



TOWN OF MORAGA, CA

Fiscal Year 2017/2018 Operating & Capital Improvement Budgets, Five-Year Financial Plan, and Five-Year Capital Improvement Program



West Commons Park



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**Fiscal Year 2017/18 Operating Budget,
Five-Year Financial Plan,
and Five-Year Capital Improvement Program**

Elected Officials

Teresa Onoda, Mayor

Roger Wykle, Vice Mayor

Jeanette Fritzky, Councilmember

Kymberleigh Korpus, Councilmember

Dave Trotter, Councilmember

Audit and Finance Committee

Bradley Ward, Town Treasurer

Teresa Onoda, Mayor

Roger Wykle, Vice Mayor

Tim Freeman, Committee Member

Robert Kennedy, Committee Member

Town Manager

Robert Priebe

Department Directors

Ellen Clark, Planning Director

Amy Cunningham, Administrative Services Director

Jay Ingram, Parks and Recreation Director

Edric Kwan, Public Works Director/Town Engineer

Marty McInturf, Town Clerk

Jon King, Chief of Police



Table of Contents

Budget Message.....	1
Moraga History	27
Five-Year Financial Projections	A-1
General Purpose Fund	A-3
Other Funds	A-4
Fund Balance Summary	A-5
Fund Descriptions.....	B-1
Fiscal Year 2017/18 Operating Budget.....	C-1
Organization of Town Governance	C-3
Authorized Positions by Department.....	C-4
Revenue & Expenditure Summary.....	C-5
Department Detail	
General Government.....	C-7
Administrative Services	C-23
Police	C-31
Public Works/Engineering	C-47
Parks & Recreation	C-63
Planning	C-81
Non-Departmental	C-87
Other Fund Summaries	C-91
Financial Management Policies.....	D-1
Balanced Budget (Resolution No. 83-2014)	D-3
General Purpose Fund Reserve (Resolution No. 5-2015)	D-5
Fixed Assets Capitalization Policy (Resolution No. 60-2009)	D-7
GASB 54 – Fund Balance (Resolution No. 24-2011).....	D-12
Investment Policy (Resolution No. 44-2010)	D-15
Reclassifying Measure K (Resolution 98-2015).....	D-26



Legislation E-1

Resolution No. 68-2017: Lighting Assessment District E-3

Resolution No. 63-2017: Gann Appropriation Limit E-5

Resolution No. 67-2017: FY 2017/18 Adopted Budget..... E-6

Five-Year Capital Improvement ProgramCIP-1

CIP GuideCIP-3

Funding Summary SchedulesCIP-5

Active (Funded or Carry Forward) CIPsCIP-11

Unfunded CIPsCIP-47

CIP Reference Index.....CIP-85



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BUDGET MESSAGE



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**FISCAL YEAR 2017/2018
BUDGET MESSAGE**

Date: June 28, 2017

To: Honorable Mayor and Councilmembers

From: Robert Priebe, Town Manager

I respectfully submit to you the Fiscal Year 2017/18 Budget for the Town of Moraga. The total budget for FY 2017/18 is \$11.698 million, including an \$8.492 million Operating Budget, and a \$3.206 million Capital Improvement Program (CIP) budget.

This budget represents the Town's financial plan for the coming fiscal year and resource allocations within our legal funding limits. The budget and programs have been developed to further the Town Council's efforts to enhance transparency and efficiently deliver cost effective services the community has stated are important, and upon which the public depends for health, safety and quality of life.

The January 2017 Council goal-setting workshop; the May 2017 Special Budget Workshop; urgent infrastructure needs; community meetings on various capital, parks and planning projects; and community input in past engagement efforts commissioned by the Town have all shaped the FY 2017/18 budget. In addition to the Council's deliberations, Town staff greatly appreciates the input of residents who have provided helpful feedback through participation in one of our past focus groups or survey studies, or who attended one of our Town Council, Audit and Finance Committee, or other community meetings.

The budget reflects Town Council policies and objectives in the following ways:

- This budget is balanced and projects a small surplus of \$46,217;
- The approach to development of this budget continues to honor the Town's tradition of fiscally conservative and transparent practices;
- The budget provides a full spectrum of high quality services at a very low per capita cost as compared to similar communities;
- The budget provides for funding a portion of our street and road maintenance needs by depositing all revenue from the Measure K Local Funding Measure directly into the Pavement Management Program (Fund 711) for maintenance and repair of the Town's streets and storm drains to the extent these available funds allow;
- Demonstrates a reallocation of personnel to reduce costs and enhance efficiencies in the Police Department;
- Achieves new cost containment measures agreed to by Town employees (resulting in reduced overtime, increased pension cost-sharing, reduced unfunded absence liabilities);
- This budget also includes necessary service reductions to achieve a balanced budget through:

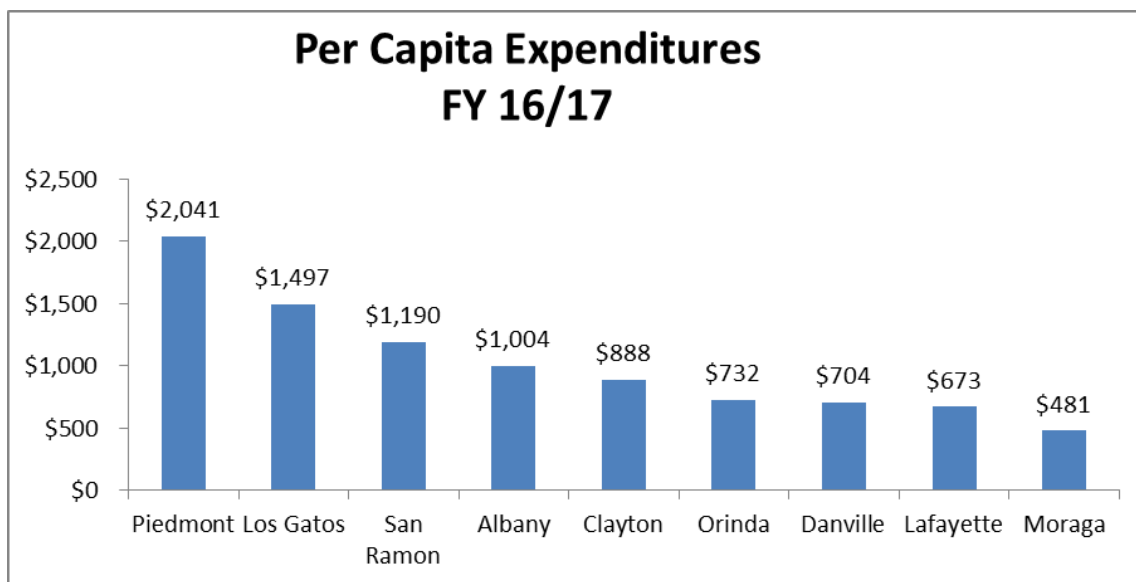


- Reduced park, grounds and facility maintenance;
- Reduced janitorial services in public facilities;
- Reduced outside contract services for department operations;
- Reduced funding for elected, appointed and staff travel, training and educational conferences; and
- Other operational streamlining / eliminating redundancies.

The California and national economies continue to recover from the recession of 2008-2011, with modest growth expected this next year and a minor economic slump anticipated the following year. Historically, the Town has weathered tough economic times well as property values remain relatively stable and the Town's sales tax base is small and tends to fluctuate little. The impact of this is positive for the Town when other communities struggle as a result of poor economic conditions, but this also prevents the Town from fully benefitting when the economy is robust.

With the exception of the Measure K Local Funding Measure (implemented in FY 2013/14), the historical trends for revenue have remained flat. In order to adopt a balanced budget each year, flat revenue must be matched by an equally flat rate of expenditure, which is not realistic or achievable for any municipality due to naturally increasing costs. The slight increase in revenue over the years has simply not kept pace with the Town's ongoing operational and maintenance/infrastructure needs.

The following chart demonstrates how the Town continues to provide the quality services residents expect and deserve at a very low cost per capita – as compared to other agencies.



The Five-Year Financial Plan and Fiscal Year 2017/18 budget reflect a lack of available funds to maintain our assets, and demonstrates the need to develop new revenue sources that will support ongoing Town operations, address deferred asset and infrastructure needs, and continue to provide residents the high



quality, low-cost public services they expect and deserve, which over the years has included the following priorities as identified by the 2016 community survey:

- ✓ Maintaining Town streets, roads & potholes
- ✓ Maintaining 9-1-1 emergency calls
- ✓ Maintaining the storm drain system
- ✓ Repairing aging pipes & infrastructure
- ✓ Protecting ridgelines and hillsides
- ✓ Attracting and retaining local businesses

The Town is committed to providing the highest quality services possible with the limited resources that are available. In keeping with the philosophy of minimal government and fiscal prudence, Council, staff and community volunteers have used creativity and resourcefulness to complete many major initiatives in cost-effective ways, including identifying sources of locally-controlled revenue that can't be taken by the state or federal governments.

TOWN COUNCIL ADOPTED GOALS AND INITIATIVES

At the beginning of each calendar year, the Town Council adopts a set of new and carryover goals for the coming year. Progress and next steps on each of these goals is reported to the Town Council and community every quarter.

The Adopted 2017 Town Council Goals include:

1. Complete Sinkhole Repairs, Restoring Retail Activity and Traffic Flow Back to Normal and Continue to Pursue Financial Relief
2. Have Development in Moraga Reflect the Sentiments of the Town's Citizens by:
 - a. Studying and Implementing Improvements to the Three-Step Planned Development Process with Emphasis on Defining the Conceptual Stage
 - b. Ensuring Disciplined Application of the Town's Design Guidelines by Thoughtfully Sorting Out Clear and Workable Standards To Be Enforced Through Ordinances
3. Seek Town Council Approval of General Plan Amendments, Zoning Code Revisions and any Other Applicable Regulations Regulating Development on Hillsides and Ridgelines
4. Stimulate and Attract Retail Activity in Moraga by Improving the Permitting Process for Moraga Businesses and Work with the Chamber of Commerce to Make Shopping in Moraga a Pleasurable Activity
5. Complete Successful Negotiation of Labor Agreements with All Employee Bargaining Units
6. Adopt Balanced Budget and Continue High Quality of Financial Reporting
7. Make Significant Progress on Moraga Center Specific Plan Implementation Process
8. Determine Revenue Measure(s) for a Future Ballot to Fund the Community's Top Priorities

Ongoing, Carryover, and Work Program objectives for 2017:

1. Continue Measure K Road Repairs and Pothole Repairs
2. Town Security Cameras
3. Continue Ongoing Efforts to Support the Rheem Theatre
4. Continue Hacienda Public-Private Partnership Efforts



5. Outreach and Partner with Moraga and Acalanes School Districts on Matters of Common Interest
6. Install Street Lights in Critical Areas
7. Improve Interconnectedness and Public Awareness of Moraga's Trail System and Develop Electronic and Paper Maps of the Town's Trail System
8. Work with Saint Mary's College and Community to Complete Design of Roundabouts

Residents can review progress of these items in reports available on the Town website and at Town Council meetings. Additional details about the progress/status of these items can also be found in the introductory sections to each applicable budget program area.

BUDGET OVERVIEW

The General Purpose Fund is the general operating revenue for Town operations. This Fund is used to account for operating expenses except those that require a separate accounting for local, state, or federal reporting purposes. A variety of other funding sources are used in both the operating budget and Capital Improvement Program to fund allowable activities. Some of these sources are ongoing, annual revenue (such as Gas Tax and Measure J), while many are one-time revenues (such as grants and impact fees). Most of these revenues come with specific conditions/restrictions for their use and are governed by various state, regional, and granting agency regulations.

Given the limited General Purpose Fund revenue received by the Town, these restricted revenue sources, or Other Funds, have historically been relied upon to augment daily operations and complete capital projects. For budgeting and accounting purposes, the Town uses Fund Transfers (i.e. Transfers In and Transfers Out) to provide revenues from the restricted funds to cover expenditures, in accordance with their eligible uses.

In conformance with Town Council policy (Resolution #83-2014), the Town typically uses restricted/Other Funds to support operating expenditures if there are annual ongoing revenues or if the funds are received for a specified use. Generally, available fund balance and one-time revenues are intended to support capital and other one-time expenditures.

OPERATING BUDGET

The operating budget is balanced, meaning that ongoing, annual revenues surpass annual ongoing expenses, and fund balance (reserve funding) is used to support one-time projects. However, the annual operating surplus is very small at \$46,217, and reflects the Town Council's deliberate decision to reduce operating expenses during the budget preparation process to achieve a balanced budget. The depleted Asset (Infrastructure) Replacement Fund has also placed additional pressure on the General Fund. As this funding source has been exhausted and no reinvestment has been made, there is no revenue source available to address needed repair, maintenance and replacement of assets such as major equipment, facilities, or Town infrastructure.



Further, the Town's reserves have been severely depleted, primarily as a result of the two major infrastructure emergencies the Town has experienced since March 2016. While the Town will receive some reimbursement from state and federal agencies for qualifying expenses, there is a lengthy wait to receive emergency reimbursement funding from the state and federal entities. In the meantime, the Town and our community must contend with these inconveniences while the Town works with outside agencies to repair the infrastructure failures. With reserves at extremely low levels, the Town is in a very vulnerable position. There currently are inadequate reserves available to dedicate to an initial response if another infrastructure failure occurs, or another major event occurs in Town. Clearly, a Town objective must be to identify funding that can better equip it to address necessary maintenance and repairs, and unanticipated costs and infrastructure emergencies, as much of the Town's infrastructure is decades-old.

Reserve / Fund Balance	Projected Available Funds
Fund 101 General Fund: FY 17/18 Operating Budget Surplus	\$46,217
Fund 101 General Fund: Reserves (Projected 06/30/17) *	\$1,543,673
Total General Fund Reserve	\$1,589,890
Fund 100 One-Time Developer Fees / Palos Colorados (Projected 06/30/17) *	\$693,639
Total Funds Available in Fund 100 & 101	\$2,283,529
* All approved uses from 06/14/17 TC agenda are included.	

In consideration of the Town's available revenue streams, operational needs, and growing asset and infrastructure repair/maintenance needs, it is unfortunately unlikely that the Town Council goal of retaining a 50% operating reserve will be achieved in the foreseeable future. The FY 17/18 Operating Budget is \$8.492 million, equating to a 50% reserve goal of \$4.246 million. If the Town continues down this path, the community will be at risk of further service reductions and the Town's fiscal stability will be jeopardized if another expensive emergency or event occurs.

Summaries of major revenue and expense projections for FY 2017/18 are detailed at the end of this letter.

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

The Five-Year Capital Improvement Program (CIP) is a planning effort to document the current and long-term needs of the Town with respect to construction projects, major repair and maintenance projects, and capitalized equipment purchases. Generally, major projects and purchases with a value of \$15,000 or more are included in the CIP. Minor capital outlays, valued at less than \$15,000, are included within the annual Operating Budget.

The CIP is organized into the following categories for easy reference:



- Active (Funded or Carry Forward) Capital Improvement Projects
- Buildings and Facilities (Municipal Facilities)
- Creeks and Drainage
- Parks and Open Space
- Transportation
- General Government
- Unfunded Capital Improvement Projects

The Five-Year CIP includes projects that are typically introduced to the Town through a variety of adopted master plans, needed improvement and repair projects, and compliance projects. The CIP is a living document and subject to change and further enhancement each year. The Town relies on grants, dedicated funding sources, and other one-time resources to support the CIP. With limited financial resources, the needed equipment, facility and infrastructure improvements are often deferred. This leads to reduced operational efficiencies and increased costs to repair or maintain equipment, facilities and parks, and infrastructure.

The Fiscal Year 2017/18 CIP identifies \$3.206 million in projects supported by fifteen (15) different funding sources. Additionally, \$1.289 million in unfunded projects are identified in the CIP for FY 2017/18, including a number of projects that had been supported by the Asset Replacement Fund in prior years.

Highlights of the Capital Improvement Program are detailed at the end of this letter.

OVERVIEW OF FIVE-YEAR FINANCIAL PLAN

In 2011, the Town Council adopted a goal to develop a five-year financial plan with the intent of building long-term sustainability for the Town budget. This is the sixth year a Financial Plan has been completed showing this annual budget and a rolling expectation of future revenue and expenses over the next four years. Without this projection, it would be more challenging to identify and plan for the fiscal challenges that lie ahead.

This document, in its entirety, represents the Town of Moraga's Five-Year Financial Plan. The Town of Moraga updates its five-year financial projections as a strategic planning tool to better manage the Town's limited financial resources and expand upon the one-year outlook provided in the annual operating budget. All the components of the budget document provide a tool to understand, allocate, and provide oversight for the Town's use of public monies to operate and implement the Town Council's goals and deliver essential services.

Assumptions

The first section of the five-year projections details General Purpose Fund (Fund 100) activities, with all other funds described subsequently. This forecast is far-reaching in making projections of the Town's revenue and expenditures over a five-year period. Projections are based on historical trends and current information about existing and future revenue sources and expenditures.



The historic combination of property and sales tax, the Town's two largest discretionary General Purpose Fund revenue sources, has not kept pace with the cost of operations. Over the past few years, the Town has been able to balance its operating budget only through permissible Transfers In from other funds that are restricted for specific purposes such as transportation planning, and street and storm drain maintenance. Limitations of the financial projections include the absence of assumptions for future un-negotiated labor costs, and minimal assumed increases for services and supplies. The projections also do not account for much needed reinvestment in the Town's assets and infrastructure. Therefore, the plan should be used as only one tool in assessing the Town's fiscal health and future stability.

Key assumptions built into the projections over the next five year include a modest 2% annual increase in property taxes; a 1.2% to 1.3% annual increase for sales tax; 2% increase in franchise fees; and fluctuating changes in departmental revenues depending upon anticipated activity. The expenditure side assumes a minimal 1% increase in operating costs across all departments; even with that very modest increase operating budgets are not balanced beyond FY 18/19. Staff intends to continue working with the Town Council, Audit and Finance Committee, and community over the next year to identify an approach to fund the Asset (Infrastructure) Replacement Fund; restore operating services to prior levels; suitably repair and maintain infrastructure; and ultimately, attain the Town Council policy of achieving, and maintaining, a 50% General Fund Reserve.

FINANCIAL MANAGEMENT POLICIES

Financial management policies help guide the Town in decision-making that is grounded and consistent over time. The development and maintenance of thoughtful financial policies is critical to the Town's successful and effective financial planning and management. The Town has a number of financial policies in place that deserve review as a best practice; these policies are included in the budget document for easy reference:

	Name	Resolution
1	Balanced Budget Policy	#83-2014
2	General Purpose Fund Reserve Policy	#5-2015
3	Fixed Asset Capitalization Policy	#60-2009
4	GASB 54 – Fund Balance Definitions Policy	#24-2011
5	Investment Policy	#44-2010
6	Classifying Measure K as Major Fund	#98-2015

FUTURE CHALLENGES

Although the budget is balanced, with an approximate operating surplus of only \$46,217, the unfortunate reality is that existing services cannot be maintained. The approximate \$83,200 in necessary operating reductions that were part of the Special Budget Workshop, coupled with the low level of available reserves, significantly impacts the Town's ability to maintain facilities and parks, and leaves no flexibility to plan for or address unanticipated events (or emergencies).



The Town continues to have many unfunded operational/maintenance and capital needs and has few options left to maintain services at an acceptable level. Without an injection of additional, locally-controlled revenue that can't be seized by the state or federal governments, or more severe expense reductions, the Town will be unable to maintain even this reduced level of service beyond the next one to two years, as demonstrated by the financial forecast. The state of the Town's finances constitutes a state of fiscal emergency that requires immediate action to restore and protect the Town's health, safety, welfare, and quality of life.

The short term budget-balancing solutions, maintenance and repair deferrals, and cost cutting measures have made it possible to adopt balanced budgets thus far; however, there are no easy choices remaining and it is time to seriously look to future sustainability. Ideally, the Town will identify opportunities to support our valued local business partners; build a strong, locally-controlled fiscal foundation to restore reduced services; ensure essential services desired by the community are provided into the future; rebuild reserves for a rainy day; and address the backlog of deferred asset and infrastructure maintenance such as our streets, potholes, parks, facilities, and storm drains.

