Check if battery backup system is operable.
 - c. Observe the general condition of the cabinet, noting any rust or other signs of deterioration.
 - d. Inspect door gasket
 - e. Inspect door lock operation, repair if necessary.
 - f. Operate and inspect ventilation fan and thermostat.
 - g. Visually inspect UPS controller system, bypass switch, batteries and fan.

Quarterly Preventative Maintenance

- a. Check controller cabinet filter and replace when necessary
- b. Check operation of the fan. Move the fan thermostat setting and determine if fan is operable; return thermostat to proper setting.
- c. Visually inspect roadway along loop detectors for possible exposed wires, cracks, and potholes and recommend repairs or replacement as needed.
- d. Check detector amplifiers and tune if needed.
- e. Meg the loop detections.
- f. Detector pull box lids – check for cracked and missing lids and replace with new lids.
- g. Clean pull boxes from any debris, water, etc.
- h. Visually check integrity of splices.
- i. Check wire schematics and records (including current timing sheet and as-builts) to make sure they are in the cabinet.
- j. Check the time setting and match with time sheet on controllers.

- k. Clean Opticom detector lenses.
- l. Clean video camera lenses.
- m. Check interconnected communication operation. Visually inspect cables, antenna, and other hardware and recommend repairs as needed.
- n. Night check for safety lighting and IISNS.

Annual Preventative Maintenance Program

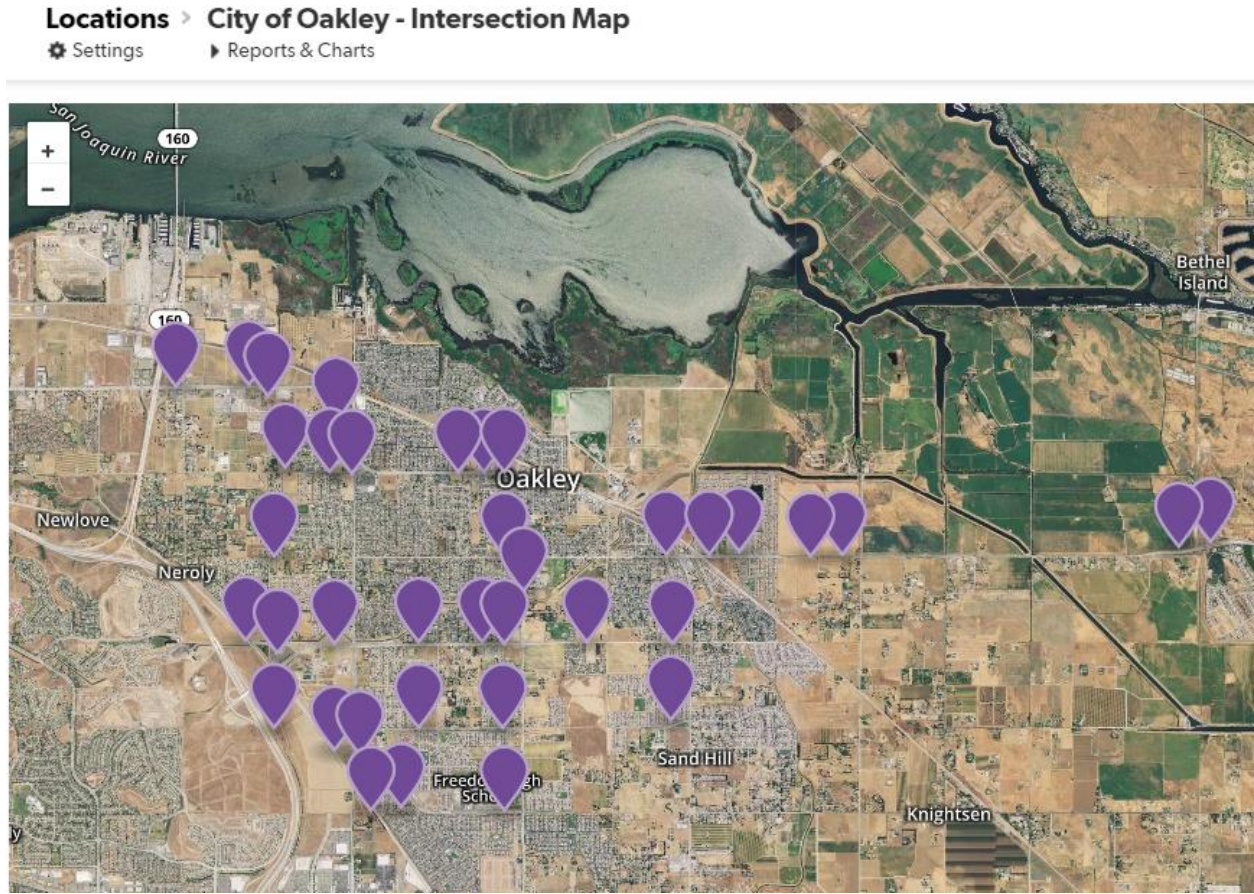
- a. Vacuum and clean controller cabinets and components.
- b. Check weatherproof gasket seal on controller cabinets
- c. Lubricate hinges and lock on controller cabinets
- d. Test conflict monitor for proper operation and certify.
- e. Test battery backup system.
- f. Test preemption devices. Check and test operation of preempt devices.
- g. Test railroad preemption with railroad technician. City to coordinate time and date of inspection.
- h. Manually record inspection date and time in controller cabinet and sent written report of yearly inspection with recommendation to City by intersection.

2. TRAFFIC SIGNAL INTERSECTION INVENTORY

Intersection List

1. Carpenter Rd & Brown Rd
2. Cypress Rd (East) & Picasso Dr
3. Cypress Rd (East) & Frank Hengel Way
4. Cypress Rd (East) & Emerson Ranch Way/Machado Lane
5. Cypress Rd (East) & Sellers
6. Cypress Rd (East) & Franklin
7. Cypress Rd (East) & Bethel Island Rd
8. Cypress Rd (East) & Summerlake Dr
9. Empire Ave & Oakley Rd
10. Empire Ave & Cypress Rd (West)/W Cypress Place
11. Empire Ave & Carpenter Rd
12. Empire Ave & Neroly Rd
13. Laurel Rd & Live Oak Ave
14. Laurel Rd & Empire Ave
15. Laurel Rd & Brown Rd
16. Laurel Rd & Mercedes Lane
17. Laurel Rd & O'Hara Ave
18. Laurel Rd & Rose Ave
- 19. Laurel Rd & Driveway**
20. Main St & Neroly/Bridgehead
21. Main St & Live Oak Ave
22. Main St & Big Brake Rd
23. Main St & Carol Lane
24. Main St & Empire Ave/Charles Way
25. Main St & Teakwood Dr
26. Main St & Vintage Pkwy
27. Main St & Norcross Lane
28. Main St & O'Hara Ave
29. Main St & Cypress Rd (East)
30. Main St & Laurel Rd
31. Main St & Simoni Ranch/Malicoat
32. Neroly Rd & Delta De Anza Trail
33. Neroly Rd & O'Hara Ave
34. Neroly Rd & Dynasty Dr
35. Neroly Rd & Brown Rd
36. Neroly Rd & Everlasting Way
37. O'Hara Ave & Cypress Rd (West)
38. O'Hara Ave & Chianti Way
39. O'Hara Ave & Carpenter Rd
40. O'Hara Ave & Gateway

Map of Intersection Locations



3. SAMPLE TRAFFIC SIGNAL DATABASE REPORTS

Client Access Home Page



SEARCH TICKETS

Ticket ID

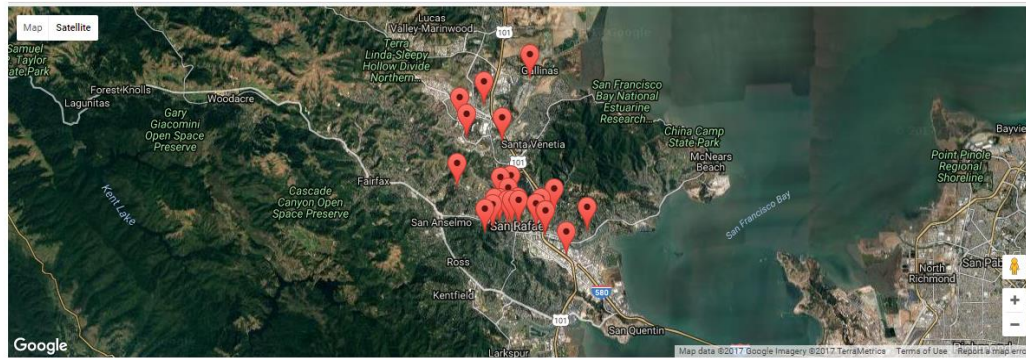
Street Light Number

Address

Status Category (Open or Closed)

REPORTS

All Open Tickets Map



New Service Ticket

DC ELECTRIC
Traffic Signal Database

Home Users Customers Callers Tickets Documents Team Members Locations Materials Equipment New Table

Tickets Add Ticket
SETTINGS REPORTS & CHARTS

Customer Detail

Customer Name: City of Berkeley
 Caller Type: City / DPW
 Caller Name: Ahsan Kazmi
 Caller Phone Number: (510) 981-7320
 E-Mail Address: akazmi@cityofberkeley.info

Ticket Detail

Ticket ID: DCE-
 Date / Time Ticket Opened: 03-22-2013 9:51 AM

Service Type: Emergency Response
 Emergency Response Time: 2 Hour Emergency Response
 Problem Type: Other

Location: TO BE DETERMINED
 Location Type: Radar Speed Sign

Report Detail

Radar Speed Sign not working. Investigate problem and notify City of findings.

Due Date: 03-27-2013
 Due Time: 15:30

File Attachment?

Dispatch Detail

Assigned Team Member: Chris Wilson
 Status: O-Assigned
 Created By: Tim Carter

Dispatched Tickets

Ticket ID	Customer Name	Service Type	Location	Location Type	Problem Type	Details	Status	Due Date
DCE-00084	City of Berkeley	Emergency Response	TO BE DETERMINED	Radar Speed Sign	Other	Radar Speed Sign not working. Investigate problem and notify City of findings.	C-Closed-Resolved	03-26-2013
DCE-00083	City of Berkeley	Job	Bancroft Way & Ellsworth Street	In-Pavement Crosswalk	Knockdown / Vehicle Damage	Crosswalk Pole hit and damaged by vehicle. City cleaned up damaged 18 pole. Need DC Electric to replace 18 pole, signs, push button, and RRFB.	O-Assigned	03-26-2013
DCE-00082	Town of San Anselmo	Job	Red Hill Ave & Sequoia Dr	Signalized Intersection	Other	INSTALL AUTOMATIC TRANSFER SWITCH PER QUOTE DATED 1/22/13. JOB #30066.	O-Assigned	02-15-2013
DCE-00081	Town of San Anselmo	Emergency Response	Sr. Francis Drake Blvd & Red Hill Ave (The Hub)	Signalized Intersection	Vehicle Indication Out	Red Ball Out 5/E/C.	O-Assigned	02-07-2013
DCE-00068	City of Novato	Routine Maintenance - Scheduled	Center Rd - EB adjacent to school	Radar Speed Sign			O-Pending	01-31-2013
DCE-00069	City of Novato	Routine Maintenance - Scheduled	Center Rd - WB adjacent to school	Radar Speed Sign			O-Pending	01-31-2013
DCE-00070	City of Novato	Routine Maintenance - Scheduled	Olive Ave - EB adjacent to school	Radar Speed Sign			O-Pending	01-31-2013
DCE-00071	City of Novato	Routine Maintenance - Scheduled	Olive Ave - WB adjacent to school	Radar Speed Sign			O-Pending	01-31-2013
DCE-00072	City of Novato	Routine Maintenance - Scheduled	Main Gate Rd - WB adjacent to school	Radar Speed Sign			O-Pending	01-31-2013
DCE-00073	City of Novato	Routine Maintenance - Scheduled	Gall Drive adjacent to BioMarin	Red Activated Flashing Beacon			O-Pending	01-31-2013
DCE-00037	City of Novato	Routine Maintenance - Scheduled	Bel Marin Keys Blvd @ Commercial Blvd	Signalized Intersection			O-Pending	01-31-2013
DCE-00038	City of Novato	Routine Maintenance - Scheduled	Bel Marin Keys Blvd @ Digital Dr	Signalized Intersection			O-Pending	01-31-2013
DCE-00039	City of Novato	Routine Maintenance - Scheduled	De Long Ave @ Reichert Ave	Signalized Intersection			O-Pending	01-31-2013
DCE-00040	City of Novato	Routine Maintenance - Scheduled	Grant Ave @ 7th St	Signalized Intersection			O-Pending	01-31-2013
DCE-00041	City of Novato	Routine Maintenance - Scheduled	Ignacio Blvd @ Alameda Del Prado	Signalized Intersection			O-Pending	01-31-2013
DCE-00042	City of Novato	Routine Maintenance - Scheduled	Ignacio Blvd @ Palmer Dr	Signalized Intersection			O-Pending	01-31-2013

Email Notification of Ticket Dispatch / Ticket Resolution

Ticket #84 (from Traffic Signal Database)
 notify@quickbase.com
 Sent: Fri 3/22/2013 10:00 AM
 To: tim@dcelectricgroup.com

QuickBase sent the following email out in your name:

----- TO -----
 tim@dcelectricgroup.com
 ----- MESSAGE -----

Tim Carter emailed you a ticket from the QuickBase application Traffic Signal Database. The ticket's id in the Tickets table is 84.

Traffic Signal Database: Tickets (ticket #84)

Customer Detail

Customer Name	Caller Type	Caller Name	Caller Phone Number	E-Mail Address
City of Berkeley	City / DPW	Ahsan Kazmi	(510) 981-7320	akazmi@cityofberkeley.info

Ticket Detail

Ticket ID	Date / Time Ticket Opened
DCE-00084	03-22-2013 09:51 AM

Service Type	Emergency Response Time	Problem Type

Ticket Resolution

Tickets
Edit Ticket #84

SETTINGS
REPORTS & CHARTS

Customer Name City of Berkeley

Caller Type * City / DPW

Caller Name Ahsan Kazmi

Caller Phone Number (510) 981-7320

E-Mail Address akazmi@cityofberkeley.info

Ticket Detail

Ticket ID: DCE-00084

Service Type * Emergency Response

Location TO BE DETERMINED

Report Detail

Radar Speed Sign not working. Investigate problem and notify City of findings.

Due Date 03-26-2013

File Attachment?

Date / Time Ticket Opened * 03-22-2013 09:51 AM

Emergency Response Time 2 Hour Emergency Response

Location Type Radar Speed Sign

Problem Type Other

Due Time 15:30

Dispatch Detail

Assigned Team Member Chris Wilson

Status C-Closed-Resolved

Created By Tim Carter

Ticket Resolution

Start Date 03-26-2013

Analysis

Arrived on scene at 09:00. Found radar speed sign was non-op because the connection from solar panel to sign was loose and batteries had drained. Re-established connection and confirmed batteries were charging. Will follow-up tomorrow to confirm proper operation.

Start Time 9:00 am

Labor

[Add Labor](#)

Full Report Grid Edit Email More ▾ Labor Line Items				
Type of Labor	Hours	Type of Hours	Team Member	Date
Electrician	1	Regular Time	Chris Wilson	03-26-2013

Equipment

[Add Equipment](#)

Full Report Grid Edit Email More ▾ Equipment Line Items			
Equipment	Hours	Date	
Bucket Truck	1	03-26-2013	
TOT	1		

Materials

[Add Material](#)

Item...	Quantity
No material line items found	

Completion Date 03-26-2013

Completed By Tim Carter

Follow-up Needed?

Description of Follow-Up Needed

Need to return to check proper operation of sign once batteries have charged up.

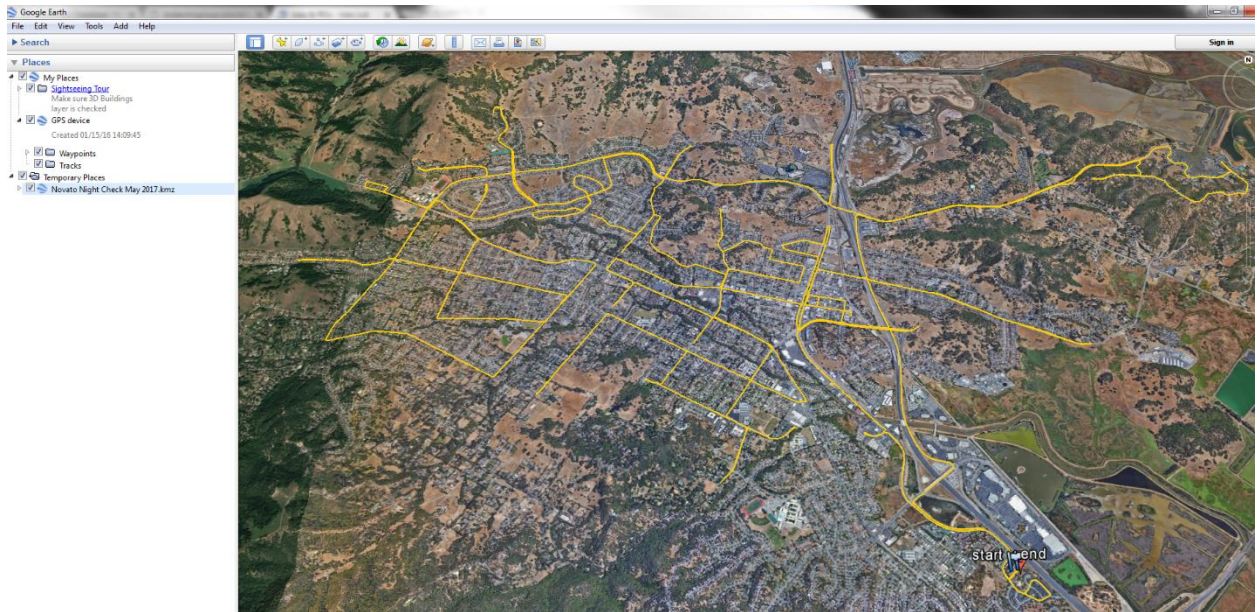
Picture Documentation

[Browse...](#)

Actual Resolution Date / Time 03-22-2013 09:58 AM

Completion Time 10:00 am

Sample Night Check Reporting



RESOLUTION NO. - 20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING THE ON-CALL SERVICES AGREEMENT WITH DC ELECTRIC GROUP, INC. FOR ON-CALL TRAFFIC SIGNAL AND STREET LIGHT MAINTENANCE SERVICES AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT

WHEREAS, the City of Oakley Public Works and Engineering Department frequently seeks repair and maintenance services for City owned facilities; and

WHEREAS, the City of Oakley does not have in-house resources for providing traffic signal and street light maintenance services to the City's electrical infrastructure; and

WHEREAS, DC Electric Group, Inc. has provided excellent and prompt traffic signal and street light maintenance and repair services to the City of Oakley for the past few years, and now they have proposed to continue to provide these services; and

WHEREAS, the award of the agreement is exempt from competitive bidding under Section 3.6.010 of the Oakley Municipal Code paragraph 8) which provides an exception for competitive bidding "*For maintenance and repair of buildings and facilities*"; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, by the City Council of the City of Oakley that the On-Call Traffic Signal, Streetlight, and Underground Service Alert Proposal attached hereto as **Exhibit A** with DC Electric Group, Inc. for FY 2020/21 and FY2021/22 is hereby approved and the City Manager is authorized to execute an agreement.

BE IT FURTHER RESOLVED AND ORDERED, if at the end of the term, the services have been performed satisfactorily the City Manager has the discretion to approve an extension of the agreement to June 30, 2024 under the same terms as the original agreement.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on this 26th day of May, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

ATTEST:

Kevin Romick, Mayor

Libby Vreonis, City Clerk

Date



STAFF REPORT

DATE: May 26, 2020

TO: Bryan Montgomery, City Manager *Approved and Forwarded to the City Council*

FROM: Kevin Rohani, P.E., Public Works Director/City Engineer

SUBJECT: Award of Contract for Professional Services Agreement for On-Call Materials Testing Services with Pavement Engineering Inc. for FY 2020/21 and FY 2021/22

Background and Analysis

The materials testing and inspection of new infrastructure and street projects that are constructed in the community is a critical element of the long term performance and sustainability of the new infrastructure. This task involves testing of the aggregate base, asphalt, and concrete that is used in the construction of new street infrastructure.

As the City continues to grow with the construction of new private development projects, the demand to provide material testing and inspection services continues to increase. The City of Oakley has been using geotechnical engineering consultant services for the past several years to test and inspect the materials that are used by developers and contractors in the construction of new street infrastructure. This is to ensure that all projects (Residential and Commercial) are constructed in compliance with the engineering standards, and are documented.

The on-call agreement approach gives the City the flexibility to bring in resources as needed for projects in a cost effective and efficient way. Pavement Engineering Inc. has performed material testing services on a number of projects over the past few years and have done so professionally while accommodating the City's requests very promptly. Pavement Engineering Inc. is very familiar with the geographic location of Oakley in the far eastern region of Contra Costa County, its soil conditions, and the general construction materials that are accessible for use by contractors. Staff recommends that Pavement Engineering Inc. continue to provide material testing services for the City of Oakley's construction projects.

The award of the agreement is exempt from competitive bidding under Section 3.6.010 of the Oakley Municipal Code paragraph 1) which provides an exception for competitive bidding on "Contracts involving the acquisition of professional or specialized services, such as, but not limited to, services rendered by architects,

attorneys, engineers, and other specialized consultants” Currently, for all such contract services above the \$25,000 amount, the City Council must authorize the work by simple majority per the City’s purchasing policy.

Fiscal Impact

Approval of the resolution will authorize the City Manager to execute a professional services agreement with Pavement Engineering Inc. with a not to exceed amount of \$75,000 per fiscal year, through June 30, 2022. Private development projects will fund the materials testing services on an as needed basis, and capital improvement project budgets include materials testing funding as part of the individual project construction phase. This contract will not require funding from the City’s General Fund.

Staff Recommendation

Staff recommends that the City Council adopt the resolution authorizing the City Manager to execute an agreement with Pavement Engineering Inc. for materials testing and inspection services for FY 2020/21 and FY 2021/22.

Attachments

1. Pavement Engineering Inc. Proposal
2. Resolution

April 29, 2020

MP20-227

Jason Kabalin
Capital Projects Coordinator
3231 Main Street
Oakley, CA 94561

Subject: City of Oakley – Statement of Qualifications for On-Call Testing & Inspection

Dear Jason,

Pavement Engineering Inc. (PEI) appreciates the opportunity to provide on-call testing and inspection services for the City of Oakley. **As the premier pavement engineering company in California**, we welcome the opportunity to exceed your goals by providing the highest quality of work throughout the term of the contract.

Established in 1987, **PEI is a Civil Engineering consultant firm specializing in everything pavement.** Whether it is pavement management, evaluation, design, testing, inspection, QC/QA or construction management, it's all we do. It is what we have been doing for 30+ years. Based on our experience and expertise, highly trained staff, and hands-on knowledge, we are confident we can deliver superior on-call testing and inspection services the City of Oakley, **on time and on budget.**

PEI brings the following strengths to the City of Oakley:

- Unparalleled expertise in pavement rehabilitation, maintenance, assessment and roadway projects.
- Thousands of pavement evaluation studies and recommendations for public agencies throughout California.
- Contract documents and contract administration services for many types of roadway projects, including federal aid projects.
- Three Caltrans and three AASHTO certified testing laboratories in California.
- Fully trained, Caltrans-certified inspectors and contract administration staff specializing in pavement maintenance and rehabilitation projects.
- Highly experienced and knowledgeable Licensed Civil Engineers

We understand the City is seeking a specialized and qualified consultant, with readily available resources, to provide on-call materials testing and inspection services. This statement of qualifications highlights PEI's experience in providing these services for dozens of clients throughout the state, including previously with the City of Oakley.

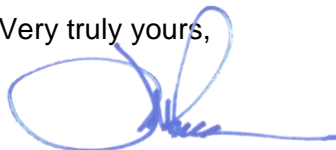
Jason Kabalin
April 29, 2020
MP20-227

We have outlined our highly skilled staff and proven expertise in provided materials testing and inspection services. In addition to our highlighted experience working with public agencies throughout the state in the last 30+ years, we have provided examples of similarly completed projects, completed within the last few years which demonstrate the asset we would be to the City of Oakley.

PEI will be able to control our schedule and be fully available to the City. PEI will be fully committed to and available throughout the term of the contract and for all on-call tasks. With 85+ employees, we will be able to respond quickly and efficiently to all of the City's requests. Because we take a hands-on, personalized approach with all our clients, assigned staff will remain with the project from start to finish. This ensures that the City receives consistent services with reliable, accurate results delivered on time and within budget.

We value our relationship with the City of Oakley and will commit to provide our services with honesty, trust and professionalism. **As our slogan says, "You can ride on our reputation."** I will be the main contact person for all correspondence between PEI and the City.

Very truly yours,



Joseph L. Ririe, P.E.
President & Senior Principal Engineer

Pavement Engineering Inc.
Concord Office
5702 Marsh Drive, Unit T
Pacheco, CA 94553
JoeR@PavementEngineering.com
Phone: 805.781.2265



Background, Services & Experience

PEI BACKGROUND

Pavement Engineering Inc. is a civil engineering firm that specializes in pavement management and rehabilitation. Since we were incorporated in the State of California in 1987, we have assessed, tested, and designed tens of millions of square feet of asphalt concrete roadways and parking lots. We provide economical solutions for public agencies, schools, property managers, and commercial and private enterprises that extend the life of pavement. Because we have worked with hundreds of California cities, counties and government agencies, we understand the process and have the experience, flexibility, communication and coordination skills to ensure projects move forward smoothly, on time and within budget.

At PEI, we have the latest testing equipment, tools and in-depth knowledge to solve the most challenging pavement maintenance problems. During any given year, we evaluate, test, design and inspect tens of millions of square feet of pavement throughout California.

We provide the technical knowledge to cost-effectively maintain roadways and parking lots. We have the managerial experience to run things smoothly from inception to completion and the proven results that build trust and loyalty. Our number one goal is client satisfaction. We manage each dollar our clients spend as if it were our own – with common sense and complete honesty.

Because we are faced to solve the most challenging pavement maintenance problems, our staff is carefully comprised and highly trained. We have an experienced, licensed and qualified staff of professional engineers, engineering technicians, construction managers, inspectors, laboratory technicians and support personnel. PEI's inspection staff is Caltrans certified and has performed inspection for many Caltrans QC/QA projects as well as other public and private projects. Our offices work together to achieve superior results for our clients with cost-effectiveness, efficiency, quality and reliability expected in today's competitive and budget-conscious environment.

At PEI, we also understand the responsibilities of and constraints on public works departments. They are tasked with maintaining assets in fiscally responsible ways, maximizing services while minimizing costs and always ensuring a quality, long lasting product is delivered. That is no easy task, but it's where we excel. When it comes to assisting our clients, we take a very personal approach to their success to ensure a quality, long-lasting product which grows assets while keeping down costs.

Through our involvement with the development and implementation of the Section 39 of the 2010 & 2015 Caltrans Standard Specifications for Hot Mix Asphalt (HMA), PEI has become a leader in designing and testing the new performance based HMA materials. We literally bring millions of tons of HMA experience to the City of Oakley.

30+

Years in business

600+

Clients throughout California

8,500+

Completed projects

100%

Project completion percentage

100%

Committed to excellence

PEI EXPERIENCE WORKING WITH PUBLIC AGENCY FUNDED PROJECTS & SIMILAR PROJECTS

PEI has recently worked on various pavement projects for the City of Oakley which include:

- FY 2019 / 2020 Pavement Resurfacing Project CIP 237
- CIP 196 Laurel Road Widening Project, QA Inspection & Testing
- FY 2018/19 OBAG – Vintage Parkway Project
- 2017 & 2018 Miscellaneous Inspection & Testing
- FY 2016/17 Street Repair & Resurfacing Project
- FY 2015 Pavement Maintenance Project – El Monte Neighborhood

Because of these recent projects, PEI has become very familiar with the City of Oakley’s road network and subsequent pavement needs. PEI has worked with dozens of public agencies throughout California as pavement consultants on an on-call basis. At PEI, we are proven and have shown that we can respond to our clients’ requests in a *timely manner and successfully complete the work to meet our clients’ expectations.*

PEI manages all public projects “hands on” through every step. We work closely with each client to make sure its project team is informed and confident that projects are managed prudently and honestly with an eye for detail and unsurpassed professionalism. Because of our experience and philosophy of excellence, many of *our clients say, “they wouldn’t go into a project without us,”* a testament to our meticulous organization, management and customer service.

Including prior work for the City of Oakley, PEI has worked with the following 100+ cities and counties:

Arroyo Grande	Hercules	Oxnard	Santa Clarita
Atascadero	Hollister	Pacifica	Santa Cruz Co.
Buellton	Lake Co.	Palo Alto	Santa Maria
Calabasas	Lakeport	Paso Robles	Santa Monica
Calistoga	Larkspur	Petaluma	Seaside
Camarillo	Lathrop	Pismo Beach	Sebastopol
Carpinteria	Lincoln	Pittsburg	Shasta Lake
Citrus Heights	Lompoc	Pleasant Hill	Sierra Co.
Concord	Los Altos	Port Hueneme	Solano Co.
Contra Costa Co.	Los Altos Hills	Reedley	Sonoma Co.
Cupertino	Los Gatos	Rocklin	St. Helena
Daly City	Marin Co.	Roseville	Stanislaus Co.
Danville	Mill Valley	Ross	Stockton
Dublin	Millbrae	Sacramento	Sunnyvale
El Cerrito	Milpitas	San Anselmo	Susanville
Escalon	Monte Sereno	San Bruno	Tehama
Fort Bragg	Monterey	San Carlos	Tehama Co.
Galt	Moorpark	San Jose	Thousand Oaks
Gilroy	Moraga	San Leandro	Tiburon
Goleta	Morgan Hill	San Luis Obispo	Tracy
Gonzales	Napa	San Mateo	Vacaville
Grover Beach	Novato	San Mateo Co.	Walnut Creek
Guadalupe	Oakdale	San Ramon	Windsor
Hayward	Oakley	Santa Barbara	Woodland
Hemet	Ojai	Santa Barbara Co.	Yountville
	Orinda		Yreka



Key Personnel Experience

With 85+ employees, PEI has the staff resources to perform all on-call materials testing and inspection services for the City of Oakley. Unlike other civil engineering firms whose specialty is “general engineering,” PEI focuses specifically on testing, inspecting, designing, managing, maintaining and rehabilitating pavements and roadways. PEI will be fully committed to and available throughout the term of the contract and for all on-call related projects for the City.



Our staff is comprised of senior principal engineers, associate engineers, assistant engineers, engineering technicians, laboratory managers, construction managers and inspectors, all of whom have technical skills which encompass a complete range of pavement engineering disciplines. We also have a substantial support staff which includes Caltrans-certified lab technicians, pavement inspectors, data technicians and administrative personnel.

PEI has *six offices* which serve public and private entities throughout California located in:

- **Concord (managed)**
- **Redding**
- **Sacramento**
- **San Luis Obispo (corporate)**
- **San Ramon**
- **Santa Clarita**

All services performed for the City of Oakley will be managed and assigned out of PEI’s Concord office, with any needed support coming from the rest of the company.

Pavement Engineering Inc.
Concord Office
5702 Marsh Drive, Unit T
Pacheco, CA 94553

Joseph L. Ririe, P.E.
President & Senior Principal Engineer

Pavement Engineering Inc.
5702 Marsh Street, Unit T
Pacheco, CA 94553
925.265.7800
JoeR@pavementengineering.com



Summary

Joe has 28+ years of wide-ranging experience in engineering and project management and in developing practical, cost-effective and quality pavement solutions for clients throughout California, including 20+ specifically focused on pavement design. Joe has worked on pavement projects for dozens public agencies throughout California, including the City of Oakley, and specializes in pavement management systems (PMS), pavement rehabilitation design and construction administration.

As PEI's President, Joe is responsible for PEI's reputation as California's premier pavement engineering specialists and has set the standard for delivering quality projects on time, on budget and with unparalleled customer service that builds trust and loyalty.

Joe has enhanced his pavement expertise by serving as a chairman on the Soil and Rock Sub-committee for the American Society for Testing and Materials (ASTM) and was industry co-chair for Caltrans' Pavement Preservation Task Group (PPTG).

Joe's responsibilities include: Responsibility for overall planning and development of PS&E's, overseeing contractor performance and quality control standards, overseeing associate and assistant engineers, as well as engineering technicians, inspectors and laboratory testing.

Education

Bachelor of Science in Civil Engineering
California Polytechnic State University – San Luis Obispo, CA

Professional Registration

California Civil Engineering 52735

Professional Experience

1998 - present **President and Sr. Principal Engineer, Pavement Engineering Inc.**

Joe was promoted to PEI's president in 2013. In that role, he is responsible for overall planning and project generation for Pavement Engineering Inc. He develops pavement rehabilitation PS&Es, oversees contractor performance and quality control standards, trains and mentors associate and assistant engineers in project management and design, trains inspectors and technicians and manages a diverse client base.

William J. Long, P.E.
CEO & Senior Principal Engineer

Pavement Engineering Inc.
20260 Skypark Drive
Redding, CA 96002
530.224.4535
BillL@pavementengineering.com



Summary

Bill has 30+ years of engineering and construction experience in asphalt concrete pavements and associated paving materials. He focuses on the engineering, construction and inspection of pavements, including numerous deflection studies and failure analyses, overlay and alternate rehabilitation designs. He is an expert in long-life pavements, CIR, warm mix asphalt, cold foam and epoxy asphalt.

Bill also has extensive experience assisting contractors in obtaining quality asphalt concrete pavements by performing thousands of quality control tests each year using Caltrans, ASTM and AASHTO standards.

Bill is the Redding Office Branch Manager in charge of the engineering and construction activities of asphalt concrete pavement projects. He is responsible for quality control/quality assurance of the firm's deflection testing and also manages PEI's Caltrans testing and inspection work, including overseeing laboratory testing. Bill has worked on pavement projects for more than 100 public agencies throughout California.

Education

Bachelor of Science in Civil Engineering
California State University, Chico – Chico, CA

**Professional
Registration**

California Civil Engineering 47552

Professional Experience

1987- present **CEO and Sr. Principal Engineer, Pavement Engineering Inc.**

Bill is the manager of PEI's Redding Office and oversees the engineering and construction activities of asphalt concrete pavement projects. He is responsible for QA/QC of PEI's deflection testing and manages PEI's Caltrans testing and inspection work, including overseeing laboratory testing.

Current QC/QA Experience & Testing Qualifications

Caltrans No. 04-4A0104 - Route 80 Vacaville
Caltrans No. 03-1A4644 - Routes 99/113 Tudor
Caltrans No. 04-0120F4 - SFOBB SAS Bridge
Caltrans No. 04-0A1854 - Route 101 Petaluma
Caltrans No. 10-0A8724 - Routes 219/108
Caltrans No. 02-347604 - Route 5 Anderson
Caltrans No. 04-1A3204 - Route 580 Richmond
Caltrans No. 02-4E9504 - Route 44 Palo Cedro
Caltrans No. 03-2F35U4 - Route 20 Nevada Co
Caltrans No. 03-406604 - Route 99 Sutter Co
Caltrans No. 04-3A23U4 - Route 101 Windsor
Route 4 in Antioch

Caltrans No. 04-3E4304 - Route 680 Walnut Creek
Caltrans No. 02-4F1704 - Route 3 Peanut
Caltrans No. 02-4F1504 - Routes 3/97 Siskiyou Co
Caltrans No. 02-4C9604 - Route 3 Hayfork
Caltrans No. 04-3A7764 - Rte 80 Carquinez Bridge
Caltrans No. 04-4G3904 - Route 80 Hercules
Caltrans No. 04-153504 - Rte 80 Vallejo/Fairfield / Vacaville
Caltrans No. 05-1A4304 - Route 1 Marin Co
Caltrans No. 03-4M1604 - Route 32 Chico
Caltrans No. 05-1A7104 - Route 17 Scotts Valley
Caltrans No. 04-3E2904 - Route 82 Sunnyvale / Mountain View
Yolo County WO No. 4521 - County Road 98



PEI Professional Fee Schedule

Engineering & Landscape Architect Services

Senior Principal Engineer	\$240/hr
Principal Engineer/Landscape Architect.....	\$205/hr
Senior Associate Engineer/Landscape Architect	\$180/hr
Associate Engineer	\$165/hr
Assistant Engineer	\$160/hr

Technical Services

Project & Construction Managers.....	\$160/hr
Senior Engineering Technician.....	\$145/hr
Engineering Technician	\$130/hr
Inspector*	\$130/hr
CAD Drafting.....	\$130/hr
Clerical	\$ 80/hr

Field Services

PW Dynaflect Operator*	\$295/hr
PW Assistant Dynaflect Operator*.....	\$165/hr
PW Dynaflect Operator Travel*	\$170/hr
PW Assistant Dynaflect Operator Travel*	\$170/hr
PW Coring Technician*	\$240/hr
PW Assistant Coring Technician*.....	\$145/hr
PW Coring Technician Travel*	\$170/hr
PW Assistant Coring Technician Travel*.....	\$170/hr

* Two (2) hour minimum

Basis of Charges

Miscellaneous Charges

Equipment rental, reproductions, testing (other than by PEI), photographic expenses and other outside services:..... Cost + 15%

Payments

Invoices will be submitted either semi-monthly or monthly and are payable upon receipt. Interest of 1-1/2% per month (but not exceeding the maximum rate allowable by law) will be payable on any amounts not paid within 30 days, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Attorneys' fees or other costs incurred in collecting any delinquent amount shall be paid by the client.