I would sincerely like to thank the Town Council for their leadership in quickly and effectively addressing the Town's critical infrastructure emergencies over the past several months; their actions in recognizing and taking steps to retain our small, dedicated and experienced Town staff that know the community; and their courage to make the tough decisions necessary to build and maintain long-term fiscal sustainability. With the help and support of our businesses and residents, we will continue to engage the community in these matters and keep the public informed.

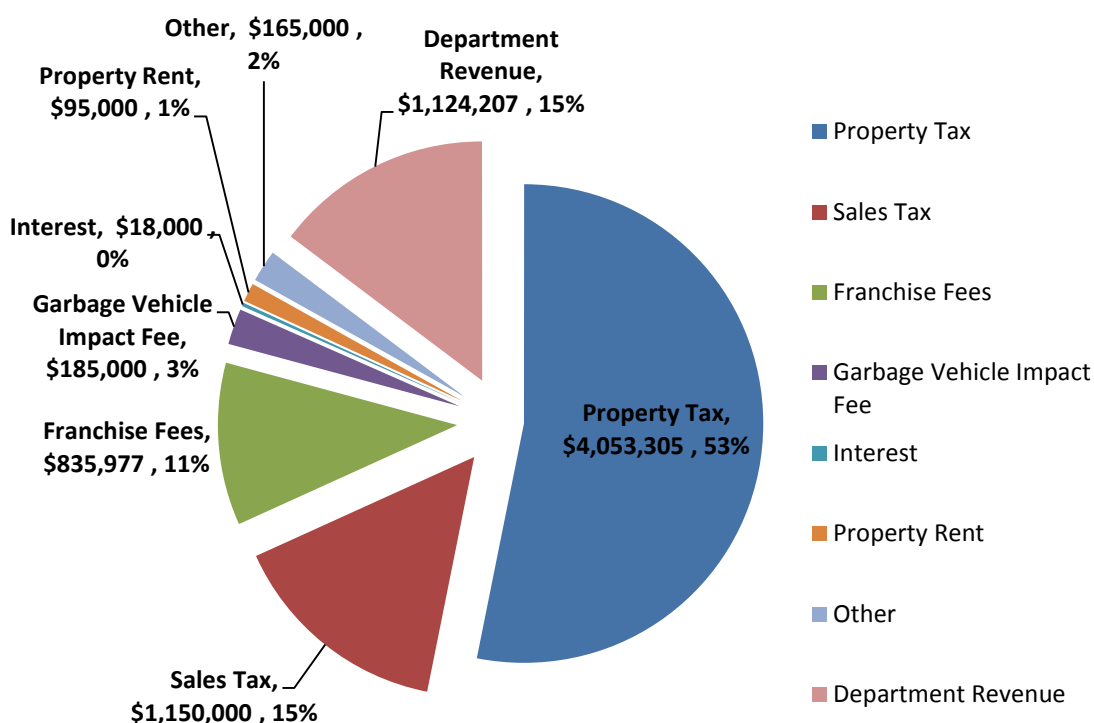


REVENUE SUMMARY

The Town's revenue sources supporting daily operations have not changed significantly since incorporation in 1974. The slight increase in revenue over the years has simply not kept pace with the Town's ongoing operational and maintenance/infrastructure needs. The two main General Purpose Fund revenue sources, property tax and return to source (Bradley Burns) sales tax, primarily support services such as police, public works maintenance, parks, planning, administrative services, recreation, and general government. Revenue from franchise fees, department generated revenue, and interest income are also collected and classified as General Fund revenue to support ongoing operations. General Fund revenue is estimated to be \$7,626,489 for FY 17/18. Ten other funding sources, in the amount of approximately \$912,000 supplement General Fund revenue in the operating budget.

Budget assumptions are made based on a review of historical trends, current year estimated receipts, and the most current economic data available during the preparation process, including projections from Town consultants, League of CA Cities sources, and other subject matter experts. Revenue assumptions are made conservatively and reviewed at the mid-point of the fiscal year for necessary adjustments. Using a conservative approach for revenue projections, allows for budget adjustments during the year that will not have a negative impact on operations and delivery of critical services.

FY 2017/18 General Fund Revenue Categories



**GENERAL FUND**Property Tax

For FY 2017/18, property taxes (\$4,053,305) represent 53% of the total General Purpose Fund revenue received as a whole. This projection includes an assumed overall 4% growth rate based on information provided by MuniServices, the County Assessor's Office, and FY 16/17 receipts to date. While property tax revenue is the single largest source of revenue to the General Purpose Fund, the Town receives only 5.32% of every property tax dollar paid by its property owners. This equates to \$500 to the Town for every home with an assessed value of one million dollars. The balance of property tax collected is committed to Contra Costa County, public schools, and special districts. In the past, property tax revenues have remained relatively flat in Moraga, even during the historic economic downturn between 2008 and 2011.

Distribution of Property Tax Dollars

The following table provides an overview of the Property Tax Rate of select Contra Costa Counties; comparatively Moraga receives the lowest share of property collected in the County.

Contra Costa County – Select Cities	City/ Town Property Tax Rate
Richmond	28.51%
El Cerrito	22.23%
Pinole	18.84%
Martinez	15.92%
Walnut Creek	9.41%
Danville	7.63%
Orinda	7.39%
Lafayette	6.66%
Clayton	6.63%
Hercules	5.42%
Moraga	5.32%
Source: HdL Coren & Cone	



This year, the Town engaged MuniServices to assist in reviewing property tax projections in more detail and identify any major trends that could influence current and future revenue receipts. The following positive factors were identified as part of MuniServices analysis for FY 2017/18:

- Town will receive an additional \$29,000 from significant one-time property tax related events, these events will increase the total assessed value of property
 - Park Shopping Center – sale of major shopping center;
 - Signature at Moraga – 20 new housing units in progress;
 - Summerhill / Camino Ricardo – 29 new housing units in progress.

MuniServices also identified a number of factors that will continue to suppress property tax revenue in the near term:

- Residential parcel inventory is significantly undervalued as Moraga homeowners remain in their homes much longer than in other communities;
- 88 residential parcels are Prop 13 protected (have been held by the same owner since before the enactment of Prop 13), if these homes were sold at the current median home value (\$1,249,700) and reassessed, an additional \$50,000 in property tax revenue would be generated;
- An additional 1,800 parcels are substantially undervalued based on their last sale date.

Moraga Residential Sales Trend	
Years	# Sales
1980 - 1990	374
1991 – 2000	1,489
2001-2010	1,881
2011 - 2016	1,540
Source: MuniServices, May 2017	



MuniServices also provided a demographic comparison of Moraga to neighboring jurisdictions, including median home value, as shown in the table below:

Comparison to Neighboring Jurisdictions					
Town/Town	Population	Per Capita Personal Income	Median Age	Public School Enrollment	Median Home Value
Moraga	16,676	63,338	44.1	1,898	\$1,249,700
Orinda	18,935	87,033	47.1	2,542	\$1,482,300
Walnut Creek	70,974	52,677	37.6	3,589	\$846,900
Lafayette	25,199	72,499	44.4	3,615	\$1,367,800
Source: MuniServices, May 2017					

The Five-Year Financial Plan assumes a reasonable 2% future growth in property taxes, assuming a steady increase in total assessed property value, and flat but stable average sales prices for homes and inventory.

Sales Tax

The sales tax on transactions occurring in Moraga totals 9.25% comprised of the three major categories shown below: (1) the Basic Statewide rate which is imposed under the Bradley-Burns Uniform Sales and Use Tax Law (return to source sales tax); (2) the Transit Add-On Taxes; and (3) Moraga's Local Funding Measure - "Measure K" dedicated to local street and road repairs.

1. Basic Statewide Sales and Use Taxes (Total 7.25%):

- 6.00% State
- 1.00% Local Return to Source (city or county of place of sale or use)
- 0.25% Local Transportation Fund (county of place of sale or use)

2. District Taxes (Total 1.00%):

- 0.50% Contra Costa Transportation Authority (CCTA, until 2034)
- 0.50% Bay Area Rapid Transit District (BART)

3. Local Sales Transactions and Use Taxes (Total 1.00%):

- 1.00% Town of Moraga – Local Funding (until 2033)

Basic Statewide Sales and Use Taxes represent the Town's second largest revenue source at a projected \$1,150,000 (or 15%) in FY 2017/18. MuniServices, the Town's sales tax consultant, conducts quarterly sales tax analysis on behalf of the Town. Based on the most recent data available (through March 2016) MuniServices five-year outlook anticipates sales tax will grow at a modest 1.2% to 1.3% over the next five years.



Measure K – Local Funding Measure (Not Included in General Fund)

The largest increase in total sales tax revenue continues to come from Moraga's local funding measure - Measure K. Measure K has significantly exceeded the initial revenue expectations of one million dollars annually. Similar to Fiscal Year 2016/17, Fiscal Year 2017/18 receipts are expected to remain strong, generating approximately \$1.65 million in locally controlled revenue. While technically a General Fund revenue source, these funds are not included in the General Fund calculations noted above. Measure K funds are deposited directly to Fund 711, the Town's Pavement Management Program, per Town Council Resolution #98-2015, for exclusive use on local road repair and maintenance projects. MuniServices anticipates Measure K revenue will grow from 1.6% to 2.7% over the next five years.

Franchise Fees

Franchise Fees are projected at \$835,977 for FY 17/18 (or 11% of total General Fund revenue) and assume a reasonable 4% (or \$33,000), increase from the current year-end estimate based on current year actual revenue receipts. Revenues received are based on long-standing agreements with Town utility providers (i.e. Pacific Gas and Electric, Comcast, Recycle Smart). Generally, a portion of gross annual receipts are distributed to the Town for use in the General Fund.

Garbage Vehicle Impact Fee (through Central Contra Costa Solid Waste Authority)

Beginning in March 2017 the \$175,000 annual Garbage Vehicle Impact Fee increased to \$185,000 (or 6% of total General Fund revenue). As in past years, all receipts from the Garbage Vehicle Impact Fee are deposited to the General Purpose Fund and transferred directly to the Town's Pavement Management Program (Fund 711) for repair and maintenance of local streets and roads.

Department Generated Revenue (Planning, Police, Public Works, Parks and Recreation)

Department activities generate revenue for various fees for services (planning permits, charges for police reports, facility rentals, and recreation class fees) as listed in the Town's Master Fee Schedule. Revenues are anticipated to be \$1,124,207 for FY 17/18 (or 15% of total General Fund revenue). These revenues are not reliable, fluctuating from year to year, and are dependent on external factors such as the permits issued for homeowner improvement projects, development activity, facility rentals, and the general state of the economy. FY 17/18 revenue estimates reflect anticipated changes in the marketplace, demand for services, and cost to provide the services.



OTHER FUNDS / RESTRICTED USE FUNDS

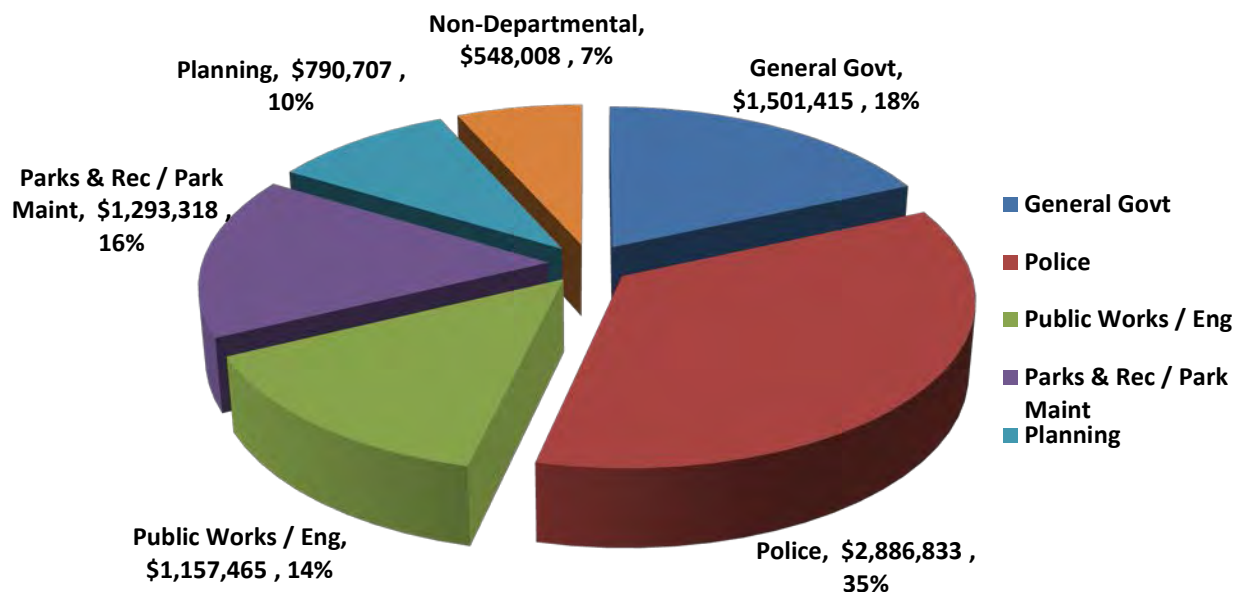
Over the past few years, the Town has become increasingly dependent on non-General Purpose Fund revenues to offset ongoing costs and help balance the operating budget. Revenue generated from Gas Tax, Measure J, Traffic Safety, and NDPES are used in the operating budget. Without these funding sources, the Town would need to rely on General Purpose Fund reserves to maintain daily operations. The FY 2017/18 Operating Budget relies on \$911,744 from eleven (11) restricted sources of funding.



EXPENDITURE SUMMARY

The Town's operating department budget expenditures are estimated to be \$8,177,796. This is exclusive of transfers out for debt service and Capital Projects, the operating budget totals \$8,492,016 if these items are included. Budget expenditures in this document are categorized by department and were expanded last year to not only provide detail on overall expenditures, but also funding source(s), and personnel allocations. Personnel allocations for some departments were not reliably available for FY 13/14 and FY 14/15, therefore only the total allocation for each program area is reported for those years. This year, we have continued to expand information available in the budget document in accordance with Government Finance Officers Association and California Society of Municipal Finance Officers guidelines and best practices.

The allocation of expenditures across Town departments is illustrated in the chart below.

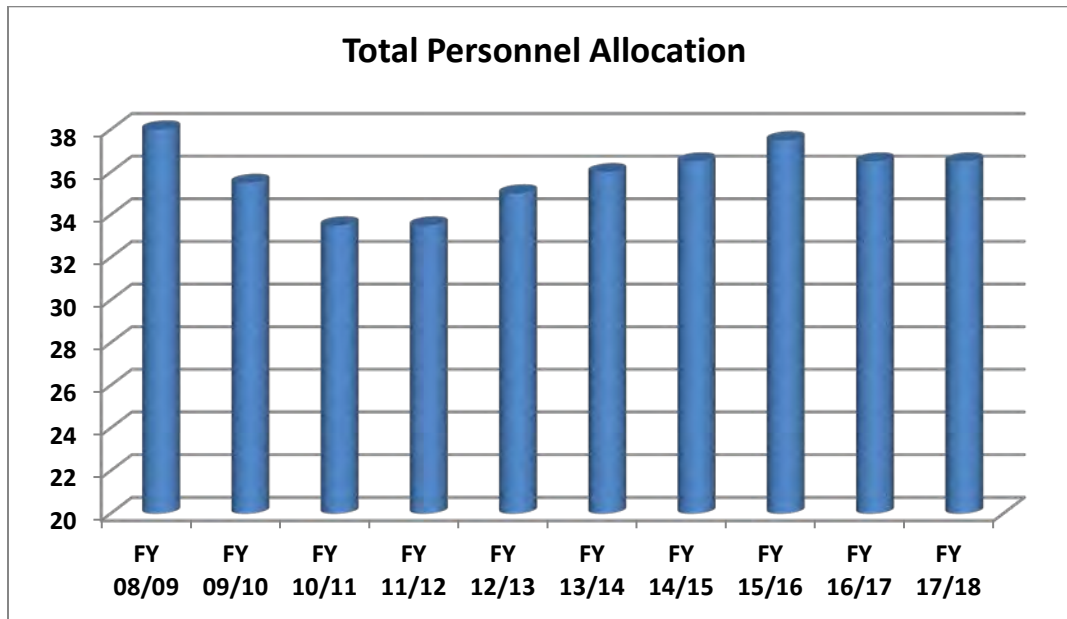


Personnel Allocation

The Town allocates approximately 63.53% of the operating budget to personnel expenditures (such as salaries, benefits, and health care costs), which is slightly lower than the 64% allocated in FY 2016/17. As is typical in any service organization, expenditures associated with personnel constitute the largest, single expenditure in the operating budget. In Moraga, staffing levels are significantly less than comparable agencies and very lean relative to the needs of Town operations. Historical staffing levels were reduced during the economic downturn to limit expenses during those years and have not yet returned to prior levels. The Town often accomplishes important work that would otherwise go unaddressed with less-costly seasonal employees, including maintenance workers, recreation leaders, interns, and a County Work-Alternative program.



Despite the growing demand for services and ever increasing mandates, the number of employees providing Town services has been steady, shifting between 35.5 and 36.5 Full-Time Equivalent employees as needed in the past ten years.



Historically, the Town has realized annual operating budget savings primarily through delays in filling vacant positions. Attracting and retaining staff has become increasingly challenging as the Town's compensation package continues to fall behind neighboring public sector employers and work load demands, laws and regulations, and community requests for service continue to expand. As each vacancy occurs, an analysis of the position responsibilities is undertaken and when possible, changes are made to the personnel allocation, employee duties, or services provided, to reduce costs and/or improve efficiencies.

For FY 2016/17 personnel changes to improve organizational efficiencies were adopted resulting in the reduction of one (1.00) Full-Time Equivalent (FTE) position. For FY 2017/18 the one Police Sergeant position was downgraded to a Police Corporal, resulting in four Corporal positions, further enhancing efficiency in the department. Town staff continue to provide the best service for the lowest cost when compared to similar communities.

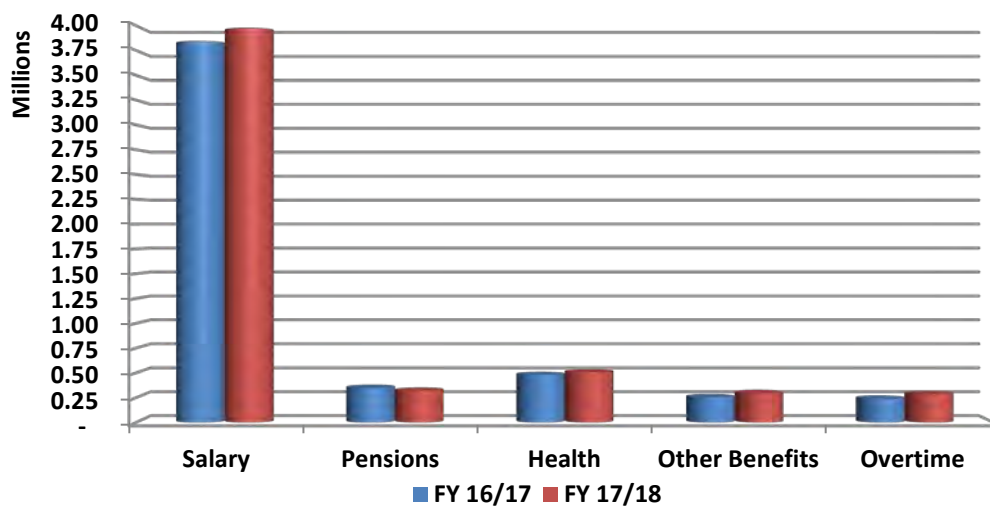
Total anticipated FY 2017/18 Personnel costs in the amount of \$5.4 million are included in the budget document. As is typical in municipal agencies, the largest expense is in the Police Department, followed by Public Works/Engineering and Planning. This distribution is reflective of the community's priorities and values as identified in the 2016 Community Survey referenced earlier.



Personnel Cost by Department FY 2017/18			
Department	Personnel Costs	% of Total Personnel Costs	% of Total Operating Budget
General Government	\$512,697	9.50%	6.04%
Administrative Services	\$419,904	7.78%	4.94%
Police	\$2,348,595	43.53%	27.66%
Public Works / Engineering	\$1,059,888	19.65%	12.48%
Parks & Recreation / Parks Maint.	\$397,861	7.37%	4.69%
Planning	\$656,177	12.16%	7.73%
TOTAL Personnel Costs	\$5,395,123	100.00%	63.53%

The expenditure plan in this operation budget includes the terms of the four employee agreements and compensation resolutions for FY 2017/18, as approved at the June 14, 2017 Town Council meeting. The Town continues to offer employees the lowest available CalPERS pension plans, does not provide Other Post-Employment Benefits (OPEB), and employees not only pay the full employee portion of the CalPERS-established contribution, but also participate in cost-sharing (paying more individually) to alleviate a portion of the CalPERS-established employer contribution.

Personnel Costs by Category Comparison





The approved compensation packages are for a period of two years, beginning in FY 2017/18. The packages provide for 4% cost of living adjustments for all positions, with an additional 1% for Police Corporals in recognition of the additional duties they are taking on (resulting from the downgrade of the Police Sergeant position). In addition, Classic CalPERS members will be increasing their share of the Town's CalPERS pension cost by 1%. For FY 2017/18 these employees will be paying the full share of the employee cost, plus 3% of the employer cost. The total percentages are shown in the table below. For FY 2018/19 employees will receive a 2% cost of living adjustment; and Classic CalPERS members will increase their contribution of the employer portion of CalPERS costs by an additional 1%, cumulatively paying 4% of the employer-share of pension cost.

CalPERS Classic Members * Cost Sharing					
CalPERS Plan	FY 16/17 Employee Pays Total Employee Cost	FY 16/17 Employee Share of Employer Cost	FY 17/18 Employee Share of Employer Cost	FY 18/19 Employee Share of Employer Cost	FY 18/19 Total % Paid by Employee
Classic - Safety	9%	+2%	+1%	+1%	13%
Classic - Miscellaneous	7%	+2%	+1%	+1%	11%
* CalPERS Classic Members are employees that were members of CalPERS prior to implementation of PEPPA (Public Employees' Pension Reform Act) on January 1, 2013.					

Operating Department Budget Highlights

General Government:

- Funding to support Town participation in local and regional organizations that support and promote the priorities of the Moraga community;
- Funding to provide video and/or written detailed minutes of Town Council meetings; and
- Funding to complete the 2017 adopted Town Council goal of identifying Community Priorities and Infrastructure Needs;
- Savings associated with no general election in FY 2017/18;
- Savings in Legal Services support associated with completion of negotiations with all employee groups.

Administrative Services:

- Reduced human resources support related costs (consulting services and recruitment related expenses);
- Funding for Independent Audit Services;
- Funding for financial software support and maintenance;
- Funding for Information Technology consulting services and network services.



Police:

- Funding for contract dispatch services, animal control and school crossing guards;
- Police Sergeant downgraded to Corporal, resulting in no Sergeant positions and four Corporal positions to realize cost savings and operational efficiencies;
- Funding for police vehicle operation and maintenance;
- Funding for mandated training;
- Funding for emergency preparedness supplies.

Engineering / Public Works:

- Lack of available NPDES funds resulted in reduced funding for Storm Drain Maintenance, staff will review this program area to determine if additional funding is needed as part of the mid-year budget review;
- Reduced contract service expenses associated with consulting services;
- Reduced funding for grounds maintenance, and repair and maintenance of public facilities;
- Street Maintenance budget is fully funded by gas tax;
- 335 Rheem budget reflects true cost of operations for items such as utilities, maintenance, etc.;
- Funding for one summer intern to assist with a variety of public works projects.

Parks and Recreation / Park Maintenance:

- Personnel reallocated to reflect time spent on activities;
- Funding for contract instructors is offset by participant class registration fees;
- Increased rentals at Hacienda de las Flores generates additional revenue and a slight increase in maintenance costs;
- Reduced funding for Futures Explored program, impacting ground and park maintenance throughout Town;
- Reduced funding for maintenance and repairs at community parks;
- Reduced funding for publication of Town Crier / Activity Guide;
- Funding for various community events including: Hacienda Nights, Tree Lighting Ceremony, 4th of July Fireworks, Triathlon, and Pear & Wine Festival;
- Funding for Camp Hacienda program providing Moraga youth with supervised summer recreational activities;
- Funding for one summer intern to assist with a variety of parks and recreation projects.

Planning:

- Funding for Moraga Center Specific Plan;
- Funding for consulting services to make progress on Plan Development, Regulation and Design Guideline Updates, Municipal Code Updates; Commercial Zoning District Regulations, and other priority projects.



Non-Departmental:

- One-time cost for vacation conversion, resulting in improved net financial position of Town;
- Funding for annual CalPERS unfunded liability payment;
- Funding for Town insurance policies including General Liability, Property, Vehicles, etc.;
- Reduced funding for Town wide training needs.



CAPTIAL IMPROVEMENT PROGRAM SUMMARY

The Capital Improvement Program includes \$3.206 million in funded projects for Fiscal Year 2017/18 using fifteen (15) different categories of funding including grants, transportation funds, Measure K Local Funding Measure, Traffic Safety funds, Palos Colorados One-Time Developer Fees, and General Fund.

Cumulatively, the CIP includes approximately \$1.3 million in unfunded projects for Fiscal Year 2017/18. Of this amount over \$1 million is related to needed Building and Facility repairs and maintenance.

Similar to prior years, the draft Five-Year (Fiscal Years 2017/18 to 2021/22) Capital Improvement Program incorporates findings from a thorough analysis of all asset replacement projects throughout Town. As part of this process Staff reviewed the Asset Replacement Schedule that was developed in collaboration with the Audit and Finance Asset (Infrastructure) Replacement Subcommittee and further refined the schedule to correspond with the draft Five-Year (Fiscal Years 2017/18 to 2021/22) Capital Improvement Program.

The depletion of the Asset (Infrastructure) Replacement Fund has resulted in \$225,000 in unfunded annual projects. To ensure Town operations function smoothly and efficiently, these projects should be funded annually, however for the last two years, these projects have received little to no funding. Adequately maintaining and upgrading assets is far less costly than future repairs; continued postponement of maintenance and repairs due to lack of funds has a detrimental impact on the community's health, safety and quality of life.

Critical Capital Project Summary

Following is a summary of critical Town projects that will be underway in FY 2017/18.

CIP #16-702: Sinkhole Repair on Rheem Boulevard at Center Street –

Repair for this large sinkhole that developed on March 13, 2016, at the noted intersection will begin in the coming weeks as the project has finally received emergency funding approval. Detailed information about award of the construction contract and work schedule was considered at the Town Council meeting on June 14, 2017; the full report is available on the Town website.



The cost to repair the sinkhole, originally estimated at \$3.3 million, is now projected to be \$2.969 million. This project is currently funded from four different sources:

CIP #16-702: Sinkhole Repair on Rheem Boulevard at Center Street	
Fund	Total Budget FY 16/17: \$2.969 million
Fund 100: Palos Colorados	\$1.069 million allocated
Fund 101: General Fund	\$1.400 million allocated
Fund 205: Gas Tax	\$246,000 for initial response, securing site
Fund 210: Measure J	\$254,000 for initial response, securing site

CIP #17-701: Canyon Bridge Reopening

The Canyon Road Bridge was closed on April 18, 2017, as the structural integrity of the bridge was compromised by an adjacent moving landslide. Detailed information about options to stabilize the land at the bridge site and install a temporary bridge was considered at the Town Council meeting on June 14, 2017; the full report is available on the Town website.

The total budget for these temporary improvements (until the permanent bridge can be constructed) is \$2.060 million. This project budget is based on the best information available now and includes funding for the costly stabilization of the land adjacent to the bridge and purchase of a temporary bridge.

CIP #17-701: Canyon Bridge Reopening	
Fund	Total Budget FY 16/17: \$2.060 million
Fund 100: Palos Colorados	\$1 million
Fund 101: General Fund	Total \$1.060 million <ul style="list-style-type: none"> • \$500,000 initial emergency closure and analysis • \$560,000 repairs and installation of temporary bridge

CIP #17-311: Lamorinda All- Access Playground at Moraga Commons

The Town is partnering with the Rotary Club of Moraga in honor of their 50th Anniversary to install an all-access playground to serve the Lamorinda community. The playground will be installed at Moraga Commons Park. A request to award a construction contract is anticipated to be presented to the Town Council on June 28, 2017. The total project budget is anticipated to be \$604,000.



Available fund balances for Park Development Impact Fees and Quimby Act Fees will be dedicated to construction of the playground, leaving no funding available for other ADA improvements at Moraga Commons Park or other park related improvements. If additional funding for the playground is identified, the use of Fund 100: Palos Colorados will be reduced first. Funding sources include:

CIP #17-311: Lamorinda All-Access Playground at Moraga Commons	
Fund	Total Budget FY 17/18: \$604,000
Fund 100: Palos Colorados	\$82,000 (first funding source reduced if add'l funds are identified/donated)
Fund 250: Quimby Act	\$212,000 total (\$167,000 FY 17/18 + \$45,000 initial FY 16/17 funding)
Fund 700: Rotary Club of Moraga Donation	\$260,000 Donation
Fund 790: Park Impact Fees	\$35,000
Fund 700: MPA Safety Grant	\$15,000

CIP #08-106: Pavement Management Program

The Town's annual Pavement Management Program will continue for FY 17/18 with primary work including surface sealing and resurfacing of local roads most in need of repairs and maintenance as identified by the StreetSaver asset management software. The Pavement Management Program is primarily funded by Measure K – a local funding measure dedicated to street, road, and related infrastructure repairs on Moraga's roadways. Funding for FY 17/18 includes:

CIP #08-106: Pavement Management Program	
Fund	Total Budget FY 17/18: \$1.3 million
Fund 100: General Fund (Garbage Vehicle Impact Fee Revenue)	\$185,000
Fund 711: Measure K – Local Funding (Unleveraged)	\$1,061,000
Fund 700: CalRecycle Grant	\$54,000

**CIP #17-TBD: Town Hall Backup Generator Replacement**

The emergency generator that supports the Town Offices, including Police Department (329 Rheem Blvd.) is obsolete and in need of replacement. The existing generator failed during heavy storms this winter and has been temporarily repaired, but it is no longer reliable. Staff is currently attempting to locate a surplus generator at a lower cost; however, if one is not located soon, a new generator needs to be purchased and installed to ensure Town operations are supported in the event of an emergency.

CIP #17-TBD: Town Hall Backup Generator Replacement	
Fund	Total Budget FY 17/18: \$165,000
Fund 720: Public Safety Impact Fees	\$41,000
Fund 780: Gov't Facility Impact Fees	\$124,000



MORAGA'S HISTORY

The following synopsis of the rich history of the Town of Moraga was written by Maggie Skinner, Archivist, Moraga Historical Society.

The Town of Moraga is named for Joaquin Moraga, the grandson of Joseph Joaquin Moraga who was second in command of the Anza expedition of 1776, the founder of San Francisco, Mission Dolores and the founder and first commandant of the Presidio. Joaquin Moraga, who also served in the military with his father Gabriel Moraga at the Presidio of San Francisco, left the Army in 1819. He and his cousin, Juan Bernal, received a 13,316 acre land grant from the Mexican government in 1835. The original land grant, known as Rancho Laguna De Los Palos Colorados (Ranch Of The Lake Of The Redwoods), included parts of Orinda and Lafayette and the communities of Canyon, Redwood, Rheem, and Moraga.

Joaquin Moraga built an adobe on a hill overlooking the Moraga Valley in 1841. The adobe home still stands on a knoll in Orinda above Miramonte High School with a poplar tree-lined driveway going up to the house. It was designated a California Historical Landmark in 1954. It is probably the oldest existing building in Contra Costa County. The original adobe was built with three rooms; living room (salon-dancing room), bedroom, a long verandah, and an outside kitchen. In 1848, when Joaquin's son Jose De Jesus moved in, the adobe was expanded to accommodate a large growing family. The Don Manuel family made considerable changes in a remodeling done in the 1960's. The adobe today is a private home and not open to the public.

The Moraga rancho was a cattle ranch. Hides and tallow were sold to San Francisco shipping lines or exchanged for merchandise. Life at the adobe was successful and comfortable for the Moraga Family. It included Indian servants that lived in a lean-to on either side of the adobe. There were many fandangos (festive dinner-dances), barbecues, and all night dancing in the adobe salon, which was the only room in the house with a wooden floor (built with Canyon redwood).

Joaquin sold three pieces of his rancho. 1) The Redwoods of Canyon to Elam Brown in 1853. Joaquin Moraga was a cattleman, not a lumber man, so his property in the Redwood Canyon was overrun with trespassers. Many were disappointed gold miners who were looking for means to make money and destroyed the magnificent redwood grove in a rush to fill the demand for lumber. Joaquin was glad to sell the Redwoods to Elam Brown the founder of Lafayette. 2) Six acres to John Courter in 1854. John Courter established the Moraga Valley Store which was on the road that led from The Redwoods to the shipping port at Martinez (today's Larch Avenue and Canyon Road). The Moragas were often in debt to Mr. Courter. 3) Forty acres to Isaac Gann in 1855. He was a squatter from Tennessee whose ranch was in today's Sanders Ranch.

When California became a State in 1850, all the land grants had to be confirmed by the new state. Hiring an attorney to fight for their land was very difficult for the Moragas as they were Spanish speaking, illiterate, and had no money - only land! With the Gold rush came many settlers, who were squatters on



the Rancho and this led to much trouble for the Moragas. A dishonest, land-hungry attorney from Oakland, Horace Walpole Carpentier, using all his legal knowledge, retained ownership of the rancho by 1886. The naive, illiterate Moragas had lost their rancho.

By 1912, the bulk of the rancho was purchased by James Irvine. He started the Moraga Land Company. It was during this period that the Moraga Company headquarters was established next to what today is The Moraga Shopping Center. The Moraga Company planted many acres of pear and walnut trees, grazed cattle on the hillsides and had many sharecroppers in the Moraga Valley. There were as many as 150 workers at The Moraga Company Ranch. The Portuguese sharecroppers were told what to plant and paid the Moraga Company rent in crops.

The Moraga Company also sold land to developers and subdivided land itself. They established the Townsite of Moraga in 1913 and tried unsuccessfully to sell lots there.

This period, 1912-1913, brought The Oakland Antioch Railroad to Moraga with service from Oakland to Chico through Moraga. Later, this line would become the Sacramento Northern Railroad which served many early residents of The Moraga Valley. The Moraga Company built a two story hotel in Moraga as a promotion to help the sale of land in The Valley. It later became a mercantile store, library, and eventually a bar - today called The Moraga Barn.

Much of the early real estate development for the Moraga Company was in what today is Orinda. Moraga extended to and included The Crossroads. Most of the early Crossroads businesses used the word Moraga in their name. Some of the developments along Moraga Way were Moraga Oaks and Encinas De Moraga. Fifteen tracts with the Moraga name were built in what today is Orinda.

In 1927, The Moraga Company offered 100 acres free to Saint Mary's College and College of Holy Names. They felt a college would bring culture and people to a very barren area and help the Moraga Company sell homes. Only St. Mary's College accepted the offer and bought an additional 300 acres. In 1935, most of the land was bought by Utah Construction Company. Many subdivisions and homes were started. Utah later sold the remaining land to Russell Bruzzone, a Lafayette developer who developed much of the property.

Most of the homes, roads, and businesses in present day Moraga were built since 1960. For many years, The Rancho was owned by a single person and used for farming, agriculture and cattle grazing. Only 20 farm families remained on The Rancho for many years. One of these farm families, the Jesse Williams Family, was the only farmer on the entire rancho who never gave up his property to Carpentier. His farm was later sold to the Lucas Family. They sold a 20 acre parcel to two young women who built a one story Spanish style ranch house. In 1934, Donald Rheem bought the house and property. He was the son of William S. Rheem, President of Standard Oil Company. Rheem transformed the home into a lavish estate where the famous were entertained. He bought many acres in Rheem Valley and built many homes and subdivided his properties.



When James Irvine died in 1947, Rheem was approached as a likely buyer of the Moraga Rancho, but Utah Construction and Mining became the buyer. Since the early Utah Construction subdivision days, Moragans banded together to keep developers from overbuilding and changing the rural peaceful community. This formed a pattern for resident participation in local affairs. Moragans can brag of true commitment to their Town. This led to incorporation as the Town of Moraga in November, 1974.





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FIVE YEAR FINANCIAL PROJECTIONS



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FIVE-YEAR FINANCIAL PROJECTIONS - GENERAL PURPOSE FUND (Fund 101)

	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	Multiplier	ADOPTED FY 2017-18	Multiplier	PROJECTED FY 2018-19	Multiplier	PROJECTED FY 2019-20	Multiplier	PROJECTED FY 2020-21	Multiplier	PROJECTED FY 2021-22
Beginning Fund Balance	3,331,885	3,391,689	4,117,197		1,543,673		1,589,890		1,625,703		1,623,788		1,584,437
Sources													
General Fund Revenues													
Property Tax	1,869,527	1,982,959	2,010,408		2,237,175	2.00%	2,281,919	2.00%	2,327,557	2.00%	2,374,108	2.00%	2,421,590
Property Tax - In Lieu	1,448,086	1,533,346	1,509,195		1,648,130	2.00%	1,681,093	2.00%	1,714,714	2.00%	1,749,009	2.00%	1,783,989
Real Property Transfer Tax	149,620	157,140	179,568		168,000	2.00%	171,360	2.00%	174,787	2.00%	178,283	2.00%	181,849
Sales Tax	791,900	867,823	887,896		923,500	1.30%	935,506	1.20%	946,732	1.20%	958,092	1.30%	970,548
Sales Tax In-Lieu	253,333	201,338	225,070		226,500	1.30%	229,445	1.20%	232,198	1.20%	234,984	1.30%	238,039
Measure K - Local Funding Measure ¹	1,709,913	-	-		-								
Franchise Fees	785,851	832,431	802,573		835,977	2.00%	852,697	2.00%	869,750	2.00%	887,145	2.00%	904,888
Garbage - Vehicle Impact Fees	169,333	174,704	175,000		185,000	1.00%	186,850	1.00%	188,719	1.00%	190,606	1.00%	192,512
Interest	12,224	20,164	17,500		18,000				18,000		18,000		18,000
Property Rent	41,285	89,867	91,872		95,000	3.00%	97,850	3.00%	100,786	3.00%	103,809	3.00%	106,923
Planning Fees	528,548	535,714	475,250		441,000		441,000		441,000	-5.00%	418,950	-5.00%	398,003
Parks & Recreation Fees	357,278	387,884	392,050		400,300	1.50%	406,305	1.50%	412,399	1.50%	418,585	1.50%	424,864
Police Fees	92,100	83,766	59,939		56,407		56,407		56,407		56,407		56,407
Public Works Fees	256,858	253,065	261,000		226,500		226,500		226,500	5.00%	237,825	5.00%	249,716
Misc Fees, Fines & Revenue, MVL	151,646	146,514	199,982		165,000		165,000		165,000		165,000		165,000
Subtotal	8,617,502	7,266,715	7,287,303	4.65%	7,626,489	1.62%	7,749,929	1.61%	7,874,548	1.48%	7,990,804	1.52%	8,112,327
Transfers In													
Fund 103 - COPS / SLESF - Public Safety	108,107	103,174	103,300		105,000		100,000		100,000		100,000		100,000
Fund 109 - Prop 172 Public Safety Sales Tax	57,514	58,356	59,085		48,000		64,100		65,200		66,300		67,400
Fund 205 - Gas Tax	293,332	306,764	304,650		443,505	2.00%	452,375	2.00%	461,423	2.00%	470,651	2.00%	480,064
Fund 210 - Measure C/J	92,355	156,617	270,325		75,000		75,000		75,000		75,000		75,000
Fund 230 - Traffic Safety	50,743	35,075	36,339		17,757		17,757		17,757		17,757		17,757
Fund 500 - Lighting Assessment	5,583	6,000	6,000		6,000		6,000		6,000		6,000		6,000
Fund 510 - NPDES	211,457	202,923	239,205		194,174		220,000		220,000		220,000		220,000
Fund 740 - Comm Facilities/Open Space	450	1,000	1,000		1,000		1,000		1,000		1,000		1,000
Fund 750 - Asset Replacement	20,447	10,986	5,000		1,308		-		-		-		-
Fund 7xx - Development Impact Fees	-	-	-		20,000		-		-		-		-
Subtotal	839,988	880,895	1,024,904	-11.04%	911,744	2.69%	936,232	1.08%	946,380	1.09%	956,708	1.10%	967,221
Total Sources	9,457,490	8,147,610	8,312,207	2.72%	8,538,233	1.73%	8,686,161	1.55%	8,820,928	1.44%	8,947,512	1.48%	9,079,548
Uses													
Operating Programs													
General Government	1,438,996	1,435,962	1,529,370		1,501,415		1,516,429		1,531,593		1,546,909		1,562,378
Police	2,493,677	2,537,270	2,799,383		2,886,883		2,915,752		2,944,909		2,974,358		3,004,102
Public Works/Engineering	940,965	905,188	1,195,240		1,157,465		1,169,040		1,180,730		1,192,537		1,204,463
Parks & Recreation / Parks Maint	1,159,102	1,240,471	1,255,077		1,293,318		1,306,251		1,319,314		1,332,507		1,345,832
Planning	720,128	550,688	692,921		790,707		798,614		806,600		814,666		822,813
Non-Departmental		304,309	396,496		548,008		642,592		733,958		821,259		895,605
Subtotal - Operating Programs	6,752,868	6,973,888	7,868,487	3.93%	8,177,796	1.00%	8,348,678	1.00%	8,517,105	1.00%	8,682,237	1.00%	8,835,193
Transfers Out (from General Fund) for Debt Service													
Fund 701 - 2010 COP Town Hall Improve	111,122	117,194	116,143		117,220		114,820		117,020		114,020		116,020
Pass-Through from General Fund (Transfer Out) for Capital Improvement Program													
Fund 711 - Street Pavement Program	1,879,246	174,704	175,000		185,000	1.00%	186,850	1.00%	188,719	1.00%	190,606	1.00%	192,512
Subtotal	1,990,368	291,898	291,143	3.80%	302,220	-0.18%	301,670	1.35%	305,739	-0.36%	304,626	1.28%	308,532
Total Uses	8,743,236	7,265,785	8,159,630	3.93%	8,480,016	2.01%	8,650,348	1.99%	8,822,843	1.86%	8,986,863	1.75%	9,143,725
Operating Surplus / (Deficit)	714,254	881,825	152,577		58,217		35,813		(1,915)		(39,351)		(64,176)
Non-Recurring Uses of General Fund (Transfers Out) for Capital Improvement Program													
Fund 700 - Capital Projects	468,954	156,317	2,726,101		12,000								
Ending Fund Balance	3,577,185	4,117,197	1,543,673		1,589,890		1,625,703		1,623,788		1,584,437		1,584,437
(1) <i>Adjustments to Fund Balance</i>	<i>185,496</i>												
Ending (Unassigned) Fund Balance	3,391,689	4,117,197	1,543,673		1,589,890		1,625,703		1,623,788		1,584,437		1,584,437
(2) <i>General Fund Reserve</i>	<i>50.2%</i>	<i>59.0%</i>	<i>19.6%</i>		<i>19.4%</i>		<i>19.5%</i>		<i>19.1%</i>		<i>18.2%</i>		<i>18.2%</i>