RESOLUTION NO. __-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH PAVEMENT ENGINEERING INC. FOR ON-CALL MATERIALS TESTING SERVICES AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT

WHEREAS, the City of Oakley utilizes the services of consultants to provide support services on a wide range of construction projects where the scope and magnitude for many of the tasks are larger than what City staff can perform; and

WHEREAS, Pavement Engineering Inc. has performed materials testing services for the City on a number of construction projects in an exemplary way and have accommodated the City's service needs; and

WHEREAS, The award of the agreement is exempt from competitive bidding under Section 3.6.010 of the Oakley Municipal Code paragraph 1) which provides an exception for competitive bidding on "Contracts involving the acquisition of professional or specialized services, such as, but not limited to, services rendered by architects, attorneys, engineers, and other specialized consultants" Currently, for all such contract services above the \$25,000 amount, the City Council must authorize the work by simple majority per the City's purchasing policy.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, by the City Council of the City of Oakley that the On-Call Materials Testing proposal attached hereto as **Exhibit A** with Pavement Engineering Inc. for FY 2020/21 and 2021/22 for an amount not to exceed \$75,000.00 per fiscal year is hereby approved and the City Manager is authorized to execute an agreement.

BE IT FURTHER RESOLVED AND ORDERED, if at the end of the term the services have been performed satisfactorily the City Manager has the discretion to approve an extension of the agreement to June 30, 2024 under the same terms as the original agreement.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on May 26, 2020 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTENTIONS:

APPROVED:

ATTEST:

Kevin Romick, Mayor

Libby Vreonis, City Clerk

Date



STAFF REPORT

DATE: Tuesday, May 26, 2020

TO: Bryan Montgomery, City Manager *Approved and Forwarded to the City Council*

FROM: Kevin Rohani, P.E., Public Works Director/City Engineer

SUBJECT: Approve the Formation of the City of Oakley Community Facilities District No. 2020-1 (Contra Costa Logistics Center), hold a Public Hearing and Special Landowner Election, Declare the Results of the Election and Introduce an Ordinance to Levy a Special Tax for Community Facilities District No. 2020-1 (Contra Costa Logistics Center)

Background and Analysis

On December 17, 2019, the City Council adopted a resolution approving the Vesting Tentative Map (TM 05-18) and Design Review (DR 12-18) for the project known as the Contra Costa Logistics Center (the “project”) located in the northwest portion of the City of Oakley (the “City”), adjacent to State Route 60, on Bridgehead Road, north of Main Street and the Burlington Northern Santa Fe railroad. At build-out, the project will consist of approximately 2 million square feet of Class A light industrial, warehousing, distribution, e-commerce fulfillment, and light manufacturing space.

The Conditions of Approval for the project require the property owner to form a financing mechanism to mitigate their project’s financial impact on the City’s park, street lighting, landscape, stormwater, and police services budgets. The Mello-Roos Community Facilities Act of 1982 allows for the formation of a Community Facilities District (“CFD”) to fund the services above through a levy of an annual special tax. The property owner for the project has requested the City of Oakley assist with the formation of Community Facilities District No. 2020-1 (Contra Costa Logistics Center) (“CFD No. 2020-1”) to satisfy this condition of development.

The City has received a signed petition from NP Oakley, LLC requesting the formation of CFD No. 2020-1. On April 14, 2020, the City Council adopted Resolution No. 14-20 (“Resolution of Intention”), declaring its intention to establish CFD No. 2020-1. The Public Hearing pursuant to the Resolution of Intention was set for Tuesday, May 26, 2020. The Notice of Public Hearing was published in the East County Times on May 14, 2020.

If formed, CFD No. 2020-1 will provide a funding mechanism for the services listed in the Description of Services as approved in the Resolution of Intention and also included in Attachment 1 – Exhibit A of the Community Facilities District Report and Attachment 2 – Exhibit A of the Resolution of Formation.

The Boundary Map (Attachment 1 – Exhibit B of the Community Facilities District Report) was recorded with the Contra Costa County Recorder's office as required by the Community Facilities District Act. CFD No. 2020-1 is comprised of APNs 037-020-008, 037-020-014, 037-020-015, 037-020-016, 037-020-018, 037-020-019, 037-020-020, 037-020-021, and 037-020-022 as shown on the Boundary Map.

The remaining process that must be followed to finalize the formation of CFD No. 2020-1 described below. Following the opening of the Public Hearing at the May 26, 2020 City Council meeting, any comments from the public are to be solicited and heard by City Council. After taking the public testimony, the hearing will be considered closed, and City Council is requested to consider the attached two Resolutions.

- Resolution of Formation that approves the formation of CFD No. 2020-1 (Attachment 2);
- Resolution Calling the Special Landowner Election (Attachment 3);

Should the above Resolutions be adopted by City Council, the landowner special election would then be conducted. NP Oakley, LLC is the only qualified elector within CFD No. 2020-1 at this time. Therefore, NP Oakley, LLC's ballot will be opened, and the vote tallied by the City Clerk at the City Council meeting. Following the vote, and assuming the election is successful, City Council is requested to consider the following:

- Resolution Declaring the Results of the Special Landowner Election and Directing Recording of Notice of Special Tax Lien (Attachment 4); and
- Introduction of Ordinance Establishing the Levy of the Special Tax (Attachment 5).

Should City Council adopt the Resolutions and introduce the Ordinance, the City Clerk would subsequently record the Notice of Special Tax Lien with the Contra Costa County Recorder's office. A second reading of the Ordinance would be scheduled for the June 9, 2020 City Council Meeting. Final publication of the Ordinance would then take place within 15 days after the June 9, 2020 City Council meeting, completing the formation of CFD No. 2020-1.

Fiscal Impact

There will be no financial impact to the City's General Fund. The property owner for the Contra Costa Logistics Center project has funded all costs associated with the formation of CFD No. 2020-1. The proposed FY 2020-21 CFD No. 2020-1 maximum special tax rates to mitigate the project's financial impact on the City's parks, street lighting, landscape, stormwater, and police services budgets are as follows:

Maintenance/Services Component	Proposed Maximum Tax Rate per Acre
Regional Parks	\$436.34
Community Parks	\$963.58
Street Lighting	\$190.24
Localized Landscape Improvements	\$271.83
Stormwater Inspections	\$22.68
Police Services	<u>\$1,890.36</u>
Total:	\$3,775.03

The project is expected to consist of 132.25 acres of taxable property at build-out. Therefore, successful formation of CFD No. 2020-1 would provide approximately \$499,248 (in FY 2020-21 dollars) in revenue annually at build-out.

As specified in the Rate and Method of Apportionment included in Attachment 2 – Exhibit B of the Resolution of Formation, the annual maximum special tax shall be increased from the previous Fiscal Year by the Consumer Price Index – All Urban Consumers (San Francisco-Oakland-Hayward, CA) with a minimum annual increase of 3.00% and a maximum annual increase of 5.00% for any given year.

Staff Recommendation

Staff recommends that the City Council adopt the following three Resolutions and introduce one Ordinance:

1. Adopt Resolution of Formation approving the formation of CFD No. 2020-1;
2. Adopt Resolution Calling the Special Landowner Election;
3. Adopt Resolution Declaring the Results of the Special Landowner Election and Directing Recording of Notice of Special Tax Lien; and
4. Introduce Ordinance Establishing the Levy of the Special Tax.

Attachments

1. Community Facilities District Report;
 - a. Exhibit A - Description of Services;
 - b. Exhibit B - Boundary Map;
 - c. Exhibit C - Cost Estimate; and
 - d. Exhibit D - Rate and Method of Apportionment of Special Tax
2. Resolution of Formation;
 - a. Exhibit A - Description of Services; and
 - b. Exhibit B - Rate and Method of Apportionment of Special Tax.
3. Resolution of Calling the Special Landowner Election;
 - a. Exhibit A - Official Ballot Special Tax Election.
4. Resolution Declaring the Results of Special Landowner Election and Directing Recording of Notice of Special Tax Lien; and
5. Ordinance Establishing the Levy of the Special Tax.

**CITY OF OAKLEY
COMMUNITY FACILITIES DISTRICT NO. 2020-1
(CONTRA COSTA LOGISTICS CENTER)**

COMMUNITY FACILITIES DISTRICT REPORT

CONTENTS

Introduction

- A. Description of Services
- B. Proposed Boundaries of the Community Facilities District
- C. Cost Estimate
- D. Rate and Method of Apportionment of Special Tax

EXHIBIT A – Description of Services

EXHIBIT B – Boundary Map

EXHIBIT C – Cost Estimate

EXHIBIT D – Rate and Method of Apportionment of Special Tax

**CITY OF OAKLEY
COMMUNITY FACILITIES DISTRICT NO. 2020-1
(CONTRA COSTA LOGISTICS CENTER)**

INTRODUCTION

On April 14, 2020, the City Council of the City of Oakley (the "City") adopted a "Resolution of the City Council of the City of Oakley of Intention to Establish a Community Facilities District" (the "Resolution of Intention"), stating its intention to form the City of Oakley Community Facilities District No. 2020-1 (the "CFD") pursuant to the Mello-Roos Community Facilities Act of 1982, Sections 53311 et. seq., California Government Code (the "Act") to finance certain municipal services (the "Services") by levying special taxes (the "Special Taxes") in the area within the boundaries of the CFD.

In the Resolution of Intention, the Council expressly ordered the preparation of a written report (the "Report"), for the CFD containing the following:

1. A Description of the Services by type which will be required to adequately meet the needs of the CFD; and
2. An estimate of the fair and reasonable cost of the Services included therewith.

For particulars, reference is made to the Resolution of Intention, as previously approved and adopted by the Council.

NOW, THEREFORE, the undersigned does hereby submit the following data:

A. DESCRIPTION OF SERVICES. A general description of the proposed services is set forth in Exhibit "A" attached hereto and hereby made a part hereof.

B. PROPOSED BOUNDARIES OF THE COMMUNITY FACILITIES DISTRICT. The proposed boundaries of the CFD are those properties and parcels in which special taxes may be levied to pay for the costs and expenses of the Services. The proposed boundaries of the CFD are described on the boundary map on file with the City Clerk, to which reference is hereby made.

A reduced copy of the proposed boundaries of the CFD is set forth in Exhibit "B" attached hereto and hereby made a part hereof.

C. COST ESTIMATE. The cost estimate for the Services for the CFD is set forth in Exhibit "C" attached hereto and hereby made a part hereof.

D. RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX. The method of financing the Services is through the imposition and levy of a special tax to be apportioned on the properties in the CFD under the rate and method of apportionment of special tax for the CFD (the "Rate and Method"). The proposed Rate and Method was attached as Exhibit "B" to the Resolution of Intention and is attached hereto as Exhibit "D".

Dated as of _____, 2020

For and on behalf of the City Administrator
of the City of Oakley

By: _____

EXHIBIT A

CITY OF OAKLEY COMMUNITY FACILITIES DISTRICT NO. 2020-1 (CONTRA COSTA LOGISTICS CENTER)

DESCRIPTION OF SERVICES

The captioned Community Facilities District will finance, in whole or in part, the following services ("services" shall have the meaning given that term in the Mello-Roos Community Facilities Act of 1982), including all related administrative costs, expenses and related reserves for replacement of vehicles, equipment and facilities, etc.:

Regional Parks

Maintenance, including servicing, repair, replacement and removal of regional parks (includes park amenities such as buildings, sports fields, sports courts, playground equipment, play courts, play structures, picnic tables, lighting, drinking fountains, barbeques, etc.), both (i) in the CFD and (ii) outside the CFD but within the boundaries of the City. Maintenance also includes cleaning and removal of graffiti, and associated electric, water and other utility costs.

Community Parks

Maintenance, including servicing, repair, replacement and removal of community parks (includes park amenities such as buildings, sports fields, sports courts, playground equipment, play courts, play structures, picnic tables, lighting, drinking fountains, barbeques, etc.), both (i) in the CFD and (ii) outside the CFD but within the boundaries of the City. Maintenance also includes cleaning and removal of graffiti, and associated electric, water and other utility costs.

Street Lighting

Maintenance, including servicing, repair, replacement and removal of street lights (includes poles, fixtures, bulbs, conduits, equipment, including guys, anchors, posts, pedestals and metering devices, etc.), both (i) in the CFD and (ii) outside the CFD but within the boundaries of the City. Maintenance also includes cleaning and removal of graffiti, and associated electric and other utility costs.

Localized Landscaping

Maintenance, including servicing, repair, replacement and removal of parkways, landscape setbacks, landscaped roadway medians, open space, environmental preserves (including performance and management of environmental mitigation monitoring and annual reporting), publicly-owned masonry walls, fences, monuments and features, trails, bike paths, etc., both (i) in the CFD and (ii) outside the CFD but within the boundaries of the City if the City has concluded that such maintenance would benefit the CFD. Maintenance also includes cleaning and removal of graffiti, and associated electric, water and other utility costs.

Stormwater

Maintenance, including servicing, repair, replacement and removal of bio-retention facilities and drainage facilities (includes field inspections, record keeping, cost of permits and regulatory

fees, environmental mitigation monitoring, annual reporting, vegetation management, removal of silt, sediment, trash and debris from the drainage areas, bio-retention basins and City catch basins, etc.), both (i) in the CFD and (ii) outside the CFD but within the boundaries of the City if the City. Maintenance also includes cleaning and removal of graffiti, and associated electric, water and other utility costs.

Police Protection Services

Services, including obtaining, furnishing, operating, and maintaining police protection equipment or apparatus, paying the salaries and benefits of police protection personnel, and any other police protection service expenses deemed necessary by the City.

In addition, the following costs will also be financed by the special taxes levied within the CFD and be allocated to each service described above based upon their pro-rata share of needed administrative costs, operating reserves and capital reserves, and actual or estimated delinquencies.

1. Administrative Expenses including the costs incurred to determine, levy and collect the special taxes, including compensation of City employees for administrative work performed in relation to the CFD, the fees of consultants and legal counsel, the costs of collecting installments of the special taxes upon the general tax rolls, preparation of required reports, and any other costs incurred in the administration of the CFD by the City;
2. Any amounts needed for operating reserves and capital reserves; and
3. Any amounts needed to cure actual or estimated delinquencies in special taxes for the current or previous fiscal years.

EXHIBIT B

**CITY OF OAKLEY
COMMUNITY FACILITIES DISTRICT NO. 2020-1
(CONTRA COSTA LOGISTICS CENTER)**

BOUNDARY MAP

Reference is hereby made to the map on file in the office of the City Clerk for a description of the boundaries of the CFD. A reduced copy of the boundary map for Community Facilities District No. 2020-1 (Contra Costa Logistics Center) is included on the following page.

PROPOSED BOUNDARY MAP
 CITY OF OAKLEY COMMUNITY FACILITIES DISTRICT No. 2020-1
 CONTRA COSTA LOGISTICS CENTER

CITY OF OAKLEY
 COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA

FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF OAKLEY THIS
14th DAY OF April, 2020.



LIBBY VREONIS, CITY CLERK
 CITY OF OAKLEY
 CONTRA COSTA COUNTY
 STATE OF CALIFORNIA

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED
 BOUNDARIES OF CITY OF OAKLEY COMMUNITY FACILITIES DISTRICT
 No. 2020-1, CITY OF OAKLEY, COUNTY OF CONTRA COSTA, STATE
 OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE
 CITY OF OAKLEY, AT A REGULAR MEETING THEREOF, HELD ON
 THE 14th DAY OF April, 2020, BY ITS RESOLUTION
 No. 47-20.



LIBBY VREONIS, CITY CLERK
 CITY OF OAKLEY
 CONTRA COSTA COUNTY
 STATE OF CALIFORNIA

FILED THIS 5th DAY OF May, 2020, AT THE HOUR
 OF 10:49 A.M. IN BOOK 58 OF MAPS OF ASSESSMENT
 AND COMMUNITY FACILITIES DISTRICTS AT PAGE 17, DOCUMENT
 No. 2020-84475 IN THE OFFICE OF THE COUNTY RECORDER
 IN CONTRA COSTA COUNTY, STATE OF CALIFORNIA.



COUNTY RECORDER
 COUNTY OF CONTRA COSTA
 STATE OF CALIFORNIA

ASSESSOR PARCELS WITHIN BOUNDARY: FOR PARTICULARS OF
 LINES AND DIMENSIONS OF PARCELS, REFERENCE IS MADE
 TO THE ASSESSOR PARCEL MAPS OF CONTRA COSTA COUNTY.

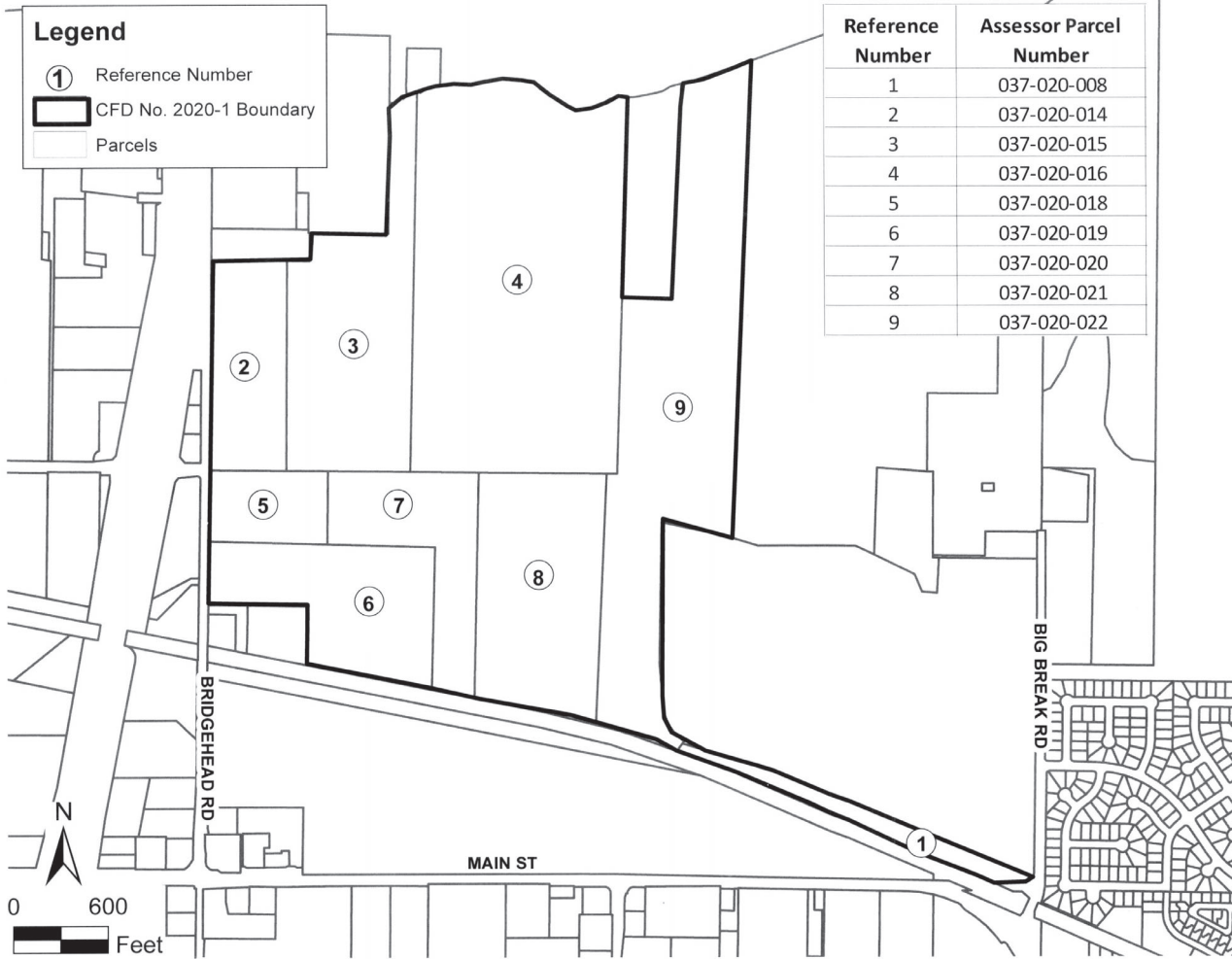


EXHIBIT C

**CITY OF OAKLEY
COMMUNITY FACILITIES DISTRICT NO. 2020-1
(CONTRA COSTA LOGISTICS CENTER)**

**COST ESTIMATE
(FY 2020-21 DOLLARS)**

Regional Parks	\$57,705.97
Community Parks	\$127,433.46
Street Lighting	\$25,159.24
Localized Landscape Improvements	\$35,949.52
Stormwater Inspections	\$2,999.43
Police Services	<u>\$250,000.11</u>
Total:	\$499,247.73

EXHIBIT D

CITY OF OAKLEY Community Facilities District No. 2020-1 (Contra Costa Logistics Center)

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

Special Taxes in the City of Oakley Community Facilities District No. 2020-1 (Contra Costa Logistics Center) (the “CFD” or “CFD No. 2020-1”) shall be levied and collected according to the tax liability determined by the Administrator through the application of the appropriate amount or rate for Taxable Property, as described below. All of the property in CFD No. 2020-1, unless exempted by law or by the provisions of Section E herein, shall be taxed for the purposes, to the extent, and in the manner herein provided, including property subsequently annexed to CFD No. 2020-1, unless a separate Rate and Method of Apportionment of Special Tax is adopted for such annexation area.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

“**Acre**” or “**Acreage**” means the land area of an Assessor’s Parcel as shown on an Assessor’s Parcel Map, or if the land area is not shown on an Assessor’s Parcel Map, the land area shown on the applicable Final Map or other recorded County parcel map.

“**Act**” means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5 (commencing with Section 53311), Division 2, of Title 5 of the Government Code of the State of California.

“**Administrative Expenses**” means the following actual or reasonably estimated costs directly related to the administration of CFD No. 2020-1: the costs of computing the Special Tax and preparing the annual Special Tax collection schedules (whether by the City or any designee thereof or both); the costs of collecting the Special Taxes; the costs to the City, CFD No. 2020-1, or any designee thereof of complying with disclosure requirements associated with the Act; the costs associated with preparing Special Tax disclosure statements and responding to public inquiries, protests, or appeals regarding the Special Taxes; and the City’s annual administration fees and third party expenses. Administrative Expenses shall also include amounts estimated or advanced by the City or CFD No. 2020-1 for any other administrative purposes of CFD No. 2020-1, including attorney’s fees, costs associated with annexations to CFD No. 2020-1, and other costs related to commencing and pursuing to completion any foreclosure of delinquent Special Taxes.

“**Administrator**” means an official of the City, or any designee thereof, responsible for determining the Special Tax Requirement and providing for the levy and collection of the Special Tax.

“**Assessor’s Parcel**” or “**Parcel**” means a lot or parcel shown on an Assessor’s Parcel Map with an assigned Assessor’s Parcel Number.

“Assessor’s Parcel Map” means an official map of the County Assessor designating parcels by Assessor’s Parcel Number.

“Assessor’s Parcel Number” or **“APN”** means a unique number assigned to an Assessor’s Parcel by the County Assessor for purposes of identifying a property.

“Authorized Services” means the public services authorized to be funded by CFD No. 2020-1 as set forth in the documents adopted by the Council when CFD No. 2020-1 was formed.

“Building Permit” means a building permit issued by the City and having a building structure improvement valuation over \$50,000. Building Permits for the construction of ancillary structures such as fences, retaining walls, etc. are excluded.

“CFD” or **“CFD No. 2020-1”** means the City of Oakley Community Facilities District No. 2020-1 (Contra Costa Logistics Center).

“City” means the City of Oakley.

“City Manager” means the City Manager of the City of Oakley.

“Commercial” means an individual building structure for commercial uses as defined per the County Assessor (e.g., retail stores, Office Buildings, restaurants, etc.).

“Condominium Parcel” means a Parcel designated by the County Assessor as having a condominium, townhome, cluster home and co-op land use.

“Council” means the City Council of the City of Oakley, acting as the legislative body for CFD No. 2020-1.

“County” means the County of Contra Costa.

“County Assessor” means the Contra Costa County Assessor.

“County Land Use Code” means the land use code assigned to an Assessor’s Parcel as indicated in the records of the County Assessor.

“Developed Property” means, in any Fiscal Year, all Parcels of Taxable Property for which a Building Permit was issued by the City for construction of a structure on or prior to June 30 of the preceding Fiscal Year. In the absence of a Building Permit, any Parcel of Taxable Property shall be classified as “Developed Property” if it has been occupied by a user as determined by the Administrator on or prior to June 30 of the preceding Fiscal Year.

“Final Map” or **“Parcel Map”** means a final map approved by the City pursuant to the Subdivision Map Act (California Government Code Section 66410, *et seq.*) that creates individual Parcels.

“Fiscal Year” means the period starting on July 1 and ending on the following June 30.

“Industrial” means an individual building structure for industrial uses as defined per the County Assessor (e.g., research and development, mini-warehouse, etc.).

“Institutional” means an individual building structure for institutional uses as defined per the County Assessor (e.g., churches, hospitals, assisted living, schools, etc.).

“Land Use Classification” means the current or intended use of a Taxable Parcel as determined by the Taxable Parcel’s County Land Use Code.

“Maximum Special Tax” means, for each Special Tax Component, the maximum Special Tax, determined in accordance with Section C herein, which can be levied in any Fiscal Year.

“Multi-Family Parcel” means a Parcel designated by the County Assessor as having a multi-family residential land uses which includes duplexes, triplexes, fourplexes and apartments,

“Non-Residential Parcel” means for each Fiscal Year, all Assessor Parcels designated by the County Assessor with a County Land Use Code of Commercial, Industrial, or Institutional. If it is determined by the Administrator that the County Assessor has assigned an incorrect County Land Use Code or the assigned County Land Use Code does not correctly describe the intended or current use of the Taxable Parcel, the Administrator may assign a Land Use Classification to the Taxable Parcel described in Section C below.

“Property Owner” means the Property Owner of record per current County Assessor records unless more current information is available such as recorded deed of sale, etc.

“Proportionately” means, for Developed Property, that the ratio of the actual annual Special Tax levied in any Fiscal Year to the Maximum Special Tax authorized to be levied in that Fiscal Year is equal for all Assessor’s Parcels of Developed Property. For Undeveloped Property, “Proportionately” means that the ratio of the actual annual Special Tax levied in any Fiscal Year to the Maximum Special Tax authorized to be levied in that Fiscal Year is equal for all Assessor’s Parcels of Undeveloped Property.

“Public Property” means, for each Fiscal Year: (i) any property within the boundaries of CFD No. 2020-1 that is owned by or irrevocably offered for dedication to the federal government, the State of California, the City or any other public agency; provided, however, that any property leased by a public agency to a private entity and subject to taxation under Section 53340.1 of the Act (as such section may be amended or replaced) shall be taxed and classified in accordance with its use; or (ii) any property within the boundaries of CFD No. 2020-1 that is encumbered by an unmanned utility easement making impractical its utilization for other than the purpose set forth in the easement.

“Residential Parcel” means for each Fiscal Year, all Assessor Parcels designated by the County Assessor as a Condominium Parcel, Single-Family Parcel, or Multi-Family Parcel. If it is determined by the Administrator that the County Assessor has assigned an incorrect County Land Use Code or the assigned County Land Use Code does not correctly describe the intended or current use of the Taxable Parcel, the Administrator may assign a Land Use Classification to the Taxable Parcel described in Section C below.

“RMA” means this Rate and Method of Apportionment of Special Tax.

"Single-Family Parcel" means a Parcel designated by the County Assessor as having a single-family residential land use. If it is determined by the Administrator that the County Assessor has assigned an incorrect County Land Use Code or the assigned County Land Use Code does not correctly describe the intended or current use of the Taxable Parcel, the Administrator may assign a Land Use Classification to the Taxable Parcel described in Section C below.

"Special Tax" means any tax levied within CFD No. 2020-1 to pay the Special Tax Requirement for each Special Tax Component.

"Special Tax Component" means one of the following components of the Special Tax: Regional Parks Maintenance Tax, Community Parks Maintenance Tax, Street Lighting Maintenance Tax, Localized Landscaping Maintenance Tax, Stormwater Maintenance Tax, or Police Protection Services Tax.

"Special Tax Requirement" means, for each Special Tax Component, the amount of revenue needed in any Fiscal Year to pay for the following: (i) Authorized Services related to the Special Tax Component; (ii) Administrative Expenses attributable to the Special Tax Component; and (iii) amounts needed to cover any delinquencies in the payment of the Special Tax Component which occurred in the previous Fiscal Year or, based on delinquency rates in prior years, may be expected to occur in the Fiscal Year in which the Special Tax will be collected.

"Taxable Property" or "Taxable Parcels" means all Assessors' Parcels within the boundaries of CFD No. 2020-1 that are not exempt from the Special Tax pursuant to law or Section E herein.

"Undeveloped Property" means, in any Fiscal Year, all Parcels of Taxable Property in CFD No. 2020-1 that are not classified as Developed Property.

B. DATA FOR ANNUAL TAX LEVY

Each Fiscal Year, the Administrator shall identify the current Assessor's Parcel Numbers for all Parcels of Taxable Property within CFD No. 2020-1. The Administrator shall also determine: (i) whether each Assessor's Parcel of Taxable Property is Developed Property or Undeveloped Property, and (ii) the Special Tax Requirement for each Special Tax Component for the then-current Fiscal Year. Each Special Tax Component shall be levied only to pay for their related Special Tax Requirement.

In any Fiscal Year, if it is determined that (i) a Final Map or Parcel Map for a portion of property in CFD No. 2020-1 was recorded after the last date upon which the County Assessor will incorporate the newly-created Parcels into the then current tax roll, (ii) because of the date the Final Map or Parcel Map was recorded, the County Assessor does not yet recognize the new Parcels that will be created by the Final Map or Parcel Map, and (iii) one or more of the newly-created Parcels would meet the definition of Taxable Property, the Administrator shall calculate the Special Tax for the property affected by recordation of the Final Map or Parcel Map by determining the Special Tax that applies separately to each new Parcel that will be created by that Final Map or Parcel Map, then applying the sum of the individual Special Taxes to the Parcel that was subdivided by recordation of the Final Map or Parcel Map.

C. MAXIMUM SPECIAL TAXES

1. Developed Property - The Fiscal Year 2020-21 Maximum Special Tax for each Special Tax Component for all Parcels of Developed Property shall be as shown in Table 1 below:

Table 1: Developed Property		
Special Tax Component	Land Use Classification	FY 2020-21 Maximum Tax
Regional Parks Maintenance Tax	Non-Residential Parcel	\$436.34 per Acre
Community Parks Maintenance Tax	Non-Residential Parcel	\$963.58 per Acre
Street Lighting Maintenance Tax	Non-Residential Parcel	\$190.24 per Acre
Localized Landscaping Maintenance Tax	Non-Residential Parcel	\$271.83 per Acre
Stormwater Maintenance Tax	Non-Residential Parcel	\$22.68 per Acre
Police Protection Services Tax	Non-Residential Parcel	\$1,890.36 per Acre

2. Undeveloped Property - The Fiscal Year 2020-21 Maximum Special Tax for each Special Tax Component for all Parcels of Undeveloped Property shall be as shown in Table 2 below:

Table 2: Undeveloped Property		
Special Tax Component	Land Use Classification	FY 2020-21 Maximum Tax
Regional Parks Maintenance Tax	Non-Residential Parcel	\$436.34 per Acre
Community Parks Maintenance Tax	Non-Residential Parcel	\$963.58 per Acre
Street Lighting Maintenance Tax	Non-Residential Parcel	\$190.24 per Acre
Localized Landscaping Maintenance Tax	Non-Residential Parcel	\$271.83 per Acre
Stormwater Maintenance Tax	Non-Residential Parcel	\$22.68 per Acre
Police Protection Services Tax	Non-Residential Parcel	\$1,890.36 per Acre

3. Escalation of Maximum Special Tax

On July 1, 2021, and each July 1 thereafter, the Maximum Special Tax for each Special Tax Component for the current Fiscal Year for Developed Property and Undeveloped Property shall be increased from the Maximum Special Tax for the respective Special Tax Component for the previous Fiscal Year by Consumer Price Index – All Urban Consumers (San Francisco-Oakland-Hayward, CA) (from February) with a minimum annual increase of three (3.00%) percent and a maximum annual increase of five (5.00%) percent for any given year.

D. METHOD OF LEVY AND COLLECTION OF SPECIAL TAXES

Each Fiscal Year, the Administrator shall determine the Special Tax Requirement for each Special Tax Component for that Fiscal Year and levy each Special Tax Component on all Parcels of Taxable Property as follows:

Step 1: Each Special Tax Component shall be levied Proportionately on each Parcel of Developed Property up to 100% of the Maximum Special Tax for each Parcel of Developed Property for such Fiscal Year until the amount levied is equal to the Special Tax Requirement for such Special Tax Component;

Step 2: If additional revenue is needed after Step 1, each Special Tax Component shall be levied Proportionately on each Parcel of Undeveloped Property up to 100% of the Maximum Special Tax for each Parcel of Undeveloped Property for such Fiscal Year until the amount levied, when combined with the amount of the Special Tax Component levied pursuant to Step 1, is equal to the Special Tax Requirement for such Special Tax Component.

The Special Tax for CFD No. 2020-1 shall be collected at the same time and in the same manner as ordinary ad valorem property taxes provided, however, that the City may (under the authority of Government Code Section 53340) collect Special Taxes at a different time or in a different manner if necessary to meet the financial obligations of CFD No. 2020-1, and the Special Tax shall be subject to foreclosure if delinquent regardless of the manner in which it was collected.

E. EXEMPTIONS

No Special Tax shall be levied on Residential Parcels, Parcels of Public Property or any privately owned Parcels that are non-developable, such as wetlands, open space, and parks as determined by the Administrator except as otherwise provided in this RMA and in the Act.

F. INTERPRETATION OF SPECIAL TAX FORMULA

The City reserves the right to make minor administrative and technical changes to this document that does not materially affect the rate and method of apportioning Special Taxes. In addition, the interpretation and application of any section of this document shall be left to the City's discretion. Interpretations may be made by the City through a resolution of the Council for purposes of clarifying any vagueness or ambiguity in this RMA.

G. TERM OF THE SPECIAL TAX

The Special Tax shall be levied in perpetuity as necessary to pay the Special Tax Requirement.

H. REPEAL OF THE SPECIAL TAX

CFD No. 2020-1 was established to levy Special Taxes to finance the Authorized Services as a condition of the entitlement to develop property within CFD No. 2020-1. If the levy of the Special Tax is repealed by initiative or any other action participated in by the

owners of Parcels in CFD No. 2020-1, the City shall cease to levy the Special Tax and shall cease to be obligated to provide the Authorized Services for which the Special Tax was levied.

I. SEVERABILITY

The invalidity or unenforceability of any provisions of this Rate and Method of Apportionment of Special Tax shall not affect the validity or enforceability of any other provision of this Rate and Method of Apportionment of Special Tax, which shall remain in full force and effect.

RESOLUTION NO. ____-20

A RESOLUTION OF THE CITY COUNCIL OF FORMATION OF COMMUNITY FACILITIES DISTRICT

**CITY OF OAKLEY
Community Facilities District No. 2020-1
(Contra Costa Logistics Center)**

WHEREAS, the City Council (the "Council") of the City of Oakley (the "City") has adopted a resolution entitled "A Resolution of the City Council of Intention to Establish a Community Facilities District" (the "Resolution of Intention"), stating its intention to form the "City of Oakley Community Facilities District No. 2020-1 (Contra Costa Logistics Center)" (the "CFD") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing with Section 53311, of the California Government Code (the "Act");

WHEREAS, the Resolution of Intention, incorporating a map of the proposed boundaries of the CFD and stating the services to be provided and the rate and method of apportionment of the special tax to be levied within the CFD to pay for the services, is on file with the City Clerk and the provisions thereof are incorporated herein by this reference as if fully set forth herein;

WHEREAS, on this date, this Council held a noticed public hearing as required by the Act and the Resolution of Intention relative to the proposed formation of the CFD;

WHEREAS, at the hearing all interested persons desiring to be heard on all matters pertaining to the formation of the CFD, the services to be provided therein and the levy of such special tax were heard and a full and fair hearing was held;

WHEREAS, at the hearing evidence was presented to this Council on such matters before it, including a special report (the "Report") as to the services to be provided through the CFD and the costs thereof, a copy of which is on file with the City Clerk, and this Council at the conclusion of said hearing is fully advised in the premises;

WHEREAS, written protests with respect to the formation of the CFD, the furnishing of specified types of services and the rate and method of apportionment of the special taxes have not been filed with the City Clerk by 50% or more of the registered voters residing within the territory of the CFD or property owners of one-half or more of the area of land within the CFD and not exempt from the proposed special taxes.