(1) Adjustments for non-spendable, committed and assigned fund balances; including use of General Fund balance for prior year approved capital projects.

(2) The General Fund Reserve calculation is based on *actual* operating program expenditures from the same fiscal year, while adjusted and projected reserve percentages are based on *budgeted* expenditures.

FIVE-YEAR FINANCIAL PROJECTIONS - OTHER FUNDS

	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18	Multiplier	PROJECTED FY 2018-19	Multiplier	PROJECTED FY 2019-20	Multiplier	PROJECTED FY 2020-21	Multiplier	PROJECTED FY 2021-22
Revenue													
100 Developer Fee Fund (Palos)	-	-	2,250,000	-	-		-		-		-		-
103 COPS / SLESF - Public Safety	166,666	132,397	100,380	100,380	100,400		100,000		100,000		100,000		100,000
109 Public Safety Sales Tax (Prop 172)	61,303	63,568	63,053	59,100	62,915		64,100		65,200		66,300		67,400
134 Art in Public Spaces	-	-	5,000	-	-		-		-		-		-
140 Lighting Special District	128,112	140,222	150,138	153,524	153,524		154,400		154,400		154,400		154,400
205 Gas Tax	523,878	423,889	365,096	301,950	479,400		480,000	0.50%	482,400	0.50%	484,812	0.50%	487,236
210 Measure J - Return to Source	288,405	351,537	332,237	339,974	341,500		343,200	0.50%	344,916	0.50%	346,641	0.50%	348,374
211 Measure J - Program 28C Funds	60,794	16,390	17,304	17,333	18,330		18,200		18,200		18,200		18,200
230 Traffic Safety (Vehicle Code Fines)	31,175	35,549	32,425	45,075	37,675		37,600		37,600		37,600		37,600
250 Park Dedication (Quimby Act)	10,217	10,259	173,604	10,703	-		-		-		-		-
260 Asset Forfeiture	22	22	35	20	25		-		-		-		-
500 Lighting Assessment District	221,856	221,917	316,982	239,988	195,791		198,500		198,500		198,500		198,500
510 NPDES	234,794	234,505	226,445	240,070	235,075		240,000		240,000		240,000		240,000
Total Sources	1,727,219	1,630,255	4,032,698	1,508,117	1,624,635	0.70%	1,636,000	0.32%	1,641,216	0.32%	1,646,453	0.32%	1,651,710
Expenditures													
Operating Programs													
140 Lighting Special District	24,984	24,984	-	43,134	43,134		45,000	1.50%	45,675	1.50%	46,360	1.50%	47,056
500 Lighting Assessment District	141,390	142,078	166,060	208,774	208,774		208,774	1.50%	211,906	1.50%	215,084	1.50%	218,310
Subtotal - Direct Charges to Fund	166,373	167,061	166,060	251,908	251,908		253,774		257,581		261,444		265,366
Transfers Out to General Fund													
103 COPS / SLESF - Public Safety	120,080	108,107	103,174	103,300	105,000		100,000		100,000		100,000		100,000
109 Public Safety Sales Tax (Prop 172)	61,261	58,230	82,970	59,085	48,000		64,100		65,200		66,300		67,400
205 Gas Tax	285,000	303,252	270,883	304,650	443,505	2.00%	452,375	2.00%	461,423	2.00%	470,651	2.00%	480,064
210 Measure J - Transportation	38,383	92,355	166,877	270,325	75,000		75,000		75,000		75,000		75,000
230 Traffic Safety (Vehicle Code Fines)	42,273	50,717	35,042	36,339	17,757		17,757		17,757		17,757		17,757
500 Lighting Assessment District	5,952	5,583	-	6,000	6,000		6,000		6,000		6,000		6,000
510 NPDES	234,502	212,924	191,828	242,714	194,174		220,000		220,000		220,000		220,000
740 Community Facilities/Open Space	450	-	1,000	1,000	1,000		1,000		1,000		1,000		1,000
750 Asset Replacement	13,035	20,447	10,668	5,000	1,308		-		-		-		-
7xx Development Impact Fees	-	-	-	21,000	20,000		-		-		-		-
Subtotal - Transfers Out to General Fund	800,936	851,614	862,441	1,049,413	911,744		936,232		946,380		956,708		967,221
Transfers Out to Capital Projects													
100 Developer Fee Fund (Palos)	157,837	36,630	1,027,449	2,418,182	82,000		-		-		-		-
103 COPS / SLESF - Public Safety	-	40,501	30,000	30,000	30,000		30,000		30,000		30,000		30,000
109 Public Safety Sales Tax (Prop 172)	-	9,747	-	-	-		-		-		-		-
134 Art in Public Spaces	-	-	84	4,916	-		-		-		-		-
140 Lighting Special District	-	-	-	215,000	-		-		-		-		-
205 Gas Tax	241,462	239,739	298,419	1,939	10,000		10,000		10,000		10,000		10,000
210 Measure J - Transportation	267,023	129,654	401,960	585,990	30,000		30,000		30,000		30,000		30,000
211 Measure J - Program 28C Funds	-	-	6,957	123,043	-		-		-		-		-
230 Traffic Safety (Vehicle Code Fines)	-	10,000	5,103	14,897	10,000		10,000		10,000		10,000		10,000
250 Park Dedication (Quimby Act)	-	-	-	45,000	166,800		-		-		-		-
500 Lighting Assessment District	10,729	14,137	199,639	133,065	60,000		300,000		-		-		-
510 NPDES	128,594	14,693	7,980	101,712	10,000		20,000		20,000		20,000		20,000
701 210 COP - Town Hall Improvements	151,719	18,915	3,661	924	-		-		-		-		-
702 2013 COP - Infrastructure Improvements	2,120,376	2,744,750	1,371,524	1,300,000	-		-		-		-		-
715 Comcast Unrestricted	-	36,508	34,272	-	-		-		-		-		-
716 Comcast Restricted (PEG)	26,177	79,176	142,612	-	-		-		-		-		-
750 Asset Replacement	156,673	258,175	158,885	58,249	-		-		-		-		-
7xx Development Impact Fees	62,000	25,000	1,109	106,443	333,000		144,000		-		-		-
Subtotal - Transfers Out to Capital Projects	3,322,590	3,657,626	3,689,652	5,139,360	731,800		544,000		100,000		100,000		100,000
Total Uses (Operating Programs)	4,289,899	4,676,301	4,718,154	6,440,681	1,895,452	-8.52%	1,734,006	-24.80%	1,303,960	1.09%	1,318,152	1.10%	1,332,587

FUND BALANCE SUMMARY

FUND	DESCRIPTION	AUDITED FY 2013-14	AUDITED FY 2014-15	AUDITED FY 2015-16	ADJUSTED FY2016-17	ADOPTED FY 2017-18
GENERAL GOVERNMENTAL FUNDS						
Fund 100 ⁽¹⁾	One-Time Developer Fees (Palos Colorados)	2,007,900	1,971,270	3,193,821	775,639	693,639
Fund 101	General Fund					
	Nonspendable	672	646	327	-	-
	Restricted					
	Committed					
	Assigned	451,311	319,488			
	Unassigned	2,879,905	3,071,555	4,116,870	1,543,673	1,589,890
Total - General Governmental Funds:		5,339,788	5,362,959	7,311,018	2,319,312	2,283,529
OTHER GOVERNMENTAL FUNDS						
Fund 103	COPS / SLESF Fund	166,666	132,397	99,603	66,683	32,083
Fund 109	Public Safety Sales Tax (Prop 172)	14,689	10,280	(9,638)	(9,623)	5,292
Fund 134	Art in Public Spaces	-	-	4,916	0	0
Fund 140	Lighting Special District	250,553	365,792	515,929	411,319	521,709
Fund 205	Gas Tax	349,537	230,435	26,229	21,591	47,486
Fund 210	Measure J - Return to Source, 18%	694,561	824,089	587,489	71,148	307,648
Fund 211	Measure J - Program 28c	60,794	77,184	87,532	(18,178)	152
Fund 230	Traffic Safety (Vehicle Code Fines)	29,164	3,997	(3,723)	(9,884)	34
Fund 250	Park Dedication (fee in lieu/Quimby Act)	17,288	27,547	201,151	166,854	54
Fund 260	Asset Forfeiture	10,040	10,063	10,098	10,118	10,143
Fund 500	Lighting Assessment District	420,937	481,056	432,338	324,488	288,639
Fund 510	NPDES	39,953	46,842	73,480	(30,876)	25
Total - Other Governmental Funds:		2,054,183	2,209,681	2,025,403	1,003,638	1,213,263
CAPITAL PROJECTS FUNDS						
Fund 700	Capital Projects (Grants/Reimbursements)	352,682	n/a	n/a	n/a	n/a
Fund 701	2010 COP - Town Hall Improvements	145,356	125,874	127,325	126,400	126,800
Fund 702	2013 COP - Infrastructure Improvements	5,697,912	2,966,674	1,621,663	321,663	321,663
Fund 711	Pavement Management Program	1,384,126	1,356,281	1,653,703	1,157,178	1,159,602
Fund 715	Comcast Grant Unrestricted	86,233	49,725	15,453	15,453	15,453
Fund 716	Comcast PEG Restricted	395,145	351,521	243,358	278,858	314,358
Fund 740	Community Facilities/Open Space	9,550	9,550	8,550	7,550	6,550
Fund 750	Asset Replacement	434,873	234,110	64,557	1,308	(0)
Fund 720	Public Safety Impact Fees	2,043	2,878	40,226	84,596	43,446
Fund 760	Local Transportation Impact Fees	9,761	10,362	29,945	30,633	30,683
Fund 770	Storm Drain Impact Fees	90,488	74,540	373,300	360,687	233,287
Fund 780	General Govt Facilities Impact Fees	19,295	24,262	244,760	362,530	213,855
Fund 790	Park Impact Fees	3,734	7,413	71,328	35,461	536
Fund 799	Lamorinda Fee and Financing Authority	95,393	96,938	212,387	163,502	164,002
Total - Capital Project Funds:		8,726,591	5,310,127	4,706,555	2,945,820	2,630,236
FIDUCIARY FUNDS (Cash In Hand)						
Fund 405	Special Gifts & Donations	18,606	19,489	21,519	24,430	24,430
Fund 410	Skatepark Maintenance	26,167	24,938	23,465	23,554	23,554
Fund 420	Park Facility Deposits	16,245	18,307	33,787	38,858	38,858
Fund 430	Planning Deposits	228,678	232,388	287,127	174,952	174,952
Fund 440	Public Works Performance Bonds	167,069	355,415	823,828	768,074	768,074
Fund 600	Moraga Youth Involvement Committee	5,797	6,116	5,431	7,149	7,149
Total - Deposits in Trust		462,561	656,653	1,195,157	1,037,017	1,037,017

(1) Fund 100 - See "Other Fund Summary" for information on timing of future payments.

(2) Fund is closed.

(3) Fiduciary funds estimated cash in hand for FY 2016-17 and FY 2017-18 is as of April 30, 2017.



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FUND DESCRIPTIONS



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FUND DESCRIPTIONS

Governments use fund accounting to emphasize accountability rather than profitability. Fund accounting is necessary to show how money, especially money that is legally tied to special uses, is spent rather than how much profit is earned. This system is unlike profit-oriented businesses that use a single set of self-balancing accounts or a general ledger.

Fund 101 - General Purpose Fund

This is the general operating fund of the Town. It is used to account for most discretionary resources except those that require separate accounting for local, state or federal reporting and accountability purposes. Primary sources of General Purpose Fund revenue include property tax, sales tax, franchise fees, and parks and recreation fees.

OTHER FUNDS

The Town also receives a variety of other funding sources that help support the Town's operations. These other sources constitute a small percentage of the overall financial plan. Some are on-going, annual sources (e.g., Gas Tax and Measure J) while many are one-time revenues (e.g., grants and impact fees). Most come with conditions for their use governed by various state, regional, and granting agency regulations or separate reporting requirements.

Fund 100 – One Time Developer Fees (Palos Colorados)

The source of revenue for this fund is the result of a settlement agreement related to the Palos Colorados development project (Resolution No. 26-99). Since receipt of the initial deposits, the Town has used these funds for one-time expenditures such as payment of the CalPERS unfunded liability, promissory note due on the purchase of the 335 (formerly 331) Rheem Boulevard property, and various capital improvement projects.

Fund 103 – Citizens Option for Public Safety (COPS) / Supplemental Law Enforcement Services Fund (SLESF)

This is funding received from the State of California to augment public safety services, including front line law enforcement services and capital projects that directly support front line law enforcement services (Assembly Bill 3229).

Fund 109 – Public Safety Sales Tax (Proposition 172)

Proposition 172 was approved in 1993 and provided a half-cent sales tax for public safety. The purpose of the fund was not to increase public safety funding but to offset decreased funding to local governments due to property tax shifts. Accordingly, per Assembly Bill 2788, the Town is annually required to report to Contra Costa County a "Maintenance of Effort" certification in compliance with the receipt of these funds.

Fund 134 – Art in Public Spaces

This fund was established by Town Council Resolution No. 91-2015, to dedicate funding for Art in Public Spaces. This account may be credited annually, with any funds allocated by the Town Council through the budgetary process and monies received through donations or grants or otherwise obtained. Appropriate expenditures are detailed in the adopted resolution.



Fund 140 – Property Tax – Lighting Special District

This district was created on December 12, 1974 per Town of Moraga Resolution No. 28-74. Since then, the passage of Proposition 13 fixed the basic property tax rate at 1% of the assessed value of a home, plus any assessment bond approved by popular vote; and the district's funds, as applied today, are included within the Basic 1% Property Tax paid by homeowners. This Lighting Special District (Street Light Maintenance District No. 1) is distinct from the Town of Moraga Lighting Assessment District 1979-1. Accordingly, this fund provides for the accounting of the Lighting Special District; and is intended to cover street lighting activities not included in the Town of Moraga Lighting Assessment District 1979-1 (Fund 500).

Fund 205 – Gas Tax

Highway Users' Tax, commonly called Gas Tax, is allocated by the State based on population. Monies are restricted by Article XIX of the California State Constitution and by Streets and Highways Code Section 2101. Eligible uses include research, planning, construction, improvement, maintenance, and operation of public streets (and their related facilities for non-motorized traffic).

Fund 210 – Measure J – Return to Source (18% Funds)

Measure J, approved in 2004, extended Measure C, a countywide half-cent sales tax. Funds can be used for transportation purposes including transportation planning and street maintenance. Funds are administered by the Contra Costa Transportation Authority. This funding source expires in 2034.

Fund 211 – Measure J – Program 28c

Measure J, approved in 2004, allocates 0.235% of the countywide half-cent sales tax toward the Subregional Transportation Needs Program (Program 28c). These funds may be used to support any program identified in the Measure J Expenditure Plan, or a program eligible under the provisions of Measure J. Funds are administered by the Contra Costa Transportation Authority.

Fund 230 – Traffic Safety (Vehicle Code Fines)

These funds, derived from fines and forfeitures for violations of the State Vehicle Code, must be used to support traffic safety activities, including police enforcement and traffic safety projects such as construction and improvement of streets, signs and signals.

Fund 260 – Asset Forfeiture

This fund accounts for revenues received from property seized during drug-related criminal activity and is used to support law enforcement operations.

Fund 405 – Special Gifts and Donations

This fund is a fiduciary fund accounting for the donation and expenditure of monies that are pledged for specific purposes such as bricks in Common's Park and memorial benches.

Fund 410 – Skatepark Maintenance

Also a fiduciary fund, this fund was established by the tri-cities when the skatepark was built in 2003. Initial contributions were \$27,000 each from Moraga, Orinda, and Lafayette, resulting in total initial funding of \$81,000. The tri-city agreement calls for a meet and confer process between the three cities when the monies in the maintenance fund are depleted below \$15,000 to discuss replenishment of the fund.



Fund 420 – Park Facility Deposits

This fiduciary fund houses deposits the Town receives for the rental of Town facilities in the event of damages to the facilities. Deposits are refunded to customers after the event is completed and no damages are assessed.

Fund 430 – Planning Deposits

This fiduciary fund accounts for deposits the Town receives for planning activities. These deposits are drawn upon as the Planning Department bills the deposits for work completed to process the planning permit, application, etc. Unused portions of deposits are refunded to the customer. This fund also houses recycling deposits for roofing projects, which are refunded after proof that the used roofing materials were recycled.

Fund 440 – Public Works Performance Bonds

This fiduciary fund houses deposits the Town receives for development-related projects. These deposits are drawn upon as the Public Works/Engineering Department bills a deposit account for work completed to process public works and engineering services related to development applications. Unused portions of deposits are refunded to the customer. This fund also houses deposits required for public works projects within the Town's boundaries to protect against damage or incomplete work on Town right-of-way. Deposits are released to customers after the project is completed.

Fund 500 – Lighting Assessment District

This fund is used exclusively to record the revenues and expenditures of the Moraga Street Lighting Assessment District 1979-1 that covers a significant portion of the Town. Revenue and expenditure estimates are developed in conjunction with an engineering consultant. The fund covers the costs to operate the district, including utilities, repairs, engineering services, administrative cost, and capital improvements. The current annual assessment levied is \$58 for a detached single family residence within the district.

Fund 510 – National Pollutant Discharge Elimination System (NPDES)

This fund derives from an annual assessment (via property tax) for the National Pollutant Discharge Elimination System created Countywide in response to the 1972 Clean Water Act. Funds are transferred to the General Fund to reimburse expenditures related to clean water projects, education and storm drain operations in the Town. A county revenue measure for an additional \$22 per residential unit was conducted as a mail ballot measure in March/April 2012. The ballot measure failed, leaving the cleanwater program and its increasingly strict permit requirements for stormwater retention and storm drain maintenance to be covered under the Town's existing scarce revenue sources.

Fund 600 – Moraga Youth Involvement Committee

This fiduciary fund serves to receive and expend monies related to Moraga Youth Involvement Committee activities.

Fund 700 – Capital Improvements

This fund serves as a clearing fund to capture all capital project expenditures and corresponding revenues.

Fund 701 – 2010 COP / Town Hall Improvements

In 2010, the \$1.525 million Certificates of Participation (COP) were issued for Town Hall Improvements, including funding for the purchase of the 335 (formerly 331) Rheem Blvd.



property and renovations of the 329 Rheem and 335 (formerly 331) Rheem buildings. Fund 701 accounts for the COP proceeds as well as annual payments.

Fund 702 – 2013 COP / Infrastructure Improvements

In 2013, the \$7.72 million Certificates of Participation (COP) were issued for Infrastructure Improvements, including street and storm drains improvements. The 2013 COP leverages annual revenues received from the Measure K One-Cent Local Add-On Sales Tax approved by voters in November 2012. Fund 702 accounts for the COP proceeds as well as annual payments.

Fund 705 – Infrastructure Preservation and Improvement (IPI)

The Town Council established the IPI fund to set aside funds for capital projects that preserve or improve the Town's infrastructure assets such as its streets, storm drains, and buildings and facilities. In 2012, through Resolution No. 8-2012, the Town Council re-established a policy for transferring annual surplus revenues into the IPI fund. In 2015, through Resolution No. 8-2015, the Town Council merged Fund 705-IPI with Fund 750-Asset Replacement. As a result, the fund balance was transferred to Fund 750-Asset Replacement and this fund was closed at the end of FY 2014/15.

Fund 711 – Pavement Management Program

This fund was established to account for all capital activities related to the rehabilitation of the Town's streets. In August 2013, the Town issued the 2013 Certificates of Participation – Infrastructure Improvements, which successfully implemented a financing program using revenues from the November 2012 voter-approved 1% local sales tax funding measure ("Measure K") and uses the 2013 COP proceeds for the Pavement Management Program. Measure K funds are deposited directly into Fund 711 per Town Council Resolution No. 98-2015.

Funds 715 & 716 - Comcast Grants

The Town has two Comcast funds – Fund 715 Comcast Unrestricted Grant and Fund 716 Comcast Public, Education, and Governmental Access Channel ("PEG") Restricted. Although one fund is called unrestricted, both grant funds do have limitations on how the Town may use these monies. Generally, Comcast Grant funds are to be used for technology that enhances communications. The Town appropriated some of these funds for the audio/video/televising of Town Council meetings.

Fund 740 – Community Facilities/Open Space

This fund accounts for funding received as an endowment for the maintenance of the pond at the Mulholland Ridge Open Space Preserve. By Town Council Resolution No. 25-2009, funds are restricted for the purpose of maintaining the pond and/or other maintenance needs at the preserve.

Fund 750 – Asset Replacement

This fund is used for the purchase of replacement vehicles, technology, and building and park improvements such as new roofs and replacement play structures. Since FY 2008/09, contributions from the General Fund to the Asset Replacement fund were deferred while expenditures continued. Per Resolution No. 8-2015, if the Town Council's goal of a 50% General Purpose Fund Reserve is reached at the end of each fiscal year, any additional net revenue is transferred from Fund 101-General Purpose Fund to Fund 750-Asset Replacement Fund. This fund was depleted in FY 2016/17.



Development Driven Funds (Funds 250, 720, 760, 770, 780 and 790)

Fund 250 Park Dedication Fees (Quimby Act), Fund 720 Public Safety Impact Fees, Fund 760 Local Traffic Impact Fees, Fund 770 Storm Drain Impact Fees, Fund 780 General Government Facilities Impact Fees, and Fund 790 Park Impact Fees are all funds whose revenues derive from development; and use of these funds is restricted. A comprehensive update to the development impact study was adopted by the Town Council on May 11, 2016 (Resolution # 42-2016) and became effective July 11, 2016.

Fund 799 – Lamorinda Fee and Financing Authority (LFFA)

The LFFA is a joint exercise of powers agreement comprised of the jurisdictions of Lafayette, Moraga and Orinda to establish a development fee program. This fund was established to account for both the regional and local set-aside fees associated with development fees established by the LFFA. The use of the funds is governed by the Joint Exercise of Powers Agreement. The new fee schedule became effective June 10, 2016.



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OPERATING BUDGET FISCAL YEAR 2017 / 2018



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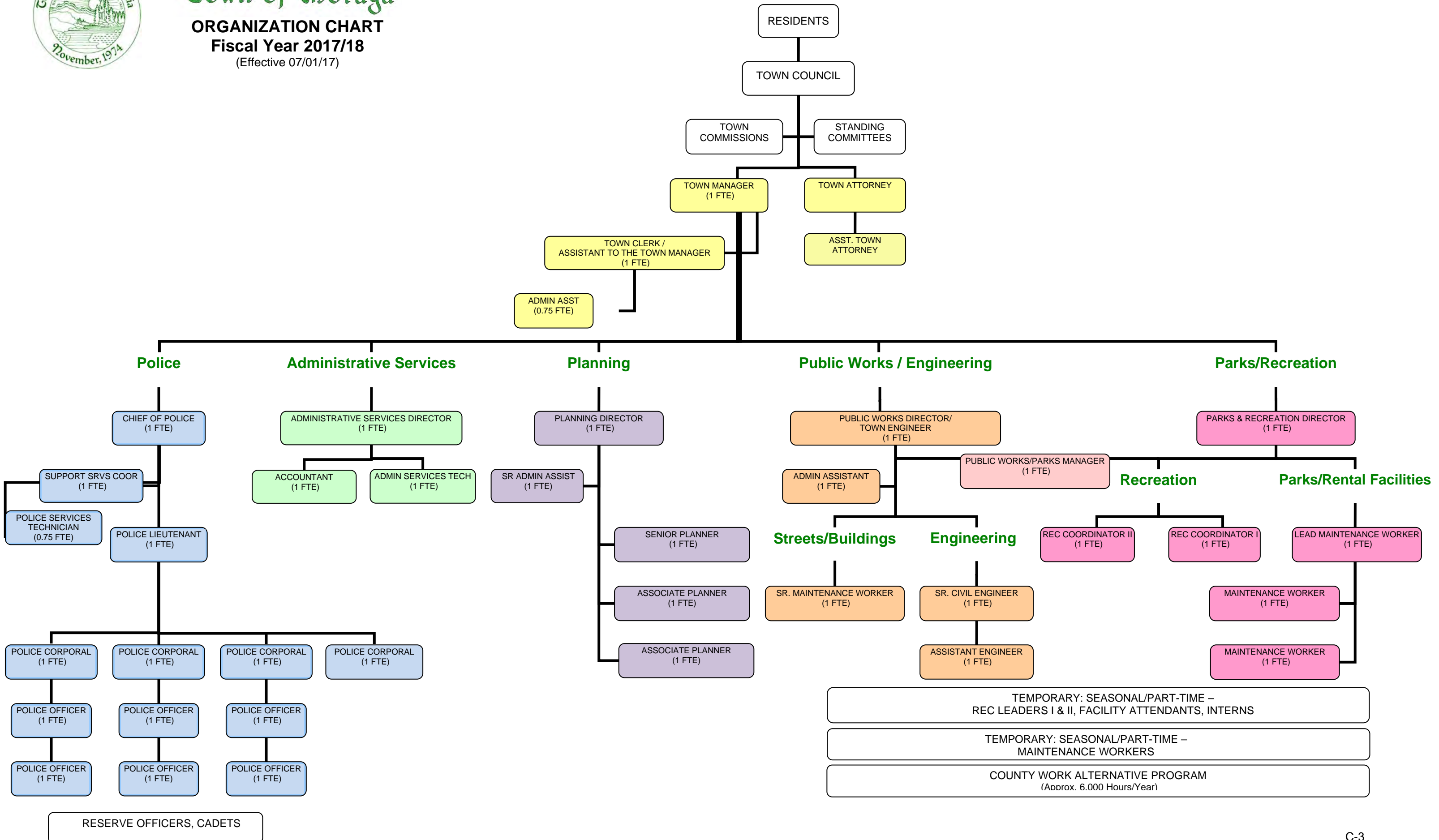


Town of Moraga

ORGANIZATION CHART

Fiscal Year 2017/18

(Effective 07/01/17)



Authorized Positions by Department

Full Time Equivalents (FTE)

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
General Government					
Town Manager	1.00	1.00	1.00	1.00	1.00
Town Clerk/Asst to Town Manager	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	-	-	-	0.75	0.75
Clerk Assistant	0.50	0.50	0.50	-	-
Administrative Services Director	1.00	1.00	1.00	1.00	1.00
Administrative Services Technician	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00
Subtotal	5.50	5.50	5.50	5.75	5.75
Planning					
Planning Director	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	-	-	1.00	1.00
Senior Planner / Economic Dev Coord	1.00	1.00	1.00	-	-
Associate Planner	1.00	2.00	1.00	2.00	2.00
Assistant Planner	-	-	1.00	-	-
Administrative Assistant, Senior	1.00	1.00	1.00	1.00	1.00
Subtotal	5.00	5.00	5.00	5.00	5.00
Police					
Chief of Police	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00	1.00	-
Police Corporal	3.00	3.00	3.00	3.00	4.00
Police Officer	6.00	6.00	6.00	6.00	6.00
Administrative Assistant	1.00	1.00	-	-	-
Support Services Coordinator	-	-	1.00	1.00	1.00
Police Services Technician	-	-	-	0.75	0.75
Community Services Officer	-	0.50	0.50	-	-
Clerk I, PT	0.50	0.50	0.50	-	-
Subtotal	13.50	14.00	14.00	13.75	13.75
Engineering / Public Works					
Public Works Director/Town Engineer	1.00	1.00	1.00	1.00	1.00
Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
Senior Construction Inspector	-	-	1.00	-	-
Engineering Technician/Asst Engineer	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Manager, Public Works/Parks Maint	-	-	0.50	0.62	0.62
Lead, Maintenance Worker	1.00	1.00	0.15	0.69	0.69
Senior, Maintenance Worker	-	-	0.85	0.15	0.15
Maintenance Worker	1.00	1.00	0.30	0.40	0.40
Subtotal	6.00	6.00	6.80	5.86	5.86
Parks & Recreation					
Parks & Recreation Director	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator I/II	1.00	1.00	1.00	2.00	2.00
Recreation Assistant	1.00	1.00	1.00	-	-
Superintendent of Public Works	1.00	1.00	-	-	-
Manager, Public Works/Parks Maint	-	-	0.50	0.38	0.38
Lead, Maintenance Worker	-	-	0.85	0.31	0.31
Senior, Maintenance Worker	1.00	1.00	0.15	0.85	0.85
Maintenance Worker	1.00	1.00	1.70	1.60	1.60
Subtotal	6.00	6.00	6.20	6.14	6.14
TOTAL PERSONNEL	36.00	36.50	37.50	36.50	36.50

(1) Position was authorized but not funded in FY 2015/16.

(2) Position authorized per Reso # 83-2015, not filled; contracting for services.

**OPERATING BUDGET
REVENUE & EXPENDITURE SUMMARY**

	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY2017-18
Sources					
General Fund Revenues					
Property Tax	1,724,527	1,869,527	1,982,959	2,010,408	2,237,175
Property Tax - In Lieu	1,342,531	1,448,086	1,533,346	1,509,195	1,648,130
Real Property Transfer Tax	137,329	149,620	157,140	179,568	168,000
Sales & Use Tax	746,643	791,900	867,823	887,896	923,500
Sales & Use Tax - In Lieu	255,268	253,333	201,338	225,070	226,500
Measure K - Local Funding Measure ¹	1,492,885	1,709,913	-	-	-
Franchise Fees	767,634	785,851	832,431	802,573	835,977
Garbage - Vehicle Impact Fees	55,667	169,333	174,704	175,000	185,000
Interest	11,502	12,224	20,164	17,500	18,000
Property Rent	29,060	41,285	89,867	91,872	95,000
Planning Fees	477,559	528,548	535,714	475,250	441,000
Parks & Recreation Fees	352,551	357,278	387,884	392,050	400,300
Police Fees	81,505	92,100	83,766	59,939	56,407
Public Works Fees	219,098	256,858	253,065	261,000	226,500
Misc Fees, Fines & Revenue	70,222	151,646	146,514	199,982	165,000
Subtotal	7,763,981	8,617,502	7,266,715	7,287,303	7,626,489
Transfers In (from other funds)					
Fund 103 - COPS / SLESF - Public Safety	120,080	108,107	103,174	103,300	105,000
Fund 109 - Prop 172 Public Safety Sales Tax	61,261	57,514	58,356	59,085	48,000
Fund 205 - Gas Tax	285,000	293,332	306,764	304,650	443,505
Fund 210 - Measure C/J	38,383	92,355	156,617	270,325	75,000
Fund 230 - Traffic Safety	42,273	50,743	35,075	36,339	17,757
Fund 500 - Lighting Assessment	5,952	5,583	6,000	6,000	6,000
Fund 510 - NPDES	231,866	211,457	202,923	239,205	194,174
Fund 740 - Comm Facilities/Open Space	449	450	1,000	1,000	1,000
Fund 750 - Asset Replacement	13,035	20,447	10,986	5,000	1,308
Fund 7xx - Development Impact Fees	4,256	-	-	-	20,000
Subtotal	802,555	839,988	880,895	1,024,904	911,744
Total Sources	8,566,536	9,457,490	8,147,610	8,312,207	8,538,233
Uses					
General Fund Expenditures					
General Government	1,475,196	1,438,996	1,435,962	1,529,370	1,501,415
Police	2,450,231	2,493,677	2,537,270	2,799,383	2,886,883
Public Works / Engineering	947,727	940,965	905,188	1,195,240	1,157,465
Parks & Recreation / Parks Maint	1,204,202	1,159,102	1,240,471	1,255,077	1,293,318
Planning	628,707	720,128	550,688	692,921	790,707
Non-Departmental	-	-	304,309	396,496	548,008
Subtotal	6,706,063	6,752,868	6,973,888	7,868,487	8,177,796
Transfers Out (from General Fund) for Debt Service					
Fund 701 - 2010 COP Town Hall Improve	114,818	111,122	117,194	116,143	117,220
Pass-Through from General Fund (Transfer Out) for Capital Improvement Program					
Fund 700 - One-Time Capital (IT Infrastructure)				12,500	12,000
Fund 711 - Pavement Management Program	1,548,552	1,879,246	174,704	175,000	185,000
Subtotal	1,663,370	1,990,368	291,898	303,643	314,220
Total Uses	8,369,433	8,743,236	7,265,785	8,172,130	8,492,016
Operating Surplus / (Deficit)	197,103	714,254	881,825	140,077	46,217

(1) Per Council Resolution #98-2015, Sales Tax - \$1 Local Add On (Measure K) to be reported as separate fund. Recognized in Fund 711 beginning FY 15/16.



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GENERAL GOVERNMENT

The General Government program area consists of the Town Council, Town Manager, Town Attorney, and Town Clerk.

MISSION

The mission of the Town of Moraga is to provide high-quality customer service that reflects the vision of the Town's elected, appointed, and volunteer citizens in a manner that honors the minimal government and highly transparent expectations of the community. The mission of General Government is for the Town Council to establish policies that best serve the Town of Moraga and its citizens; and for the Town Manager to provide leadership to the Town's exceptional employees to implement those policies and manage the Town's daily operations.

TOWN COUNCIL

The Town Council establishes overall goals and objectives for the Town through the adoption of policies aimed at enhancing the community to benefit the general public. The Town Council is guided by the vision established in the General Plan and Specific Plans, and sets priorities to implement programs and services; listens to the community to determine overall needs; and sets and monitors financial and other Town administrative activities. The Council also confers with officials from other public agencies and associations to further the goals of the Town, the region, and municipal government in general.

The Town Council is the conduit between the desires and expectations of individual Moraga residents and business operators, and determines what is in the best interest of the public given the Town's limited resources. The Town Council is engaged in the community hearing directly from citizens and communicating Council actions related to the prioritization of existing Town services. Town Councilmembers can also request new initiatives either through the annual goal-setting workshop at the beginning of the year, or incrementally throughout the year by asking for a particular item to be placed on a future Council agenda for public discussion.

The Town Council's primary focus in 2016/17 was to repair the sinkhole caused by March 2016 storms; create a financially sustainable vision for the Hacienda de las Flores; analyze hillside and ridgeline regulations; continue achieving transparency and high quality financial reporting; determine revenue measures for a future ballot to address the Town's ongoing services and infrastructure needs; maintain the Town's infrastructure; support the Moraga Chamber of Commerce and the business community; make progress on the Moraga Center Specific Plan implementation process; hire a permanent Town Manager; continue supporting the Rheem Theatre; and improve public safety through the use of community surveillance cameras.



TOWN ATTORNEY

The Town contracts for a Town Attorney who provides legal consultation through a respected legal firm on a variety of matters including land use and planning, labor relations, and other fiscal and liability issues. The firm represents the Town in litigation (brought against, or initiated by, the Town), contracts, and labor negotiations. The firm also provides legal advice on questions of law and procedure, enforcement of certain provisions of the Moraga Municipal Code, and personnel issues. When needed, the firm provides written opinions on Town-related matters, and representation for all Town officers and officials in actions brought against them while performing their official Town functions.

This past year the Town Attorney and Assistant Town Attorney assisted the Town on a number of development projects and draft ordinances, and provided legal advice on both internal and external issues.



TOWN MANAGER

The Town Manager provides leadership to guide and assist staff in excelling in their individual positions; to ensure the elected and appointed Boards, Commissions and Committees have the ability to make informed decisions; and to direct the organization based on the Council's direction. The Town Manager provides assistance to the Town Council by making recommendations on programs and services, advising the Council on matters of concern to the community, and assisting the Council in establishing Town-wide services, goals and policies. Coordination with other local, regional, and educational agencies to promote and protect the interests of the Town and ensure the efficient delivery of services to the community is an integral part of the Town Manager's responsibilities.

The Town Manager, who had been with the Town for five years, left the position in January 2016, necessitating the appointment of an Interim Town Manager. Effective, February 1, 2016, an Interim Town Manager was appointed from in-house personnel to provide continuation of service and a seamless leadership transition. On October 1, 2016, the Town Council named the Interim Town Manager as the permanent replacement, approving a three-year employment contract.

One of the Town Manager's functions is to act as the Director of Emergency Services when needed. A significant event occurred on April 18, 2017; damage to the Canyon Road Bridge required its closure and coordination with all emergency services providers to continue services to the community of Canyon. The event required the declaration of a local emergency by the Town Council to address the ongoing emergency and funding challenges of the repair. This event was in addition to the many ongoing projects and governance needs of the Town, including another ongoing declared emergency with the March 2016 sinkhole event.



TOWN CLERK

The Town Clerk's office provides administration and management of Town records in accordance with state and local laws. This includes maintaining custody and responsibility for all official Town records, providing general information to the public, administering all elections, noticing public hearings and official meetings; producing official minutes of Council meetings and fulfilling all of the Town Clerk's statutory responsibilities. The Town Clerk also maintains rosters and assignments for all Council-appointed Boards/Commissions/Committees and the Council Agenda Schedule. The Town Clerk is responsible for Brown Act compliance for public meetings and ceremonial and procedural functions of the Council, and responds to requests pursuant to the Public Records Act, the legally required process for requesting public documents. Additionally, the Town Clerk provides support and administrative service to the Town Council and Manager.

One of the key responsibilities of the Town Clerk's office is to provide transparent communications between the Town as an organization and the residents, businesses, and service organizations in Town. Over the years the methods of communicating Town activities and upcoming meeting items have been enhanced and expanded. The primary method of communication with the community is one-directional, through the Town website which is continually updated with new information on upcoming activities, agenda items and projects. Additional avenues of communication include: NextDoor.com; Nixle.com; the Town's electronic newsletter "About Town;" and Livestream of public meetings via the Town's website. The Town Clerk also legally notices meetings, and coordinates and creates Town Council meeting packets, in both written and electronic format. In addition to these one-way communication methods, the Town Clerk is the "voice and face" of the Town, meaning that most general calls to the government are channeled through the Clerk's Office and directed to the appropriate department, if the call cannot be answered directly.