NOW, THEREFORE, the City Council of the City of Oakley resolves as follows:

1. Recitals Correct. The foregoing recitals are true and correct.
2. No Majority Protest. The proposed CFD and the proposed special tax to be levied within the CFD have not been precluded by majority protest pursuant to section 53324 of the Act.
3. Prior Proceedings Valid. All prior proceedings taken by this City Council in connection with the establishment of the CFD and the levy of the special tax have been duly considered and are hereby found and determined to be valid and in conformity with the Act.

4. Name of the CFD. The community facilities district designated “City of Oakley Community Facilities District No. 2020-1 (Contra Costa Logistics Center)” is hereby established pursuant to the Act.

5. Boundaries of CFD. The boundaries of the CFD, as set forth in the map of the CFD heretofore recorded in the Contra Costa County Recorder’s Office on May 5, 2020, at 10:49 a.m., in Book 88 of Maps of Assessment and Community Facilities Districts at Page 17, as Document No. 2020-84473, are hereby approved, are incorporated herein by reference and shall be the boundaries of the CFD.

6. Description of Services. The type of public services proposed to be financed by the CFD and pursuant to the Act shall consist of those items shown in Exhibit A hereto and by this reference incorporated herein (the “Services”).

7. Special Tax.

a. Except to the extent that funds are otherwise available to the CFD to pay for the Services, a special tax (the “Special Tax”) sufficient to pay the costs thereof, secured by the recordation of a continuing lien against all non-exempt real property in the CFD, is intended to be levied annually within the CFD, and collected in the same manner as ordinary ad valorem property taxes or in such other manner as may be prescribed by this Council.

b. The proposed rate and method of apportionment of the Special Tax among the parcels of real property within the CFD, in sufficient detail to allow each landowner within the proposed CFD to estimate the maximum amount such owner will have to pay, are shown in Exhibit B attached hereto and hereby incorporated herein.

8. Increased Demands. It is hereby found and determined that the Services are necessary to meet increased demands placed upon local agencies, including the City, as the result of development occurring in the CFD. The Services are in addition to those provided in the territory of the CFD as of the date hereof and will not supplant services already available within the territory of the CFD as of the date hereof.

9. Responsible Official. The Finance Director (or his or her designee) of the City of Oakley, City Hall, 3231 Main Street, Oakley, California 94561, telephone number (925) 625-7000, is the officer of the City who will be responsible for preparing annually a current roll of the levy of the Special Tax obligations by assessor’s parcel number and who will be responsible for estimating future levies of the Special Tax.

10. Tax Lien. Upon recordation of a notice of special tax lien pursuant to Section 3114.5 of the California Streets and Highways Code, a continuing lien to secure each levy of the Special Tax shall attach to all nonexempt real property in the CFD and this lien shall continue in force and effect until the Special Tax obligation is prepaid and permanently satisfied and the lien canceled in accordance with law or until collection of the Special Tax by the City ceases.

11. Appropriations Limit. In accordance with the Act, the annual appropriations limit, as defined by subdivision (h) of Section 8 of Article XIII B of the California Constitution, of the CFD is hereby preliminarily established at \$500,000, and such appropriations limit shall be submitted to the voters of the CFD as hereafter provided. The proposition establishing such annual appropriations limit shall become effective if approved by the qualified electors voting

thereon and shall be adjusted in accordance with the applicable provisions of the Act and the Constitution.

12. Election. Pursuant to the Act, the proposition of the levy of the Special Tax and the proposition of the establishment of the appropriations limit specified above shall be submitted to the qualified electors of the CFD at an election the time, place and conditions of which election shall be as specified by a separate resolution of this Council.

13. Effective Date. This resolution shall take effect from and after the date of its passage and adoption.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 26th day of May, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

APPROVED:

Kevin Romick, Mayor

ATTEST:

Libby Vreonis, City Clerk

EXHIBIT A

CITY OF OAKLEY Community Facilities District No. 2020-1 (Contra Costa Logistics Center)

DESCRIPTION OF SERVICES

The City of Oakley (the "City") is establishing the captioned community facilities district (the "CFD") to finance, in whole or in part, the following services ("services" shall have the meaning given that term in the Mello-Roos Community Facilities Act of 1982), including all related administrative costs, expenses and related reserves for replacement of vehicles, equipment and facilities, and related costs:

Regional Parks

Maintenance, including servicing, repair, replacement and removal of regional parks (includes park amenities such as buildings, sports fields, sports courts, playground equipment, play courts, play structures, picnic tables, lighting, drinking fountains, barbeques, etc.), both (i) in the CFD and (ii) outside the CFD but within the boundaries of the City. Maintenance also includes cleaning and removal of graffiti, and associated electric, water and other utility costs.

Community Parks

Maintenance, including servicing, repair, replacement and removal of community parks (includes park amenities such as buildings, sports fields, sports courts, playground equipment, play courts, play structures, picnic tables, lighting, drinking fountains, barbeques, etc.), both (i) in the CFD and (ii) outside the CFD but within the boundaries of the City. Maintenance also includes cleaning and removal of graffiti, and associated electric, water and other utility costs.

Street Lighting

Maintenance, including servicing, repair, replacement and removal of street lights (includes poles, fixtures, bulbs, conduits, equipment, including guys, anchors, posts, pedestals and metering devices, etc.), both (i) in the CFD and (ii) outside the CFD but within the boundaries of the City. Maintenance also includes cleaning and removal of graffiti, and associated electric and other utility costs.

Localized Landscaping

Maintenance, including servicing, repair, replacement and removal of parkways, landscape setbacks, landscaped roadway medians, open space, environmental preserves (including performance and management of environmental mitigation monitoring and annual reporting), publicly-owned masonry walls, fences, monuments and features, trails, bike paths, etc., both (i) in the CFD and (ii) outside the CFD but within the boundaries of the City if the City has concluded that such maintenance would benefit the CFD. Maintenance also includes cleaning and removal of graffiti, and associated electric, water and other utility costs.

Stormwater

Maintenance, including servicing, repair, replacement and removal of bio-retention facilities and drainage facilities (includes field inspections, record keeping, cost of permits and regulatory fees, environmental mitigation monitoring, annual reporting, vegetation management, removal of silt, sediment, trash and debris from the drainage areas, bio-retention basins and City catch basins, etc.), both (i) in the CFD and (ii) outside the CFD but within the boundaries of the City if the City. Maintenance also includes cleaning and removal of graffiti, and associated electric, water and other utility costs.

Police Protection Services

Services, including obtaining, furnishing, operating, and maintaining police protection equipment or apparatus, paying the salaries and benefits of police protection personnel, and any other police protection service expenses deemed necessary by the City.

Administrative Expenses and Reserve Collection

In addition, the following costs will also be financed by the special taxes levied within the CFD and be allocated to each service described above based upon their pro-rata share of needed administrative costs, operating reserves and capital reserves, and actual or estimated delinquencies.

1. Administrative Expenses including the costs incurred to determine, levy and collect the special taxes, including compensation of City employees for administrative work performed in relation to the CFD, the fees of consultants and legal counsel, the costs of collecting installments of the special taxes upon the general tax rolls, preparation of required reports, and any other costs incurred in the administration of the CFD by the City;
2. Any amounts needed for operating reserves and capital reserves; and
3. Any amounts needed to cure actual or estimated delinquencies in special taxes for the current or previous fiscal years.

EXHIBIT B

Community Facilities District No. 2020-1 (Contra Costa Logistics Center)

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

Special Taxes in the City of Oakley Community Facilities District No. 2020-1 (Contra Costa Logistics Center) (the “CFD” or “CFD No. 2020-1”) shall be levied and collected according to the tax liability determined by the Administrator through the application of the appropriate amount or rate for Taxable Property, as described below. All of the property in CFD No. 2020-1, unless exempted by law or by the provisions of Section E herein, shall be taxed for the purposes, to the extent, and in the manner herein provided, including property subsequently annexed to CFD No. 2020-1, unless a separate Rate and Method of Apportionment of Special Tax is adopted for such annexation area.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

“**Acre**” or “**Acreage**” means the land area of an Assessor’s Parcel as shown on an Assessor’s Parcel Map, or if the land area is not shown on an Assessor’s Parcel Map, the land area shown on the applicable Final Map or other recorded County parcel map.

“**Act**” means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5 (commencing with Section 53311), Division 2, of Title 5 of the Government Code of the State of California.

“**Administrative Expenses**” means the following actual or reasonably estimated costs directly related to the administration of CFD No. 2020-1: the costs of computing the Special Tax and preparing the annual Special Tax collection schedules (whether by the City or any designee thereof or both); the costs of collecting the Special Taxes; the costs to the City, CFD No. 2020-1, or any designee thereof of complying with disclosure requirements associated with the Act; the costs associated with preparing Special Tax disclosure statements and responding to public inquiries, protests, or appeals regarding the Special Taxes; and the City’s annual administration fees and third party expenses. Administrative Expenses shall also include amounts estimated or advanced by the City or CFD No. 2020-1 for any other administrative purposes of CFD No. 2020-1, including attorney’s fees, costs associated with annexations to CFD No. 2020-1, and other costs related to commencing and pursuing to completion any foreclosure of delinquent Special Taxes.

“**Administrator**” means an official of the City, or any designee thereof, responsible for determining the Special Tax Requirement and providing for the levy and collection of the Special Tax.

“Assessor’s Parcel” or **“Parcel”** means a lot or parcel shown on an Assessor’s Parcel Map with an assigned Assessor’s Parcel Number.

“Assessor’s Parcel Map” means an official map of the County Assessor designating parcels by Assessor’s Parcel Number.

“Assessor’s Parcel Number” or **“APN”** means a unique number assigned to an Assessor’s Parcel by the County Assessor for purposes of identifying a property.

“Authorized Services” means the public services authorized to be funded by CFD No. 2020-1 as set forth in the documents adopted by the Council when CFD No. 2020-1 was formed.

“Building Permit” means a building permit issued by the City and having a building structure improvement valuation over \$50,000. Building Permits for the construction of ancillary structures such as fences, retaining walls, etc. are excluded.

“CFD” or **“CFD No. 2020-1”** means the City of Oakley Community Facilities District No. 2020-1 (Contra Costa Logistics Center).

“City” means the City of Oakley.

“City Manager” means the City Manager of the City of Oakley.

“Commercial” means an individual building structure for commercial uses as defined per the County Assessor (e.g., retail stores, Office Buildings, restaurants, etc.).

“Condominium Parcel” means a Parcel designated by the County Assessor as having a condominium, townhome, cluster home and co-op land use.

“Council” means the City Council of the City of Oakley, acting as the legislative body for CFD No. 2020-1.

“County” means the County of Contra Costa.

“County Assessor” means the Contra Costa County Assessor.

“County Land Use Code” means the land use code assigned to an Assessor’s Parcel as indicated in the records of the County Assessor.

“Developed Property” means, in any Fiscal Year, all Parcels of Taxable Property for which a Building Permit was issued by the City for construction of a structure on or prior to June 30 of the preceding Fiscal Year. In the absence of a Building Permit, any Parcel of Taxable Property shall be classified as “Developed Property” if it has been

occupied by a user as determined by the Administrator on or prior to June 30 of the preceding Fiscal Year.

“Final Map” or “Parcel Map” means a final map approved by the City pursuant to the Subdivision Map Act (California Government Code Section 66410, *et seq.*) that creates individual Parcels.

“Fiscal Year” means the period starting on July 1 and ending on the following June 30.

“Industrial” means an individual building structure for industrial uses as defined per the County Assessor (e.g., research and development, mini-warehouse, etc.).

“Institutional” means an individual building structure for institutional uses as defined per the County Assessor (e.g., churches, hospitals, assisted living, schools, etc.).

“Land Use Classification” means the current or intended use of a Taxable Parcel as determined by the Taxable Parcel’s County Land Use Code.

“Maximum Special Tax” means, for each Special Tax Component, the maximum Special Tax, determined in accordance with Section C herein, which can be levied in any Fiscal Year.

“Multi-Family Parcel” means a Parcel designated by the County Assessor as having a multi-family residential land uses which includes duplexes, triplexes, fourplexes and apartments,

“Non-Residential Parcel” means for each Fiscal Year, all Assessor Parcels designated by the County Assessor with a County Land Use Code of Commercial, Industrial, or Institutional. If it is determined by the Administrator that the County Assessor has assigned an incorrect County Land Use Code or the assigned County Land Use Code does not correctly describe the intended or current use of the Taxable Parcel, the Administrator may assign a Land Use Classification to the Taxable Parcel described in Section C below.

“Property Owner” means the Property Owner of record per current County Assessor records unless more current information is available such as recorded deed of sale, etc.

“Proportionately” means, for Developed Property, that the ratio of the actual annual Special Tax levied in any Fiscal Year to the Maximum Special Tax authorized to be levied in that Fiscal Year is equal for all Assessor’s Parcels of Developed Property. For Undeveloped Property, “Proportionately” means that the ratio of the actual annual Special Tax levied in any Fiscal Year to the Maximum Special Tax authorized to be levied in that Fiscal Year is equal for all Assessor’s Parcels of Undeveloped Property.

“Public Property” means, for each Fiscal Year: (i) any property within the boundaries of CFD No. 2020-1 that is owned by or irrevocably offered for dedication to the federal government, the State of California, the City or any other public agency; provided, however, that any property leased by a public agency to a private entity and subject to taxation under Section 53340.1 of the Act (as such section may be amended or replaced) shall be taxed and classified in accordance with its use; or (ii) any property within the boundaries of CFD No. 2020-1 that is encumbered by an unmanned utility easement making impractical its utilization for other than the purpose set forth in the easement.

“Residential Parcel” means for each Fiscal Year, all Assessor Parcels designated by the County Assessor as a Condominium Parcel, Single-Family Parcel, or Multi-Family Parcel. If it is determined by the Administrator that the County Assessor has assigned an incorrect County Land Use Code or the assigned County Land Use Code does not correctly describe the intended or current use of the Taxable Parcel, the Administrator may assign a Land Use Classification to the Taxable Parcel described in Section C below.

“RMA” means this Rate and Method of Apportionment of Special Tax.

"Single-Family Parcel" means a Parcel designated by the County Assessor as having a single-family residential land use. If it is determined by the Administrator that the County Assessor has assigned an incorrect County Land Use Code or the assigned County Land Use Code does not correctly describe the intended or current use of the Taxable Parcel, the Administrator may assign a Land Use Classification to the Taxable Parcel described in Section C below.

“Special Tax” means any tax levied within CFD No. 2020-1 to pay the Special Tax Requirement for each Special Tax Component.

“Special Tax Component” means one of the following components of the Special Tax: Regional Parks Maintenance Tax, Community Parks Maintenance Tax, Street Lighting Maintenance Tax, Localized Landscaping Maintenance Tax, Stormwater Maintenance Tax, or Police Protection Services Tax.

“Special Tax Requirement” means, for each Special Tax Component, the amount of revenue needed in any Fiscal Year to pay for the following: (i) Authorized Services related to the Special Tax Component; (ii) Administrative Expenses attributable to the Special Tax Component; and (iii) amounts needed to cover any delinquencies in the payment of the Special Tax Component which occurred in the previous Fiscal Year or, based on delinquency rates in prior years, may be expected to occur in the Fiscal Year in which the Special Tax will be collected.

“Taxable Property” or “Taxable Parcels” means all Assessors’ Parcels within the boundaries of CFD No. 2020-1 that are not exempt from the Special Tax pursuant to law or Section E herein.

“Undeveloped Property” means, in any Fiscal Year, all Parcels of Taxable Property in CFD No. 2020-1 that are not classified as Developed Property.

B. DATA FOR ANNUAL TAX LEVY

Each Fiscal Year, the Administrator shall identify the current Assessor’s Parcel Numbers for all Parcels of Taxable Property within CFD No. 2020-1. The Administrator shall also determine: (i) whether each Assessor’s Parcel of Taxable Property is Developed Property or Undeveloped Property, and (ii) the Special Tax Requirement for each Special Tax Component for the then-current Fiscal Year. Each Special Tax Component shall be levied only to pay for their related Special Tax Requirement.

In any Fiscal Year, if it is determined that (i) a Final Map or Parcel Map for a portion of property in CFD No. 2020-1 was recorded after the last date upon which the County Assessor will incorporate the newly-created Parcels into the then current tax roll, (ii) because of the date the Final Map or Parcel Map was recorded, the County Assessor does not yet recognize the new Parcels that will be created by the Final Map or Parcel Map, and (iii) one or more of the newly-created Parcels would meet the definition of Taxable Property, the Administrator shall calculate the Special Tax for the property affected by recordation of the Final Map or Parcel Map by determining the Special Tax that applies separately to each new Parcel that will be created by that Final Map or Parcel Map, then applying the sum of the individual Special Taxes to the Parcel that was subdivided by recordation of the Final Map or Parcel Map.

C. MAXIMUM SPECIAL TAXES

1. Developed Property - The Fiscal Year 2020-21 Maximum Special Tax for each Special Tax Component for all Parcels of Developed Property shall be as shown in Table 1 below:

Table 1: Developed Property		
Special Tax Component	Land Use Classification	FY 2020-21 Maximum Tax
Regional Parks Maintenance Tax	Non-Residential Parcel	\$436.34 per Acre
Community Parks Maintenance Tax	Non-Residential Parcel	\$963.58 per Acre
Street Lighting Maintenance Tax	Non-Residential Parcel	\$190.24 per Acre
Localized Landscaping Maintenance Tax	Non-Residential Parcel	\$271.83 per Acre
Stormwater Maintenance Tax	Non-Residential Parcel	\$22.68 per Acre
Police Protection Services Tax	Non-Residential Parcel	\$1,890.36 per Acre

2. Undeveloped Property - The Fiscal Year 2020-21 Maximum Special Tax for each Special Tax Component for all Parcels of Undeveloped Property shall be as shown in Table 2 below:

Table 2: Undeveloped Property		
Special Tax Component	Land Use Classification	FY 2020-21 Maximum Tax
Regional Parks Maintenance Tax	Non-Residential Parcel	\$436.34 per Acre
Community Parks Maintenance Tax	Non-Residential Parcel	\$963.58 per Acre
Street Lighting Maintenance Tax	Non-Residential Parcel	\$190.24 per Acre
Localized Landscaping Maintenance Tax	Non-Residential Parcel	\$271.83 per Acre
Stormwater Maintenance Tax	Non-Residential Parcel	\$22.68 per Acre
Police Protection Services Tax	Non-Residential Parcel	\$1,890.36 per Acre

3. Escalation of Maximum Special Tax

On July 1, 2021, and each July 1 thereafter, the Maximum Special Tax for each Special Tax Component for the current Fiscal Year for Developed Property and Undeveloped Property shall be increased from the Maximum Special Tax for the respective Special Tax Component for the previous Fiscal Year by Consumer Price Index – All Urban Consumers (San Francisco-Oakland-Hayward, CA) (from February) with a minimum annual increase of three (3.00%) percent and a maximum annual increase of five (5.00%) percent for any given year.

D. METHOD OF LEVY AND COLLECTION OF SPECIAL TAXES

Each Fiscal Year, the Administrator shall determine the Special Tax Requirement for each Special Tax Component for that Fiscal Year and levy each Special Tax Component on all Parcels of Taxable Property as follows:

Step 1: Each Special Tax Component shall be levied Proportionately on each Parcel of Developed Property up to 100% of the Maximum Special Tax for each Parcel of Developed Property for such Fiscal Year until the amount levied is equal to the Special Tax Requirement for such Special Tax Component;

Step 2: If additional revenue is needed after Step 1, each Special Tax Component shall be levied Proportionately on each Parcel of Undeveloped Property up to 100% of the Maximum Special Tax for each Parcel of Undeveloped Property for such Fiscal Year until the amount levied, when combined with the amount of the Special Tax Component levied pursuant to Step 1, is equal to the Special Tax Requirement for such Special Tax Component.

The Special Tax for CFD No. 2020-1 shall be collected at the same time and in the same manner as ordinary ad valorem property taxes provided, however, that the City may (under the authority of Government Code Section 53340) collect Special Taxes at a different time or in a different manner if necessary to meet the financial obligations of CFD No. 2020-1, and the Special Tax shall be subject to foreclosure if delinquent regardless of the manner in which it was collected.

E. EXEMPTIONS

No Special Tax shall be levied on Residential Parcels, Parcels of Public Property or any privately owned Parcels that are non-developable, such as wetlands, open space, and parks as determined by the Administrator except as otherwise provided in this RMA and in the Act.

F. INTERPRETATION OF SPECIAL TAX FORMULA

The City reserves the right to make minor administrative and technical changes to this document that does not materially affect the rate and method of apportioning Special Taxes. In addition, the interpretation and application of any section of this document shall be left to the City's discretion. Interpretations may be made by the City through a resolution of the Council for purposes of clarifying any vagueness or ambiguity in this RMA.

G. TERM OF THE SPECIAL TAX

The Special Tax shall be levied in perpetuity as necessary to pay the Special Tax Requirement.

H. REPEAL OF THE SPECIAL TAX

CFD No. 2020-1 was established to levy Special Taxes to finance the Authorized Services as a condition of the entitlement to develop property within CFD No. 2020-1. If the levy of the Special Tax is repealed by initiative or any other action participated in by the owners of Parcels in CFD No. 2020-1, the City shall cease to levy the Special Tax and shall cease to be obligated to provide the Authorized Services for which the Special Tax was levied.

I. SEVERABILITY

The invalidity or unenforceability of any provisions of this Rate and Method of Apportionment of Special Tax shall not affect the validity or enforceability of any other provision of this Rate and Method of Apportionment of Special Tax, which shall remain in full force and effect.

RESOLUTION NO. _____-20

A RESOLUTION OF THE CITY COUNCIL
CALLING SPECIAL LANDOWNER ELECTION
FOR COMMUNITY FACILITIES DISTRICT

CITY OF OAKLEY
Community Facilities District No. 2020-1
(Contra Costa Logistics Center)

WHEREAS, the City Council (the "Council") of the City of Oakley (the "City") has adopted a resolution entitled "A Resolution of the City Council of Formation of Community Facilities District" (the "Resolution of Formation"), ordering the formation of the "City of Oakley Community Facilities District No. 2020-1 (Contra Costa Logistics Center)" (the "CFD"), defining the public services (the "Services") to be provided by the CFD, authorizing the levy of a special tax on property within the CFD and preliminarily establishing an appropriations limit for the CFD, all pursuant to Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing with Section 53311, of the California Government Code (the "Act"); and

WHEREAS, pursuant to the Resolution of Formation, the propositions of the levy of the special tax and the establishment of the appropriations limit shall be submitted to the qualified electors of the CFD as required by the Act.

NOW, THEREFORE, the City Council of the City of Oakley resolves as follows:

1. Issues Submitted. Pursuant to the Act, the issues of the levy of the special tax and the establishment of the appropriations limit shall be submitted to the qualified electors (as defined below) of the CFD at an election called therefor as provided below.

2. Qualified Electors. This Council hereby finds that fewer than 12 persons have been registered to vote within the territory of the CFD for each of the 90 days preceding the close of the public hearings heretofore conducted and concluded by this Council for the purposes of these proceedings. Accordingly, and pursuant to Section 53326 of the Act, this Council finds that, for these proceedings, the qualified electors are the landowners within the CFD and that the vote shall be by such landowners or their authorized representatives, each having one vote for each acre or portion thereof such landowner owns in the CFD as of the close of the public hearing.

3. Conduct of Election. This Council hereby calls a special election to consider the issues described in section 1 above, which shall be held on May 26, 2020, and the results thereof canvassed at the meeting of this Council on May 26, 2020. The City Clerk is hereby designated as the official to conduct the election and to receive all ballots until the close of business on the election date. It is hereby acknowledged that the Clerk has on file the Resolution of Formation, a map of the boundaries of the CFD, and a sufficient description to allow the Clerk to determine the electors of the CFD. Pursuant to Section 53327 of the Act, the election shall be conducted by messenger or mail-delivered ballot pursuant to Section 4000 of the California Elections Code, except that Sections 53326 and 53327 of the Act shall govern for purposes of determining the date of the election.

4. Ballot. As authorized by Section 53353.5 of the Act, the issues described in Section 1 above shall be combined into a single ballot measure, the form of which as attached

hereto as Exhibit "A" is hereby approved. The City Clerk is hereby authorized and directed to cause a ballot, in substantially the form of Exhibit "A," to be delivered to each of the qualified electors of the CFD. Each ballot shall indicate the number of votes to be voted by the respective landowner to which the ballot pertains. Each ballot shall be accompanied by all supplies and written instructions necessary for the use and return of the ballot. The envelope to be used to return the ballot shall be enclosed with the ballot, have the return postage prepaid, and contain the following: (a) the name and address of the landowner, (b) a declaration, under penalty of perjury, stating that the voter is the owner of record or authorized representative of the landowner entitled to vote and is the person whose name appears on the envelope, (c) the printed name, signature and address of the voter, (d) the date of signing and place of execution of the declaration pursuant to clause (b) above, and (e) a notice that the envelope contains an official ballot.

5. Waivers. This Council hereby further finds that the provisions of Section 53326 of the Act requiring a minimum of 90 days following the adoption of the Resolution of Formation to elapse before the special election are for the protection of the qualified electors of the CFD. There is on file with the Clerk a written waiver executed by all of the qualified electors of the CFD allowing for a shortening of the time for the special election to expedite the process of formation of the CFD and waiving any requirement for notice, analysis and arguments in connection with the election. Accordingly, this Council finds and determines that the qualified electors have been fully apprised of and have agreed to the shortened time for the election and waiver of analysis and arguments, and have thereby been fully protected in these proceedings. This Council also finds and determines that the City Clerk has concurred in the shortened time for the election. Analysis and arguments with respect to the ballot measures are hereby waived, as provided in Section 53327 of the Act.

6. Accountability. Under Section 50075.1 of the Government Code, the following accountability provisions shall apply to the special taxes: (a) the provision of the Services and the incidental costs thereof, all as defined in the Resolution of Formation, shall constitute the specific single purpose; (b) the proceeds shall be applied only to the specific purposes identified in (a) above; (c) there shall be created special account(s) or funds(s) into which the proceeds shall be deposited; and (d) there shall be caused to be prepared an annual report if required by Section 50075.3 of the Government Code.

7. Effective Date. This Resolution shall take effect upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 26th day of May, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

APPROVED:

Kevin Romick, Mayor

ATTEST:

Libby Vreonis, City Clerk

EXHIBIT A

**CITY OF OAKLEY
Community Facilities District No. 2020-1
(Contra Costa Logistics Center)**

**OFFICIAL BALLOT
SPECIAL TAX ELECTION**

This ballot is for a special, landowner election. You must return this ballot in the enclosed postage paid envelope to the office of the City Clerk of the City of Oakley no later than the hour of 6:30 p.m. on Tuesday, May 26, 2020, either by mail or in person. The City Clerk's office is located at 3231 Main Street, Oakley, California.

To vote, mark a cross (X) on the voting line after the word "YES" or after the word "NO". All marks otherwise made are forbidden. All distinguishing marks are forbidden and make the ballot void.

If you wrongly mark, tear, or deface this ballot, return it to the City Clerk of the City of Oakley and obtain another.

BALLOT MEASURE: Shall the City of Oakley be authorized to annually levy a special tax solely on lands within the City of Oakley Community Facilities District No. 2020-1 (Contra Costa Logistics Center) (the "CFD") in accordance with the rate and method contained in the Resolution of Formation of the CFD adopted by the City Council of the City on May 26, 2020, commencing in the City's fiscal year 2020-21, to pay for the municipal services for the CFD and to pay the costs of the City in administering the CFD, and shall the annual appropriations limit of the CFD be established in the amount of \$500,000? The estimated amount of money authorized to be raised annually ranges between \$0 and \$1.56 million over the first 30 years of the levy.

YES: _____

NO: _____

By execution in the space provided below, you also confirm your written waiver of the time limit pertaining to the conduct of the election and any requirement for analysis and arguments with respect to the ballot measure.

Number of acres: _____
Number of Votes: _____
Property Owner: _____

Authorized Representative

RESOLUTION NO. _____-20

**A RESOLUTION OF THE CITY COUNCIL
DECLARING RESULTS OF SPECIAL LANDOWNER ELECTION
AND DIRECTING RECORDING OF NOTICE OF SPECIAL TAX LIEN**

**CITY OF OAKLEY
Community Facilities District No. 2020-1
(Contra Costa Logistics Center)**

WHEREAS, the City Council (the "Council") of the City of Oakley (the "City") has adopted a resolution entitled "A Resolution of the City Council of Formation of Community Facilities District" (the "Resolution of Formation"), ordering the formation of the "City of Oakley Community Facilities District No. 2020-1 (Contra Costa Logistics Center)" (the "CFD"), authorizing the levy of a special tax on property within the CFD, and preliminarily establishing an appropriations limit for the CFD, all pursuant to Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing with Section 53311, of the California Government Code (the "Act").

WHEREAS, under the Resolution of Formation and a resolution entitled "Resolution Calling Special Landowner Election for Community Facilities District" (the "Election Resolution") heretofore adopted by this Council, the propositions of the levy of the special tax and the establishment of the appropriations limit were submitted to the qualified electors of the CFD as required by the provisions of the Act.

WHEREAS, pursuant to the Election Resolution, which are by this reference incorporated herein, the special election has been held and the City Clerk has on file a Canvass and Statement of Results of Election, (the "Canvass") a copy of which is attached hereto as Exhibit A; and

WHEREAS, this Council has been informed of the Canvass, finds it appropriate and wishes to complete its proceedings for the CFD.

NOW, THEREFORE, the City Council of the City of Oakley resolves as follows:

1. Recitals. The foregoing recitals are all true and correct.
2. Issues Presented. The issues presented at the special election were the levy of a special tax within the CFD and the approval of an annual appropriations limit of not to exceed \$500,000, all pursuant to the Resolution of Formation.
3. Canvass and Issues Approved. The Council hereby approves the Canvass and finds that it shall be a permanent part of the record of its proceedings for the CFD. Pursuant to the Canvass, the issues presented at the special election were approved by the qualified electors of the CFD by more than two-thirds of the votes cast at the special election.
4. Proceedings Approved. Pursuant to the voter approval, the CFD is hereby declared to be fully formed with the authority to levy the special taxes and to have the established appropriations limit, all as heretofore provided in these proceedings and in the Act. It is hereby found that all prior proceedings and actions taken by this Council with respect to the CFD were valid and in conformity with the Act.

5. Notice of Tax Lien. The City Clerk is hereby directed to complete, execute and cause to be recorded in the office of the County Recorder of the County of Contra Costa a notice of special tax lien in the form required by the Act, such recording to occur no later than 15 days following adoption of this resolution by the Council

6. Effective Date. This Resolution shall take effect upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 26th day of May, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

APPROVED:

Kevin Romick, Mayor

ATTEST:

Libby Vreonis, City Clerk

EXHIBIT A

CANVASS AND STATEMENT OF RESULT OF ELECTION

**CITY OF OAKLEY
Community Facilities District No. 2020-1
(Contra Costa Logistics Center)**

I hereby certify that on May 26, 2020, I canvassed the returns of the election held on May 26, 2020, in the City of Oakley Community Facilities District No. 2020-1 (Contra Costa Logistics Center) and the total number of ballots cast in such District and the total number of votes cast for and against the measure are as follows and the totals as shown for and against the measure are full, true and correct:

	<u>Qualified Landowner Votes</u>	<u>Votes Cast</u>	<u>YES</u>	<u>NO</u>
City of Oakley Community Facilities District No. 2020-1 (Contra Costa Logistics Center) Special Tax Election, May 26, 2020	_____	_____	_____	_____

BALLOT MEASURE: Shall the City of Oakley be authorized to annually levy a special tax solely on lands within the City of Oakley Community Facilities District No. 2020-1 (Contra Costa Logistics Center) (the "CFD") in accordance with the rate and method contained in the Resolution of Formation of the CFD adopted by the City Council of the City on May 26, 2020, commencing in the City's fiscal year 2020-21, to pay for the municipal services for the CFD and to pay the costs of the City in administering the CFD, and shall the annual appropriations limit of the CFD be established in the amount of \$500,000? The estimated amount of money authorized to be raised annually ranges between \$0 and \$1.56 million over the first 30 years of the levy.

YES: _____

NO: _____

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND on May 26, 2020.

By: _____
City Clerk
City of Oakley

ORDINANCE NO. _____

ORDINANCE LEVYING SPECIAL TAX

**CITY OF OAKLEY
Community Facilities District No. 2020-1
(Contra Costa Logistics Center)**

SECTION 1. FINDINGS

A. The City Council (this "Council") of the City of Oakley (the "City") has adopted a resolution entitled "A Resolution of the City Council of Intention to Establish a Community Facilities District" (the "Resolution of Intention"), and has conducted proceedings (the "Proceedings") to establish "City of Oakley Community Facilities District No. 2020-1 (Contra Costa Logistics Center)" (the "CFD") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing with Section 53311, of the California Government Code (the "Act") to fund certain municipal services (the "Services") as provided in the Act.

B. Pursuant to notice as specified in the Act, and as part of the Proceedings, the Council has held a public hearing under the Act relative to the determination to proceed with the formation of the CFD and the rate and method of apportionment of the special tax ("Special Tax") to be levied within the CFD to finance the Services, and at such hearing all persons desiring to be heard on all matters pertaining to the formation of the CFD and the levy of the Special Tax were heard, substantial evidence was presented and considered by this Council and a full and fair hearing was held.

C. Upon the conclusion of the hearing, this Council adopted a resolution entitled "Resolution of Formation of Community Facilities District" (the "Resolution of Formation"), pursuant to which it completed the Proceedings for the establishment of the CFD, the authorization of the levy of the Special Tax within the CFD and the calling of an election within the CFD on the propositions of levying the Special Tax and establishing an appropriations limit within the CFD, respectively.

D. On May 26, 2020, a special election was held among the landowner voters within the CFD at which such voters approved such propositions by the two-thirds vote required by the Act, which has been confirmed by resolution of this Council.

SECTION 2. By the passage of this Ordinance, the Council hereby authorizes and levies the Special Tax within the CFD pursuant to the Act, at the rate and in accordance with the rate and method of apportionment of Special Tax set forth in the Resolution of Formation which rate and method is by this reference incorporated herein. The Special Tax is hereby levied commencing in fiscal year 2020-21 and in each fiscal year thereafter to pay for the Services for the CFD, as contemplated by the Resolution of Formation and the Proceedings and all costs of administering the CFD.

SECTION 3. The Finance Director or designee, or an employee or consultant of the City, is hereby authorized and directed each fiscal year to determine the specific Special Tax to be levied for the next ensuing fiscal year for each parcel of real property within the CFD, in the manner and as provided in the Resolution of Formation.

SECTION 4. Exemptions from the levy of the Special Tax shall be as provided in the Resolution of Formation and the applicable provisions of the Act. In no event shall the Special Tax be levied on any parcel within the CFD in excess of the maximum Special Tax specified in the Resolution of Formation.

SECTION 5. All of the collections of the Special Tax shall be used as provided in the Act and in the Resolution of Formation, including, but not limited to, the payment of costs of the Services, the payment of the costs of the City in administering the CFD, and the costs of collecting and administering the Special Tax.

SECTION 6. The Special Tax shall be collected in the same manner as ordinary ad valorem taxes are collected and shall have the same lien priority, and be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for ad valorem taxes; provided, however, that the Council may provide for other appropriate methods of collection by resolution(s) of the Council. In addition, the provisions of Section 53356.1 of the Act shall apply to delinquent Special Tax payments. The Finance Director of the City is hereby authorized and directed to provide all necessary information to the auditor/tax collector of the County of Contra Costa in order to effect proper billing and collection of the Special Tax, so that the Special Tax shall be included on the secured property tax roll of the County of Contra Costa for fiscal year 2020-21 and for each fiscal year thereafter until no longer required to pay for the Services or until otherwise terminated by the City.

SECTION 7. If for any reason any portion of this ordinance is found to be invalid, or if the Special Tax is found inapplicable to any particular parcel within the CFD, by a court of competent jurisdiction, the balance of this ordinance and the application of the Special Tax to the remaining parcels within the CFD shall not be affected.

SECTION 8. The Mayor shall sign this Ordinance and the City Clerk shall cause the same to be published immediately after its passage at least once in a newspaper of general circulation circulated in the City.

SECTION 9. This Ordinance shall take effect 30 days from the date of final passage.