ACCOMPLISHMENTS FOR FY 2016-17

- Continued the Measure K, local funding measure, Road Repair Program.
- Implemented a 1% increase in employee CalPERS contributions toward Town share of CalPERS costs.
- Transitioned the position of Interim Town Manager to Town Manager with in-house personnel.
- Responded to a local emergency requiring closure of the Canyon Road Bridge and coordinated emergency response needs for the community of Canyon.
- Worked with Saint Mary's College on a Campus Master Plan, which was approved by Town Council in April 2017.
- Continued to meet with stakeholders to preserve the Rheem Theatre.
- Continued work on the Hillside and Ridgeline policy; the Livable Moraga Road project; the conceptual design for a sustainable Hacienda de las Flores and the Bike/Pedestrian Master Plan.
- Installed one camera and worked with community partners to fund additional surveillance cameras to enhance public safety.
- Completed a Community Preference Survey.
- Re-opened Rheem Blvd. after successful landslide repair in partnership with SummerHill Homes.
- Achieved HeartSafe Community status.
- Completed successful negotiations with all employee bargaining groups.
- Developed a balanced budget.

GOALS FOR FY 2017-18

- Complete sinkhole repairs, restoring retail activity and traffic flow to normal and continue to pursue financial relief.
- Have development in Moraga reflect the sentiments of the Town's citizens by: a) Studying and implementing improvements to the three-step planned development process with emphasis on defining the conceptual stage, and b) Ensuring disciplined application of the Town's design guidelines by thoughtfully establishing clear and workable standards to be enforced through ordinances.
- Seek Town Council approval of general plan amendments, zoning code revisions, and any other applicable regulations regulating development on hillsides and ridgelines.
- Adopt balanced budget and continue high quality of financial reporting.
- Make significant progress on Moraga Center Specific Plan Implementation Process.
- Determine Revenue Measure(s) for a Future Ballot to Fund the Community's Top Priorities and address the Town's fiscal emergency.
- Continue Measure K, local funding measure, road repairs and pothole repairs.
- Purchase and install additional Town surveillance cameras.
- Continue ongoing efforts to support the Rheem Theatre.
- Continue Hacienda Public-Private Partnership efforts.



- Continue partnerships with Moraga and Acalanes School Districts on matters of common interest.
- Install streetlights in critical areas.
- Improve interconnectedness and public awareness of Moraga's trail system and develop electronic and paper maps of the Town's trail system.

REVENUE
General Government

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PROPERTY TAX								
101-000-310-01	Property Tax - Secured	1,661,977	1,740,230	1,849,637	1,912,808	2,138,675	225,867	12%
101-000-310-04	Property Tax - Unsecured	6,343	62,690	58,822	62,000	59,300	(2,700)	-4%
101-000-310-07	Property Tax - Supplemental	32,046	35,260	42,882	9,100	11,000	1,900	21%
101-000-310-09	Property Tax - Unitary	22,224	21,807	24,632	24,000	26,200	2,200	9%
101-000-310-11	Property Tax Prior Year Secure	(14,269)	(4,997)	(5,975)	(15,000)	(10,000)	5,000	-33%
101-000-310-14	Property Tax Prior Year Unsecure	120	(1,020)	(2,189)	1,500	-	(1,500)	-100%
101-000-360-05	Homeowner's Property Tax Relief	16,086	15,557	15,150	16,000	12,000	(4,000)	-25%
	SUBTOTAL PROPERTY TAX	1,724,527	1,869,527	1,982,959	2,010,408	2,237,175	226,767	11%
101-000-310-12	Property Tax - In Lieu	1,342,531	1,448,086	1,533,346	1,509,195	1,648,130	138,935	9%
101-000-320-14	Real Property Transfer Tax	137,329	149,620	157,140	179,568	168,000	(11,568)	-6%
SALES TAX								
101-000-320-01	Sales & Use Tax	746,643	791,900	867,823	887,896	923,500	35,604	4%
101-000-320-03	Sales & Use Tax - In Lieu	255,268	253,333	201,338	225,070	226,500	1,430	1%
101-000-320-10	Measure K - Local Funding Meas 1	1,492,885	1,709,913	-	-	-	-	-
	SUBTOTAL SALES TAX	2,494,796	2,755,146	1,069,161	1,112,966	1,150,000	37,034	3%
FRANCHISE FEES								
101-000-320-04	Franchise Fees - Garbage	283,698	298,106	324,025	309,000	310,400	1,400	0%
101-000-320-05	Franchise Fees - PG&E/Electric	128,914	125,583	130,556	129,368	136,250	6,882	5%
101-000-320-06	Franchise Fees - PG&E/Gas	49,986	48,392	50,897	49,440	53,000	3,560	7%
101-000-320-07	Franchise Fees - Cable	305,036	313,770	326,953	314,765	336,327	21,562	7%
	SUBTOTAL FRANCHISE FEES	767,634	785,851	832,431	802,573	835,977	33,404	4%

REVENUE
General Government

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
101-000-320-08	Garbage - Vehicle Impact Fees	55,667	169,333	174,704	175,000	185,000	10,000	6%
101-000-360-01	Motor Vehicle License Fees ²	-	6,772	6,644	-	-	-	-
101-000-350-01	Interest - General Fund	11,502	12,224	20,164	17,500	18,000	500	3%
PROPERTY RENT								
101-510-351-01	Property Rent - Moraga Country Club	4,200	15,813	63,726	65,148	67,365	2,217	3%
101-510-351-07	Property Rent - Mulberry Tree	24,860	25,472	26,141	26,724	27,635	911	3%
	SUBTOTAL PROPERTY RENT	29,060	41,285	89,867	91,872	95,000	3,128	3%
OTHER								
101-510-380-01	Overhead Recovery	78,101	150,794	133,971	159,000	164,000	5,000	3%
101-510-380-10	Other Revenue - Admin	(7,879)	852	12,543	40,982	1,000	(39,982)	-98%
101-510-385-01	Reimb-Mandated Costs SB90	-	-	-	-	-	-	-
	SUBTOTAL OTHER	70,222	151,646	146,514	199,982	165,000	(34,982)	-17%
	TOTAL REVENUES	6,633,268	7,389,490	6,012,930	6,099,064	6,502,282	403,218	7%

1 Beginning FY 2015-16 Measure K - Local Funding Measure is recognized in Major Fund 711: per Resolution 98-2015

See Other Funds: 711 Pavement Management Program for Detail. FY 2016-17 Adopted Budget \$1,672,000; FY 17/18 Proposed \$1,659,300

2 Motor Vehicle License Fees eliminated effective FY 2011-12. State revenue used to provide for continued COPS / AVA funding for public safety (Fund 103).

REVENUE
General Government

Source Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Fund 101: General Purpose Fund	6,633,268	7,389,490	6,012,930	6,099,064	6,502,282
	Fund 500: Lighting Assess Dist	5,952	5,583	-	6,000	6,000
750-000-099-01	Fund 750: Asset Replacement	-	-	-	-	-
	Fund 770: Storm Drain Impact Fees	-	-	-	-	20,000
TOTAL SOURCES		6,639,220	7,395,073	6,012,930	6,105,064	6,528,282

Transfers Out:						
	Fund 700: Capital Projects					
	General Plan Projects	-	55,000	7,898	89,998	-
	Housing Element Update	27,420	32,308	-	12,396	-
	Hacienda ADA Accessibility to Upper Floors	6,120	3,880	309	-	-
	Nexus Study/Update Dev Impact Fees	31,248	118,524	46,050	-	-
	Springbrook Financial System Upgrade	11,171	-	-	-	-
	335 (331) Rheem - Community Room Improvement	-	519,581	183,604	-	-
	Community Priorities	-	25,900	-	-	-
	Local Hazard Mitigation Plan Update	-	-	-	40,000	-
	Municipal Code Updates	-	-	19,093	30,907	-
	PG&E Undergrounding - Moraga Road	-	-	-	24,000	-
	Minor Capital Improvement Program	-	-	-	30,000	-
	Moraga Rd Pedestrian Improvements	-	-	-	26,300	-
	IT Infrastructure Program	-	-	-	12,500	12,000
	Sinkhole Repair: Rheem Blvd at Center St	-	-	-	1,400,000	-
	Canyon Road Bridge Reopening	-	-	-	1,060,000	-
	Fund 701: COP 329 Rheem Renovation	114,818	111,122	117,194	116,143	117,220
	Fund 711: Street Pavement Program	1,548,552	1,879,246	174,704	175,000	185,000
TOTAL TRANSFERS OUT		1,739,329	2,745,561	548,852	3,017,244	314,220

Department:
500 Town Council

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
SERVICES & SUPPLIES								
101-500-022-01	Supplies and Materials	578	1,243	6,257	1,500	1,200	(300)	-20%
101-500-025-01	Rents/Leases/Taxes	4,394	5,040	1,100	500	500	-	0%
101-500-026-01	Contractual Svcs/Prof-Minutes	18,200	21,905	24,477	19,000	65,400	46,400	244%
101-500-040-01	Memberships & Dues	12,013	12,495	12,860	13,300	13,400	100	1%
	Association of Bay Area Govts (ABAG)	3,694	3,818	3,938	3,800	3,900	100	3%
	Local Agency Formation Comm (LAFCO)	1,327	1,633	1,619	2,000	2,100	100	5%
	Moraga Chamber of Commerce	-	-	-	200	200	-	0%
	League of California Cities	6,442	6,494	6,728	6,600	6,600	-	0%
	League of California Cities, East Bay	550	550	575	700	600	(100)	-14%
101-500-040-04	Mayors' Conference	1,937	3,284	1,272	4,000	3,100	(900)	-23%
	Mayors' Conference Registration	150	1,497	-	1,500	600	(900)	-60%
	CCC Mayors' Conference - Annual Dues	1,787	1,787	-	1,800	1,800	-	0%
	Town of Moraga Hosted Mayors' Conf	-	-	-	700	700	-	0%
101-500-041-xx	Travel & Conferences	1,817	1,407	1,723	3,500	3,150	(350)	-10%
101-500-050-01	Community Promotions	2,161	4,323	1,891	2,500	2,000	(500)	-20%
101-500-055-01	Moraga Chamber of Commerce	-	-	-	9,000	-	(9,000)	-100%
101-500-055-05	Special Contributions	-	-	-	20,000	10,000	(10,000)	-50%
TOTAL SERVICES & SUPPLIES		41,100	49,697	49,580	73,300	98,750	25,450	35%
TOTAL OPERATING EXPENSE		41,100	49,697	49,580	73,300	98,750	25,450	35%

Department:
500 Town Council

Source Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Fund 101: General Purpose Fund	41,100	49,697	49,580	73,300	78,750
Fund 770: Storm Drain Impact Fees	-	-	-	-	20,000
TOTAL SOURCES	41,100	49,697	49,580	73,300	98,750

Personnel Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Mayor	1.00	1.00	1.00	1.00	1.00
Vice Mayor	1.00	1.00	1.00	1.00	1.00
Town Council Members	3.00	3.00	3.00	3.00	3.00
TOTAL PERSONNEL	5.00	5.00	5.00	5.00	5.00

Department:
510 Town Manager

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-510-001-01	Salaries	200,133	214,154	249,140	230,631	229,578	(1,053)	0%
101-510-002-01	Retirement - PERS	20,640	23,611	21,173	14,707	12,106	(2,601)	-18%
101-510-002-07	Retirement - 401a	35,572	28,991	19,477	21,532	10,640	(10,892)	-51%
101-510-003-01	Health Insurance	-	-	9,368	23,443	24,448	1,005	4%
101-510-003-02	Dental Insurance	1,916	737	1,794	2,076	1,302	(774)	-37%
101-510-003-07	Vision Insurance	-	183	294	337	203	(134)	-40%
101-510-003-03	Life Insurance	235	235	258	192	192	-	0%
101-510-003-04	Workers' Compensation	5,618	7,473	7,379	8,134	7,953	(181)	-2%
101-510-004-02	Medicare	2,867	3,195	2,361	3,344	-	(3,344)	-100%
101-510-003-05	Disability Insurance	951	939	1,087	1,910	1,766	(144)	-8%
101-510-005-01	Auto Allowance	6,000	6,000	3,692	6,000	6,000	-	0%
101-510-005-02	Uniform Allowance	-	-	426	-	-	-	-
101-510-005-04	Cell Phone Allowance	600	600	369	600	600	-	0%
101-510-007-01	Employee Assistance Program	48	48	50	48	48	-	0%
TOTAL PERSONNEL COSTS		274,580	286,166	316,868	312,954	294,836	(18,118)	-6%
SERVICES & SUPPLIES								
101-510-021-01	Communications	60	62	58	100	800	700	700%
101-510-022-01	Supplies and Materials	-	107	418	500	500	-	0%
101-510-026-01	Contract Services	6,134	5,732	2,540	8,000	6,000	(2,000)	-25%
101-510-031-04	Copier Charges	247	255	31	200	-	(200)	-100%
101-510-040-01	Memberships & Dues	1,606	1,656	1,670	2,000	1,800	(200)	-10%
101-510-041-01	Travel/Conf/Meetings/Training	2,892	4,441	3,633	2,900	2,250	(650)	-22%
101-510-042-01	Subscriptions	336	562	422	300	-	(300)	-100%
101-510-050-01	Community Promo/Mgr Contingency	13,383	6,827	16,067	25,519	25,000	(519)	-2%
101-510-050-11	Property Taxes	1,101	965	631	700	1,200	500	71%
101-510-060-01	Capital Outlay (Non-Capitalized)	-	269	-	-	-	-	-
TOTAL SERVICES & SUPPLIES		25,759	20,876	25,470	40,219	37,550	(2,669)	-7%
TOTAL OPERATING EXPENSE		300,339	307,042	342,338	353,173	332,386	(20,787)	-6%

Department:
510 Town Manager

Source Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Fund 101: General Purpose Fund	300,339	307,042	342,338	353,173	332,386
TOTAL SOURCES	300,339	307,042	342,338	353,173	332,386

Personnel Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Town Manager	1.00	1.00	1.00	1.00	1.00
TOTAL PERSONNEL	1.00	1.00	1.00	1.00	1.00

Department:
515 Town Clerk

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-515-001-01	Salaries	117,709	121,338	130,972	148,737	159,950	11,213	8%
101-515-001-06	Overtime	71	-	-	-	-	-	-
101-515-002-01	Retirement - PERS	11,928	12,663	8,944	9,549	8,923	(626)	-7%
101-515-002-03	Retirement - ICMA / In Lieu	2,137	-	-	-	-	-	-
101-515-002-06	Medical - In Lieu	-	3,150	3,600	5,400	5,400	-	0%
101-515-003-01	Health Insurance	16,906	20,289	23,884	27,577	24,654	(2,923)	-11%
101-515-003-02	Dental Insurance	1,966	1,981	2,006	2,076	2,106	30	1%
101-515-003-07	Vision Insurance	-	183	330	337	332	(5)	-1%
101-515-003-03	Life Insurance	293	338	363	336	336	-	0%
101-515-003-04	Workers' Compensation	3,390	4,255	4,208	5,246	5,852	606	12%
101-515-003-05	Disability Insurance	911	979	1,132	1,279	1,342	63	5%
101-515-004-02	Medicare	1,799	1,862	2,026	2,157	2,270	113	5%
101-515-005-01	Auto Allowance	6,000	6,000	5,769	6,000	6,000	-	0%
101-515-005-04	Cell Phone Allowance	600	600	577	600	600	-	0%
101-515-007-01	Employee Assistance Program	70	92	96	96	96	-	0%
TOTAL PERSONNEL COSTS		163,780	173,730	183,907	209,390	217,861	8,471	4%
SERVICES & SUPPLIES								
101-515-021-01	Communications	535	503	511	500	500	-	0%
101-515-022-01	Supplies and Materials	2,380	1,741	1,495	1,700	1,200	(500)	-29%
101-515-026-01	Contract Services	151	1,803	1,832	3,142	250	(2,892)	-92%
101-515-030-03	Postage	160	164	163	200	150	(50)	-25%
101-515-031-04	Copier Charges	2,295	2,531	2,900	2,500	2,500	-	0%
101-515-038-01	Advertising & Legal	22	376	538	750	500	(250)	-33%
101-515-040-01	Memberships & Dues	520	740	613	500	500	-	0%
101-515-041-01	Travel/Conferences/Training	1,206	1,361	1,209	2,000	1,800	(200)	-10%
101-515-050-13	Subscriptions - Code Update	500	500	6,407	2,000	2,000	-	0%
101-515-053-01	Elections	-	11,096	-	20,000	-	(20,000)	-100%
TOTAL SERVICES & SUPPLIES		7,769	20,815	15,668	33,292	9,400	(23,892)	-72%
TOTAL OPERATING EXPENSE		171,549	194,545	199,575	242,682	227,261	(15,421)	-6%

Department:
515 Town Clerk

Source Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Fund 101: General Purpose Fund		171,549	194,545	199,575	242,682	227,261
TOTAL SOURCES		171,549	194,545	199,575	242,682	227,261

Personnel Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Town Clerk/Asst to Town Manager		1.00	1.00	1.00	1.00	1.00
Administrative Assistant		-	-	-	0.75	0.75
Clerk		0.50	0.50	0.50	-	-
TOTAL PERSONNEL		1.50	1.50	1.50	1.75	1.75

Department:
520 Legal Services

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
SERVICES & SUPPLIES								
101-520-026-14	Legal Fees - General	143,770	141,119	150,686	220,000	176,000	(44,000)	-20%
101-520-026-15	Legal Fees - Litigation	50,852	18,379	-	25,000	25,000	-	0%
101-520-026-26	Legal Fees - Personnel Issues	94,335	5,330	26,921	30,000	23,000	(7,000)	-23%
TOTAL SERVICES & SUPPLIES		288,957	164,828	177,607	275,000	224,000	(51,000)	-19%

Source Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Fund 101: General Purpose Fund	288,957	164,828	177,607	275,000	224,000
TOTAL SOURCES	288,957	164,828	177,607	275,000	224,000

Personnel Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Contract Service	-	-	-	-	-
TOTAL PERSONNEL	-	-	-	-	-



ADMINISTRATIVE SERVICES DEPARTMENT

MISSION

The Administrative Services Department provides high-quality and transparent financial, payroll, human resources, risk management, and information technology services directly to other Town Departments and in the best interests of the Town of Moraga. The Department's primary focuses include customer service, increasing transparency, and enhancing the public trust.

DESCRIPTION OF RESPONSIBILITIES AND SERVICES

The Administrative Services Department consists of Finance, Human Resources, Risk Management and Information Technology operations. Staff includes three (3) full-time employees in the positions of Department Director, Accountant and Administrative Services Technician.

Finance

- Accounting—accounts payable, accounts receivable, payroll, general ledger
- Budgeting—development of annual operating and capital budgets
- Debt administration—issuance, post-issuance tax compliance and continuing disclosure
- Financial management—cash flow, investments, short and long term financial planning
- Financial reporting—to Town staff, Town Council, public, state and federal agencies, and others as needed/required

Annually, the Town develops a Comprehensive Annual Financial Report (CAFR) for each fiscal year end. The CAFR is audited by Maze & Associates, based in Pleasant Hill, California, who has served as the Town's independent auditor since 2012. Each year the audit process takes more than six months to complete. For the most recent audit year, ending June 30, 2016, Maze & Associates opined that the Town's financial statements are clean and conform to generally accepted accounting principles. In addition, for the fourth consecutive year, the Town received the prestigious Certificate of Achievement for Excellence in Financial Reporting from the international Government Finance Officers Association (GFOA).

The Town Council has been strategic in developing and maintaining a Five-Year Financial Plan. Each year, the Adopted Budget includes five year projections of both revenues and expenditures. The Plan is used as a planning tool for maintaining the fiscal sustainability of the Town's limited resources.

Since 1999, the Town has used Springbrook Financial System to help manage the organization's financial and accounting needs. The most recent upgrade to the current version 7.NET occurred in November 2012.