The foregoing Ordinance was **PASSED, APPROVED AND ADOPTED** this 26th day of May, 2020 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

Kevin Romick, Mayor

ATTEST:

Libby Vreonis, City Clerk

STAFF REPORT

DATE: May 26, 2020

TO: Bryan Montgomery, City Manager *Approved and Forwarded to the City Council*

FROM: Dwayne Dalman, Economic Development Manager

SUBJECT: **Resolution of the City Council of the City of Oakley authorizing the City Manager to execute an Agreement to Assign Lease, Assignment of Lease, and Second Amendment to Lease relating to the restaurant building located at 3070 Main Street in Oakley, California**

Background and Analysis

At 3070 Main Street is a two-story commercial building located in Downtown Oakley on the corner of Main Street and Vintage Parkway, across from City Hall. The restaurant building was constructed in 2013 by the Oakley Redevelopment Agency and was operated as Carpaccio's Restaurant from 2013 through 2017. In 2017 until the present, the restaurant was operated by Buon Appetito.

Over the last year and a half of operations, Buon Appetito struggled to create sales to reach the profitability goals that they had originally established. In response, the original Buon Appetito lease was modified in November, 2019 to reduce the monthly rent payments to \$5,000 per month starting December 1, 2019. .

The lease modification included a provision that the existing operator would identify a potential new operator to assume the remaining two years of the lease. Buon Appetito was not able to identify a new operator prior to the COVID-19 pandemic; however, a local broker was able to identify Skipolini's, as an interested party. It should be noted that Skipolini's is willing to move forward at the site during a time when most restaurants are struggling to survive and many will not be able to be reopened. It is a further testament to the financial capability of Skipolini's that they are willing to spend a substantial amount of money during these times to renovate the building to the level that they want in order to achieve success.

Skipolini's

The first Skipolini's restaurant was opened in 1974 by Bev and Skip Ipsen in Clayton. Since that time, the restaurant has continually expanded and currently has additional locations in Antioch, Concord, Folsom, Reno, Rocklin and Walnut Creek. The company is currently operated by Kent Ipsen, son of Bev and Skip Ipsen. Information

about the existing Skipolini's locations and their menus can be found on their website, www.SkipolinisPizza.com.

Proposed Building Changes

Skipolini's wishes to make substantial changes to the interior and exterior of the building to more closely align with the brand look of their existing locations. In the interior of the building, they wish to change the flooring, carpets, paint, lighting and tables. In addition, they wish to change the configuration of the bar area and open up the kitchen wall to allow customers to observe the chefs in the kitchen.

On the exterior, they wish to create four outdoor patio areas that are consistent with the theme of their other locations. All of these areas are designed to enhance the dining experience by providing a place for outdoor dining, a place to wait for an inside table and a place to socialize for adults and adults with children. They will all be enhanced by amenities including outdoor lighting, planting, water features, music and activities like corn hole.

The patio areas include a new patio on the Main Street and Vintage Parkway side of the building. On the back side of the building facing the parking the lot, they wish to create an expanded patio area that will utilize the existing Buon Appetito patio and expand it towards the Mr. Pickles space. Finally, they want to upgrade the existing upstairs patio into a Sky deck lounge area.

Skipolini's estimates that they will spend approximately \$600,000 to \$750,000 on these improvements over a construction period that is anticipated to be four months. They would like to begin construction in June, 2020 and be ready to open by September/October 2020.

Lease Assignment

As Buon Appetito has decided that they will not be able to reopen their restaurant as a result of the COVID-19 closure, they would like to assign the remaining term of their lease to Skipolini's. As such, the City of Oakley will enter into a Lease Assignment Agreement with Buon Appetito in exchange for release of liability for unpaid rent, release of security deposit paid to the City and release of any known claims. In addition, Buon Appetito will enter into a Lease Assignment with Skipolini's, assigning the terms of the existing Lease and Lease Amendment to Skipolini's.

Lease Proposal

The City of Oakley and Skipolini's wish to enter into a Second Amendment to the existing Lease Agreement to reflect the future changes as follows:

Lease Term

The term of the existing lease shall be extended by thirteen years and two months, through May 31, 2035. In addition, Skipolini's will have the option to extend the lease term for three, five-year periods.

Rent

In consideration of the proposed capital improvements to the building that Skipolini's wishes to make, the rent for the first 28 months will be \$1.00 per month. After the initial 28 months, rent will be increased to \$5,000 per month, at a flat rate for the remaining term of the lease. During the initial 28 months, the City will pay the associated building CAM charges, County Possessory Use Tax and the Ironhouse Sanitary District assessments. At the end of the 28 months, the City will continue to pay the County Possessory Use Tax and the Ironhouse Sanitary District assessments, but Skipolini's will begin to pay the CAM charges pertaining to the building.

Tenant Improvements

Skipolini's will be making tenant improvements to the building for a period of time not to exceed 120 days. The City will waive all associated City permit fees. Skipolini's will also apply for a loan, not to exceed \$75,000, from the Downtown Revitalization Loan Program to help fund a portion of these improvements – specifically the painting of the building, new awnings and the outdoor improvements.

Mr. Pickle's space

As Skipolini's will be investing heavily into their space, they desire that the adjoining space remain at its highest and best use. As such, the City will obtain the consent of Skipolini's before any new tenant is brought into the Mr. Pickles space, if they were to leave in the future.

Building Appraisal

Due to the capital improvement investment in the property, Skipolini's would like the opportunity to buy the building at some point in the future. As such, the City will obtain an appraisal of the building within 90 days. The cost of the appraisal will be shared by the City and Skipolini's and will rely on the income approach to determine value. Starting June 1, 2025, and for the remainder of the term of the lease, Skipolini's will have the ability to purchase the building at the value obtained by the appraisal adjusted for inflation on an annual basis.

Fiscal Impact

The City will receive lease income from the property based on the terms presented above, as well as the anticipated increase in sales tax. In addition, it is believed that Skipolini's will act as a catalyst for the downtown by bringing in more customers and exposure to the downtown and other businesses.

Recommendation

Adopt a resolution authorizing the City Manager to execute an Agreement to Assign Lease, Assignment of Lease, and Second Amendment to Lease relating to the restaurant building located at 3070 Main Street in Oakley, California.

Attachments

1. Resolution
2. Assignment of Lease
3. Lease Assignment Agreement
4. Second Amendment to Lease Agreement

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT TO
ASSIGN LEASE, ASSIGNMENT OF LEASE, AND SECOND AMENDMENT
TO LEASE RELATING TO THE RESTAURANT BUILDING LOCATED AT
3070 MAIN STREET IN OAKLEY, CALIFORNIA**

WHEREAS, the City of Oakley (“City”) and Mega Trattoria 3 Restaurant, Inc. (“Current Tenant”) executed a lease effective April 1, 2017 (“Lease”), under which City leased to Tenant the property located at 3070 Main Street (“Premises”) for the operation of a Buon Appetito Restaurant;

WHEREAS, on or about March 17, 2020, the Current Tenant ceased operations at the Premises;

WHEREAS, the City has identified a new tenant, Skipolini’s, Inc. (“New Tenant”), to assume operation in the restaurant building;

WHEREAS, the City and Current Tenant have agreed to the terms by which the parties will execute mutual releases in exchange for Current Tenant’s agreement to assign the Lease to New Tenant;

WHEREAS, the New Tenant has agreed to accept the assignment of the Lease from the Current Tenant and to operate a Skipolini’s restaurant at the Premises;

WHEREAS, the New Tenant has agreed to accept the assignment for, among other things, the City’s agreement to extend the term of the loan through May 31, 2035, with the option of New Tenant to extend the Lease for three additional five-year terms;

WHEREAS, the assignment of the Lease to the New Tenant, and the amendments of the Lease as New Tenant has requested, will provide for a long-term tenant at the Premises and enhance the City’s efforts to continue to revitalize its Downtown area; and

WHEREAS, the assignment and amendment of the Lease is exempt under Guideline 15301 of the California Environmental Quality Act in that such actions will allow the continued operation of an existing restaurant building and will not increase or intensify any environmental impact or create any new impact not studied in previous environmental documentation for the site.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Oakley that, in light of the foregoing, the City Manager is authorized and directed to execute the Agreement to Assign Lease between the City and Current Tenant, attached and incorporated by reference as Exhibit A to this Resolution.

BE IT FURTHER RESOLVED by the City Council of the City of Oakley that, in light of the foregoing, the City Manager is authorized and directed to execute the Assignment of Lease between Current Tenant, New Tenant, and the City, attached and incorporated by reference as Exhibit B to this Resolution.

BE IT FURTHER RESOLVED by the City Council of the City of Oakley that, in light of the foregoing, the City Manager is authorized and directed to execute the Second Amendment to Lease between the New Tenant and the City, attached and incorporated by reference as Exhibit C to this Resolution.

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Oakley held on the ____ day of May 2020, by Councilmember _____, who moved its adoption, which motion being duly seconded by Councilmember _____, was upon voice vote carried and the resolution adopted by the following vote:

AYES:

NOES:

ABSTENTION:

ABSENT:

APPROVED:

Kevin Romick, Mayor

ATTEST:

Libby Vreonis, City Clerk

ASSIGNMENT OF LEASE

This Assignment of Lease (“Assignment”) is made as of May ____, 2020 between Mega Trattoria Restaurant 3, Inc., a California corporation, (“Assignor”), and Skipolini’s, Inc., a California corporation (“Assignee”). This Assignment is made with the consent of the City of Oakley, a California municipal corporation (“City”).

RECITALS

A. City, as landlord, and Assignor, as tenant, executed a lease effective April 1, 2017 (“Lease”), a copy of which is attached and incorporated by reference as Exhibit A, under which City leased to Assignor and Assignor leased from City that certain property located at 3070 Main Street, Oakley, CA 94561.

B. Assignor desires to assign the Lease to Assignee, and Assignee desires to accept the assignment of the Lease from the Assignor and assume all obligations under the Lease.

AGREEMENT

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which are acknowledged, Assignor and Assignee agree as follows:

Section 1. Assignment

Assignor assigns and transfers to Assignee all right, title, and interest in the Lease and Assignee accepts from Assignor all right, title, and interest, subject to the terms and conditions set forth in this Assignment.

Section 2. Assumption of Lease Obligations

Assignee assumes and agrees to perform and fulfill all the terms, covenants, conditions, and obligations required to be performed and fulfilled by Assignor as tenant under the Lease, including the making of all payments due to or payable on behalf of Landlord under the Lease as they become due and payable.

Section 3. Lease in Effect

Assignor represents that the copy of the Lease attached as Exhibit A is a true and accurate copy of the Lease as currently in effect and that there exists no other agreement affecting Assignor's tenancy under the Lease.

Section 4. Litigation

If any litigation between Assignor and Assignee arises out of this Assignment or concerning the meaning or interpretation of this Assignment, the losing party shall pay the

prevailing party's costs and expenses of this litigation, including, without limitation, reasonable attorney's fees. Venue for such an action shall be the County of Contra Costa, California.

Section 5. Indemnification

Assignor indemnifies Assignee from and against any loss, cost, or expense, including attorney's fees and court costs relating to the failure of Assignor to fulfill Assignor's obligations under the Lease, and accruing with respect to the period on or prior to the date of this Assignment. Assignee indemnifies Assignor from and against any loss, cost, or expense, including attorney's fees and court costs relating to the failure of Assignee to fulfill Assignee's obligations under the Lease, and accruing with respect to the period subsequent to the date of this Assignment.

Section 6. Successors and Assigns

This Assignment shall be binding on and inure to the benefit of the parties to it, their heirs, executors, administrators, successors in interest, and assigns.

Section 7. Governing Law

This Assignment shall be governed by and construed in accordance with California law.

Section 8. Counterparts

This Assignment may be executed in any number of counterparts, each of which shall be deemed an original. The counterparts shall together constitute but one agreement.

IN WITNESS WHEREOF, the parties have executed this Assignment as of the date first above written.

MEGA TRATTORIA 3, INC.

SKIPOLINI'S, INC.

By:
Its:

By:
Its:

CONSENT OF LESSOR

The undersigned, authorized to exercise this consent for the Lessor under the Lease, consents to this Assignment of the Lease to Assignee, provided however, that notwithstanding this Assignment and the undersigned's consent to this Assignment, Assignor shall remain primarily obligated as Tenant under the Lease and the undersigned does not waive or relinquish any rights under the Lease against Assignor or Assignee.

CITY OF OAKLEY

Bryan M. Montgomery
City Manager

Approved as to form:

Derek P. Cole
City Attorney

LEASE ASSIGNMENT AGREEMENT

This Lease Assignment Agreement (“Assignment”) is made as of May ___, 2020 between Mega Trattoria Restaurant 3, Inc., a California corporation, (“Tenant”), and the City of Oakley, a California municipal corporation (“City”). Both Tenant and City are sometimes referred to collectively within as “Parties” to the Agreement.

RECITALS

A. City and Tenant executed a lease effective April 1, 2017 (“Lease”), under which City leased to Assignor and Assignor leased from City that certain property located at 3070 Main Street (“Premises”).

B. On or about March 17, 2020, Tenant ceased operations at the Premises. Furthermore, Tenant has failed to pay rent as due and payable under the Lease since February 2020. Other than the failure to make rental payments since that month, Tenant is not in default of any other term or condition of the Lease.

C. City has identified a proprietor, Skipolini’s, Inc. (“Assignee”), that has indicated an interest in receiving an assignment of the Lease and operating a restaurant at the Premises. Tenant desires to assign its interest in the Lease to Assignee, and City desires that Tenant so assign its interest to in the Lease to Assignee under the terms and conditions provided within.

AGREEMENT

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which are acknowledged, the parties hereto agree as follows:

Section 1. Surrender and Release of Obligation to Pay Accrued Rent

Upon the effective date of its assignment of the Lease to Assignee (“Assignment Date”), Tenant agrees to surrender all rights in, to, or under the Lease and City accepts this surrender. Upon the occurrence of this assignment, City will relieve Tenant of the obligation to pay all unpaid rent, including any applicable interest, late fees, or penalties, accruing from the date specified in Recital B.

Section 2. Release of Security Deposit and Equipment

Tenant agrees to release to the City the funds, including any accrued interest, that Tenant deposited with the City at the commencement of the Lease, as provided in Section 7 of the Lease. Tenant agrees that only the equipment and items specified in Exhibit A to this Agreement belong to, and will remain the property of, Tenant on and after the Effective Date. Tenant agrees that all other equipment, items, merchandise, and personal property stored or located in the Premises will remain or become the exclusive property of City.

Section 3. Release; Indemnity

Tenant and City each hereby discharge and release the other and its agents, contractors, officers, directors, and employees, from any actions, causes of action, claims and demands, costs,

loss of services, expenses, and compensation on account of or in any way growing out of any known and unknown injuries resulting or that may result from or by reason of Tenant's occupation of the Premises under the Lease.

The Parties agrees that all rights under Civil Code section 1542 are expressly waived. Civil Code section 1542 reads:

A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY.

Tenant warrants that it has read and understood the foregoing and that it has had the legal effect of this Agreement explained by counsel of the party's choice and that each party executes this Agreement of the party's own free will.

Section 4. Successors and Assigns

This Agreement shall bind and inure to the benefit of the parties and their respective heirs, successors, and assigns.

Section 5. Governing Law

This Assignment shall be governed by and construed in accordance with California law.

Section 6. Counterparts

This Assignment may be executed in any number of counterparts, each of which shall be deemed an original. The counterparts shall together constitute but one agreement.

CITY OF OAKLEY

MEGA TRATTORIA 3, INC.

Bryan M. Montgomery
City Manager

By:
Its:

Approved as to form:

Derek P. Cole
City Attorney

EXHIBIT A

Buon Appetito Equipment

1. Pizza prep table & refrigerator – 2 doors with shelf
2. Small 1 door countertop freezer w/ warranty
3. Mega salad prep refrigerator – 2 doors
4. Fryer
5. 6 open burner countertop unit
6. Microwave
7. Coffee maker
8. Square plates
9. Robo blender – 2
10. Ice cream machine
11. Pasta prep table
12. Food bins under table
13. Stainless steel wire shelves
14. Slicer
15. 5 walk-in freezer shelves
16. Internal camera system

SECOND AMENDMENT TO LEASE AGREEMENT

This Second Amendment to Lease Agreement (“Second Amendment”) is entered into this by and between the City of Oakley, a municipal corporation (“Lessor”), and Skipolini’s, Inc., a California corporation (“Current Lessee”) concerning the restaurant building located at 3070 Main Street in Oakley, California (“Premises”). Lessor and Current Lessee are sometimes referred to within collectively as “Parties” to this Amendment. The effective date of this Amendment is June 1, 2020 (“Effective Date”).

- A. This Second Amendment amends the Lease Agreement (“Lease Agreement”) dated April 1, 2017 between the City of Oakley (“Lessor”) and Mega Trattoria Restaurant 3, Inc. (“Previous Lessee”) and the Lease Amendment (“Lease Amendment”) between the Lessor and Previous Lessee.
- B. Current Lessee is the assignee to the Lease Agreement due to the assignment of the Lease Agreement from Former Lessee to Current Lessee dated May __, 2020.
- C. The Parties acknowledge the need to amend the Lease Agreement and the Lease Amendment to reflect the future changes as a result of the assignment of this lease to Current Lessee.
- D. As a result, the Parties agree to modify the Lease Agreement and Lease Amendment as follows:
 - 1. Section 10 of the Lease is amended to provide that Current Lessee shall operate a Skipolini’s Restaurant at the Premises.
 - 2. Section 2 of the Lease Agreement and the Lease Amendment are amended to provide that the term of the lease shall be extended from its present expiration date (March 31, 2022) by thirteen (13) years and two (2) months, i.e., through May 31, 2035 (“Amended Term”). Current Lessee shall have an option to extend the Lease Agreement for three additional five (5)-year terms beyond the Amended Term in accordance with all the provisions of Section 3 of the Lease Agreement.
 - 3. Sections 5 and 6 of the Lease Agreement and the Lease Amendment are amended to provide that from the Effective Date, the monthly rent will be \$1.00 per month for a period of twenty-eight (28) months. This amount shall be inclusive of the Common Area Maintenance {“CAM”} charges required by Section 6 of the Lease.
 - 4. Beginning on the Effective Date, Current Lessee will be making tenant improvement modifications to the building on the Premises for a period of time not to exceed one hundred twenty (120) days, after obtaining all necessary regulatory permits and approvals charged by Lessor. Lessor will waive all associated City or Oakley permit fees needed for these improvements; however the project will still be required to pay applicable fees charged by all governmental agencies other than

Lessor. Current Lessee will be eligible to apply to the Oakley Downtown Revitalization Loan Program to assist with the financing of the tenant improvements for an amount not to exceed \$75,000.

5. At the end of the 28-month period provided for in Paragraph D.1, rent will be increased to \$5,000 per month at a flat rate to continue through the end of the Amended Term. Should the term of the Lease Agreement be extended beyond the Amended Term, as provided above in Section D.2, the monthly rent for any extended term shall be determined as stated in Section 3.b of the Lease Agreement.
6. Section 18.2 of the Lease Agreement is amended to provide that from the Effective Date through the Amended Term, Lessor will pay the associated County Possessory Use Tax and all fees or assessments charged by the Ironhouse Sanitary District.
7. At the end of the 28-month period provided for in Paragraph D.1, Current Lessee will resume paying CAM charges associated with the building on the Premises. The CAM Charges, as defined in section 6 of the Lease Agreement, will be evaluated on an annual basis, with potential increases not to exceed three (3%).
8. Lessor will permit Current Lessee to utilize reasonable portions of the Lessor-owned property and right of way surrounding the building on the Premises to be utilized for outdoor seating of patrons upon the execution of appropriate encroachment permit, license, or easement agreement between the Parties. Lessor shall not unreasonably withhold consent to any encroachment(s) onto Lessor property Current Lessee proposes to be incorporated in any such authorization.
9. Lessor shall obtain the consent of Current Lessee before entering into any lease with any new tenant of the restaurant space immediately adjacent to the restaurant the Current Lessee will operate on the Premises. Current Lessee will not unreasonably withhold such consent.
10. Section 4 of the Lease Agreement is amended to provide that the Parties shall, within 90 days of the Effective Date of this Second Amendment, obtain an appraisal of the Premises, with the Parties equally splitting the cost of the appraisal. The appraisal will utilize the income approach in valuing the building on the Premises in its current state as of the Effective Date of this Second Amendment, along with current market conditions and existing leases. The Parties agree that, beginning on June 1, 2025, and for the remainder of the term or any extended term of this Lease Agreement, the City shall be deemed to have made an offer to sell the Premises to Lessee, or any trust or entity that is owned and controlled by at least a majority of Lessee's shareholders, at the value of the appraisal, with such value adjusted for inflation using the consumer price index for the San Francisco Bay Area through the effective date of New Lessee's acceptance of the offer. Lessee shall have the right, at its sole discretion, to accept this continuing City offer between June 1, 2025 and the expiration of the term or any extend term of this Agreement.

E. All terms, conditions, covenants, and obligations of the Lease Agreement and Lease Amendment not amended by the provisions of this Second Amendment shall remain in effect through the Amended Term.

LESSOR
City of Oakley, a municipal corporation

LESSEE

By: _____
Bryan H. Montgomery

By: _____

ATTEST:

Libby Vreonis
City Clerk

APPROVED AS TO FORM:

Derek P. Cole
City Attorney

OAKLEY



CALIFORNIA

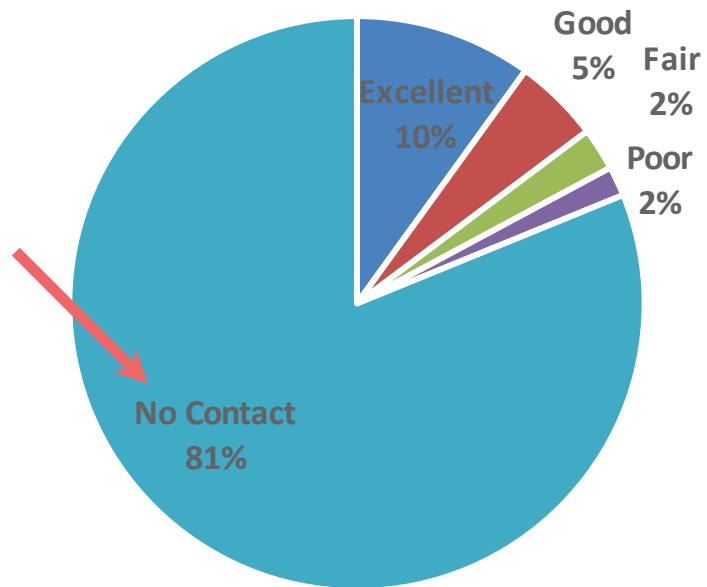
**Summary of 2020
Resident Survey**



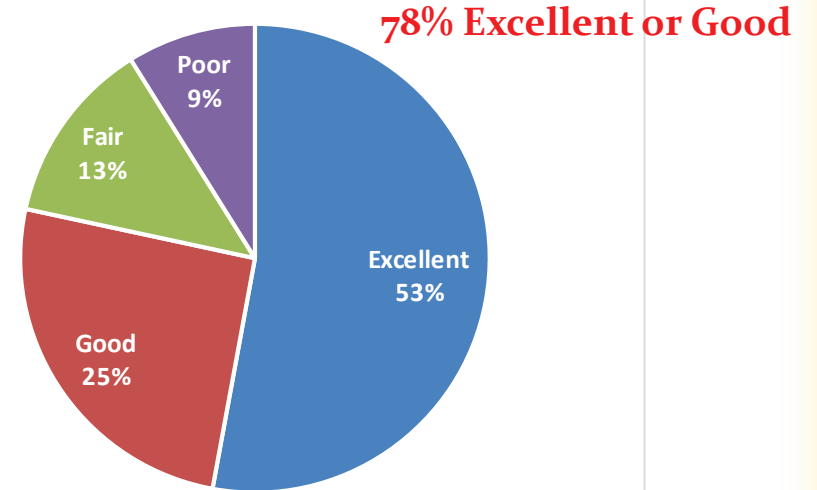
1. Sent to 500 randomly-selected households
2. We received 110 responses - 22%
3. Margin of Error- 8% +/-
4. Average years in Oakley- 18 years

Satisfaction with Services Received

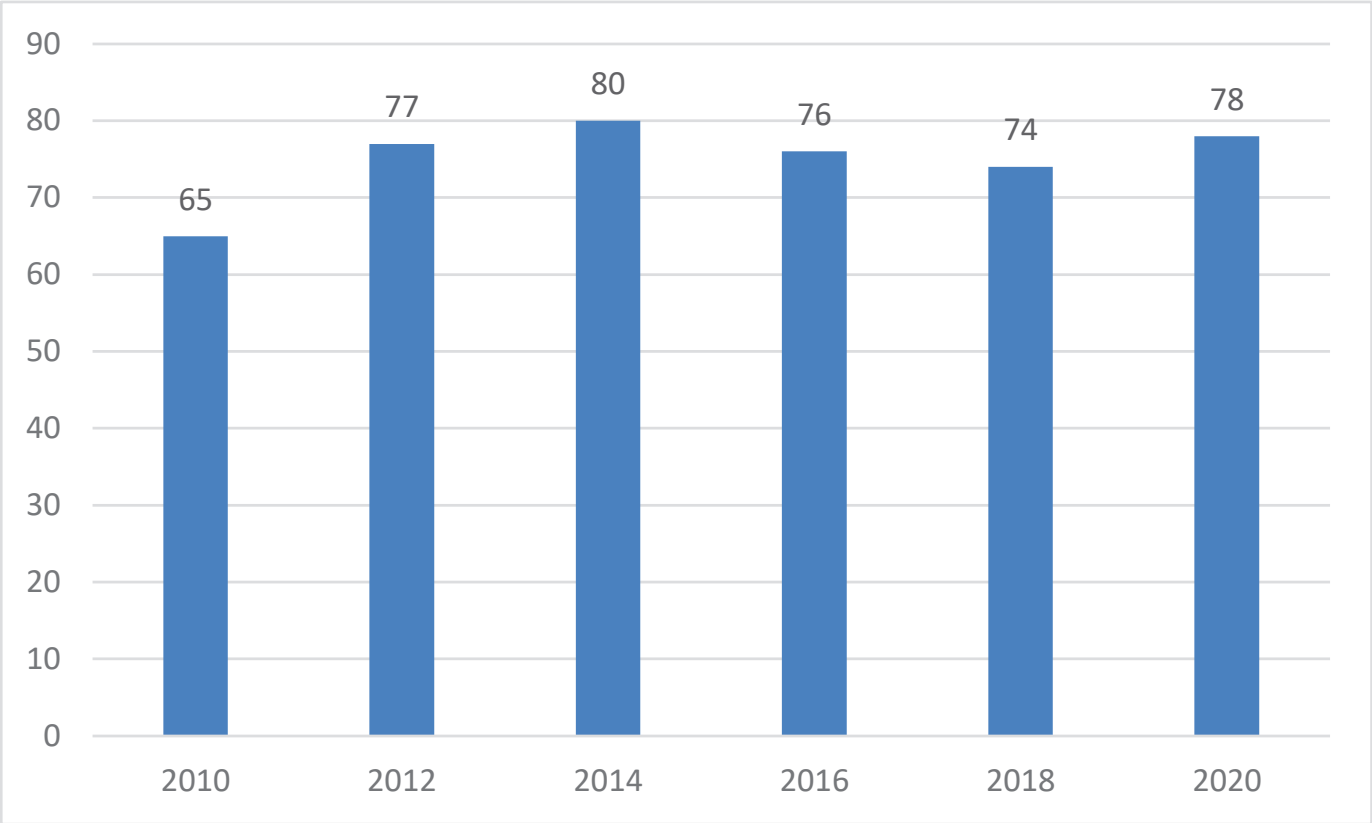
2020 Results Q6



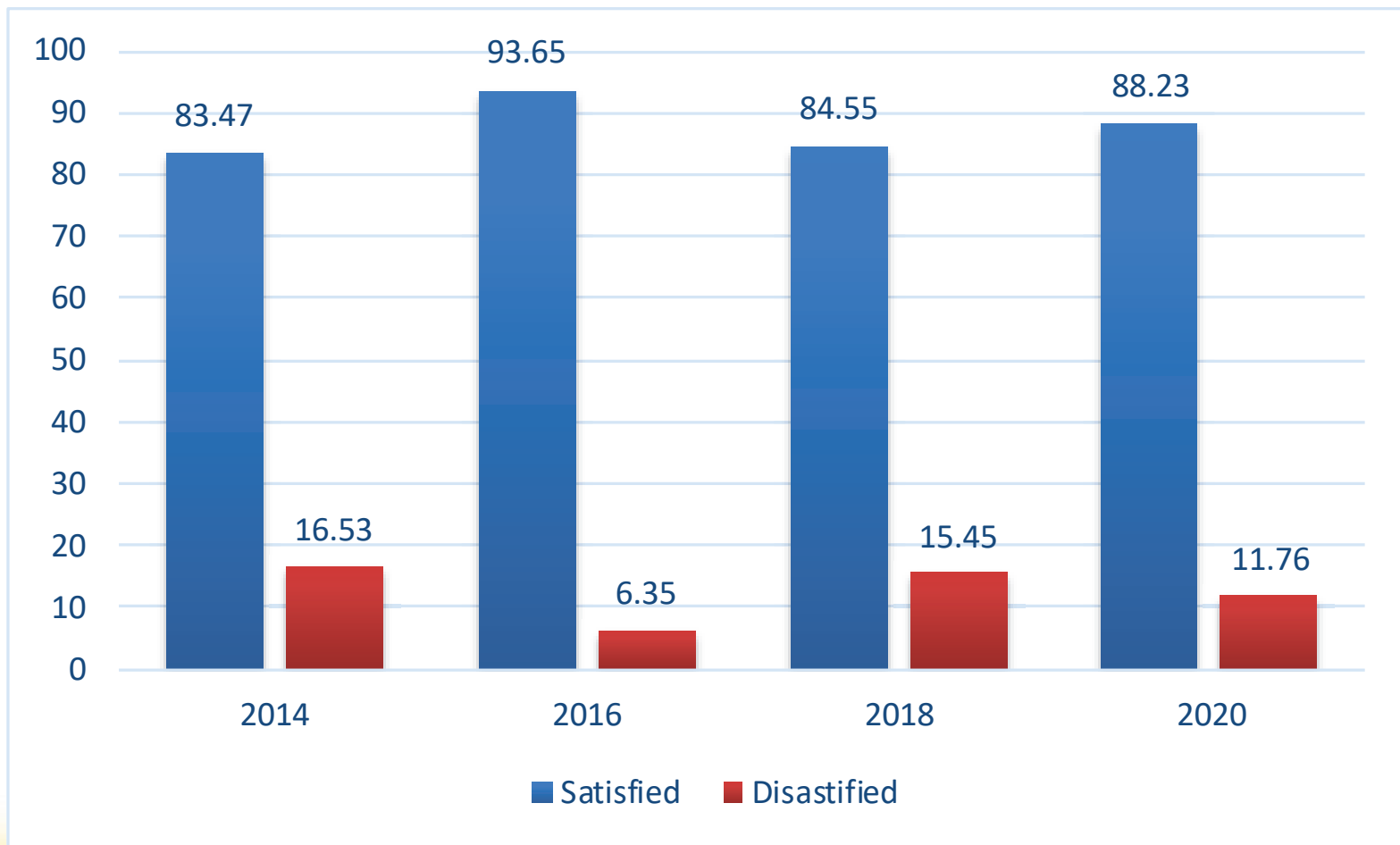
2020 Results Q6 Without No Contact



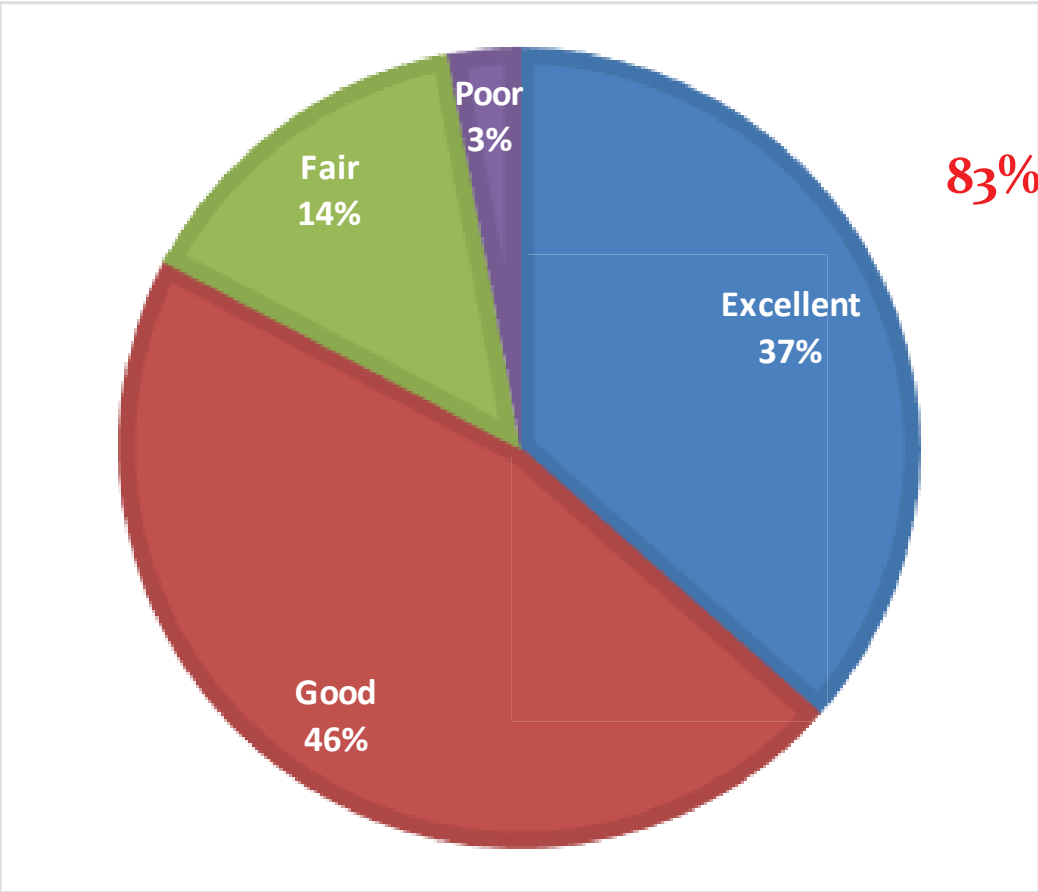
Excellent or Good Satisfaction with Services Received



Satisfaction with Public Information Efforts

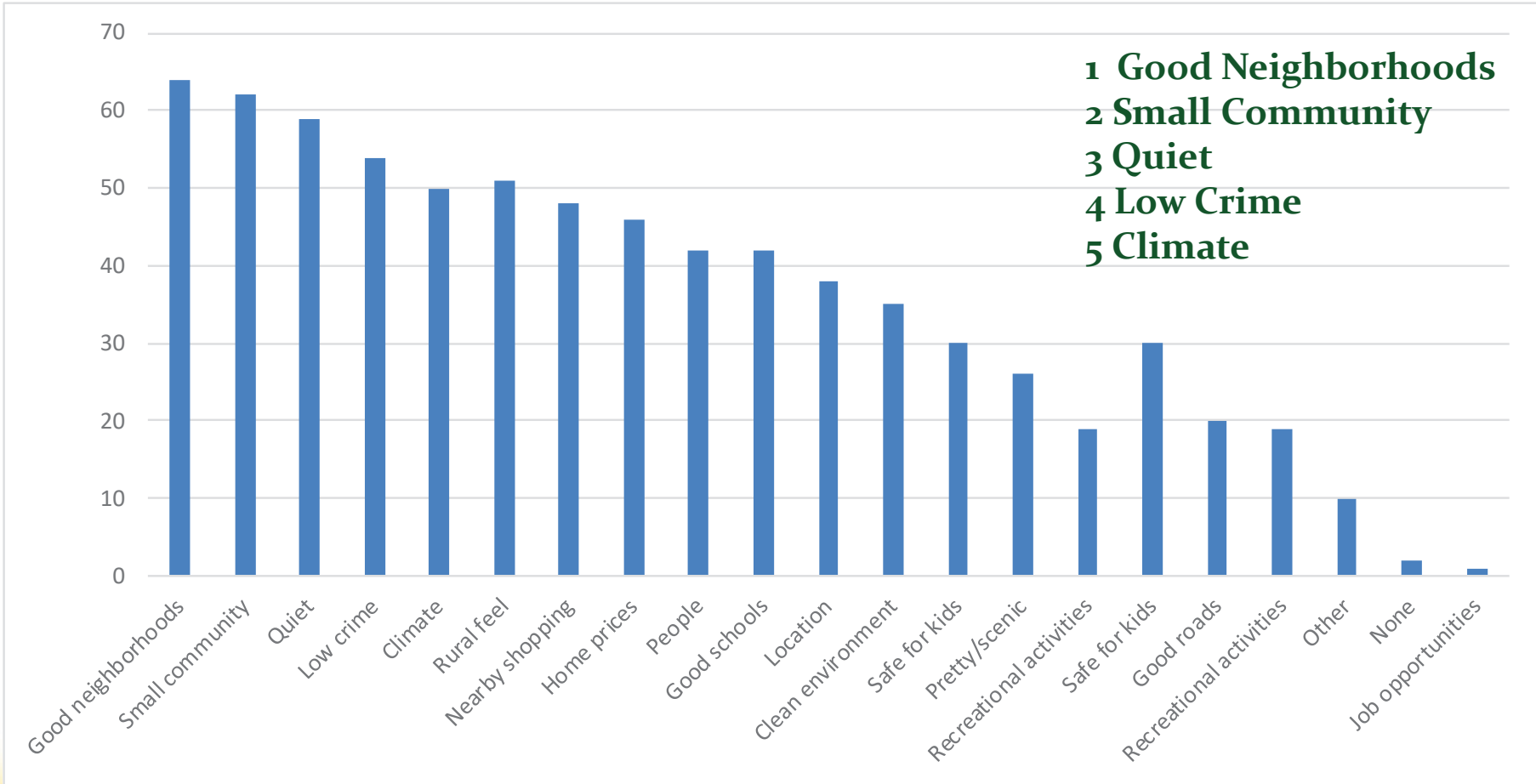


How do you view Oakley as a place to live?