Human Resources

- Compensation and benefits programs
- Compliance with state and federal regulations
- Employee development
- Employee relations
- Recruitment
- Wellness/Safety programs

The Town policies and procedures for human resource management are governed by federal and state laws, the Town's Personnel Rules, Regulations and Procedures (first adopted by the Town Council in 2013), and respective Compensation Resolutions and Memoranda of Understanding with various employee groups. These policies and procedures are fundamental to the organization in providing high quality internal and external customer service. Each contributes to an overall system for effective personnel management, including promoting fairness and equity in the recruitment, appointment, retention, promotion, and separation of employees on the basis of merit and fitness. They also provide a framework for ensuring a safe workplace, free of unlawful conduct.

Risk Management

- Injury and Illness Prevention Program
- Worker's Compensation Program
- Claims management
- Contract administration
- Insurance for general liability, property, and vehicles

The Town of Moraga is a member of the Municipal Pooling Authority (MPA). MPA provides the Town with numerous insurance programs, such as general liability, property, vehicle and self-insured worker's compensation. In addition, the Town maintains an Injury and Illness Prevention Program (IIPP), as well as other safety programs in compliance with Cal/OSHA (State of California Division of Occupational Safety and Health).

Information Technology

- Website administration
- Network administration
- Telecommunications
- Hardware and software

Silicon Connections, LLC, based in Moraga, California, manages the Town's internal information technology (IT) services and provides high quality and cost effective services within the Town's minimal government philosophy. Technology plays an integral and fundamental role in the Town's operational success. It is critical to properly maintain the Town's IT infrastructure by monitoring the day-to-day health of the infrastructure, and upgrading and replacing infrastructure as it becomes unreliable, obsolete or unsupported.



ACCOMPLISHMENTS FOR FY 2016-17

- Updated Five-Year Financial Plan and developed balanced budget.
- Completed Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ended June 30, 2016.
- Received Certificate of Achievement for Excellence in Financial Reporting from the International Government Finance Officers Association (GFOA) for Fiscal Year ended June 30, 2016.
- Issued regular, quarterly Revenue and Expenditure status reports to the Audit and Finance Committee, Town Council, and public.
- Managed finances related to the \$7.72 million 2013 Certificates of Participation issued for streets and related infrastructure improvements, leveraging Measure K, local funding measure, revenue.
- Supported the Measure K, local funding measure, independent citizen Local Sales Tax Oversight Committee.
- Maintained the Town's Injury and Illness Prevention Program (IIPP).
- Administered Town's debt programs, including the 2010 and 2013 Certificates of Participation.
- Provided annual financial and management data to Standard and Poor's in order to comply with requirements of existing Certificates of Participation and other financing programs.
- Completed various Town administrative policies, procedures and operating efficiencies to improve internal controls and effective operations.
- Completed Administrative Policy for Banking Services.
- Managed record increase in General Liability Claims and Worker's Compensation Claims.
- Administered successful negotiations for two-year term labor agreements with all employee bargaining units.

GOALS FOR FY 2017-18

- Update Five-Year Financial Plan.
- Develop balanced budget for FY 2017/18 and continue high quality and transparent financial reporting.
- Complete the Comprehensive Annual Financial Report for the year ending June 30, 2017, including compliance with new Governmental Accounting Standards Board (GASB) pronouncements.
- Evaluate and enhance internal processes and systems for further efficiencies as recommended by independent auditors and best practices.
- Develop Town-wide administrative policies and procedures, as needed.
- Successfully support the Town's Audit and Finance Committee (AFC) and Local Sales Tax Oversight Committee (LSTOC).
- Develop and administer RFP for Banking Services.
- Develop and administer RFP for Information Technology Services.
- Assist Town Manager in administering revenue measure(s) for a future ballot to fund the community's top priorities.



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Department:
525 Administrative Services

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-525-001-01	Salaries - Regular	300,629	304,896	279,362	310,008	336,854	26,846	9%
101-525-001-04	Salaries - Temporary	-	-	16,938	-	-	-	-
101-525-001-06	Salaries - Overtime	-	-	107	-	-	-	-
101-525-002-01	Retirement - PERS	30,789	33,250	17,351	19,884	18,650	(1,234)	-6%
101-525-002-03	Retirement - ICMA / In Lieu	-	-	3,900	-	7,200	7,200	-
101-525-002-06	Medical - In Lieu	-	-	1,200	7,200	-	(7,200)	-100%
101-525-003-01	Health Insurance	40,958	34,427	19,922	24,072	25,480	1,408	6%
101-525-003-02	Dental Insurance	5,743	4,534	3,211	3,848	3,905	57	1%
101-525-003-07	Vision Insurance	-	384	528	621	612	(9)	-1%
101-525-003-03	Life Insurance	705	703	668	576	576	-	0%
101-525-003-04	Workers' Compensation	8,288	10,494	9,888	10,934	12,312	1,378	13%
101-525-003-05	Disability Insurance	2,133	2,173	2,204	2,637	2,794	157	6%
101-525-003-06	Unemployment Claims ¹	7,541	4,252	-	-	-	-	-
101-525-004-02	Medicare	4,226	4,396	4,344	4,495	4,777	282	6%
101-525-005-01	Auto Allowance	6,000	6,000	4,001	6,000	6,000	-	0%
101-525-005-04	Cell Phone Allowance	600	600	400	600	600	-	0%
101-525-007-01	Employee Assistance Program	144	144	132	144	144	-	0%
TOTAL PERSONNEL COSTS		407,756	406,253	364,156	391,019	419,904	28,885	-5%

Department:
525 Administrative Services

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
SERVICES & SUPPLIES								
101-525-021-01	Communications	224	240	264	415	415	-	0%
101-525-022-01	Supplies and Materials	3,405	2,812	2,555	3,500	3,500	-	0%
101-525-026-01	Contract Services	6,941	18,815	11,410	20,005	19,060	(945)	-5%
101-525-026-03	Contract Services - Audit	28,601	44,085	27,339	36,500	39,582	3,082	8%
101-525-030-03	Postage	1,208	1,279	1,185	1,500	1,500	-	0%
101-525-031-04	Copier Charges	4,046	4,023	4,574	4,100	4,000	(100)	-2%
101-525-033-01	Mileage Reimbursement	165	257	266	225	500	275	122%
101-525-038-01	Advertising/Legal Notices	72	72	944	800	800	-	0%
101-525-039-01	Insurance - Liability ¹	101,649	110,281	-	-	-	-	-
101-525-039-02	Insurance - Vehicles ¹	194	152	-	-	-	-	-
101-525-039-03	Insurance - Property ¹	8,027	10,707	-	-	-	-	-
101-525-039-04	Insurance - Employee Bond ¹	1,252	-	-	-	-	-	-
101-525-039-05	Insurance - ERMA ¹	4,665	-	-	-	-	-	-
101-525-039-13	Claims Paid ¹	1,626	10,523	-	-	-	-	-
101-525-039-15	Wellness Program	396	645	484	700	900	200	29%
101-525-040-01	Membership & Dues	629	778	1,064	800	1,360	560	70%
101-525-041-01	Travel/Conf/Meetings/Training	1,398	3,817	2,198	5,000	4,342	(658)	-13%
101-525-050-15	Safety Program	-	-	-	-	-	-	-
101-525-050-12	Springbrook Software Maintenance	13,049	15,854	16,647	17,150	18,500	1,350	8%
101-525-053-02	Recruitment	3,194	9,718	10,811	8,000	6,000	(2,000)	-25%
101-525-053-10	Banking Fees	924	247	794	2,000	2,000	-	0%
101-525-053-11	Merchant Card Processing Fees	8,771	-	-	-	-	-	-
101-525-059-02	Employee Appreciation	190	945	361	1,200	600	(600)	-50%
101-525-060-01	Capital Outlay (Non-Capitalized)	1,135	33	2,126	1,500	1,500	-	0%
TOTAL SERVICES & SUPPLIES		191,761	235,283	83,022	103,395	104,559	1,164	1%
TOTAL OPERATING EXPENSE		599,517	641,536	447,178	494,414	524,463	30,049	6%

¹ Town-wide activities such as CalPERS unfunded liability, legal claims, insurance, unemployment claims, and Town-wide training are budgeted in the Non-Departmental budget as of FY 2015/16. Credit card processing fees have been moved to Planning and Parks/Recreation.

Department:
525 Administrative Services

Source Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
500-000-099-01	Fund 101: General Purpose Fund	593,565	635,536	447,178	488,413	518,463
	Fund 500: Lighting Assessment					
	Offset for Administrative Costs	5,952	6,000	-	6,000	6,000
	TOTAL SOURCES	599,517	641,536	447,178	494,413	524,463

Personnel Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Administrative Services Director	1.00	1.00	1.00	1.00	1.00
	Accountant	1.00	1.00	1.00	1.00	1.00
	Administrative Services Technician	1.00	1.00	1.00	1.00	1.00
	TOTAL PERSONNEL	3.00	3.00	3.00	3.00	3.00

Department:
540 IT Services

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
SERVICES & SUPPLIES								
101-540-021-01	Communication	29,734	30,623	30,447	34,850	34,840	(10)	0%
101-540-026-01	Contractual Services	31,060	30,148	40,259	35,300	36,475	1,175	3%
101-540-026-02	Network Services	9,518	11,610	12,943	14,070	17,660	3,590	26%
101-540-026-17	Hardware and Software	-	-	1,080	1,080	1,080	-	0%
101-540-060-01	Capital Outlay (Non-Capitalized)	3,421	8,966	3,482	5,500	4,500	(1,000)	-18%
TOTAL SERVICES & SUPPLIES		73,733	81,347	88,211	90,800	94,555	3,755	4%
TOTAL OPERATING EXPENSE		73,733	81,347	88,211	90,800	94,555	3,755	4%

Source Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Fund 101: General Purpose Fund	73,733	81,347	88,211	90,800	94,555
TOTAL SOURCES	73,733	81,347	88,211	90,800	94,555

Personnel Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Contract Service	-	-	-	-	-
TOTAL PERSONNEL	-	-	-	-	-



MORAGA POLICE DEPARTMENT

MISSION

The mission of the Moraga Police Department is to create and maintain a sense of well-being and security for every resident and visitor in Moraga.

We will maintain order and facilitate the safe movement of people and traffic in Town. Our duties will be performed in a manner that safeguards citizens' rights, individual liberties, and preserves human dignity.

We will strive to deter crime through effective patrol and the promotion of community cooperation in identifying and eliminating conditions that provide opportunity for criminal activity.

We will actively participate in non-enforcement activities that enhance our community's safety and quality of life.

We will strive to make our neighborhoods drug free.

We will respond quickly and safely to reports of crimes in progress to increase the probability of apprehension of those responsible. Our investigations will be thorough and professional with successful prosecution of the perpetrator as our goal.

We will faithfully bear the public trust and dedicate ourselves to the protection of the safety and rights of the citizens of Moraga. We will carry out our mission with passion and integrity.

DESCRIPTION OF RESPONSIBILITIES AND SERVICES

The Moraga Police Department is responsible for providing public safety and customer service to the residents, visitors, and businesses of our community. This includes police patrol services, development of disaster response plans, and other activities related to delivering and ensuring the safety of the public. The department consists of twelve Full-Time Equivalent (FTE) sworn police personnel including the police chief, one lieutenant, four corporals, and six patrol officers. Additionally, the department has 1.75 FTE non-sworn employees consisting of a support services coordinator and a part-time police services technician. The patrol force is supplemented by five reserve officers who volunteer their services to the department and assist in community events. The department also sponsors a cadet program that supports the officers and administrative staff.



ACCOMPLISHMENTS FOR FY 2016-17

- Conducted training exercises in the Town Emergency Operations Center (EOC) at the Council Chambers (335 Rheem) in coordination with the Moraga Orinda Fire District (MOFD), CERT, and the Radio Amateur Civil Emergency Service (RACES) volunteers.
- Promoted a new Chief of Police and Police Lieutenant and hired and trained a new reserve police officer and Police Services Technician.
- Implemented the Lamorinda Community Court with the cities of Lafayette and Orinda to provide a non-criminal alternative for some non-violent misdemeanor offenders.
- Obtained funding for and installed a surveillance camera system in Town for use in criminal investigations.
- Expanded less lethal capabilities of officers to provide additional options when confronting dangerous and combative individuals.
- Established the “Lunch with the Law” program, in which officers have lunch with elementary and middle school students in the school cafeteria on a monthly basis.
- Purchased and installed new computer tablets in four patrol cars saving 25% of the cost of the current patrol car computers.
- Participated in National Night Out activities and met with neighborhood groups to promote crime prevention and safety in Moraga.
- Participated in three regional Active Shooter training exercises with Lafayette and Orinda Police Department’s, St. Mary’s College, MOFD, AMR ambulance services and Moraga School District personnel.
- Promoted Nixle community notification system participation, increasing registered SMS users to 4,014 and email users to 2,766.
- Continued the “Coffee with a Cop” program, providing citizens with a periodic opportunity to interact with officers in an informal setting.
- Conducted community meetings regarding video surveillance systems and initiated a voluntary video surveillance system registry for public safety investigative purposes.
- Increased traffic enforcement efforts, resulting in a 25% increase in the number of citations issued.
- Continued training of Town staff in disaster preparedness, including NIMS/SEMS, FEMA ICS, and Emergency Operation Center (EOC) functions.
- Continued participation on CERT steering committee and provided classroom and traffic control training to CERT volunteers.
- Successfully completed California Commission on Peace Officer Standards and Training (POST), state Department of Justice, and county compliance audits.
- Continued to audit both Police Records and Evidence, purging old police reports and property pursuant to the Town’s records retention schedule and applicable laws.
- Participated in the Rheem School full lockdown drill.
- Provided presentations to schools and community groups on internet safety, crime prevention, and personal safety and participated on the Moraga School District Safety Committee.
- Worked with the Moraga Citizen Corps Council to address community safety issues.
- Maintained involvement with several county-wide committees, the California Police Chiefs Association and the Contra Costa County Chiefs Association.
- Maintained the Pharmaceutical Disposal Bin in the police lobby, disposing of nearly 7,000 pounds of pharmaceuticals since inception of the program in 2010.
- Worked with Saint Mary’s College to reduce domestic violence, dating violence, sexual assault, and stalking.



- Continued support of community events such as the Triathlon, Cinco de Mayo, July 4th Celebration, Moraga Community Faire, and The California Independent Film Festival at the New Rheem Theatre.
- Continued participation in, and support of, regional enforcement programs, such as the DUI Enforcement and the Vehicle Suppression Enforcement Team (VSET).
- Continued MPD website to expand community interaction and provide on-line services such as requests for extra patrol, vacation house watch, and personnel complaints and established a Police Department Facebook page.
- Participated with other Town departments to review several new planned developments in Moraga and to provide traffic safety coordination with neighborhood groups.

GOALS FOR FY 2017-18

- Continue to support the Lamorinda Community Court with Lafayette and Orinda to provide a non-criminal alternative for some non-violent misdemeanor offenders.
- Continue community outreach efforts and meetings, such as “Coffee with a Cop” and “Lunch with the Law,” and research the possibility of sponsoring a “Citizen’s Academy” program.
- Coordinate with citizens and the Moraga Community Foundation in their efforts to fundraise to support the purchase and installation of surveillance cameras in strategic locations in Moraga.
- Continue training of officers in crisis intervention techniques.
- Continue training staff in their EOC roles and responsibilities and conduct another simulated disaster exercise at 335 Rheem Blvd.
- Work with MOFD, SMC, Lafayette and Orinda on regional disaster training.
- Work with reserve officer program to increase effectiveness and officer training.
- Maintain policy manual and continue to provide daily training on policies and procedures.
- Continue participation with CERT, Healthy Choices, county/regional and statewide committees, and Citizen Corps Council.
- Continue cooperative efforts with Saint Mary’s College to address campus safety issues and develop an MOU for the reporting and investigation of sexual assaults as well as providing training for patrol officers in conducting sexual assault investigations.
- Conduct training for students, in coordination with county and federal law enforcement partners, regarding the prevention of Internet-related crimes.
- Maintain cost efficiencies and minimize overtime needs.
- Continue Pharmaceutical Disposal Program.
- Continue participation in, and support of, regional enforcement programs, such as the Avoid the 25 DUI campaign, Slowdown Lamorinda and Vehicle Suppression Enforcement Team (VSET).
- Continue to increase traffic and municipal code enforcement and work with neighborhoods to address traffic concerns.
- Promote and participate in Moraga’s National Night Out on August 1st, to promote crime prevention.



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REVENUE
Police

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
101-610-330-33	Licenses and Other Permits	1,150	1,300	850	1,000	500	(500)	-50%
101-610-340-03	Municipal Code Fines	6,922	3,635	10,825	4,000	5,500	1,500	38%
101-610-340-05	Alarm Ordinance Fines	11,900	8,900	7,900	7,000	7,000	-	0%
101-610-360-11	POST - Police Training	4,818	5,345	1,626	5,000	2,500	(2,500)	-50%
101-610-360-16	Abandoned Vehicle Abatement	6,835	7,048	7,083	6,950	6,950	-	0%
101-610-370-03	Police - Staff Time Special Projects	-	952	-	-	-	-	-
101-610-370-12	Police - Special Services	2,753	-	-	-	-	-	-
101-610-370-16	Police - Fingerprinting	4,244	5,895	3,595	4,000	4,000	-	0%
101-610-370-17	Police - Vehicle Impound	2,370	2,975	2,900	2,550	1,200	(1,350)	-53%
101-610-370-18	Police - Crossing Guards	14,255	14,744	15,867	16,339	17,757	1,418	9%
101-610-370-20	Police - Juvenile Diversion	2,500	1,200	605	1,000	1,000	-	0%
101-610-370-21	Citations - Community Court	-	-	-	-	1,000	1,000	-
101-610-370-25	Police - Booking Fees	4,247	1,703	2,356	1,400	1,000	(400)	-29%
101-610-370-41	Sale of Documents / Police	5,909	4,658	4,227	4,200	2,500	(1,700)	-40%
101-610-370-50	Sale of Property	1,000	2,000	3,000	1,500	1,500	-	0%
101-610-380-11	Other Revenue - Police	12,603	12,024	11,054	5,000	5,000	-	0%
101-610-385-01	Reimburse - Mandated Cost SB90	-	19,721	11,878	-	-	-	-
TOTAL REVENUES		81,506	92,100	83,766	59,939	57,407	(2,532)	-4%

Source Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Fund 101: General Purpose Fund	81,506	92,100	83,766	59,939	57,407
Fund 103: COPS	120,080	108,107	103,174	103,300	105,000
Fund 109: Prop 172 Public Safety Sales Tax	61,261	57,514	82,970	59,085	48,000
Fund 230: Traffic Safety	42,273	50,743	35,042	36,339	17,757
TOTAL SOURCES	305,120	308,464	304,952	258,663	228,164

Department:
Police - Summary

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-***-001-01	Salaries	1,282,965	1,230,056	1,313,552	1,485,498	1,546,786	61,288	4%
101-***-001-06	Salaries - Overtime	211,324	240,298	237,407	214,000	245,000	31,000	14%
101-620-001-07	Salaries - Court Time	24,107	16,036	21,148	20,000	38,000	18,000	90%
101-620-001-08	Salaries - Detective Differential	1,983	2,045	2,108	2,216	2,126	(90)	-4%
101-620-001-09	Salaries - Education Incentive	13,840	11,909	13,813	17,379	18,672	1,293	7%
101-620-001-10	Salaries - Pager Pay	2,240	3,067	3,162	3,324	-	(3,324)	-100%
101-620-001-11	Salaries - Shift Differential	11,448	10,993	14,079	11,804	12,710	906	8%
101-610-002-01	Retirement - PERS	236,773	229,096	164,293	186,385	179,356	(7,029)	-4%
101-630-002-06	Medical - In Lieu	-	-	300	-	-	-	-
101-***-002-03	Retirement - ICMA / In Lieu	19,267	26,264	28,238	28,800	28,800	-	0%
101-***-003-01	Health Insurance	120,812	113,385	113,165	145,258	143,655	(1,603)	-1%
101-***-003-02	Dental Insurance	20,224	19,718	20,080	22,204	23,558	1,354	6%
101-***-003-07	Vision Insurance	-	1,805	3,274	3,700	3,621	(79)	-2%
101-***-003-03	Life Insurance	3,003	2,866	3,110	2,640	2,640	-	0%
101-***-003-04	Workers' Compensation	34,632	40,781	44,365	50,447	54,851	4,404	9%
101-***-003-05	Disability Insurance	8,927	9,056	10,107	12,163	12,466	303	2%
101-***-004-02	Medicare	18,182	19,752	22,154	20,739	21,282	543	3%
101-***-005-02	Uniform Allowance	11,797	11,217	11,648	12,600	14,400	1,800	14%
101-***-007-01	Employee Assistance Program	636	612	634	672	672	-	0%
TOTAL PERSONNEL COSTS		2,022,160	1,988,956	2,026,637	2,239,829	2,348,595	108,766	5%

Department:
Police - Summary

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
SERVICES & SUPPLIES								
101-610-021-01	Communications	13,678	16,112	18,886	17,900	18,400	500	3%
101-***-022-01	Supplies and Materials	17,418	14,612	15,513	18,000	19,900	1,900	11%
101-610-026-01	Contract Svcs - Dispatch	92,858	160,906	147,450	177,398	170,000	(7,398)	-4%
101-610-026-02	Contract Svcs - Animal Control	85,767	86,224	90,895	94,515	98,088	3,573	4%
101-610-026-03	Contract Svcs - Other	87,618	110,210	134,756	130,911	122,670	(8,241)	-6%
101-610-030-03	Postage	892	667	869	700	700	-	0%
101-610-031-04	Copier Charges	3,560	3,843	3,589	4,200	4,200	-	0%
101-620-031-02	Maintenance - Equipment	545	1,257	933	1,500	1,500	-	0%
101-620-036-02	Equipment Maint - Vehicles	18,515	17,373	15,540	14,500	14,500	-	0%
101-620-037-01	Gas and Oil	41,154	32,655	23,817	41,000	41,000	-	0%
101-610-038-01	Advertising and Legal	-	-	332	1,300	1,300	-	0%
101-***-040-01	Memberships & Dues	1,290	1,436	1,552	1,500	1,600	100	7%
101-***-041-01	Travel/Conf/Meetings/Training	2,848	2,823	5,173	2,780	2,580	(200)	-7%
101-620-042-01	Subscriptions	436	477	698	550	550	-	0%
101-620-043-02	POST Training	25,070	15,383	18,845	20,000	20,000	-	0%
101-610-050-01	Community Promotions	380	476	588	1,000	1,500	500	50%
101-610-051-08	Emergency Preparedness	6,957	8,467	5,418	20,000	8,000	(12,000)	-60%
101-620-051-12	Special Investigations	3,404	10,638	11,343	500	500	-	0%
101-620-053-01	Booking Fees	-	6	2,820	3,000	3,000	-	0%
101-610-053-04	Reserve Program/Volunteers	-	37	698	1,250	1,250	-	0%
101-620-053-11	Safety Compliance	-	-	-	750	750	-	0%
101-***-060-01	Capital Outlay (Non-Capitalized)	25,681	21,119	10,918	6,300	6,300	-	0%
TOTAL SERVICES & SUPPLIES		428,071	504,721	510,633	559,554	538,288	(21,266)	-4%
TOTAL OPERATING EXPENSE		2,450,231	2,493,677	2,537,270	2,799,383	2,886,883	87,500	3%

Department:
Police - Summary

Source Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Fund 101: General Purpose Fund	2,246,697	2,277,313	2,316,083	2,600,659	2,716,126
103-000-099-01	Fund 103: COPS	100,000	108,107	103,174	103,300	105,000
109-000-099-01	Fund 109: Prop 172	61,261	57,514	82,970	59,085	48,000
230-000-099-01	Fund 230: Traffic Safety	42,273	50,743	35,043	36,339	17,757
TOTAL SOURCES		2,450,231	2,493,677	2,537,270	2,799,383	2,886,883

Personnel Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Police Chief	1.00	1.00	1.00	1.00	1.00
	Lieutenant	1.00	1.00	1.00	1.00	1.00
	Police Sergeant	1.00	1.00	1.00	1.00	-
	Police Corporal	3.00	3.00	3.00	3.00	4.00
	Police Officer	6.00	6.00	6.00	6.00	6.00
	Administrative Assistant	1.00	1.00	-	-	-
	Support Services Technician	-	-	1.00	1.00	1.00
	Police Services Technician	-	-	-	0.75	0.75
	Community Services Officer	-	0.50	0.50	-	-
	Clerk I, PT	0.50	0.50	0.50	-	-
TOTAL PERSONNEL		13.50	14.00	14.00	13.75	13.75

Department:
610 Police Administration

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-610-001-01	Salaries - Regular Sworn	299,461	275,767	249,992	345,208	332,150	(13,058)	-4%
101-610-002-01	Retirement - PERS Safety	52,389	55,033	32,301	44,403	38,934	(5,469)	-12%
101-610-002-03	Retirement - ICMA / In Lieu	-	4,565	7,135	7,200	-	(7,200)	-100%
101-610-003-01	Health Insurance	31,840	20,536	11,004	23,443	39,044	15,601	67%
101-610-003-02	Dental Insurance	3,263	2,647	2,688	3,359	4,213	854	25%
101-610-003-07	Vision Insurance	-	295	441	543	665	122	22%
101-610-003-03	Life Insurance	401	403	373	384	384	-	0%
101-610-003-04	Workers' Compensation	7,930	9,639	10,533	11,868	12,065	197	2%
101-610-003-05	Disability Insurance	1,593	1,783	1,316	2,809	2,699	(110)	-4%
101-610-004-02	Medicare	-	1,533	2,179	4,879	4,681	(198)	-4%
101-610-005-02	Uniform Allowance	1,817	1,817	1,593	2,100	2,400	300	14%
101-610-007-01	Employee Assistance Program	80	84	74	96	96	-	0%
TOTAL PERSONNEL COSTS		398,774	374,102	319,629	446,292	437,331	(8,961)	-2%
SERVICES & SUPPLIES								
101-610-021-01	Communications	13,678	16,112	18,886	17,900	18,400	500	3%
101-610-022-01	Supplies and Materials	6,618	6,464	6,580	7,000	7,000	-	0%
101-610-026-01	Contract Services - Dispatch	92,858	160,906	147,450	177,398	170,000	(7,398)	-4%
101-610-026-02	Contract Services - Animal Control	85,767	86,224	90,895	94,515	98,088	3,573	4%
101-610-026-03	Contract Services - Other	87,618	110,210	134,756	130,911	122,670	(8,241)	-6%
101-610-030-03	Postage	892	667	869	700	700	-	0%
101-610-031-04	Copier Charges	3,560	3,843	3,589	4,200	4,200	-	0%
101-610-038-01	Advertising & Legal	-	-	332	1,300	1,300	-	0%
101-610-040-01	Memberships & Dues	1,070	1,180	1,106	1,100	1,100	-	0%
101-610-041-01	Travel/Conf/Meetings/Training	2,476	2,360	2,534	2,000	1,800	(200)	-10%
101-610-050-01	Community Promotions	380	476	588	1,000	1,500	500	50%
101-610-051-08	Emergency Preparedness	6,957	8,467	5,418	20,000	8,000	(12,000)	-60%
101-610-053-04	Reserve Program/Volunteers	-	37	698	1,250	1,250	-	0%
101-610-060-01	Capital Outlay (Non-Capitalized)	-	4,909	-	-	-	-	-
TOTAL SERVICES & SUPPLIES		301,874	401,855	413,701	459,274	436,008	(23,266)	-5%
TOTAL OPERATING EXPENSE		700,648	775,957	733,330	905,566	873,339	(32,227)	-4%

Department:
610 Police Administration

Source Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Fund 101: General Purpose Fund	686,393	753,107	714,289	889,227	855,582
103-000-099-01	Fund 103: COPS					
	Capital Outlay	-	8,107	3,174	-	-
230-000-099-01	Fund 230: Traffic Safety					
	School Crossing Guards	14,255	14,743	15,867	16,339	17,757
TOTAL SOURCES		700,648	775,957	733,330	905,566	873,339

Personnel Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Police Chief	1.00	1.00	1.00	1.00	1.00
	Lieutenant	1.00	1.00	1.00	1.00	1.00
TOTAL PERSONNEL		2.00	2.00	2.00	2.00	2.00

Department:
620 Police Patrol

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-620-001-01	Salaries - Regular Sworn	886,846	856,913	966,989	1,022,491	1,088,908	66,417	6%
101-620-001-06	Salaries - Overtime	210,987	240,244	236,657	214,000	245,000	31,000	14%
101-620-001-07	Salaries - Court Time	24,107	16,036	21,148	20,000	38,000	18,000	90%
101-620-001-08	Salaries - Detective Differential	1,983	2,045	2,108	2,216	2,126	(90)	-4%
101-620-001-09	Salaries - Education Incentive	13,840	11,909	13,813	17,379	18,672	1,293	7%
101-620-001-10	Salaries - Pager Pay	2,240	3,067	3,162	3,324	-	(3,324)	-100%
101-620-001-11	Salaries - Shift Differential	11,448	10,993	14,079	11,804	12,710	906	8%
101-620-002-01	Retirement - PERS Safety	174,371	163,277	125,357	134,406	133,315	(1,091)	-1%
101-620-002-03	Retirement - ICMA / In Lieu	14,134	14,467	14,268	14,400	21,600	7,200	50%
101-620-003-01	Health Insurance	80,640	83,977	95,435	109,964	101,325	(8,639)	-8%
101-620-003-02	Dental Insurance	14,914	14,859	15,447	16,005	17,482	1,477	9%
101-620-003-07	Vision Insurance	-	1,398	2,632	2,698	2,658	(40)	-1%
101-620-003-03	Life Insurance	2,249	2,111	2,411	1,920	1,920	-	0%
101-620-003-04	Workers' Compensation	24,052	27,787	30,519	34,424	38,179	3,755	11%
101-620-003-05	Disability Insurance	6,573	6,487	7,973	8,326	8,695	369	4%
101-620-004-02	Medicare	16,782	16,791	18,523	14,152	14,813	661	5%
101-620-005-02	Uniform Allowance	9,980	9,400	10,055	10,500	12,000	1,500	14%
101-620-007-01	Employee Assistance Program	460	432	480	480	480	-	0%
TOTAL PERSONNEL COSTS		1,495,606	1,482,193	1,581,056	1,638,489	1,757,883	119,394	7%

Department:
620 Police Patrol

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
SERVICES & SUPPLIES								
101-620-022-01	Supplies and Materials	9,020	6,299	7,406	8,500	10,400	1,900	22%
101-620-031-02	Maintenance - Equipment	545	1,257	933	1,500	1,500	-	0%
101-620-036-02	Equipment Maint - Vehicles	18,515	17,373	15,540	14,500	14,500	-	0%
101-620-037-01	Gas and Oil	41,154	32,655	23,817	41,000	41,000	-	0%
101-620-040-01	Memberships & Dues	220	256	446	400	500	100	25%
101-620-041-01	Travel/Conferences/Meetings	372	291	2,639	500	500	-	0%
101-620-042-01	Subscriptions	436	477	698	550	550	-	0%
101-620-043-02	POST Training	25,070	15,383	18,845	20,000	20,000	-	0%
101-620-051-12	Special Investigations	3,404	10,638	11,343	500	500	-	0%
101-620-053-01	Booking Fees	-	6	2,820	3,000	3,000	-	0%
101-620-053-11	Safety Compliance	-	-	-	750	750	-	0%
101-620-060-01	Capital Outlay (Non-Capitalized)	25,681	16,210	10,918	6,300	6,300	-	0%
TOTAL SERVICES & SUPPLIES		124,417	100,845	95,405	97,500	99,500	2,000	2%
TOTAL OPERATING EXPENSE		1,620,023	1,583,038	1,676,461	1,735,989	1,857,383	121,394	7%

Department:
620 Police Patrol

Source Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Fund 101: General Purpose Fund	1,430,744	1,389,524	1,474,315	1,553,604	1,704,383
103-000-099-01	Fund 103: COPS					
	Police Patrol Expense	100,000	100,000	100,000	103,300	105,000
109-000-099-01	Fund 109: Prop 172 Public Safety Sales Tax					
	Supplemental Police Patrol Expense	61,261	47,767	82,970	59,085	48,000
	Capital Outlay	-	9,747	-	-	-
230-000-099-01	Fund 230: Traffic Safety					
	Police Patrol Expense	28,018	36,000	19,176	20,000	-
TOTAL SOURCES		1,620,023	1,583,038	1,676,461	1,735,989	1,857,383

Personnel Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Police Sergeant	1.00	1.00	1.00	1.00	0.00
	Police Corporal	3.00	3.00	3.00	3.00	4.00
	Police Officer	6.00	6.00	6.00	6.00	6.00
TOTAL PERSONNEL		10.00	10.00	10.00	10.00	10.00

Department:
630 Police Support Services

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-630-001-01	Salaries - Regular	96,658	97,376	96,571	117,799	125,728	7,929	7%
101-630-001-06	Salaries - Overtime	337	54	750	-	-	-	-
101-630-002-01	Retirement - PERS	10,013	10,786	6,635	7,576	7,107	(469)	-6%
101-630-002-03	Retirement - ICMA / In Lieu	5,133	7,232	6,835	7,200	7,200	-	0%
101-630-002-06	Medical - In Lieu	-	-	300	-	-	-	-
101-630-003-01	Health Insurance	8,332	8,872	6,726	11,851	3,286	(8,565)	-72%
101-630-003-02	Dental Insurance	2,047	2,212	1,945	2,840	1,863	(977)	-34%
101-630-003-07	Vision Insurance	-	112	201	459	298	(161)	-35%
101-630-003-03	Life Insurance	353	352	326	336	336	-	0%
101-630-003-04	Workers' Compensation	2,650	3,355	3,313	4,155	4,607	452	11%
101-630-003-05	Disability Insurance	761	786	818	1,028	1,072	44	4%
101-630-004-02	Medicare	1,400	1,428	1,452	1,708	1,788	80	5%
101-630-007-01	Employee Assistance Program	96	96	80	96	96	-	0%
	TOTAL PERSONNEL COSTS	127,780	132,661	125,952	155,048	153,381	(1,667)	-1%
SERVICES & SUPPLIES								
101-630-022-01	Supplies & Materials	1,780	1,849	1,527	2,500	2,500	-	0%
101-630-041-01	Travel/Conf/Meetings/Training	-	172	-	280	280	-	0%
	TOTAL SERVICES & SUPPLIES	1,780	2,021	1,527	2,780	2,780	-	0%
	TOTAL OPERATING EXPENSE	129,560	134,682	127,479	157,828	156,161	(1,667)	-1%

Department:
630 Police Support Services

Source Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Fund 101: General Purpose Fund	129,560	134,682	127,479	157,828	156,161
TOTAL SOURCES	129,560	134,682	127,479	157,828	156,161

Personnel Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Administrative Assistant	1.00	1.00	-	-	-
Support Services Technician	-	-	1.00	1.00	1.00
Police Services Technician	-	-	-	0.75	0.75
Community Services Officer	-	0.50	0.50	-	-
Clerk I, PT	0.50	0.50	0.50	-	-
TOTAL PERSONNEL	1.50	2.00	2.00	1.75	1.75



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PUBLIC WORKS

MISSION

The Public Works Department provides residents, property owners, businesses, and visitors to the Town of Moraga with high quality well-maintained roadways, storm drains, and public facilities through thoughtful planning, engineering, inspection, and maintenance of the Town's public works and capital improvement projects. The Department reviews and inspects proposed public and private projects to ensure that all codes and standards are met and long-term maintenance costs are minimized.

DESCRIPTION OF RESPONSIBILITIES AND SERVICES

The Public Works Department is staffed with six full-time employees who maintain the Town's 56 miles of streets, 30 miles of storm drains, and public facilities. Public Works develops and administers the Capital Improvement Program, provides engineering services, and manages the National Pollutant Discharge Elimination System (NPDES) program. The department handles requests and complaints related to traffic signals and street lights that are maintained by the county and infrastructure repairs including potholes, tripping hazards, accessibility improvements, landslides, and tree hazards that are maintained by the Town; coordinates Town right-of-way matters with outside utility agencies like EBMUD, CCCSD, PG&E, AT&T, and Comcast; and performs inspection services related to encroachment permits, capital projects, and subdivision improvements.

Pavement Infrastructure

The Department continues to repair the Town's roads with Measure K, the 2012 voter approved local funding measure. By leveraging this locally controlled revenue, a Certificate of Participation (COP) was issued to complete a three-year expedited road repair program, significantly increasing the Town's Pavement Condition Index (PCI) from 49 to 70. With all Measure K COP funds spent, much smaller sized paving projects are planned with the remaining unleveraged Measure K revenue. The result will be a steady decline in the Town's PCI (half of the needed annual \$2.1 million to maintain PCI). To maximize the Town's PCI, the 2015 Pavement Management Report recommended to: 1) focus on one treatment per year to maximize quantities and lower unit bid; 2) allocate approximately 17%, 33%, and 50% of funding to overlay, reconstruction, and surface seal treatments respectively; 3) partner with other agencies to combine projects as a way to reduce costs; and 4) leverage Measure K revenue as local match for grant funding. In 2016, Moraga, Lafayette and Orinda were honored with a "Project of the Year" award for the "Lamorinda Paving Partnership."

Storm Drain Infrastructure

The Moraga Sinkhole emerged on March 13, 2016, revealed that the Town's storm drain infrastructure is at the end of its life expectancy and is in need of repair. Clearly, relying on the lengthy emergency funding process is not reliable or sustainable to address failed storm drain infrastructure as repairs to the sinkhole will not be undertaken until July 2017, sixteen months after the event. The adopted 2015 Storm Drain Master Plan identified \$26 million of capital improvement projects and \$240 thousand of needed operation and maintenance funding. In 2016, a community priority survey identified maintaining and repairing storm drains as the third highest community priority (out of 26 areas surveyed). As directed by one of the 2016 Town Council adopted goals, staff is developing a sustainable funding strategy to ensure Town assets and infrastructure, which includes storm drains, can be maintained in the future.



ACCOMPLISHMENTS FOR FY 2016-17

- Department fully staffed after 18 months of department vacancies: Senior Civil Engineer (November 2016 to April 2017); Assistant Engineer (August 2015 to February 2016); and Administrative Assistant (January 2016 to May 2016).
- Continued administration of the pavement management program with support from the voter approved local funding measure, Measure K:
 - Completed construction of the 2016 Full Depth Reclamation (Bollinger Canyon Road portion in FY2017/18 pending environmental permits), Joint Moraga-Lafayette Surface Seal, Joint Moraga-Orinda Ivy Drive Reconstruction, Moraga Road (St. Mary's to Draeger) Resurfacing, and Rheem Boulevard Landslide Repair & Repaving.
 - Awarded Project of the Year for Small Cities/Rural Communities in the category of Transportation by the Northern California chapter of the American Public Works Association for the "Lamorinda Paving Partnership."
 - Received a positive annual independent report from the citizen-led Measure K Local Sales Tax Oversight Committee.
- Delivered project management services for capital projects inclusive of the roadway projects shown above at various stages of completion:
 - Canyon Road Bridge Replacement
 - Moraga Road Pedestrian Improvements
 - PG&E Utility Undergrounding
 - Rheem Boulevard/Center Street Sinkhole Repair
 - St Mary's Road Roundabouts at Bollinger Canyon Road and Rheem Boulevard
- Completed internal department projects to gain resources, efficiencies, and/or cost savings, including establishment or amendment of on-call contracts for professional, consultant (civil engineering, construction management, and geotechnical engineering) and maintenance services (concrete repair, pavement repair, street sweeping, and tree services).
- Achieved milestones in the following major grant applications:
 - California River Parkways grant program for the Laguna Creek Restoration Project (recommended approval)
 - Department of Resources Recycling and Recovery (CalRecycle) Rubberized Pavement grant program for the 2017 Pavement Overlay Project (recommended approval)
 - Metropolitan Transportation Commission (MTC) One Bay Area Grant (OBAG) program and Contra Costa Transportation Authority (CCTA) Measure J grant programs for the Moraga Way Resurfacing and Sidewalk Gap Closure, Including Crosswalk Improvements at Moraga Road/Alta Mesa, Canyon Road/Sanders Drive, and Canyon Road/Camino Pablo Project (pending results)
 - Transportation Development Act (TDA) Article 3 pedestrian and bicycle grant program for the Moraga Road Sidewalk Gap Closure (Draeger to Corliss) Project (recommended