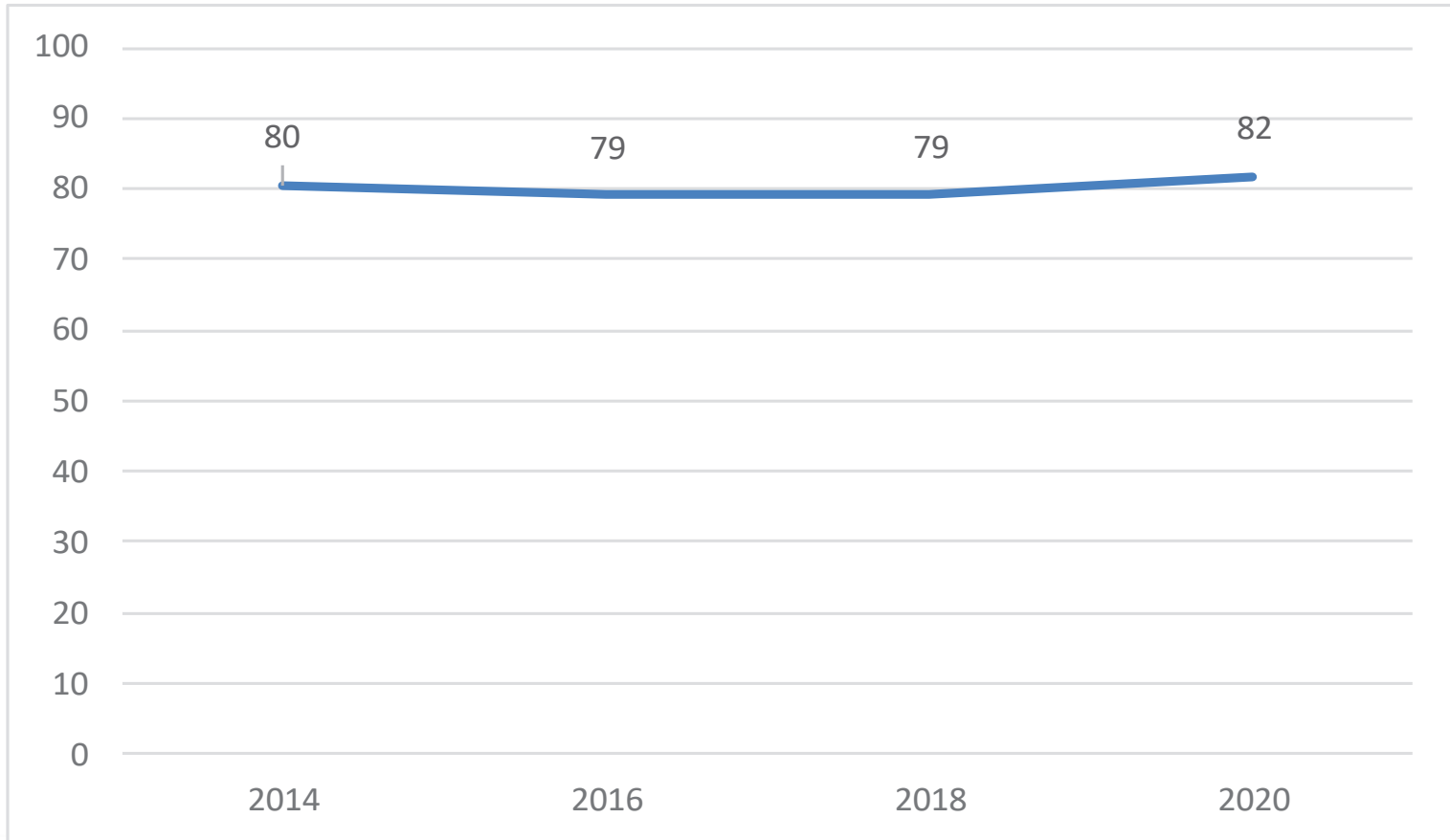


83% Excellent or Good
down 2pts from 2018

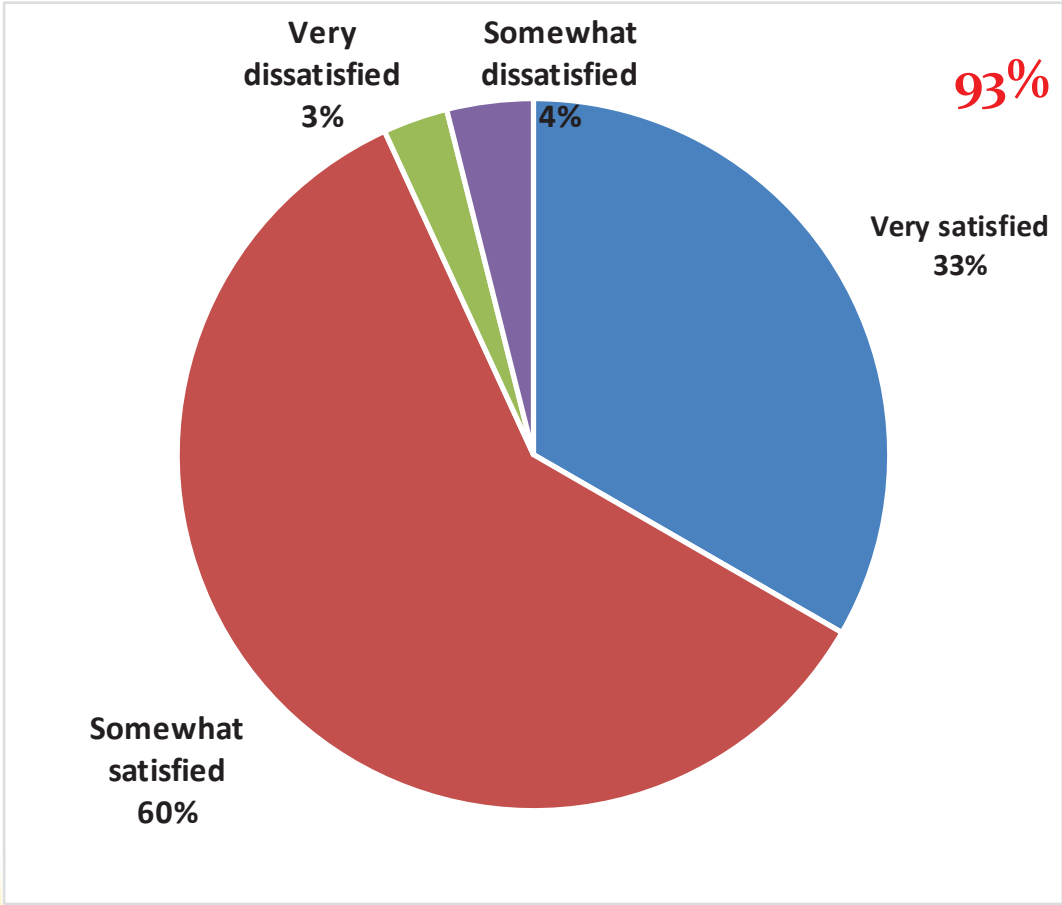
What makes Oakley an attractive place to live?



How safe do you feel in Oakley?



Overall satisfaction with job Oakley is doing



93% Excellent or Good

+up 4pts from 2018

Service categories would you like more, the same or less allocation of resources?

City Service	More	Same	Less
Code Enforcement	30.93%	61.86%	7.22%
Community Cleanup	47.37%	51.58%	1.05%
Downtown Improvements	54.55%	32.32%	13.13%
Economic Development	52.63%	34.74%	12.63%
Parks	27.08%	64.58%	8.33%
Police	58.00%	41.00%	1.00%
Public Information	24.73%	72.04%	3.23%
Recreation	29.79%	65.96%	4.26%
Streets	48.45%	45.36%	6.19%

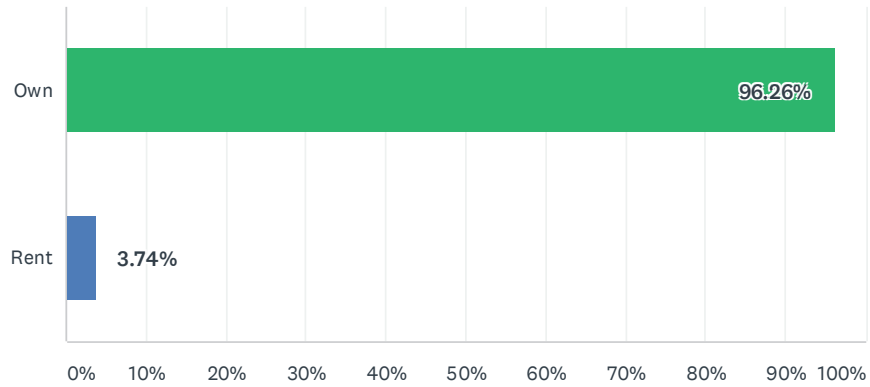


THANK YOU !!!



Q4 Do you own or rent your place of residence?

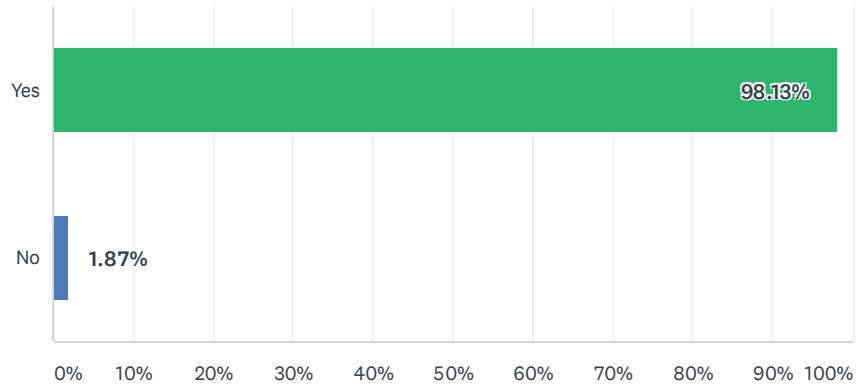
Answered: 107 Skipped: 3



ANSWER CHOICES	RESPONSES	
Own	96.26%	103
Rent	3.74%	4
TOTAL		107

Q5 Do you have access to the Internet?

Answered: 107 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	98.13%	105
No	1.87%	2
TOTAL		107

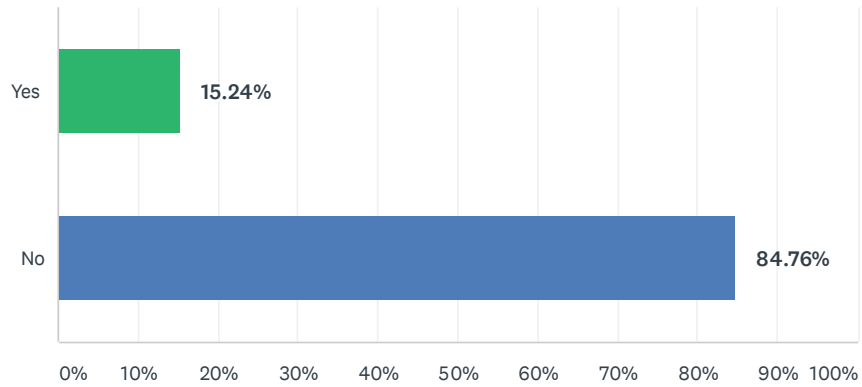
Q6 Over the past 12 months, please tell us about the level of service you have received (courtesy of employees, timeliness of service, ability to resolve issues, ease of contacting correct personnel/department).

Answered: 109 Skipped: 1

	EXCELLENT	GOOD	FAIR	POOR	NO CONTACT	TOTAL
Building (Permits & Inspections)	9.26% 10	7.41% 8	3.70% 4	0.93% 1	78.70% 85	108
City Attorney's Office	2.86% 3	0.00% 0	0.00% 0	0.00% 0	97.14% 102	105
City Clerk's Office/Passport Services	15.89% 17	4.67% 5	0.00% 0	0.00% 0	79.44% 85	107
City Council	4.72% 5	0.94% 1	0.00% 0	1.89% 2	92.45% 98	106
City Manager's Office	7.55% 8	1.89% 2	0.00% 0	0.00% 0	90.57% 96	106
Code Enforcement	12.15% 13	6.54% 7	4.67% 5	5.61% 6	71.03% 76	107
Economic Development	4.76% 5	0.00% 0	1.90% 2	0.95% 1	92.38% 97	105
Engineering/Public Works	7.62% 8	1.90% 2	3.81% 4	0.00% 0	86.67% 91	105
Finance/Business Licensing	6.67% 7	0.95% 1	0.95% 1	0.00% 0	91.43% 96	105
Parks	15.24% 16	15.24% 16	0.95% 1	2.86% 3	65.71% 69	105
Planning and Zoning	5.88% 6	0.98% 1	0.98% 1	4.90% 5	87.25% 89	102
Police	24.07% 26	15.74% 17	7.41% 8	2.78% 3	50.00% 54	108
Recreation	12.26% 13	5.66% 6	6.60% 7	1.89% 2	73.58% 78	106

Q7 Available on the City's website is an interactive resident information guide called Oakley OnDemand, now accessible under the "Report a Concern" tab. Have you ever accessed information or reported a concern through Oakley OnDemand?

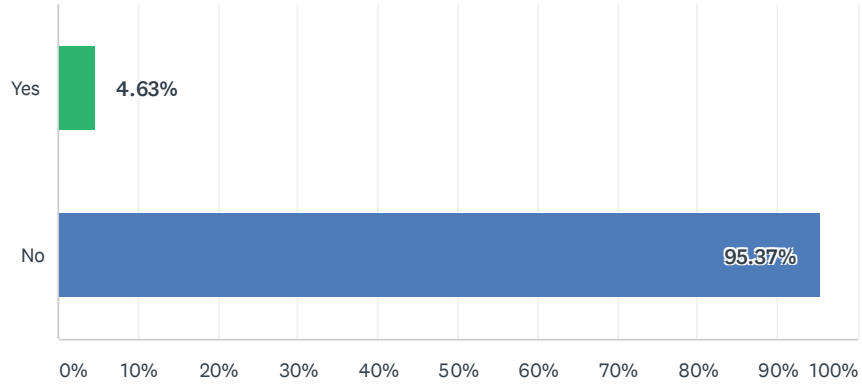
Answered: 105 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	15.24%	16
No	84.76%	89
TOTAL		105

Q8 Have you provided input for the City Council's consideration via our online engagement platform called Engage in Oakley, also available on our website?

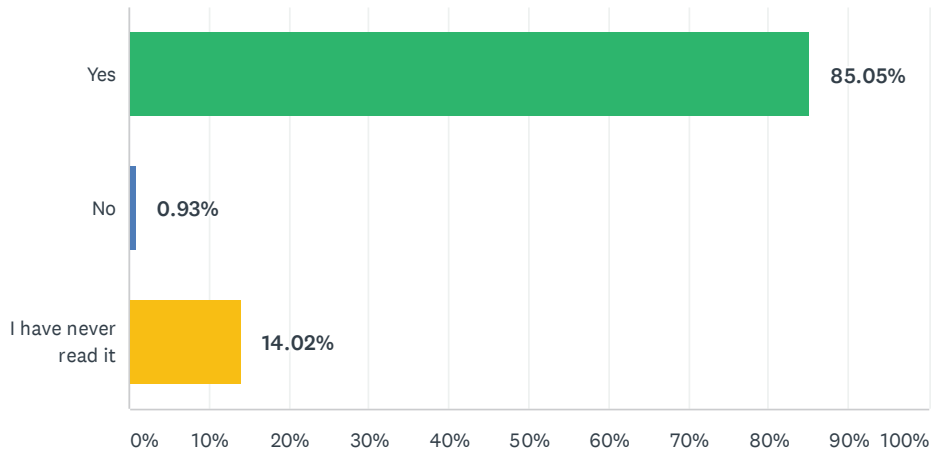
Answered: 108 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	4.63%	5
No	95.37%	103
TOTAL		108

Q9 All residents receive the City's Recreation Guide. Is the Guide an effective way of informing residents about recreation programs and community events?

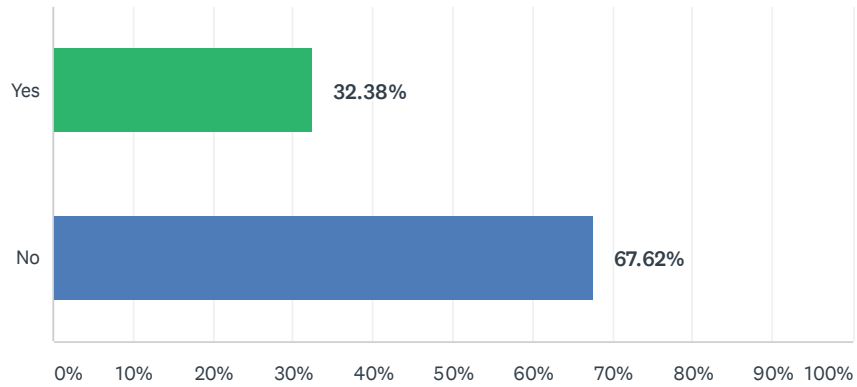
Answered: 107 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	85.05%	91
No	0.93%	1
I have never read it	14.02%	15
TOTAL		107

Q10 Have you heard of the "You, Me, We = Oakley!" welcoming initiative?

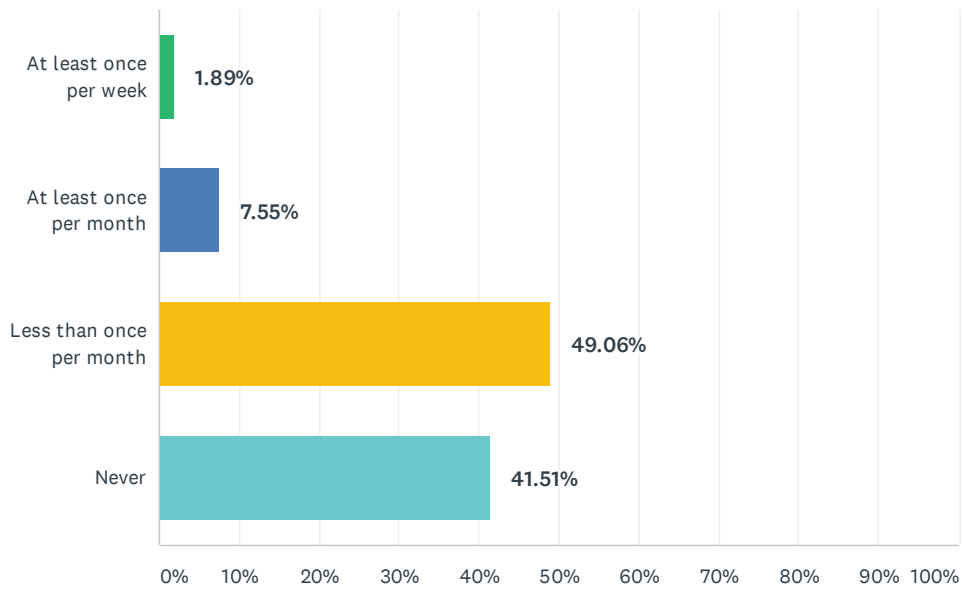
Answered: 105 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	32.38%	34
No	67.62%	71
TOTAL		105

Q11 How often do you or does anyone in your household visit the City of Oakley's website?

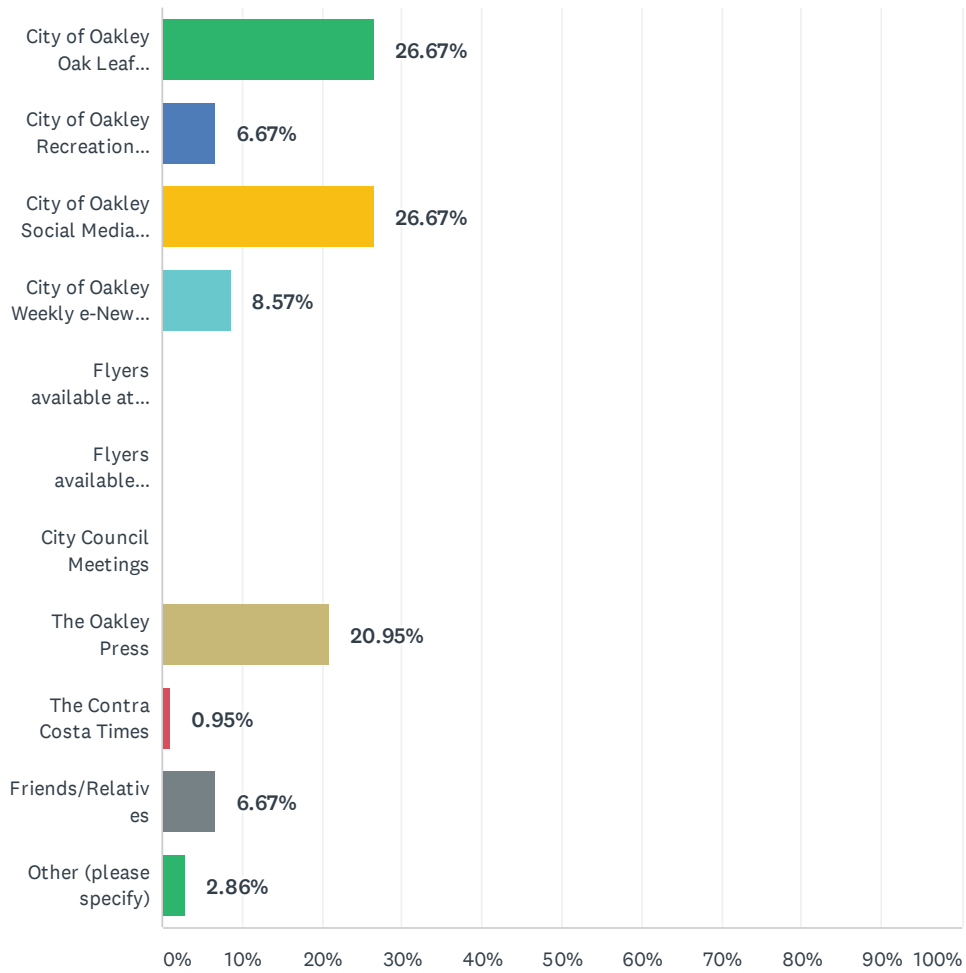
Answered: 106 Skipped: 4



ANSWER CHOICES	RESPONSES	
At least once per week	1.89%	2
At least once per month	7.55%	8
Less than once per month	49.06%	52
Never	41.51%	44
TOTAL		106

Q12 What is your primary source to find out about Oakley news? Please check ONE.

Answered: 105 Skipped: 5

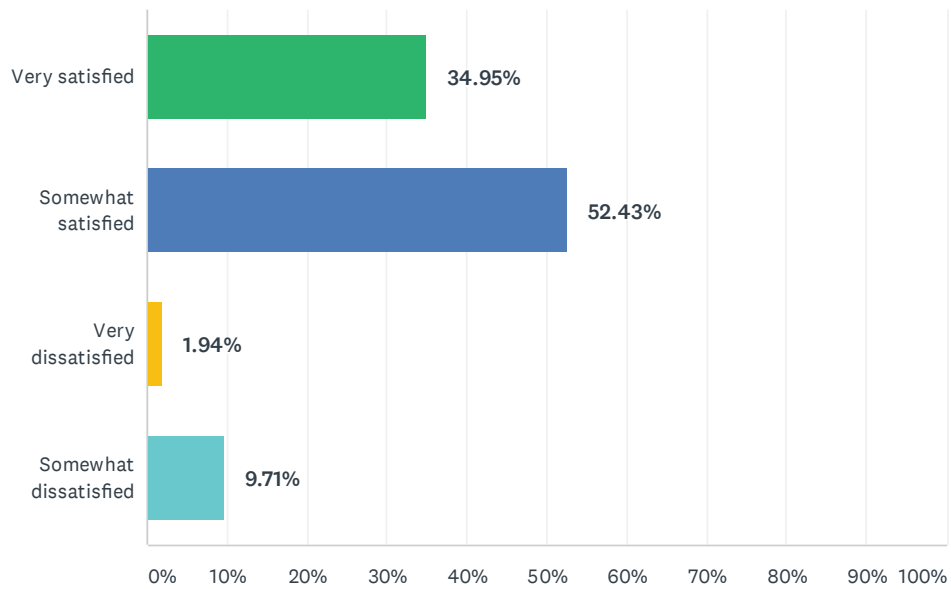


2020 Mail Survey

ANSWER CHOICES	RESPONSES	
City of Oakley Oak Leaf Newsletter	26.67%	28
City of Oakley Recreation Guide	6.67%	7
City of Oakley Social Media (Facebook, Twitter, Nextdoor, Instagram)	26.67%	28
City of Oakley Weekly e-News Oakley Outreach	8.57%	9
Flyers available at City Hall	0.00%	0
Flyers available through schools	0.00%	0
City Council Meetings	0.00%	0
The Oakley Press	20.95%	22
The Contra Costa Times	0.95%	1
Friends/Relatives	6.67%	7
Other (please specify)	2.86%	3
TOTAL		105

Q13 How satisfied are you with the City's effort to communicate with its residents?

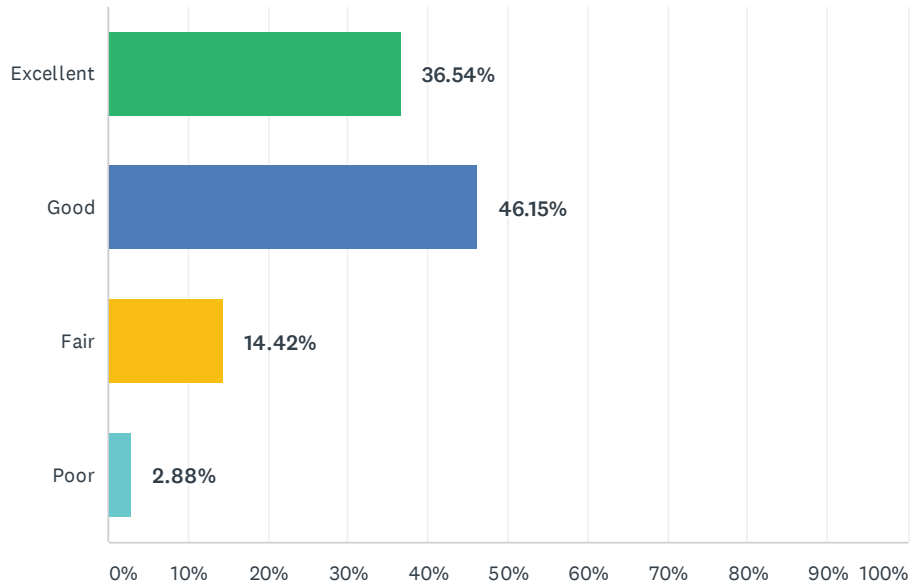
Answered: 103 Skipped: 7



ANSWER CHOICES	RESPONSES	
Very satisfied	34.95%	36
Somewhat satisfied	52.43%	54
Very dissatisfied	1.94%	2
Somewhat dissatisfied	9.71%	10
TOTAL		103

Q14 How do you view Oakley as a place to live?

Answered: 104 Skipped: 6



ANSWER CHOICES	RESPONSES	
Excellent	36.54%	38
Good	46.15%	48
Fair	14.42%	15
Poor	2.88%	3
TOTAL		104

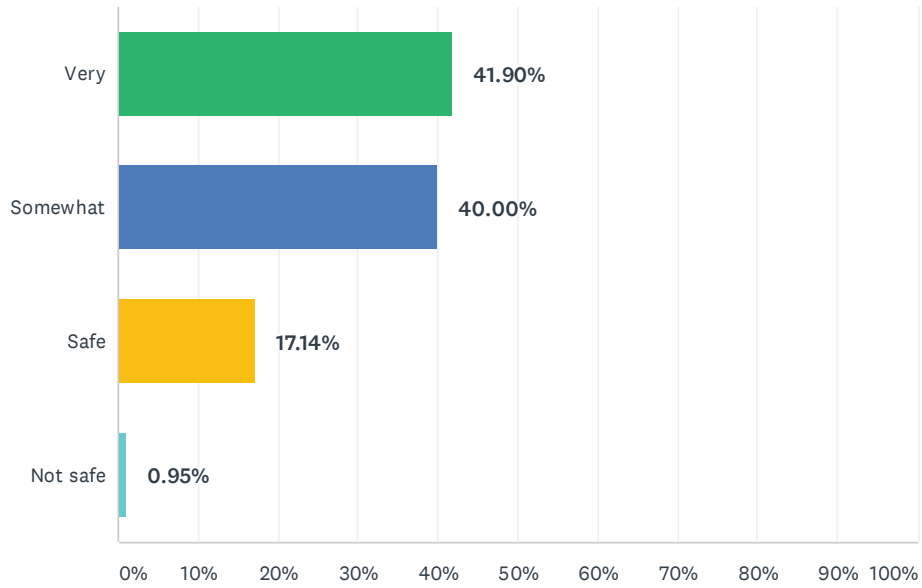
Q15 What makes Oakley an attractive place to live? (Check all that apply).

Answered: 109 Skipped: 1

ANSWER CHOICES	RESPONSES	
Good schools	38.53%	42
Quiet	54.13%	59
Low crime	49.54%	54
Good neighborhoods	58.72%	64
Home prices	42.20%	46
Nearby shopping	44.04%	48
Location	34.86%	38
People	38.53%	42
Climate	45.87%	50
Clean environment	32.11%	35
Pretty/scenic	23.85%	26
Rural feel	46.79%	51
Small community	56.88%	62
Recreational activities	17.43%	19
Safe for kids	27.52%	30
Job opportunities	0.92%	1
Good roads	18.35%	20
None	1.83%	2
Other	3.67%	4
Total Respondents: 109		

Q16 How safe do you feel in Oakley?

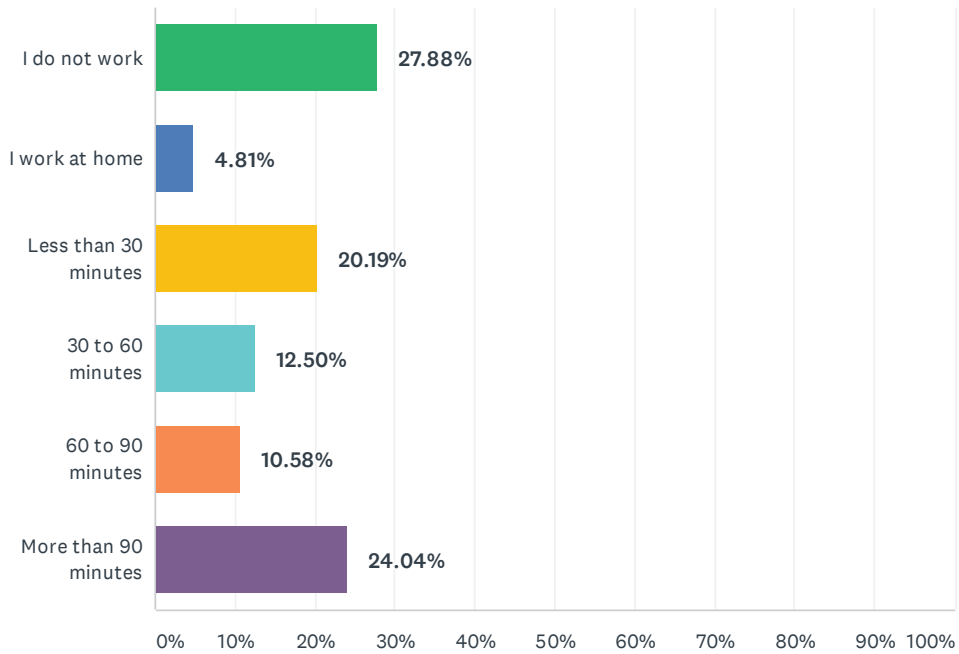
Answered: 105 Skipped: 5



ANSWER CHOICES	RESPONSES	
Very	41.90%	44
Somewhat	40.00%	42
Safe	17.14%	18
Not safe	0.95%	1
TOTAL		105

Q17 On average, what is your daily commute to and from work (roundtrip)?

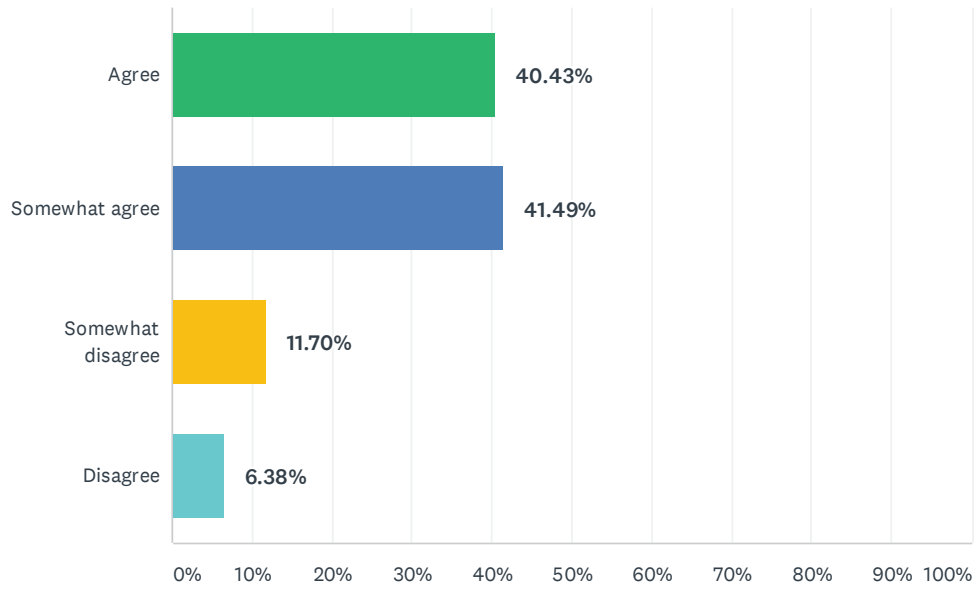
Answered: 104 Skipped: 6



ANSWER CHOICES	RESPONSES	
I do not work	27.88%	29
I work at home	4.81%	5
Less than 30 minutes	20.19%	21
30 to 60 minutes	12.50%	13
60 to 90 minutes	10.58%	11
More than 90 minutes	24.04%	25
TOTAL		104

Q18 In your opinion, immigrants make a positive contribution to the community?

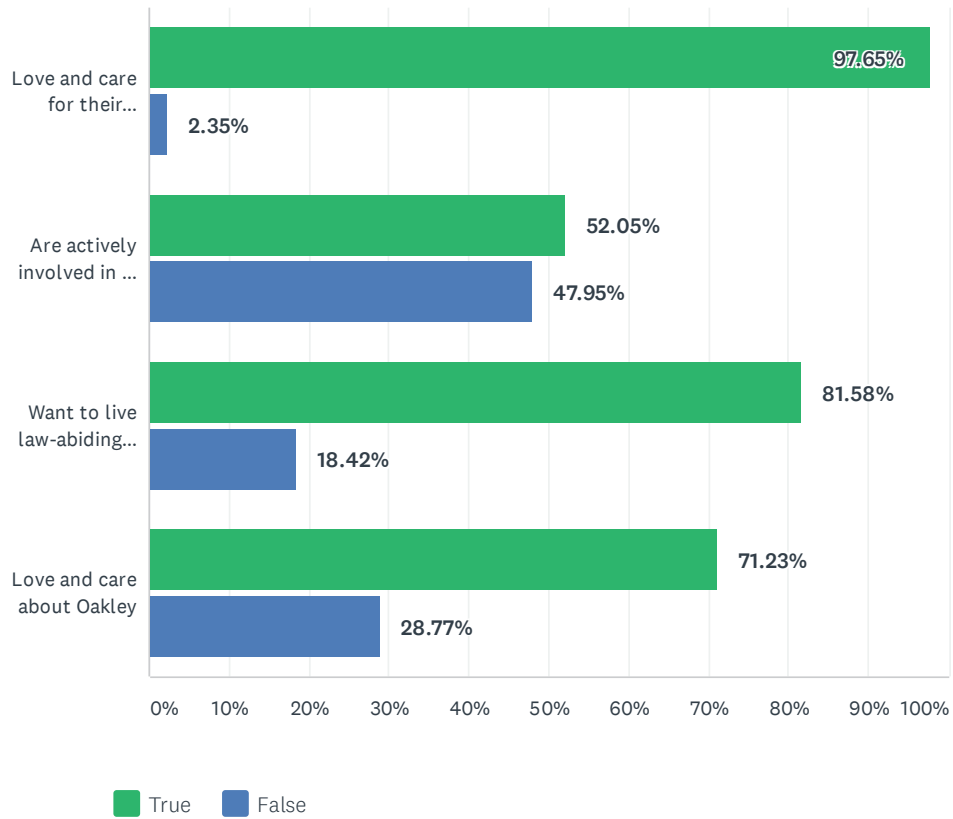
Answered: 94 Skipped: 16



ANSWER CHOICES	RESPONSES	
Agree	40.43%	38
Somewhat agree	41.49%	39
Somewhat disagree	11.70%	11
Disagree	6.38%	6
TOTAL		94

Q19 Please indicate whether you believe the following statements are true or false: Immigrants and newcomers in our community...

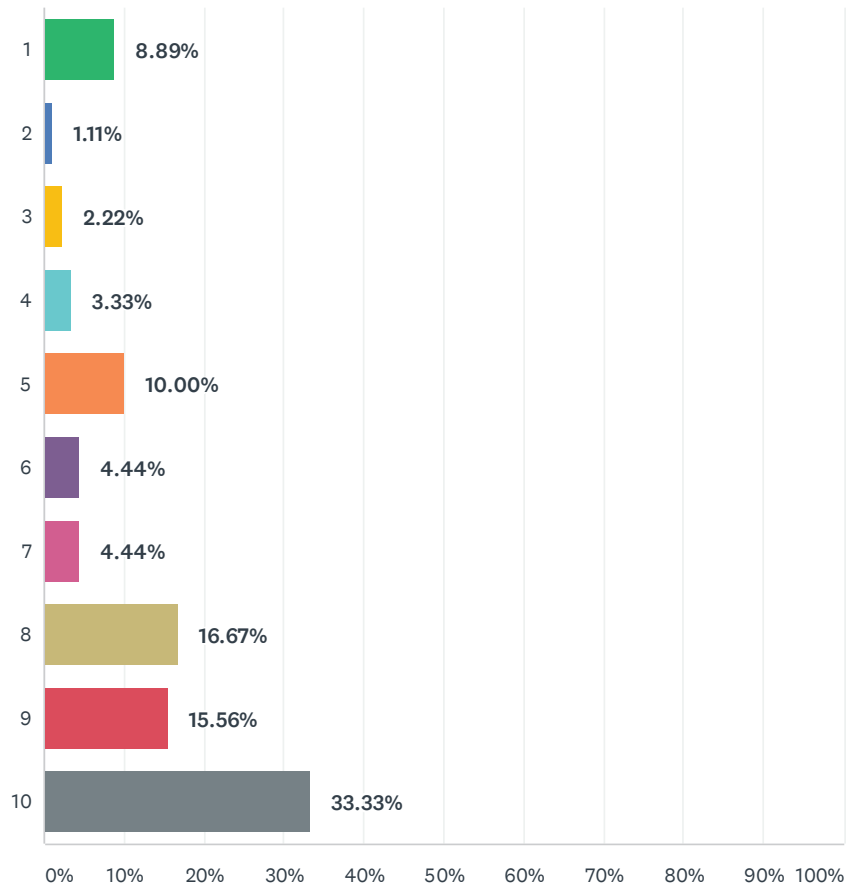
Answered: 86 Skipped: 24



	TRUE	FALSE	TOTAL
Love and care for their families	97.65% 83	2.35% 2	85
Are actively involved in the community	52.05% 38	47.95% 35	73
Want to live law-abiding lives	81.58% 62	18.42% 14	76
Love and care about Oakley	71.23% 52	28.77% 21	73

Q20 From 1-10 (10 being the highest), to what degree are you welcoming to immigrants?

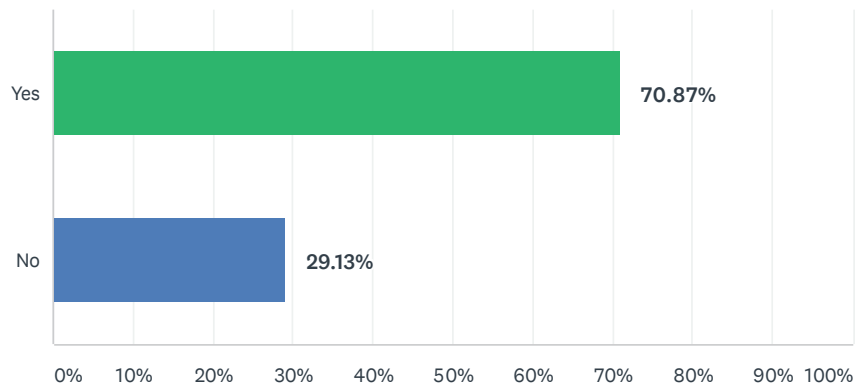
Answered: 90 Skipped: 20



ANSWER CHOICES	RESPONSES	
1	8.89%	8
2	1.11%	1
3	2.22%	2
4	3.33%	3
5	10.00%	9
6	4.44%	4
7	4.44%	4
8	16.67%	15
9	15.56%	14
10	33.33%	30
TOTAL		90

Q21 Have you or anyone in your household visited a park in the City of Oakley within the past twelve months?

Answered: 103 Skipped: 7



ANSWER CHOICES	RESPONSES	
Yes	70.87%	73
No	29.13%	30
TOTAL		103

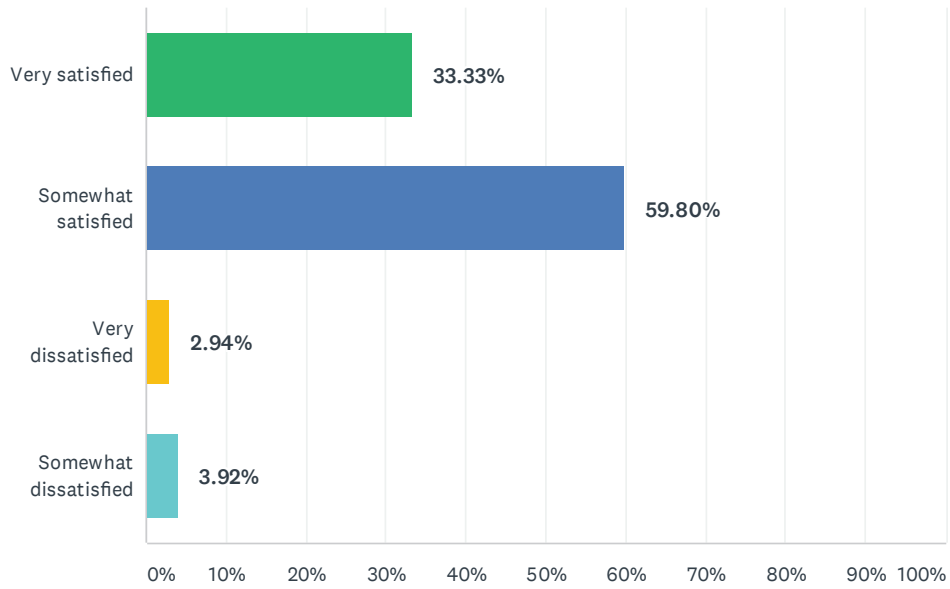
Q22 For the service categories and issues listed below, please mark whether you would like More, the Same, or Less allocation of resources of staff, effort, and money.

Answered: 103 Skipped: 7

	MORE	SAME	LESS	TOTAL
Code Enforcement	30.93% 30	61.86% 60	7.22% 7	97
Community Cleanup	47.37% 45	51.58% 49	1.05% 1	95
Downtown Improvements	54.55% 54	32.32% 32	13.13% 13	99
Economic Development	52.63% 50	34.74% 33	12.63% 12	95
Parks	27.08% 26	64.58% 62	8.33% 8	96
Police	58.00% 58	41.00% 41	1.00% 1	100
Public Information	24.73% 23	72.04% 67	3.23% 3	93
Recreation	29.79% 28	65.96% 62	4.26% 4	94
Streets	48.45% 47	45.36% 44	6.19% 6	97
Other	76.47% 13	5.88% 1	17.65% 3	17

Q23 How satisfied are you with the job the City of Oakley is doing to provide services?

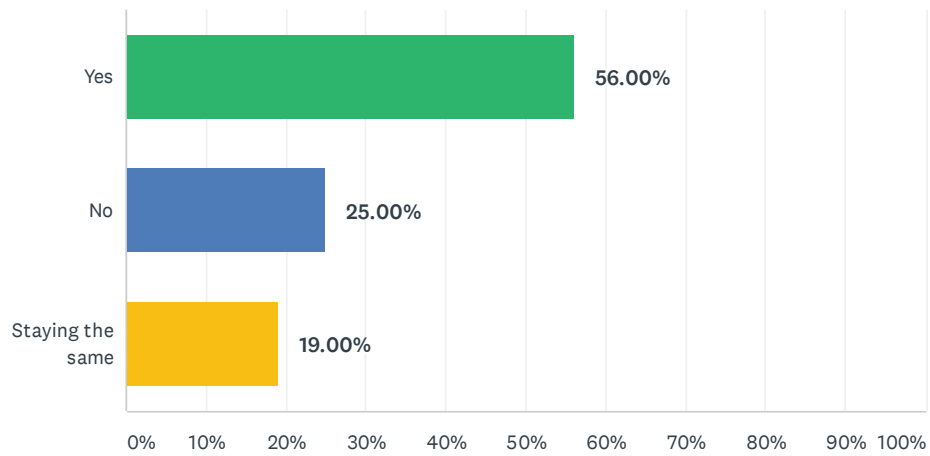
Answered: 102 Skipped: 8



ANSWER CHOICES	RESPONSES	
Very satisfied	33.33%	34
Somewhat satisfied	59.80%	61
Very dissatisfied	2.94%	3
Somewhat dissatisfied	3.92%	4
TOTAL		102

Q24 In general, do you think that the City of Oakley is heading in the right direction?

Answered: 100 Skipped: 10



ANSWER CHOICES	RESPONSES	
Yes	56.00%	56
No	25.00%	25
Staying the same	19.00%	19
TOTAL		100

Q25 On a scale of 1 to 10, where 1 means "little need to improve" and 10 means "urgent need to improve," please rate these City services:

Answered: 104 Skipped: 6

	1	2	3	4	5	6	7	8	9	10	DO NOT KNOW	TO
Building Inspections	10.31% 10	3.09% 3	1.03% 1	3.09% 3	6.19% 6	1.03% 1	0.00% 0	0.00% 0	0.00% 0	1.03% 1	74.23% 72	
Building Permits	11.11% 11	3.03% 3	3.03% 3	3.03% 3	4.04% 4	3.03% 3	0.00% 0	3.03% 3	0.00% 0	1.01% 1	68.69% 68	
City Attorney	6.12% 6	3.06% 3	2.04% 2	1.02% 1	4.08% 4	0.00% 0	0.00% 0	1.02% 1	0.00% 0	0.00% 0	82.65% 81	
City Clerk	8.16% 8	2.04% 2	4.08% 4	0.00% 0	4.08% 4	0.00% 0	0.00% 0	1.02% 1	0.00% 0	1.02% 1	79.59% 78	
City Manager	8.25% 8	4.12% 4	4.12% 4	0.00% 0	5.15% 5	0.00% 0	3.09% 3	4.12% 4	1.03% 1	3.09% 3	67.01% 65	
Code Enforcement	7.37% 7	6.32% 6	6.32% 6	2.11% 2	7.37% 7	3.16% 3	5.26% 5	5.26% 5	2.11% 2	7.37% 7	47.37% 45	
Economic Development	7.37% 7	1.05% 1	4.21% 4	4.21% 4	9.47% 9	2.11% 2	7.37% 7	3.16% 3	1.05% 1	11.58% 11	48.42% 46	
Finance/Business Licensing	6.12% 6	2.04% 2	3.06% 3	1.02% 1	5.10% 5	2.04% 2	3.06% 3	1.02% 1	1.02% 1	3.06% 3	72.45% 71	
Parks	10.00% 10	12.00% 12	11.00% 11	11.00% 11	10.00% 10	4.00% 4	5.00% 5	2.00% 2	1.00% 1	3.00% 3	31.00% 31	
Passport Services	11.46% 11	7.29% 7	5.21% 5	2.08% 2	3.13% 3	0.00% 0	2.08% 2	0.00% 0	0.00% 0	0.00% 0	68.75% 66	
Planning and Zoning	3.06% 3	2.04% 2	6.12% 6	3.06% 3	2.04% 2	2.04% 2	1.02% 1	7.14% 7	2.04% 2	14.29% 14	57.14% 56	
Police	11.22% 11	11.22% 11	10.20% 10	4.08% 4	10.20% 10	3.06% 3	4.08% 4	4.08% 4	3.06% 3	8.16% 8	30.61% 30	
Public Works/Engineering	6.06% 6	1.01% 1	5.05% 5	4.04% 4	9.09% 9	3.03% 3	3.03% 3	1.01% 1	3.03% 3	3.03% 3	61.62% 61	
Recreation	6.19% 6	4.12% 4	11.34% 11	8.25% 8	11.34% 11	3.09% 3	8.25% 8	2.06% 2	2.06% 2	3.09% 3	40.21% 39	

Q26 Some public services are provided to Oakley residents by agencies other than the City. Please indicate how well these services are being provided.

Answered: 106 Skipped: 4

	EXCELLENT	GOOD	FAIR	POOR	DO NOT KNOW	TOTAL	WEIGHTED AVERAGE
Animal Control	3.88% 4	23.30% 24	21.36% 22	12.62% 13	38.83% 40	103	3.59
Elementary Schools	13.86% 14	33.66% 34	11.88% 12	0.99% 1	39.60% 40	101	3.19
Emergency Medical Services	15.31% 15	34.69% 34	5.10% 5	3.06% 3	41.84% 41	98	3.21
Fire Protection	18.45% 19	32.04% 33	11.65% 12	8.74% 9	29.13% 30	103	2.98
High Schools	16.83% 17	27.72% 28	10.89% 11	3.96% 4	40.59% 41	101	3.24
Middle Schools	15.00% 15	26.00% 26	18.00% 18	4.00% 4	37.00% 37	100	3.22
Public Library	9.80% 10	25.49% 26	16.67% 17	16.67% 17	31.37% 32	102	3.34
Sewer	14.71% 15	40.20% 41	9.80% 10	1.96% 2	33.33% 34	102	2.99
Trails	11.11% 11	40.40% 40	16.16% 16	4.04% 4	28.28% 28	99	2.98
Trash and Recycling Collection	25.24% 26	56.31% 58	14.56% 15	0.97% 1	2.91% 3	103	2.00
Water	22.12% 23	53.85% 56	13.46% 14	2.88% 3	7.69% 8	104	2.20



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 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 be the same as Fiscal Year 2019-20 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 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.

Lastly, though reduced compared to transfers in recent years, the Budget provides some General Fund allocations to augment 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 life.

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, as you outlined in the City's Strategic Plan.

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 \$20,698,669 in recurring revenues, and recurring expenditures are approximately \$20,701,000, including \$900,000 in recurring transfers to other funds. (The total of \$21,301,448 in proposed expenditures includes other transfers out). As stated previously, the decrease in revenues compared to last fiscal year is largely due to increases in property 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 \$1.6 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 \$1.5 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
- \$175,000 to the Equipment & Vehicle Replacement Fund
- \$50,000 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. Vehicle and equipment are assumed to have a five-year to twenty-year lifecycle, depending on their

types and uses. Staff has also determined that there are sufficient funds in reserve to allow for a contribution of \$175,000 rather than \$290,000 in Fiscal Year 2020-21 – particularly with the uncertainties that the COVID-19 pandemic has created. The revised policy will ensure the City’s ability to replace assets when they reach the end of their useful lives.

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. 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 to achieve a better understanding of future needs.

NEW INTERFUND LOANS

One of the City’s financial policies is 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.

The projected Development activity for Fiscal Year 2020-2021 is expected to cover the debt service for the 2016 Lease Revenue Bonds found in *Fund 206*. If development does not happen as planned and there are not sufficient impact fees 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 new funds totaling \$4.9 million. The majority of the new 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,

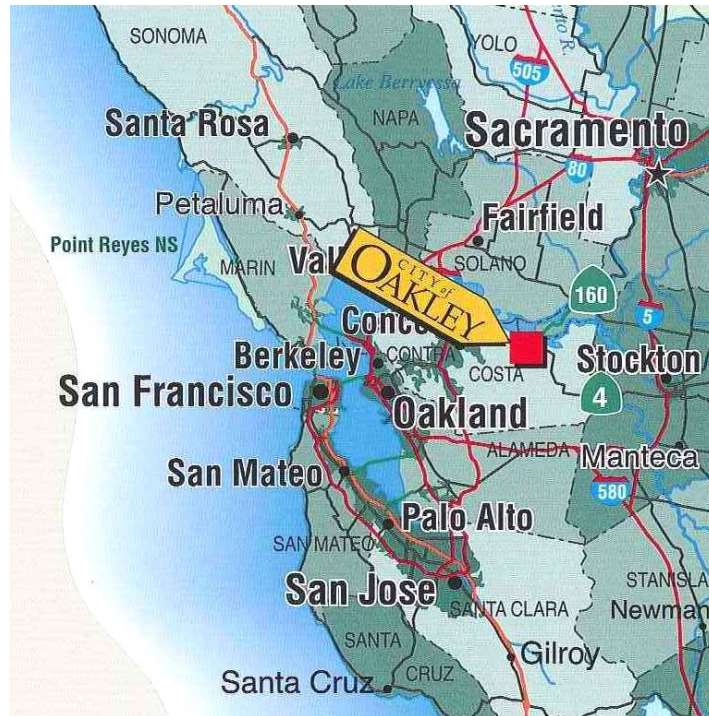
Bryan H. Montgomery
City Manager

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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 & CITY MANAGEMENT TEAM

- CITY COUNCIL -

Kevin Romick, Mayor

Sue Higgins, Vice Mayor

Claire Alaura, Councilmember

Randy Pope, Councilmember

Michael Krieg, Councilmember

- 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

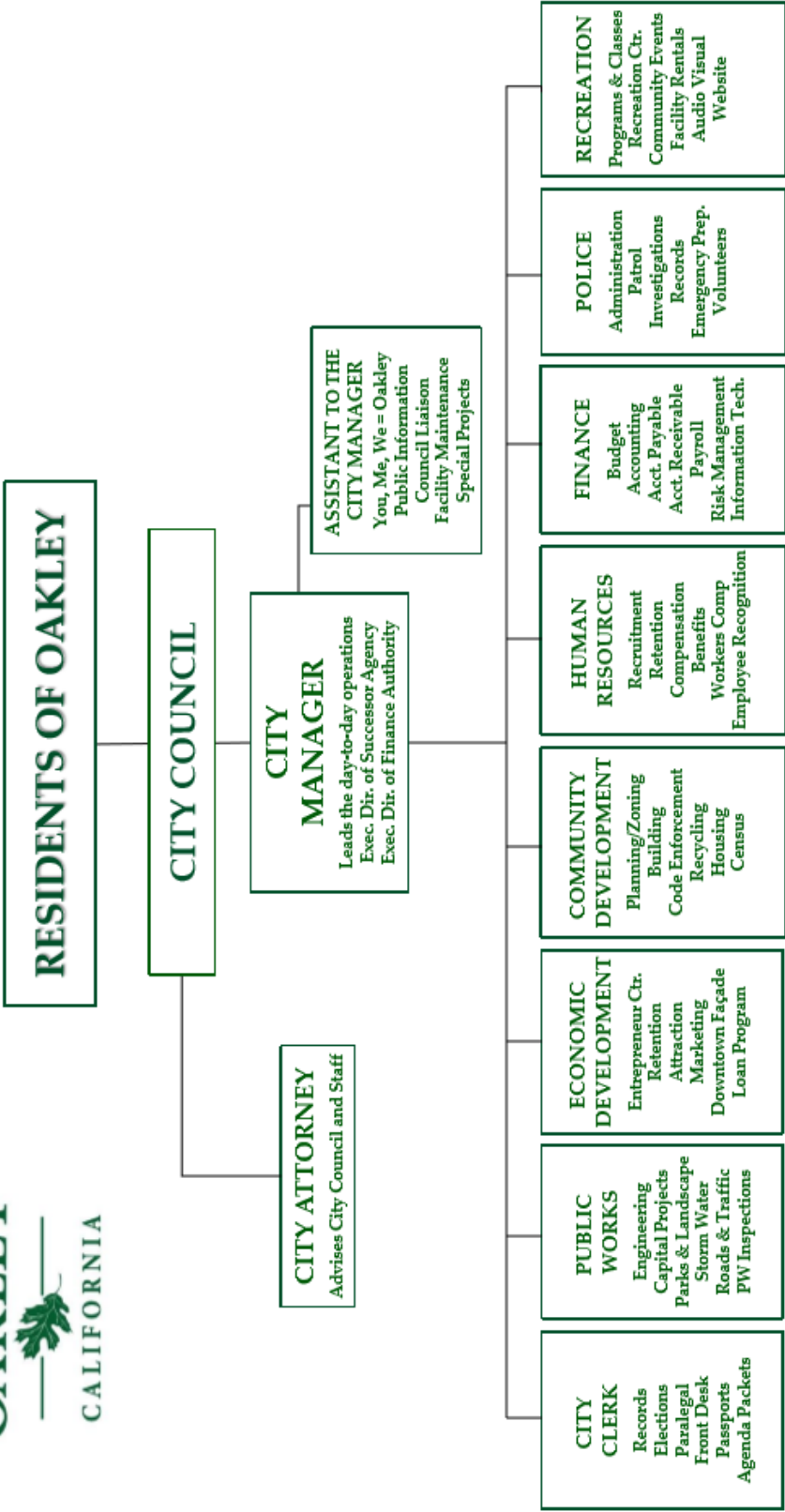
Joshua McMurray, Community Development Director

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 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. Prior approval of the City Manager will be required for the assignment and/or use of these appropriations.	Yes Yes 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	
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The City will develop an annual Five-Year Plan for Capital Improvements, including sections for CIP design, development, implementation, and operating and maintenance costs.	Yes	
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>	<p>Yes</p>	
<p>The City may issue interfund loans in lieu of outside debt instruments to meet short-term cash flow needs. Such loans will be permitted only if an analysis of the lending fund indicates excess funds are available and the use of these funds will not impact its current operations. The prevailing interest rate, as established by the Finance Director, will be paid to the lending fund, and such loan shall be approved by the City Council, documented by a memorandum signed by the City Manager and filed with the Finance Department and City Clerk.</p> <p>Both the Original Budget adopted each year, and the Mid-Year Budget Report, will include a separate section identifying anticipated interfund loans, and the City Council's approval of these reports shall be approval of the interfund loans.</p>	<p>Yes</p> <p>Yes</p>	

LONG-TERM DEBT POLICIES

<p>The City will confine normal long-term borrowing to capital improvement projects it is unable to fund from current revenues in time to meet community needs or where a fiscal analysis shows that a significant benefit would accrue from building sooner at current prices and at current interest rates.</p>	<p>Yes</p>	
<p>When the City issues City long-term debt, it will employ a professional financial advisor to assist the City in obtaining the best possible outcomes in terms of planning, sizing, underwriting, insuring, and presentation of the City's plans and position to bond rating agencies and the public. The City will also employ the services of qualified bond counsel and, as appropriate, disclosure counsel.</p>	<p>Yes</p>	
<p>When the City issues assessment type debt, it will work cooperatively with the project area Developers to identify an appropriate and acceptable financing team to obtain the best possible outcomes for the City and its citizens, and ensure compliance with all legal requirements.</p>	<p>Yes</p>	

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

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

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

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). The City Manager may release and appropriate funds from this reserve during the year, but solely for terminal pay expenditures.	Yes 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. 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 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

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BUDGET SCHEDULE

FY 2020-2021 BUDGET

Date	Function
January 31	2020-21 Budget Instructions Distributed
February 11	FY 2019-20 Midyear review with City Council
Week of February 10	Finance Available for Budget System Training to anyone needing assistance.
March 9	Department Head Strategic Planning Session
Week of March 9	City Manager Discussions with DH's Individually, as needed
March 23	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
March 23 – April 2	Finance & Engineering Review Period
April 7 – 11	City Manager Review Period
April 14 - 17	City Manager Reviews with Department Heads individually, as needed
	City Council – Staff Strategic Planning Session (postponed)
April 17	2019-20 Departmental Accomplishments Due to City Manager & Finance Director
April 21	Community-Wide Strategic Planning Session (postponed)
April 21 – April 28	Preparation and Final City Manager Review of Proposed Budgets, CIP and Presentations
April 29 – May 5	Production and Distribution of Proposed Budget and CIP to Council and Staff
May 26	Budget Work Session
June 24	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 15th and a Community-Wide Strategic Planning Session on April 21st. 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.

PROPOSED ALL FUNDS SUMMARY

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	20,698,669	19,801,448	(1,500,000)			5,073,190	
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	-	79,761				355	
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	
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	

PROPOSED ALL FUNDS SUMMARY (continued)

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*
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	324,500	175,000			1,535,996	
502	Capital Facilities Mtc and Replace Fund	(1,855)	1,000	1,500	50,000			47,645	
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		-	
			43,003,511	42,044,714	-	989,975			

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

**General Fund resources excludes the value of real estate held, which at June 30, 2018 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 now added to each Fund's reserves for asset replacement, the estimated available resources at July 1, of each year are \$0, unless the reserve is fully funded. Appropriations from a prior year capital project will roll into the new year, as with all capital project appropriations, but otherwise, the beginning of the year available resources in these funds will be \$0. 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.

2020/2021 Position Allocation Summary

	Position	Status	City of Oakley FTE	Contract FTE	Total FTE
City Council					
	Mayor	Elected	1.00		1.00
	Vice-Mayor	Elected	1.00		1.00
	Councilmembers	Elected	3.00		3.00
	Total City Council Staffing:		5.00	0.00	5.00
Building					
	Building Official	Contract	0.00	0.40	0.40
	Building Inspector II	Employee	1.00		1.00
	Building Inspector I	Employee	0.80		0.80
	Building Inspector II	Employee	1.00		1.00
	Permit Technician	Employee	1.00		1.00
	Permit Technician	Employee	1.00		1.00
	Administrative Asst.	Employee	0.50		0.50
	Total Building Staffing:		5.30	0.40	5.70
Code Enforcement					
	Code Enforcement Officer II	Employee	1.00		1.00
	Code Enforcement Tech	Employee	1.00		1.00
	Code Enforcement Tech	Employee	1.00		1.00
	Total Code Enforcement Staffing:		3.00	0.00	3.00
City Attorney					
	City Attorney	Contract		0.25	0.25
	Assistant City Attorney	Contract		0.25	0.25
	City Clerk/Paralegal	Employee	0.30		0.30
	Total City Attorney Staffing:		0.30	0.50	0.80
City Clerk					
	City Clerk/Paralegal	Employee	0.70		0.70
	Records Management Clerk	Employee	1.00		1.00
	Receptionists	Employee	1.02		1.02
	Total City Clerk Staffing:		2.72	0.00	2.72
City Manager					
	City Manager	Employee	1.00		1.00
	Assistant to the City Manager/HR Manager	Employee	0.20		0.20
	Total City Manager Staffing:		1.20	0.00	1.20
Community Outreach					
	Assistant to the City Manager	Employee	0.20		0.20
	Administrative Asst.	Employee	0.56		0.56
	You Me We Project Coordinator	Employee	0.50		0.50
	You Me We Project Administrative Assistant	Employee	0.48		0.48
	Total Community Outreach Staffing:		1.74	0.00	1.74
Human Resources					
	Assistant to the City Manager/HR Manager	Employee	0.60		0.25
	Management Analyst	Employee	0.50		0.50
	Administrative Asst.	Employee	0.28		0.28
	Total Human Resources Staffing:		1.38	0.00	1.38
Building Maintenance					
	Facilities Maintenance Custodian	Employee	1.00		0.00
	Facilities Maintenance Aide	Employee	0.48		0.48
	Total Building Maintenance Staffing:		1.48	0.00	1.48
Finance					
	Finance Director	Employee	1.00		1.00
	Senior Accountant	Employee	1.00		1.00
	Senior Accounting Technician	Employee	1.00		1.00
	Accounting Assistant I	Employee	1.00		1.00
	Accounting Assistant	Employee	0.50		0.50
	Total Finance Department Staffing:		4.50	0.00	4.50

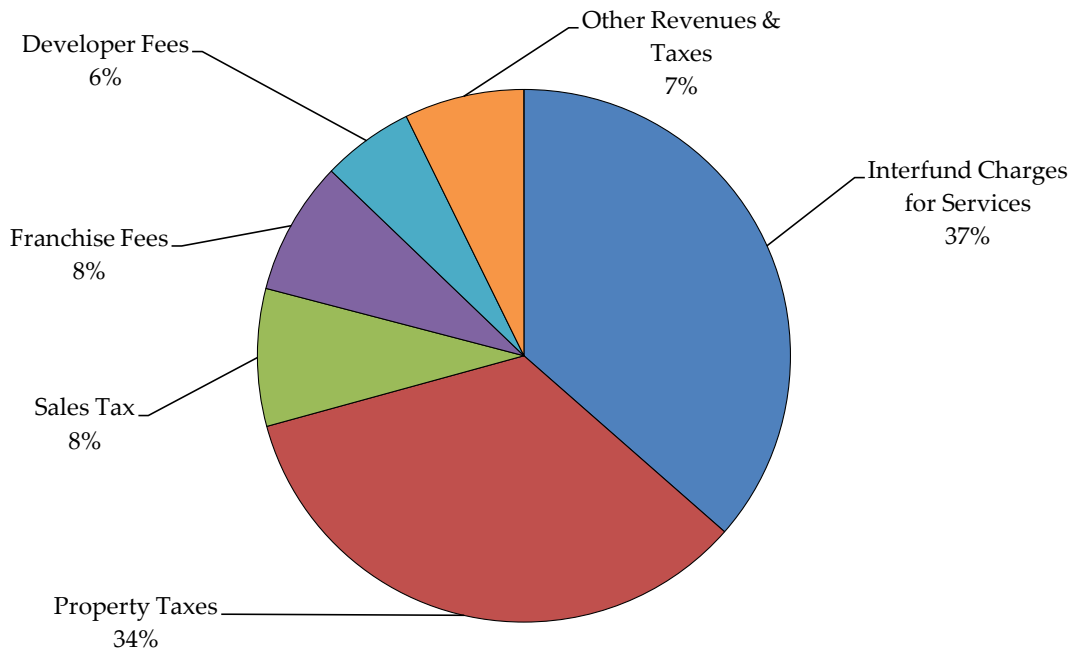
2020/2021 Position Allocation Summary

	Position	Status	City of Oakley FTE	Contract FTE	Total FTE
Information Technology					
	Network Engineers	Contract		1.00	1.00
	Total Information Technology Staffing:		0.00	1.00	1.00
Economic Development					
	Economic Development Manager	Employee	1.00		1.00
	Total Economic Development Staffing:		1.00	0.00	1.00
Planning					
	Community Development Director	Employee	1.00		1.00
	Principal Planner	Employee	1.00		1.00
	Planning Technician	Employee	0.90		0.90
	Total Planning Staffing:		2.90	0.00	2.90
Police					
	Chief	Employee	1.00		1.00
	Lieutenant	Employee	1.00		1.00
	Sergeants	Employee	7.00		7.00
	Records Supervisor	Contract		0.48	0.48
	Officers	Employee	25.0		25.00
	Police Records Assistant	Employee	1.38		1.38
	Police Services Assistants	Employee	4.40		4.40
	Total Police Department Staffing:		39.78	0.48	40.26
Public Works and Engineering					
	City Engineer/Public Works Director	Employee	1.00		1.00
	Principal Engineer	Employee	1.00		1.00
	Capital Projects Coordinator	Employee	1.00		1.00
	Engineering Technician	Employee	1.00		1.00
	Public Works Inspector II	Employee	1.00		1.00
	Public Works Administrative Specialist	Employee	1.00		1.00
	Public Works Administrative Assistant	Employee	0.63		0.63
	Streets Maintenance Foreman	Employee	1.00		1.00
	Public Works Maintenance Worker	Employee	1.00		1.00
	Parks and Landscape Maintenance Superintendent	Employee	1.00		1.00
	Parks & Landscape Maintenance Crew Leader	Employee	1.00		1.00
	Park & Landscape Maintenance Worker II	Employee	1.00		1.00
	Tree Maintenance Worker	Employee	1.00		1.00
	Parks Ranger	Employee	1.00		1.00
	Parks & Landscape Maintenance Laborers (Seasonal)	Employee	1.00		1.00
	Parks Monitor	Employee	0.25		0.25
	Sports Field Maintenance Laborer	Employee	0.25		0.25
	Total Public Works/Engineering Staffing:		15.13	0.00	15.13
Recreation					
	Recreation Manager	Employee	1.00		1.00
	Recreation and Event Coordinator	Employee	1.00		1.00
	Senior Recreation Leader	Employee	0.48		0.48
	Recreation Leader (Seasonal)	Employee	3.23		3.23
	Recreation Aide (Seasonal)	Employee	1.68		1.68
	Facilities Attendant	Employee	0.38		0.38
	Total Recreation Division Staffing		7.77	0.00	7.77
	Total Contract Employees			2.38	2.38
	Total City Employees:		93.20		93.20
	Total Position Allocation Summary				95.58

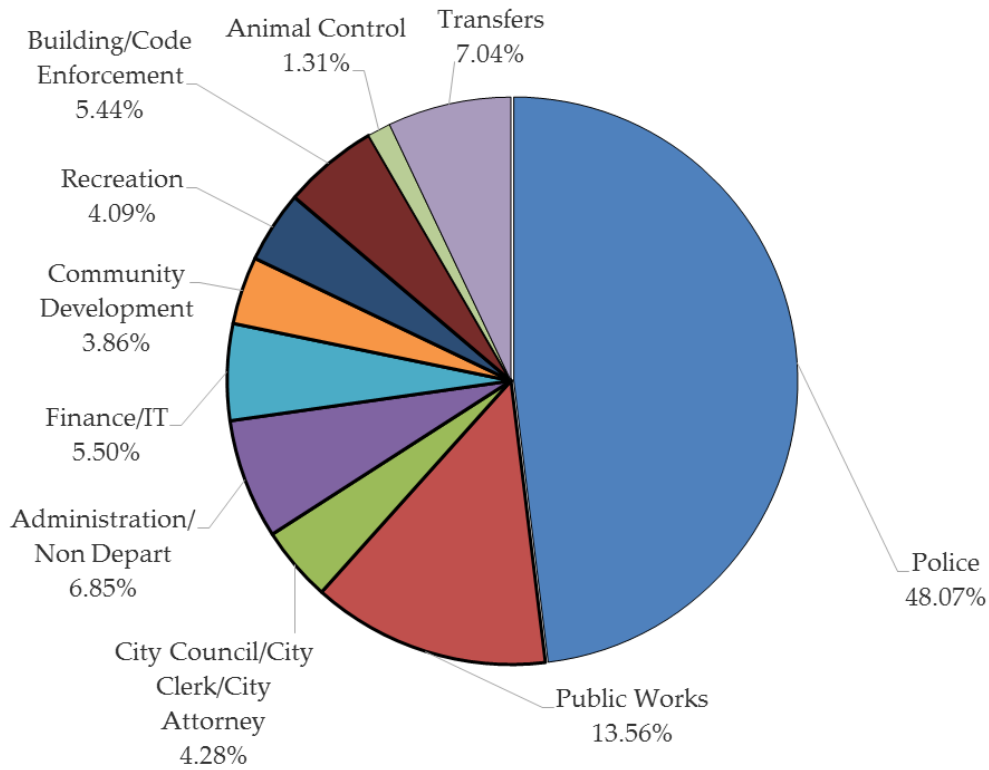
**GENERAL FUND
RECOMMENDED BUDGET
FISCAL YEAR 2020/21**

	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	7,062,396
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	527,068	405,000	385,000
Total Taxes	9,380,415	10,169,323	10,999,271	10,917,396	10,839,396
Interfund Charges for Services	6,155,814	7,059,302	7,884,541	8,372,662	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	768,160	523,555	549,301
Other Financing Sources	98,297	106,736	373,412	312,365	100,000
Total Revenue	19,019,301	20,966,758	21,946,310	22,146,209	20,698,669
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	468,401
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	347,392
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	104,198
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	1,158,645
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	3,659,000	1,500,000
Total Expenditures	20,989,646	19,360,195	21,591,829	24,086,197	21,301,448
Net Revenue (Expense)	(1,970,344.89)	1,606,563.32	354,481	(1,939,988)	(602,779)
Beginning Fund Balance	17,363,672	14,485,806	16,092,369	16,446,850	14,506,862
Reserved Fund Balance	5,926,490	8,786,828	9,029,998	8,830,893	8,830,893
Unassigned Fund Balance	8,559,316	7,305,608	7,615,987	5,675,969	5,073,190
Total Ending Fund Balance	14,485,806	16,092,369	16,446,850	14,506,862	13,904,083

Proposed General Fund Revenues Fiscal Year 2020-2021

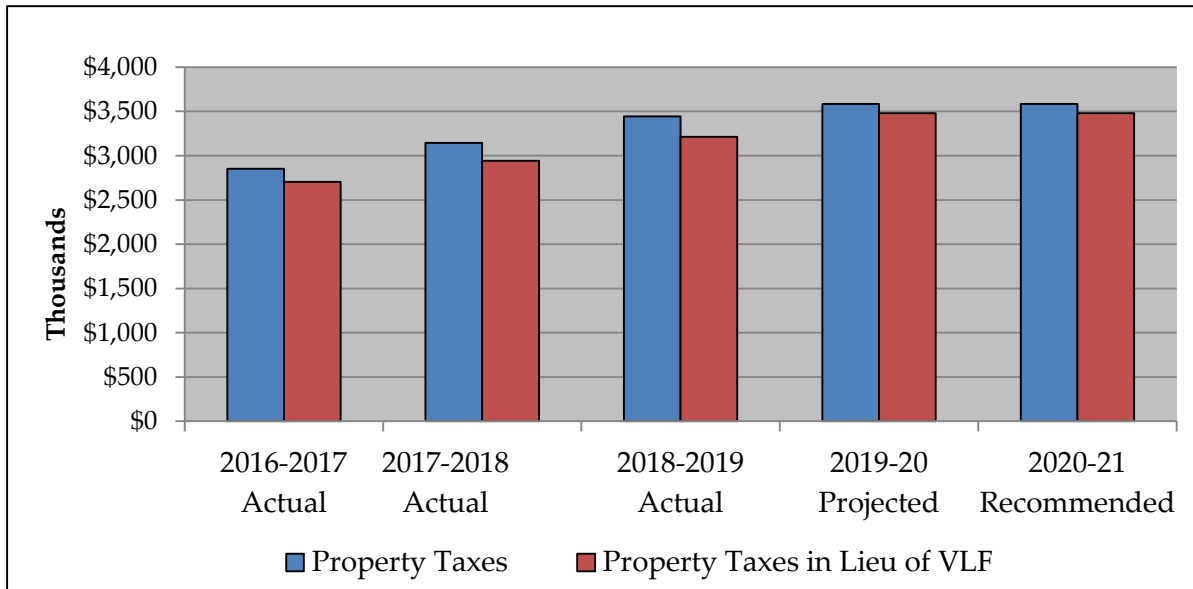


Proposed General Fund Expenditures Fiscal Year 2020/2021



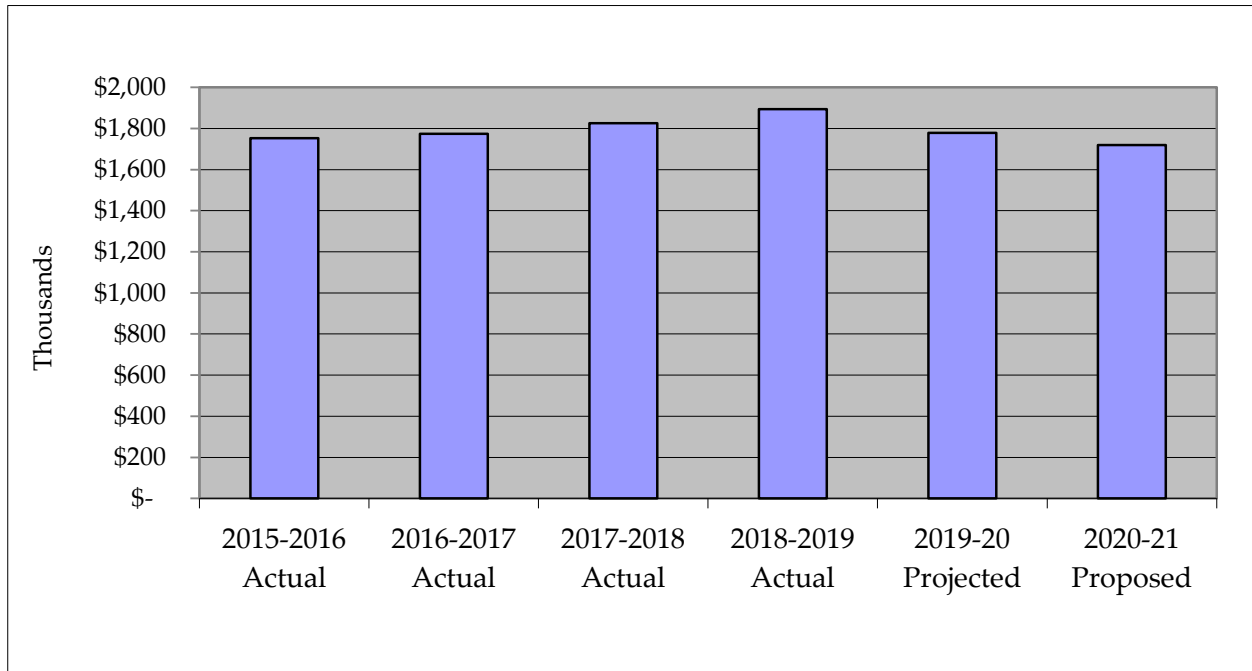
PROPERTY TAXES

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 0% in citywide assessed values. The budget includes estimated 1% Property Taxes totaling over \$3,583,000 and Property Taxes In Lieu Of Vehicle License Fees totaling over \$3,478,000.



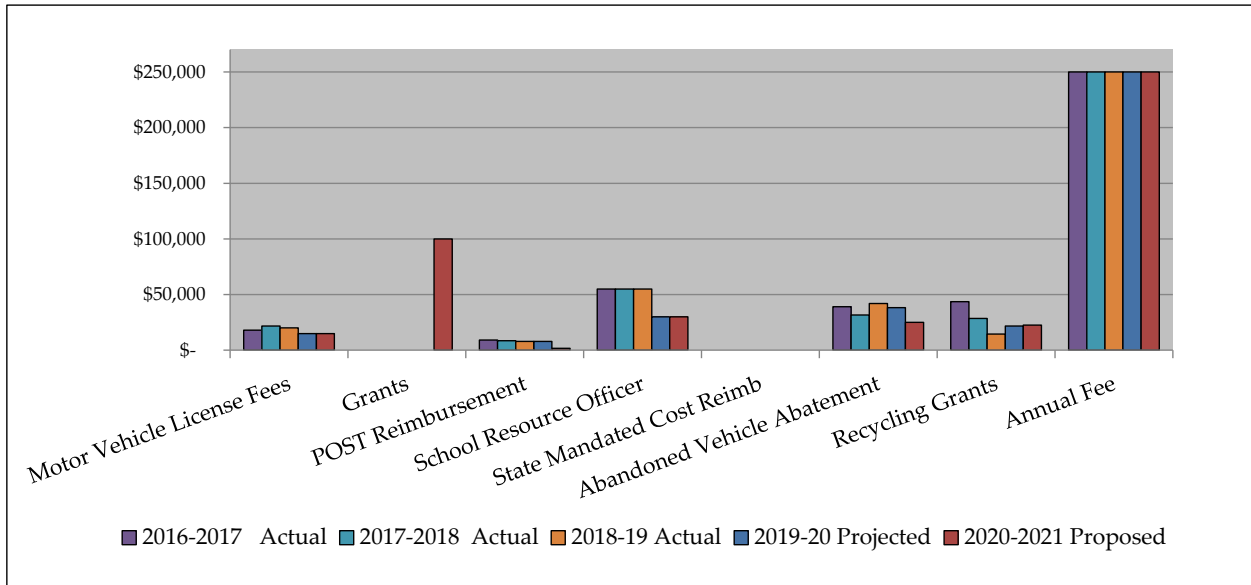
SALES TAX

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.



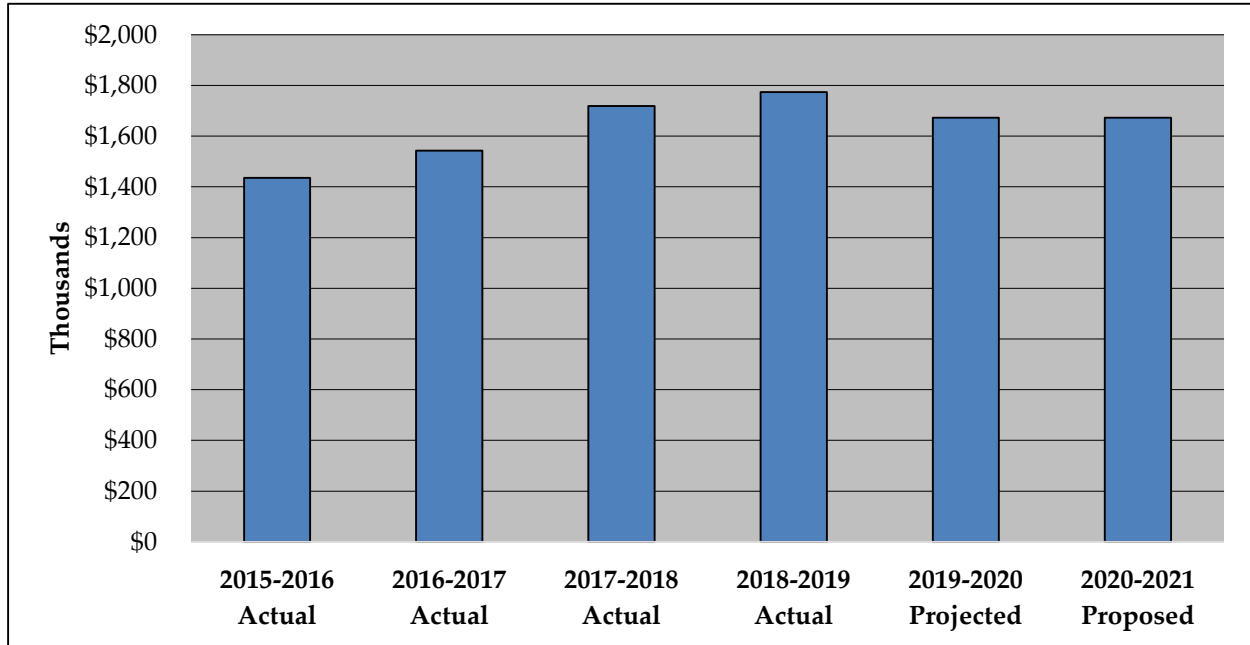
INTERGOVERNMENTAL REVENUES

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 2020-21.



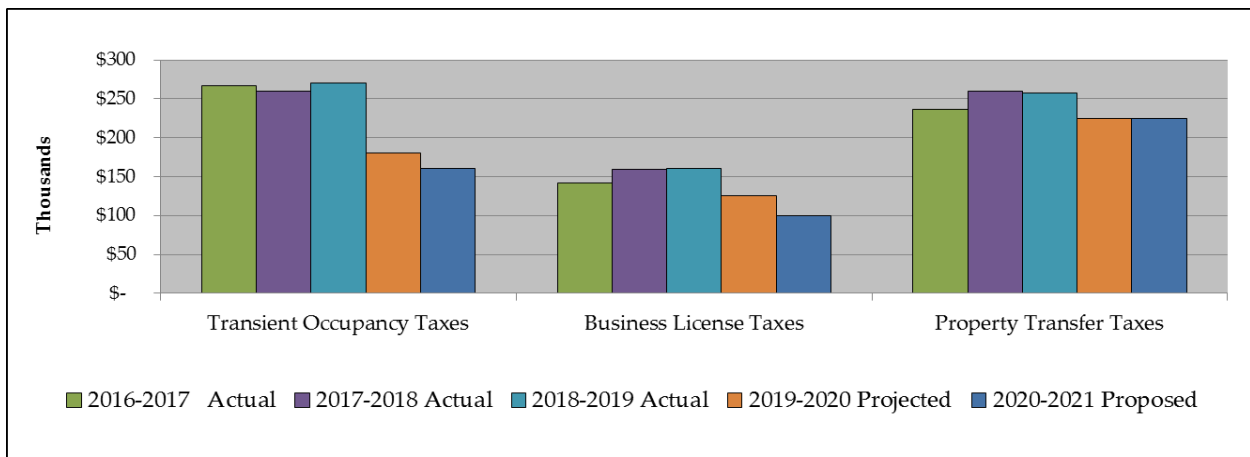
FRANCHISE FEES

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.



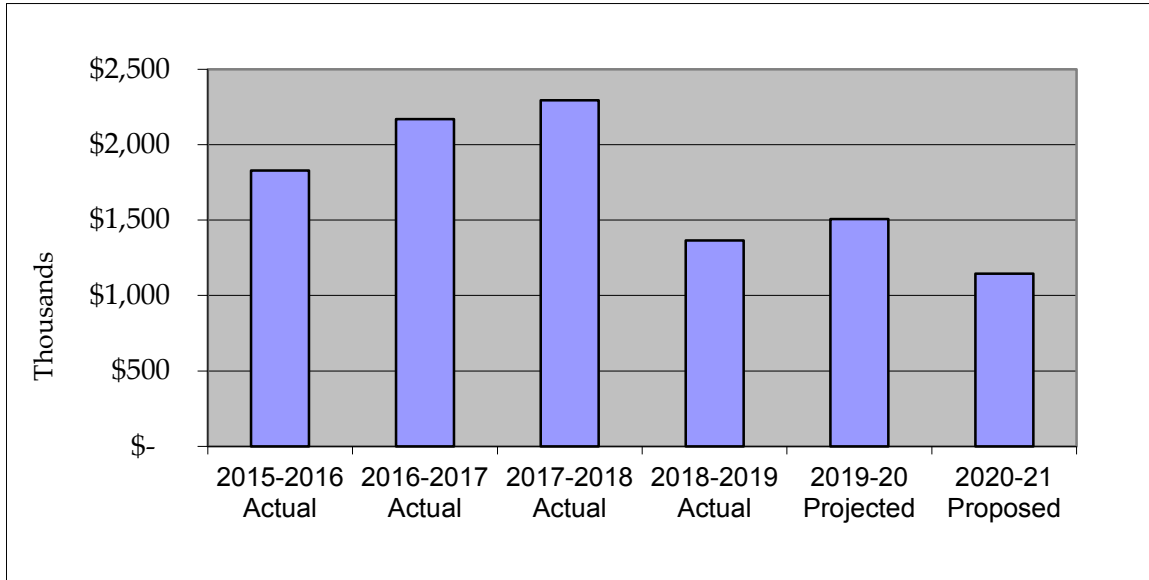
OTHER TAXES

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.



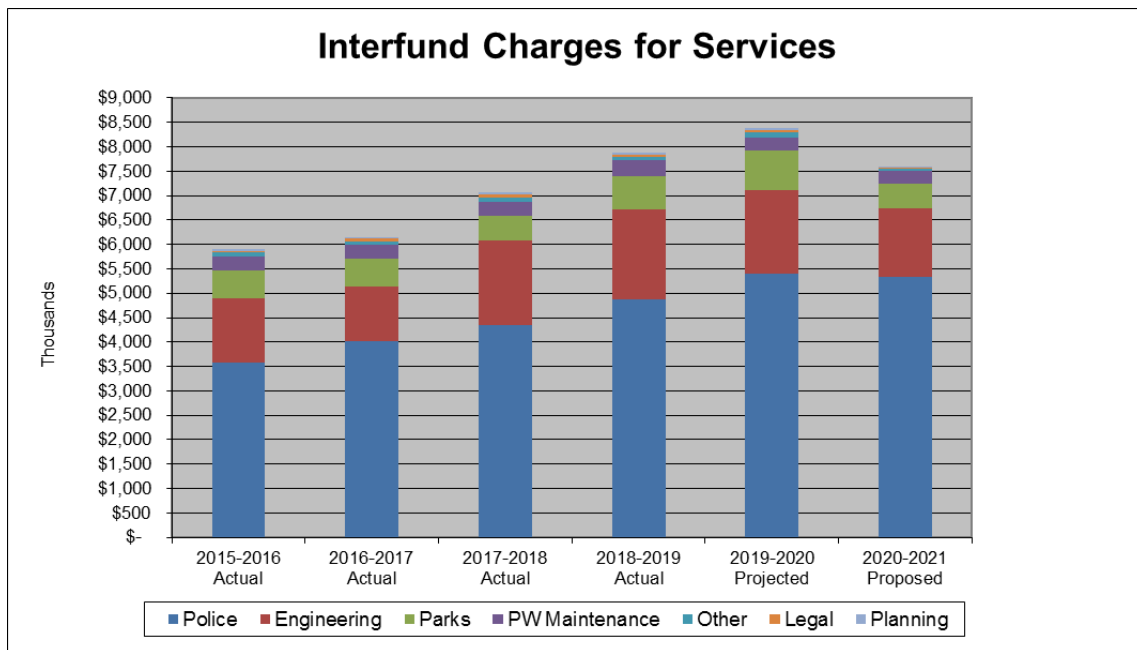
DEVELOPMENT FEES

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.



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 for Police Services total approximately \$5.35 million, for Engineering Services approximately \$1.4 million, for Public Works Maintenance \$266,000, for Planning Services \$30,000, for Parks Maintenance Services \$500,000, for legal services \$30,000 and for Other Services \$35,000.

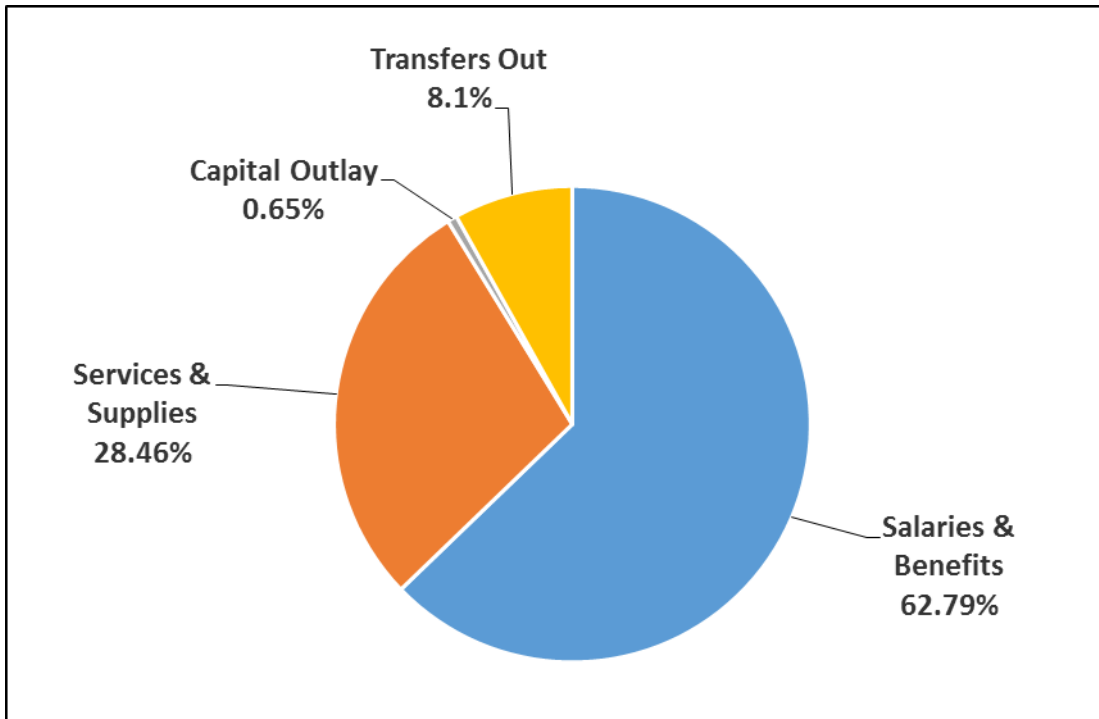


OVERALL ANALYSIS OF GENERAL FUND REVENUES

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 \$20.6 million, which is nearly \$1.6 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.

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	393,416	74,985			468,401
Community Outreach	74,262	89,876			164,138
Finance	629,091	220,961			850,052
Human Resources	234,199	113,193	-		347,392
Building Maintenance	89,857	16,131			105,988
Information Technology		216,931	103,926		320,857
Non Departmental	578,907	(699,709)		225,000	104,198
Economic Development	179,038	90,131			269,169
Building Permit	583,608	305,776			889,384
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				1,500,000	1,500,000
Total	13,375,505	6,063,017	137,926	1,725,000	21,301,448
	62.79%	28.46%	0.65%	8.10%	100.0%



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.

ANIMAL CONTROL				
2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
\$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	2019-2020 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
Total	\$64,165	\$62,960	\$66,166	\$70,723	\$170,461

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
Total City Council	5.00	5.00	5.00	5.00	5.00

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CITY CLERK

Program Costs and Revenues

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

Program Description

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

Staffing Summary

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

CITY CLERK					
USE OF FUNDS	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
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
Total	\$340,539	\$306,309	\$352,239	\$349,707	\$387,757

CITY CLERK STAFFING					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
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
Total City Clerk Staffing	2.77	2.77	2.77	2.77	2.77

CITY ATTORNEY

Program Costs and Revenues

The City Attorney's costs shown in the General Fund are part of City Administration. A portion of the department costs are expected to be recovered through 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.

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

CITY ATTORNEY STAFFING					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
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
Total City Attorney Staffing	0.80	0.80	0.80	0.80	0.80

CITY MANAGER

Program Costs and Revenues

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

Program Description

The City Manager is responsible for the administration and oversight of 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 more time allocated to the Human Resources budget this fiscal year compared to previous), and a part-time Administrative Assistant.

Program Objectives

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

Program Changes

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

CITY MANAGER						
USE OF FUNDS	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed	
Personnel Services	\$416,835	\$422,625	\$457,296	\$472,991	\$393,416	
Services	\$62,555	\$67,381	\$81,119	\$85,207	\$74,985	
Supplies						
Total	\$479,390	\$490,006	\$538,415	\$558,198	\$468,401	

CITY MANAGER STAFFING					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
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	
Total City Manager Staffing	1.98	1.98	1.98	1.98	1.20

COMMUNITY OUTREACH

Program Costs and Revenues

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

Program Description

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

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

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

Furthermore, the City looks forward to offering the Leadership Academy in the fall of 2018. The Academy has now been offered four times, graduating nearly 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 25% of her time has her serving in this capacity. Additional assistance is provided by the Recreation Manager, who coordinates the City's website.

Program Changes

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

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

COMMUNITY OUTREACH STAFFING					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Assistant to the City Manager/HR Manager	0.25		0.25	0.25	0.20
Administrative Assistant				0.48	0.56
You, Me, We Oakley Project Coordinator					0.50
You, Me, We Oakley Project Administrative Assistant	0.05	0.05	0.05	0.05	0.48
Total Community Outreach Staff	0.30	0.30	0.30	0.78	1.74

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.

FINANCE						
USE OF FUNDS	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed	
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	
Total	\$659,462	\$681,537	\$722,616	\$847,188	\$850,052	

FINANCE STAFFING					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
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
Total Finance Staffing	3.96	4.48	4.46	4.46	4.50

HUMAN RESOURCES

Program Costs and Revenues

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

Program Description

The Human Resources Division administers the City's personnel merit system; employee benefits; employee relations, equal employment opportunity program, and classification and compensation programs. It provides diverse and skilled applicant pools; assures that the City's policies and procedures are uniformly interpreted and implemented; and ensures that all recruitment, hiring, placements, transfers and promotions are made on the basis of individual qualifications for the position filled.

Staffing Summary

The Human Resources Manager and Human Resources 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.

Program Changes

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

HUMAN RESOURCES					
USE OF FUNDS	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Personnel Services	\$95,290	\$130,025	\$121,205	\$176,924	\$234,199
Services	\$52,731	\$145,700	\$97,484	\$81,348	\$103,193
Supplies	\$3,837	\$400	\$11,211	\$10,000	\$10,000
Capital Outlay	\$0	\$11,461	\$0	\$0	\$0
Total	\$151,858	\$287,586	\$229,900	\$268,272	\$347,392

HUMAN RESOURCES STAFFING					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Assistant to the City Manager/HR Manager	0.25	0.25	0.25	0.25	0.60
You Me We Project Coordinator/HR Technician	0.95	0.95	0.95		
Administrative Assistant				0.25	0.28
Management Analyst				0.95	0.50
Total HR Staffing	1.20	1.20	1.20	1.45	1.38

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 2019-20.

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
Total	\$42,281	\$46,488	\$77,994	\$101,322	\$105,988

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			
Total Maintenance Custodian Staffing	0.75	0.75	1.00	1.48	1.48

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INFORMATION TECHNOLOGY

Program Costs and Revenue

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

Program Description

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

Staffing Summary

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

Program Objectives

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

Program Changes

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

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	
Total	\$313,322	\$300,777	\$300,699	\$318,968	\$320,857	

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

NON-DEPARTMENTAL

Program Costs and Revenues

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

Program Description

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

Staffing Summary

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

Program Objectives

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

Program Changes

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

NON-DEPARTMENTAL					
USE OF FUNDS	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Personnel Services	\$393,456	\$421,386	\$425,457	\$1,729,745	\$578,907
Services*	\$791,985	\$825,742	\$935,384	\$1,395,633	\$1,458,879
Supplies	\$65,285	\$59,358	\$62,058	\$61,000	\$63,500
Capital Outlay					
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)
Total	\$(56,961)	\$(378,639)	(\$281,983)	\$1,184,478	\$104,198

* Recommended amount includes the 2% General Fund Contingency.

NON-DEPARTMENTAL STAFFING
None

ECONOMIC DEVELOPMENT

Program Costs and Revenues

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

Program Description

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

- Retain 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.

ECONOMIC DEVELOPMENT					
USE OF FUNDS	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Personnel Services	\$157,915	\$164,415	\$176,985	\$186,049	\$179,038
Services	\$70,658	\$80,080	\$109,261	\$76,229	\$83,831
Supplies	\$138	\$7,820	\$5,000	\$6,300	\$6,300
Total	\$228,711	\$252,315	\$291,246	\$268,578	\$269,169

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

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.

BUILDING & CODE ENFORCEMENT					
USE OF FUNDS	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Personnel Services	\$519,802	\$599,536	\$726,453	\$779,936	\$805,633
Services	\$271,135	\$291,206	\$290,509	\$416,204	\$343,762
Supplies	\$8,050	\$9,565	\$9,510	\$12,450	\$9,250
Capital Outlay					
Total	\$798,987	\$900,307	\$1,026,473	\$1,208,590	\$1,158,645

BUILDING AND CODE ENFORCEMENT STAFFING					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Permit Center Manager (Contracted)	0.60	0.60	0.60	0.60	0.40
Building Inspector II	1.00	1.00	1.00		2.00
Building Inspector I				1.00	0.80
Permit Technician	1.00	1.00	1.00	2.00	2.00
Accounting Assistant	0.48	0.50	.50		
Planning Assistant		0.25	0.10		
Code Enforcement Manager	1.00	1.00	1.00		
Sr. Code Enforcement Officer				.48	
Code Enforcement Officer II				.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
Total Building and Code Enforcement Staffing	6.08	6.60	6.68	7.46	8.70

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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

POLICE DEPARTMENT					
USE OF FUNDS	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
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
Total	\$8,249,965	\$9,270,442	\$9,782,881	\$10,234,760	\$10,238,256

POLICE DEPARTMENT STAFFING					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
The following staff are provided under contract with the Contra Costa County Office of the Sheriff:					
Records Supervisor	0.48	.	-		
Total staff provided under CCC Office of the Sheriff	0.48		-		
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
Total City Staff	34.40	39.88	39.98	40.13	40.26
Total Police Department Staffing	34.88	39.88	39.98	40.13	40.26

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PLANNING

Program Costs and Revenue

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

Program Description

The Planning Division 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.

PLANNING DIVISION					
USE OF FUNDS	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
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
Total	\$385,918	\$438,316	\$479,379	\$869,164	\$821,963

PLANNING DIVISION STAFFING					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
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		
Total Planning Division Staffing	2.00	2.50	2.80	2.90	2.90

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PUBLIC WORKS/ ENGINEERING/MAINTENANCE & PARKS

Program Description

The Public Works and Engineering Department provides street, drainage, and parks and landscape maintenance through a combination of internal staff and outside contractors. The Department also administers design, construction inspection, and contract management for capital improvement projects within the City. The Department also implements the City's Clean Water Program to ensure compliance with current NPDES requirements and 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.

PUBLIC WORKS /ENGINEERING/MAINTENANCE & PARKS					
USE OF FUNDS	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
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
Total	\$1,970,923	\$2,508,295	\$2,836,525	\$2,631,069	\$2,888,680

PUBLIC WORKS/ENGINEERING/MAINTENANCE & PARKS DEPARTMENT STAFFING					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
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
Total Public Works / Engineering / and Parks Department Staffing	14.78	15.03	16.13	17.13	15.13

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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 20th Anniversary Committee will continue to facility events celebrating our 20th 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.

RECREATION					
USE OF FUNDS	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
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		
Total	\$535,921	\$547,966	\$692,661	\$808,843	\$872,384

RECREATION DEPARTMENT STAFFING					
	2016-17	2017-18	2018-19	2019-20	2020-21
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
Total Recreation Department Staffing	6.16	6.64	8.60	8.60	7.77

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TRANSFERS

Staff proposes five transfers from the General Fund in fiscal year 2020-2021.

- \$ 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
- \$ 175,000 To the Equipment & Vehicle Replacement Fund 501
- \$ 50,000 To the Public Facilities Reserve and Replacement Fund 502
- \$ 75,000 To the Downtown Revitalization Fund 138

TRANSFERS				
2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Actual	Actual	Actual	Projected	Proposed
\$5,445,000	\$2,997,356	\$3,594,073	\$3,659,000	\$1,500,000

CAPITAL OUTLAY

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

CAPITAL OUTLAY					
	2016-2017 Actual*	2017-2018 Actual*	2018-2019 Actual**	2019-2020 Projected	2019-2020 Proposed
Capital Outlay	\$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.

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

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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.

FUND 123 - YOUTH DEVELOPMENT GRANTS					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Grant Proceeds	\$22,757	\$23,117	\$15,200		
Interest	\$253	\$278			
Total Revenues	\$23,010	\$23,395	\$15,000	\$0	\$0
Services	\$22,662	\$22,018	\$9,200		
Capital Outlay					
Supplies	\$348	\$1,377	\$6,000		
Total Expenditures	\$23,010	\$23,395	\$15,200	\$0	\$0

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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.

FUND 125 - YOU, ME, WE = OAKLEY!					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Grant Proceeds	\$29,706	\$50,361	\$51,325	\$117,140	
Interest	\$195	\$911	\$2,080		
Total Revenues	\$29,901	\$51,272	\$53,405	\$124,500	\$0
Personnel Services	\$25,503	\$27,880	\$38,722	\$23,349	\$45,678
Services	\$4,624	\$22,569	\$14,368	\$12,425	\$31,433
Supplies	\$124	\$823	\$315	\$1,250	\$2,650
Capital Outlay					
Total Expenditures	\$30,251	\$51,272	\$53,405	\$37,024	\$79,761

FUND 125- YOU, ME, WE = OAKLEY! STAFFING					
	2016-2017	2017-2018	2018-2019	2019-2020	2019-2021
You Me We Project Coordinator				0.50	0.20
Administrative Assistant				0.48	0.48
Total STAFFING				0.98	0.98

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AGRICULTURAL PRESERVATION

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

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

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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.

FUND 138 - DOWNTOWN REVITALIZATION FUND					
	2016-2017 Actual	2016-2017 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
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
Total Revenues	\$138,492	\$206,418	\$576,022	\$220,670	\$294,800
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	
Total Expenditures	\$143,615	\$210,561	\$552,537	\$387,564	\$291,465
Unassigned Balances					
Total Budgeted	\$143,615	\$210,561	\$552,537	\$387,564	\$291,465

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SPORTS FIELD MAINTENANCE

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

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

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.

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

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.

FUND 402- COMMUNITY FACILITIES DISTRICT #2015-2A (NEIGHBORHOOD PARKS AND LANDSCAPE)					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Assessments	\$12,852	\$47,377	\$79,014	\$367,636	\$449,967
Interest	\$45	\$326	\$1,492	\$458	\$250
Total Revenues	\$12,897	\$47,703	\$80,506	\$368,094	\$450,217
Services	\$3,336	\$10,092	\$13,454	\$37,910	\$550,413
Supplies	\$0	\$0			
Total Expenditures	\$3,336	\$10,092	\$13,454	\$37,910	\$550,413
Unassigned Balances					
Total Budgeted	\$3,336	\$10,092	\$13,454	\$37,910	\$550,413

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

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LIGHTING AND LANDSCAPING DISTRICT

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

Zone 1 – Fund 132 Community Parks

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

Zone 2 – Fund 133 Street Lighting

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

FUND 132 – ZONE 1 (COMMUNITY PARKS)					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Assessments	\$1,190,711	\$1,278,787	\$1,300,755	\$1,400,350	\$1,473,038
Interest	\$9,857	\$24,084	\$47,966	\$30,000	\$19,750
Other					
Total Revenues	\$1,200,568	\$1,302,871	\$1,348,721	\$1,430,350	\$1,492,788
Services	\$778,612	\$847,302	\$928,686	\$1,181,338	\$1,181,338
Capital Outlay					
Operating Transfers Out	\$103,000	\$123,000	\$485,000	\$150,000	\$180,000
Transfer to Capital Reserve					
Interest					
Total Expenditures	\$881,612	\$970,302	\$1,413,686	\$1,331,338	\$1,331,338
Unassigned Balances					
Unassigned Asset Replacement Balance	\$13,289	\$5,570		\$100,000	\$100,000
Total Budget	\$901,601	\$975,872	\$1,413,686	\$1,431,338	\$1,431,338

FUND 133 – ZONE 2 (STREET LIGHTING)					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
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
Total Revenues	\$405,676	\$430,904	\$386,834	\$452,066	\$457,191
Services	\$405,676	\$430,904	\$386,834	\$454,890	\$507,532
Transfer to Capital Reserve					
Total Expenditures	\$405,676	\$430,904	\$386,834	\$454,890	\$507,532
Unassigned Balances					
Unassigned Asset Replacement Balance					
Total Budgeted	\$405,676	\$430,904	\$386,834	\$454,890	\$507,532

FUND 170 – VINTAGE PARKWAY					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
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
Total Revenues	\$74,606	\$75,282	\$178,059	\$84,714	\$81,214
Services	\$70,418	\$51,271	\$59,602	\$91,459	\$81,213
Capital Outlay			\$93,422		
Total Expenditures	\$70,418	\$51,271	\$153,024	\$91,459	\$81,213
Unassigned Balances					
Unassigned Asset Replacement Balance				\$23,783	\$31,484
Total Budgeted	\$70,418	\$51,271	\$153,024	\$115,242	\$112,697

FUND 171 –OAKLEY RANCH					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Assessments	\$26,446	\$26,446	\$26,446	\$27,446	\$26,446
Interest	\$198	\$377	\$635	\$575	\$250
Total Revenues	\$26,644	\$26,823	\$27,081	\$27,021	\$26,696
Services	\$30,220	\$30,452	\$26,904	\$26,446	\$26,695
Supplies					
Total Expenditures	\$30,220	\$30,452	\$26,904	\$26,446	\$26,695
Unassigned Balances					
Unassigned Asset Replacement Balance					
Total Budgeted	\$30,220	\$30,452	\$26,904	\$26,446	\$26,695

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

FUND 173 – OAKLEY TOWN CENTER					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Assessments	\$10,935	\$10,935	\$10,935	\$10,935	\$10,935
Interest	\$313	\$719	\$1,500	\$1,500	\$750
Total Revenues	\$11,248	\$11,654	\$12,435	\$12,435	\$11,685
Services	\$5,268	\$5,602	\$5,290	\$12,728	\$11,941
Total Expenditures	\$5,268	\$5,602	\$5,290	\$12,728	\$11,941
Unassigned Balances				\$14,612	
Unassigned Asset Replacement Balance					\$17,381
Total Budgeted	\$5,268	\$5,602	\$18,692	\$27,340	\$29,322

FUND 174 – OAK GROVE					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Assessments	\$28,405	\$28,405	\$28,405	\$28,405	\$28,405
Interest	\$321	\$631	\$1,254	\$1,200	\$600
Total Revenues	\$28,726	\$29,036	\$29,659	\$29,605	\$29,005
Services	\$30,941	\$27,705	\$22,615	\$28,601	\$29,005
Total Expenditures	\$30,941	\$27,705	\$22,615	\$28,601	\$29,005
Unassigned Balances					
Unassigned Asset Replacement Balance		\$5,570		\$11,813	\$12,741
Total Budgeted	\$30,941	\$33,275	\$22,615	\$39,252	\$41,746

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

FUND 176 – SOUTH FORTY					
	2017-2017 Actual	2016-2017 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Assessments	\$9,712	\$9,712	\$9,713	\$9,713	\$9,713
Interest	\$179	\$419	\$865	\$800	\$400
Total Revenues	\$9,803	\$10,131	\$10,578	\$10,513	\$10,113
Services	\$6,142	\$5,468	\$6,289	\$9,895	\$10,112
Total Expenditures	\$6,142	\$5,468	\$6,289	\$9,895	\$10,112
Unassigned Balances					
Unassigned Asset Replacement Balance				\$7,867	\$10,237
Total Budgeted	\$6,142	\$5,468	\$6,289	\$17,762	\$20,439

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

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

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

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

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

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

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

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

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

FUND 186 – CALIFORNIA JAMBOREE					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
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
Total Revenues	\$119,731	\$121,672	\$125,773	\$124,684	\$121,184
Services	\$172,492	\$129,645	\$112,692	\$125,254	\$121,678
Capital Outlay	\$6,781				
Transfer to Capital Reserve					
Total Expenditures	\$179,273	\$129,645	\$112,692	\$125,254	\$121,678
Unassigned Balances					
Unassigned Asset Replacement Balance				\$81,164	\$84,035
Total Budgeted	\$179,273	\$179,273	\$112,692	\$206,418	\$205,713

FUND 187 – COUNTRY PLACE					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
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
Total Revenues	\$31,392	\$31,375	\$43,426	\$43,400	\$43,400
Services	\$33,761	\$40,673	\$41,766	\$43,916	\$43,400
Total Expenditures	\$33,761	\$40,673	\$41,766	\$43,916	\$43,400
Unassigned Balances					
Total Budgeted	\$33,761	\$40,673	\$41,766	\$43,916	\$43,400

FUND 188 – LAUREL CREST					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
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
Total Revenues	\$98,317	\$119,559	\$120,526	\$129,850	\$158,725
Services	\$93,714	\$109,558	\$150,977	\$147,245	\$158,725
Capital Outlay	\$9,970	\$16,221			
Total Expenditures	\$103,684	\$125,779	\$150,977	\$147,245	\$158,725
Unassigned Balances					
Unassigned Asset Replacement Balance				\$21,998	\$9,464
Total Budgeted	\$103,684	\$125,779	\$150,977	\$169,243	\$168,189

FUND 189 – MARSH CREEK GLEN					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Assessments	\$89,136	\$92,201	\$95,489	\$98,855	\$101,728
Interest	\$948	\$2,449	\$5,657	\$5,400	\$2,700
Total Revenues	\$90,084	\$94,649	\$101,146	\$104,255	\$104,428
Services	\$85,194	\$41,670	\$52,488	\$101,572	\$104,897
Capital Outlay					
Transfer to Capital Reserve					
Total Expenditures	\$85,194	\$41,670	\$52,488	\$101,572	\$104,897
Unassigned Balances					
Unassigned Asset Replacement Balance				\$37,271	\$62,080
Total Budgeted	\$85,194	\$41,670	\$52,488	\$138,843	\$166,977

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

FUND 191 – CYPRESS GROVE					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
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
Total Revenues	\$267,939	\$280,066	\$295,724	\$303,884	\$306,340
Services	\$326,323	\$259,289	\$224,890	\$285,439	\$305,894
Capital Outlay		\$18,800			
Total Expenditures	\$326,323	\$278,089	\$224,890	\$285,439	\$305,894
Unassigned Balances					
Unassigned Asset Replacement Balance				\$100,000	\$100,000
Total Budgeted	\$326,323	\$278,089	\$224,890	\$385,439	\$405,894

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

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

FUND 194 – MAGNOLIA PARK					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Assessments	\$553,000	\$572,518	\$688,469	\$757,313	\$757,319
Interest	\$7,859	\$17,710	\$36,015	\$33,000	\$16,500
Other					
Transfer In	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total Revenues	\$570,859	\$600,228	\$734,484	\$800,313	\$783,819
Services	\$507,747	\$514,048	\$571,415	\$690,388	\$813,819
Capital Outlay					
Transfer to Capital Reserve					
Total Expenditures	\$507,747	\$514,048	\$571,415	\$690,388	\$813,819
Unassigned Balances					
Unassigned Asset Replacement Balance				\$100,000	\$100,000
Total Budgeted	\$507,747	\$514,048	\$571,415	\$790,388	\$913,819

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

ROAD MAINTENANCE FUNDS

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

Gas Tax Fund

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

FUND 140 – GAS TAX					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
	Actual	Actual	Actual	Projected	Proposed
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	
Total Revenues	\$799,537	\$887,252	\$887,217	\$1,011,200	\$858,120
Services	\$402,921	\$439,013	\$367,785	\$621,807	\$511,000
Supplies	\$114,100	\$150,313	\$221,314	\$290,000	\$310,000
Capital Outlay	\$197,081		\$619,487	\$50,000	
Transfers Out	\$176,926	\$189,214	\$141,156	\$189,722	\$189,722
Total Expenditures	\$891,028	\$816,423	\$1,349,742	\$1,151,529	\$1,010,722
Unassigned Balances					
Total Budgeted	\$891,028	\$816,423	\$1,349,742	\$1,151,529	\$1,010,722

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

Measure J

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

FUND 148 – MEASURE J					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
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			
Total Revenues	\$576,192	\$895,972	\$726,058	\$563,150	\$544,550
Services	\$94,899	\$95,804	\$106,384	\$332,258	\$404,000
Supplies					
Capital Outlay	\$379,807	\$26,385	\$68,637	\$1,336,496	\$400,000
Total Expenditures	\$474,706	\$122,189	\$175,021	\$1,668,754	\$804,000
Unassigned Balances					
Total Budgeted	\$474,706	\$122,189	\$175,021	\$1,668,754	\$804,000

Streets Maintenance Reserve

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

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

STORM WATER PROGRAM FUND

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

FUND 145 – STORM WATER PROGRAM					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
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		
Total Revenues	\$436,531	\$581,946	\$528,749	\$452,880	\$451,000
Services	\$359,671	\$363,765	\$444,346	\$279,838	\$279,500
Supplies	\$168,183	\$176,376	\$179,176	\$233,500	\$267,500
Capital Outlay	\$230,373	\$22,449		\$232,210	
Total Expenditures	\$758,227	\$562,590	\$623,522	\$745,548	\$547,000
Unassigned Balances					
Total Budgeted	\$758,227	\$562,590	\$623,522	\$745,548	\$547,000

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.

FUND 150 – P-6 POLICE SERVICES					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
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
Total Revenues	\$3,899,935	\$4,220,780	\$4,723,889	\$5,264,350	\$5,261,550
Services	\$3,899,935	\$4,220,780	\$4,723,889	\$5,264,350	\$5,261,550
Total Expenditures	\$3,899,935	\$4,220,780	\$4,723,889	\$5,264,350	\$5,261,550

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

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DEVELOPER DEPOSITS FUND

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

FUND 301 – DEVELOPER DEPOSITS					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Developer Fees	\$406,810	\$1,224,836	\$1,467,838	\$1,275,000	\$470,000
Total Revenues	\$406,810	\$1,224,836	\$454,151	\$1,275,000	\$470,000
Services	\$406,810	\$1,224,836	\$726,931	\$1,275,000	\$470,000
Operating Transfers Out					
Total Expenditures	\$406,810	\$1,224,836	\$726,931	\$1,275,000	\$470,000

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SUCCESSOR HOUSING ASSETS

Successor Housing Assets

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

Program Costs and Revenues

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

Program Description

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

Staffing Summary

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

Program Objectives

The primary operating objectives for the program in fiscal year 2018-2019 is to ensure Developers continue to comply with their obligations. There are no significant changes to the Department's objectives. To the extent costs are less than funds available, the balance will be used towards paying down a portion of the \$1.3 million in deferred impact fee obligations from prior affordable housing projects that remain outstanding.

Program Changes

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

FUND 767 – SUCCESSOR HOUSING ASSETS					
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Projected	2020-2021 Proposed
Property Tax					
Interest Income	\$53,641	\$839	\$1,500	\$1,500	\$700
Loan Repayments	\$2,400	\$18,988	\$72,347	\$12,000	\$10,000
Rents					
Sale of Property					
Transfers In					
Interfund Charges for Svc					
Total Revenues	\$56,041	\$19,827	\$75,108	\$13,500	\$10,700
Personnel					
Supplies					
Services	\$3,127	\$3,322	\$3,492	\$3,500	\$3,500
Interest	\$8,244	\$15,159	\$25,308	\$10,000	\$10,000
Total Expenditures	\$11,371	\$18,481	\$28,800	\$13,500	\$13,500
Unassigned Balances					
Total Budgeted	\$11,371	\$18,481	\$28,800	\$13,500	\$13,500

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 2019-2020: 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**

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

PROPOSED EXPENDITURES			
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:

Fiscal Year	Principal	Interest	Total Debt Service
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
Totals	\$8,865,000	\$4,344,540	\$13,209,540

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 2nd 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.*

Completed Projects in FY 2019/20

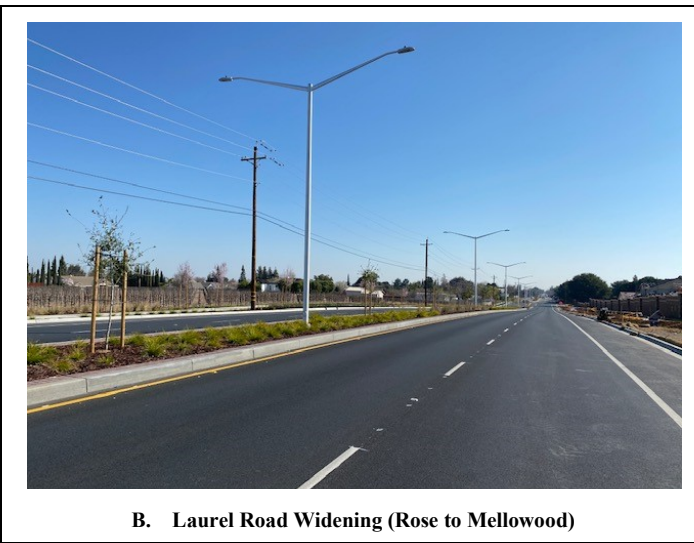
PROJECT LOCATIONS	
A Laurel Rd. & Rose Ave. Signalized Intersection	G Empire Ave. & Gateway Dr. Signalized Intersection
B Laurel Road Widening (Rose to Mellowood)	H Speed Hump Traffic Calming Project
C PD Locker Rm. and Detective Rm. Expansion Project	I Street Restriping Project
D Athletic Field at Nunn-Wilson 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	



A. Laurel and Rose Signalized Intersection

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.



B. Laurel Road Widening (Rose to Mellowood)

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.

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	\$175,000
Salvage Values	\$ 2,500
Interest	<u>\$ 2,500</u>
Total Revenues	<u>\$180,000</u>

Expenditures

Patrol Vehicles	\$ 96,000
Vehicle Equipment	\$ 80,000
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	<u>\$ 1,000</u>
Total Expenditures	<u>\$ 324,500</u>

PLANNED REPLACEMENTS FOR 2020-2021			
Description	Quantity	Estimated Cost/Unit*	Total Estimated Cost
Patrol Vehicles	4	\$24,000	\$96,000
Patrol Vehicle Equip.	4	\$20,000	\$80,000
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
Misc		Various	\$10,500
Totals			\$ 323,500

*Amounts shown include equipment and installation/implementation costs.



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

Revenues

Interest Income	\$1,000
Transfers in	<u>\$50,000</u>
Total Revenues	<u>\$51,000</u>

Expenditures

Total Expenditures	<u> \$0</u>
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Fund Balances in Fund 502 are projected to be \$47,645 at July 1, 2021; and Staff believes that amount is sufficient to meet the policy target of enough to pay for 5 years' estimated costs.

AGENCY FUNDS

Program Costs and Revenues

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

Program Description

The City currently has two Assessment District debts outstanding:

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

Staffing Summary

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

Program Objective

The primary operating objectives for the City remain unchanged for fiscal year 2019-2020: 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
Totals	\$11,120,000	\$5,709,203	\$16,829,203



**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
Totals	\$8,445,000	\$4,299,676	\$12,744,676

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 2019-2020 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	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	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
General Purpose Revenues																	
Property Taxes	Recurring	2,853	3,145	3,443	3,543	3,584	3,584	3,763	3,951	4,070	4,192	4,318	4,447	4,581	4,718	4,860	44,751
PT in Lieu of VLF	Recurring	2,706	2,943	3,214	3,375	3,479	3,479	3,653	3,763	3,875	3,992	4,111	4,235	4,362	4,493	4,627	42,816
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	102	104	106	108	110	113	115	117	120	1,225
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
Subtotal General Purpose		9,701	10,613	11,634	11,412	11,475	11,131	11,679	12,182	12,629	13,093	13,575	14,077	14,599	15,141	15,705	140,993
Fee/Reimbursement Revenues																	
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	8	9	9	10	10	11	11	12	12	13	116
Planning Fees	Recurring	36	33	7	6	6	2	8	12	13	13	14	10	14	15	15	112
Law Enforcement Fees/Reimbursement Revenues	Recurring	182	252	171	145	163	119	122	126	130	134	138	142	146	150	155	1,514
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	7,601	8,040	8,572	9,129	9,714	10,326	10,886	11,555	12,256	12,981	104,207
Other Miscellaneous Fees & Charges	Rec & one-time	200	188	239	67	67	169	174	179	185	190	196	202	208	214	221	1,852
Subtotal Fee/Reimbursement Revenues		9,407	10,311	10,225	9,699	10,623	9,522	10,045	11,244	11,876	12,538	13,230	13,183	14,626	15,414	16,230	132,000
Total General Operating Revenues		19,108	20,924	21,859	21,111	22,098	20,653	21,724	23,426	24,505	25,631	26,806	27,260	29,224	30,555	31,935	272,993
Release of Assigned Reserves	one-time	0	559														0
Proceeds from the Sale of Property	one-time	0															
Total Sources of Funds		19,108	21,483	21,859	21,111	22,098	20,653	21,724	23,426	24,505	25,631	26,806	27,260	29,224	30,555	31,935	272,993

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
Department Expenses																	
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	468	491	516	542	569	597	627	659	691	726	6,241
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	347	364	383	402	422	443	465	488	513	538	4,350
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	889	933	980	1,029	1,081	1,135	1,191	1,251	1,313	1,379	11,508
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	11,517	12,093	12,928	13,574	14,483	15,207	16,198	17,237	137,227
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	760	798	838	880	924	970	1,019	1,070	1,123	1,179	9,817
Department Expenditures:		14,734	16,712	18,022	18,579	19,233	19,754	20,595	21,898	22,947	24,371	25,541	27,098	28,400	30,105	31,783	358,379
Non-Departmental Expenses																	
Other Non-Departmental Expenses	Recurring	1,093	1,226	1,423	1,612	1,612	1,693	1,777	1,866	1,959	2,057	2,160	2,268	2,382	2,501	2,626	21,888
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	425	442	468	489	517	541	572	598	632	666	6,436
Amount charged to Departments	Recurring	(1,458)	(1,968)	(2,154)	(2,312)	(2,312)	(2,222)	(2,554)	(2,679)	(2,803)	(2,940)	(3,076)	(3,225)	(3,375)	(3,538)	(3,706)	(31,036)
Total Non-Department Expend.		43	(379)	143	486	486	121	0	0	0	0	0	0	0	0	0	1,093
Total Expenditures		14,777	16,333	18,165	19,065	19,719	19,875	20,595	21,898	22,947	24,371	25,541	27,098	28,400	30,105	31,783	359,471
Net General Operating Revenue (Expense)		4,331	5,150	3,694	2,046	2,379	778	1,129	1,528	1,558	1,260	1,265	161	824	451	152	
Transfers and Loans																	
Transfers to Active Roadway Maintenance Programs	recurring	(200)		(275)	(350)	(350)	0	(450)	(525)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	(5,275)
Transfer to Reserve for Roadway Maintenance	recurring	(350)	(200)	(275)	(350)	(350)	(350)	(450)	(525)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	(5,625)
Transfers to Main Street Fund	recurring	(350)	(350)	(275)	(350)	(350)	(350)	(450)	(525)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	(5,625)
Transfers to General Capital Projects Fund	recurring/one-time	(400)		0	(250)	(250)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(5,000)
Loans to Public Facilities, Park Impact Fund/Repayments	recurring	(45)	(559)	(100)	(100)	(100)	0	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(1,000)
Total Transfers		(1,345)	(1,109)	(925)	(1,400)	(1,400)	(1,200)	(1,950)	(2,175)	(2,400)	(2,400)	(2,400)	(2,400)	(2,400)	(2,400)	(2,400)	(22,525)
Use of Fund Balance																	
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)													
Total Net Sources (Uses) of Funds		(1,784)	2,152	(206)	(1,104)	(771)	(422)	(821)	(647)	(842)	(1,140)	(1,135)	(2,239)	(1,576)	(1,949)	(2,248)	

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

General																(Dollars in Thousands)	
Description	Character	Actual	Actual	Actual	Adopted	Amended											
		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	
Summary of Recurring and One-Time Amounts																	
Recurring Activities Summary																	
Revenues		19,108	20,924	21,859	21,111	22,098	20,653	21,724	23,426	24,505	25,631	26,806	27,260	29,224	30,555	31,935	
Expenditures/ Including Transfers and Loans		16,077	16,883	19,090	20,365	21,019	21,075	22,445	23,973	25,247	26,671	27,841	29,398	30,700	32,405	34,083	
Revenues over (under) Expenditures		3,031	4,041	2,769	746	1,079	(422)	(721)	(547)	(742)	(1,040)	(1,035)	(2,139)	(1,476)	(1,849)	(2,148)	
One-Time Activities Summary																	
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	0	100	100	100	100	100	100	100	100	100	
Revenues over (under) Expenditures		(4,815)	(1,889)	(2,975)	(1,850)	(1,850)	0	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	
Total Recurring and One-Time		(1,784)	2,152	(206)	(1,104)	(771)	(422)	(821)	(647)	(842)	(1,140)	(1,135)	(2,239)	(1,576)	(1,949)	(2,248)	
																Total	
																16/17-29/30	
Assigned Revenues/Police																	
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																0
Subtotal Assigned Police Revenues		4,085	4,416	4,929	4,952	5,451	5,392	5,739	6,148	6,577	7,026	7,496	7,906	8,419	8,955	9,507	74,059
				200	200	200	200	140	200	200	200	200	140	200	200	200	
Restricted Police Expenditures																	
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																0
Subtotal Restricted Police Expenditures		4,085	4,416	4,929	4,952	5,451	5,392	5,739	6,148	6,577	7,026	7,496	7,906	8,419	8,955	9,507	74,059
Rollover Balances*		49	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

City of Oakley
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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
Parks, Landscaping & Lighting Revenues																	
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
Total Parks, Landscaping & Lighting Revenues		3,905	4,187	5,467	5,333	5,732	5,905	5,120	5,354	5,594	5,842	6,097	6,333	6,603	6,880	7,165	64,793
Parks, Landscaping & Lighting Expenditures																	
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
Total Parks, Landscaping & Lighting Expenditures		3,592	3,526	4,130	5,762	5,685	6,826	6,140	6,447	6,769	7,108	7,463	7,836	8,228	8,640	9,072	75,008
Rollover Balances																	
Community Parks (Including Loans & Reserves)		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	
Street Lighting (Including Reserves)		84	84	84	76	81	30	46	62	78	94	110	126	142	158	174	
Community Facility District 2015-1 (including Reserves)				702	385	971											
Community Facility District 2015-2 (including Reserves)						330											
Neighborhood Parks (Including Reserves)		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)	
Roadway Maintenance Revenues																	
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	900	1,050	1,200	1,200	1,200	1,200	1,200	1,200	1,200	10,900
General Fund Transfers to the Street Maintenance Reserve Fund		350	200	275	350	350	350										
Streets Related Grants																	
Total Roadway Maintenance Revenues		2,026	2,224	3,139	3,420	3,008	2,726	3,027	3,284	3,545	3,663	3,786	3,915	4,051	4,193	4,343	37,918
Roadway Maintenance Expenditures																	
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	1,472	1,651	1,831	1,862	1,896	1,930	1,967	2,005	2,045	16,579
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	900	1,050	1,200	1,200	1,200	1,200	1,200	1,200	1,200	10,900
Use of Street Maintenance Reserves																	
Total Roadway Maintenance Expenditures & Transfers		1,385	1,079	4,326	3,420	4,530	2,165	2,373	2,597	2,824	2,905	2,991	3,080	3,174	3,273	3,377	33,332
Rollover Balances		6,903	8,048	6,861	8,048	5,339	5,900	6,554	7,241	7,962	8,719	9,515	10,349	11,226	11,270	12,193	

City of Oakley
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(Dollars in Thousands)																	
Description	General Character	Actual	Actual	Actual	Adopted	Amended											Total 16/17-29/30
		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	
Drainage and Stormwater Revenues																	
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
Total Drainage and Stormwater Revenues		885	959	948	833	785	783	806	831	856	881	908	935	963	992	1,022	9,573
Drainage and Stormwater Expenditures																	
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
Total Drainage and Stormwater Expenditures		1,017	652	731	688	985	826	806	831	856	881	908	935	963	992	1,022	9,671
Rollover Balances		2,231	2,538	2,755	2,683	2,555	2,512	2,512	2,512	2,512	2,512	2,512	2,512	2,512	2,512	2,512	
Other Grant Revenues																	
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
Total Other Grant Revenues		91	127	75	125	138	22	0	0	0	0	0	0	0	0	0	285
Other Grant Expenditures																	
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
Total Other Grant Expenditures		91	98	74	125	58	102	0	0	0	0	0	0	0	0	0	285
Rollover Balances																	
Recycling Grant		0	5	1	0	1	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	0
Recreation Grants		0	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	15
Qualifying Capital Projects	<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	762	847	932	932	1,017	1,017	1,102	1,102	1,187	1,187		
For Workers Compensation and Plans/Consulting	406	631	631	431	431	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		
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		
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		
Unrestricted Fund Balances	8,559	7,292	7,086	6,536	5,865	5,308	4,502	3,870	3,128	2,003	968	(1,256)	(2,301)	(4,235)	(6,383)		
as a % of the Next Year's General Fund Expenditures	49%	35%	34%	31%	29%	24%	19%	16%	12%	7%	3%	-4%	-7%				

- (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.

CONTRACTS ANALYSIS

Contractor	Services		Funding Summary	

Contractor	Services		Funding Summary	

Note: Contracts Analysis to be completed at a later date, prior to the presentation of the final budget.

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

**CITY OF OAKLEY
APPROPRIATIONS LIMIT CALCULATION
FOR FISCAL YEAR 2020-2021**

<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

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

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

Internal Service Fund (ISF)

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

Lighting and Landscaping District:

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

Measure J:

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

Motor Vehicle License Fee:

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

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

Salaries and Benefits:

A budget category, which generally accounts for full time and temporary employees, overtime and all employee benefits, such as medical, dental and pension costs

Successor Agency:

With the dissolution of the Oakley Redevelopment Agency on February 1, 2012, the City elected to become the Successor Agency to the Redevelopment Agency, responsible for preserving and administering its non-housing related assets, paying and ensuring performance of its obligations, and for complying with the new law that requires the unimpeded winding down of the prior Redevelopment Agency's affairs.

Successor Housing Agency:

With the dissolution of the Oakley Redevelopment Agency on February 1, 2012, the City elected to become the Successor Housing Agency, accepting the prior Redevelopment Agency's housing related assets and related housing responsibilities.

Taxes:

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

Transient Occupancy Tax (TOT):

A 10% tax imposed on travelers who stay in temporary lodging facilities within the City. Also referred to as a Hotel/Motel Tax.

Unassigned Balances

The City established a policy in fiscal year 2012-2013 that in its special purpose funds, it would budget not only anticipated revenues, but also projected remaining available fund balances. The unassigned balance amount budgeted in any fund is the amount of available funds (revenues and available fund balances) that have not yet been assigned a specific current year purpose.

5-Year Capital Improvement Program

For Fiscal Years 2020/21 to 2024/25

RECOMMENDED



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

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

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

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

Funding Source						
	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee	\$ 3,000,000	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ 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
Total	\$ 7,959,000	\$ 4,835,000	\$ 4,910,000	\$ 4,810,000	\$ 4,710,000	\$ 27,224,000

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

Project Title:	Oakley Community Park Project	Project Proponent:	Public Works and Engineering
Project Category:	Park	Project Manager:	City Engineer
Project Type:	Park Facility Construction	Project Number:	176
Project Priority:	Moderate	In Successor Agency Area:	No
Project Description:	This project will design and construct a Regional Community Park at the north end of Sellers Avenue.		
Project Justification:	This project transforms a 55 acre site at the end of Sellers Avenue that was given to the City as part of the development agreements with the Emerson and Gilbert Ranch development projects. This 55 acre site had a number of older structures related to a dairy farm that had been closed for decades. The first phase of this project was to demolish the old and abandoned structures which were a safety concern, and to clean up the site. This task was accomplished in the summer of 2019. The City applied for funding for the first phase of this project for the State Proposition 68 grant in the summer of 2019, and were notified in the spring of 2020 that this project was not selected for funding by the State. Staff will continue to pursue grant opportunities for this project. The construction of the Oakley Regional Park will span several years as funding is secured through a combination of Grants and local funds.		

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design	\$ 50,000						\$ 50,000
Environmental	\$ 100,000						\$ 100,000
Right of Way							\$ -
Construction	\$ 400,000						\$ 400,000
Operating Costs							\$ -
TOTAL	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Community Park Fund	\$ 550,000						\$ 550,000
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
2012 Bond Benefit							\$ -
Stormwater Fund							\$ -
TOTAL	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000

Comments:

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

Project Title:	W. Cypress Road Bridge at Contra Costa Canal Reconstruction Proj.	Project Proponent:	Public Works and Engineering
Project Category:	Bridge	Project Manager:	City Engineer
Project Type:	Bridge Reconstruction	Project Number:	186
Project Priority:	Moderate	In Successor Agency Area:	No
Project Description:	This project will reconstruct the West Cypress Road bridge across the Contra Costa Canal		
Project Justification:	The existing West Cypress Road Bridge that crosses the Contra Costa Canal is structurally deficient; according to the latest Caltrans inspections. It will need to be reconstructed in order to continue to be safe and remain in service. The City will be looking for grant funding for this project from State and Federal sources. The City of Oakley does not have a designated funding source for repairing, maintaining, and improving the City's bridges, and relies upon State grant programs for major bridge improvement projects. Staff will apply for Highway Bridge Replacement and Rehabilitation (HBRR) grant funding for this project.		

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design	\$ 10,000	\$ 150,000					\$ 160,000
Environmental							\$ -
Right of Way							\$ -
Construction							\$ -
Operating Costs							\$ -
TOTAL	\$ 10,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J		\$ 150,000					\$ 150,000
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Stormwater Fund	\$ 10,000						\$ 10,000
TOTAL	\$ 10,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000

Comments:

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

Project Title:	Main Street Bridge at Contra Costa Canal Rehabilitation Project	Project Proponent:	Public Works and Engineering
Project Category:	Bridge	Project Manager:	City Engineer
Project Type:	Bridge Rehabilitation	Project Number:	187
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will rehabilitate the Main Street bridge across the Contra Costa Canal		
Project Justification:	The existing Main Street Bridge that crosses the Contra Costa canal has some structural deficiencies according to the latest Caltrans inspections, and will need to be rehabilitated in order to continue to remain in service and to keep it off of the Caltrans structurally deficient list. The City of Oakley does not have a designated funding source for repairing, maintaining, and improving the City's bridges, and relies upon grant programs for major bridge improvement projects. The City has successfully applied for and secured grant funding from the Highway Bridge Replacement and Rehabilitation (HBRR) for this project. Construction of this project is anticipated to take place in FY 2021/22.		

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design	\$ 10,000						\$ 10,000
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 100,000	\$ 50,000					\$ 150,000
Operating Costs							\$ -
TOTAL	\$ 110,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J		\$ 50,000					\$ 50,000
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)	\$ 100,000						\$ 100,000
Other (see comments)							\$ -
Stormwater Fund	\$ 10,000						\$ 10,000
TOTAL	\$ 110,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000

Comments:

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

Project Title:	Piper Lane drainage channel Trash Capture Device Project	Project Proponent:	Public Works and Engineering
Project Category:	Storm Drain	Project Manager:	City Engineer
Project Type:	Drainage Improvement	Project Number:	189
Project Priority:	Moderate	In Successor Agency Area:	No
Project Description:	This project will construct a Trash Capture Device at this major drainage channel.		
Project Justification:	The Piper Lane drainage channel is one of the major drainage outfalls from the City of Oakley to the Delta which the City is responsible for maintaining and operating. This is an open channel that flows freely to the Delta. Based on the new permit issued by SF Regional Water Quality Control Board, it cannot convey trash to the open waters of the Delta. This project will construct a new trash capture device at the upstream end of the channel near Vintage Parkway. The preliminary design has been completed and the City is pursuing grant funding for the construction, which is estimated to cost over \$900,000. The trash capture device will stop trash from flowing into the Delta and the City will be in compliance with the SF Regional Water Quality Control Board permit.		

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design	\$ 30,000						\$ 30,000
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 170,000						\$ 170,000
Operating Costs							\$ -
TOTAL	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant (see comments)							\$ -
Other (see comments)							\$ -
Stormwater Fund	\$ 200,000						\$ 200,000
TOTAL	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Comments:

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

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

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

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

PROJECT FINANCING DETAILS

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

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

Comments:

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

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

PROJECT FINANCING DETAILS

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

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

Comments:

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

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

PROJECT FINANCING DETAILS

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

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

Comments:

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

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

PROJECT FINANCING DETAILS

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

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

Comments:

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

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

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 2,450,000	\$ 300,000					\$ 2,750,000
Operating Costs							\$ -
TOTAL	\$ 2,450,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 2,750,000

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
General Capital Fund	\$ 800,000	\$ 300,000					\$ 1,100,000
Public Facilities							\$ -
Park Impact Fee							\$ -
Main Street Fund	\$ 1,550,000	\$ 100,000					\$ 1,650,000
Measure J							\$ -
Gas Tax							\$ -
Grant							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
TOTAL	\$ 2,350,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 2,750,000

Comments:

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

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

PROJECT FINANCING DETAILS

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

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

Comments:

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

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

PROJECT FINANCING DETAILS

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

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

Comments:

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

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

PROJECT FINANCING DETAILS

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

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

Comments:

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

Project Title:	FY 2020/21 Curb, Gutter and Sidewalk Repair & Replacement Proj.	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Concrete Repair and Replacement	Project Number:	241
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will repair and replace damaged curb, gutter, and sidewalks.		
Project Justification:	This project will coordinate with the responsible property owners to repair and reconstruct damaged and broken concrete, curb and gutter, and sidewalks throughout the City. The construction of this project will provide safe paths of travel for the community by eliminating trip and fall accidents caused from tree root overgrowth that has uplifted sidewalks and curbs. This project works in coordination with the 50-50 cost share program that helps the property owners address concrete sidewalk and curb and gutter uplifts caused by tree root overgrowth.		

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 100,000	\$ 100,000					\$ 200,000
Operating Costs							\$ -
TOTAL	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

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

Comments:

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

Project Title:	FY 2020/21 Traffic Signal Modernization Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Traffic Signal Operation Improvements	Project Number:	244
Project Priority:	Moderate	In Successor Agency Area:	No

Project Description: This project will rehabilitate existing traffic signals.

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

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design							\$ -
Environmental							\$ -
Right of Way							\$ -
Construction	\$ 100,000	\$ 100,000					\$ 200,000
Operating Costs							\$ -
TOTAL	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee	\$ 100,000	\$ 100,000					\$ 200,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
Redevelopment							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
Grant							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
TOTAL	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Comments:

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

Project Title:	FY 2020/21 Street Repair and Resurfacing Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Street Resurfacing Improvements	Project Number:	246
Project Priority:	Immediate	In Successor Agency Area:	No

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

Project Justification: This project will repair roadway base and surface failures as well as resurface the City's streets as a part of a comprehensive program to maintain the roadways for the community. Street repair and resurfacing is critical in keeping the quality of the City's street infrastructure in good condition and prevent the necessity of costly reconstruction due to the lack of proper rehabilitation and maintenance. There are a number of neighborhoods which need Sierra-Crete remediation and street repair and resurfacing, which this project will address.

PROJECT FINANCING DETAILS

Project Expenditures	19/20	20/21	21/22	22/23	23/24	24/25	Total
Planning & Design		\$ 100,000					\$ 100,000
Environmental							\$ -
Right of Way							\$ -
Construction		\$ 1,500,000					\$ 1,500,000
Operating Costs							\$ -
TOTAL	\$ -	\$ 1,600,000	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
General Capital Fund		\$ 500,000					\$ 500,000
Measure J		\$ 200,000					\$ 200,000
Gas Tax							\$ -
Developer							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
RMRA		\$ 900,000					\$ 900,000
TOTAL	\$ -	\$ 1,600,000	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000

Comments:

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

Project Title:	E. Cypress Rd. - Knightsen Ave. Intersection Signalization Project	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Street Improvement	Project Number:	247
Project Priority:	Immediate	In Successor Agency Area:	No

Project Description: This project will install a new traffic signal at the intersection of East Cypress Road and Knightsen Avenue

Project Justification: The growth and development of the new subdivision projects along the East Cypress Road corridor has necessitated various infrastructure improvements to accommodate the increased traffic flows on this road. These improvements include the widening of East Cypress Road to City standards along the Emerson and Gilbert Ranch projects. The intersection of East Cypress Road/Knightsen Avenue has not been signalized; however, the traffic demands on this segment require the reconstruction and signalization of this intersection. This project will be designed and constructed by the City and funded by private developer contributions.

PROJECT FINANCING DETAILS

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

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee		\$ 500,000					\$ 500,000
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
General Capital Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
TOTAL	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

Comments:

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

Project Title: Holly Creek Park Restroom Construction Project	Project Proponent: Public Works and Engineering
Project Category: Park	Project Manager: City Engineer
Project Type: Park Facility Improvement	Project Number: 248
Project Priority: Immediate	In Successor Agency Area: No

Project Description: This project will install a restroom at Holly Creek Park.

Project Justification: The demand for City of Oakley recreational fields continues to grow particularly for organized sports such as Baseball and Soccer leagues. The field at Holly Creek Park is one of the favorite and much desired fields in Oakley for leagues to play their sporting activities. This park does not have any restroom facilities which necessitates placement of portable toilets at this park. This approach has created many operational and sanitary issues and is not a sustainable solution to address the need for a public restroom facility. This project will construct a permanent restroom facility at this park similar to the restroom facility that was recently constructed at the Koda Dog Park. The funding for this project will be primarily from a private development project contribution which will be supplemented by local funds.

PROJECT FINANCING DETAILS

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

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	<i>Total</i>
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee		\$ 100,000					\$ 100,000
General Capital Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer Contribution		\$ 150,000					\$ 150,000
2012 Bond Benefit							\$ -
Downtown Revitalization Fund							\$ -
Stormwater Fund							\$ -
TOTAL	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Comments:

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

Project Title:	Laurel Road Resurfacing Project (Empire Avenue to O'Hara Avenue)	Project Proponent:	Public Works and Engineering
Project Category:	Street	Project Manager:	City Engineer
Project Type:	Street Improvement	Project Number:	250
Project Priority:	Immediate	In Successor Agency Area:	No
Project Description:	This project will repair and resurface Laurel Road		
Project Justification:	This project will repair and resurface Laurel Road in the section between Empire Avenue to O'Hara Avenue. This roadway is not only a major arterial in the City but a truck route which is used heavily everyday by heavy construction trucks to deliver materials and supplies to various development sites in Oakley. Street repair and resurfacing is critical in keeping the quality of the City's street infrastructure in good condition and prevent the necessity of costly reconstruction due to the lack of proper rehabilitation and maintenance. This project will be designed in FY 2020/21 and constructed in FY 2021/22.		

PROJECT FINANCING DETAILS

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

Project Funding	19/20	20/21	21/22	22/23	23/24	24/25	Total
Traffic Impact Fee							\$ -
L&L District							\$ -
Public Facilities							\$ -
Park Impact Fee							\$ -
General Capital Fund							\$ -
Measure J							\$ -
Gas Tax							\$ -
Developer							\$ -
2012 Bond Benefit							\$ -
Street Maintenance Reserve		\$ 100,000					\$ 100,000
Stormwater Fund							\$ -
TOTAL	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Comments: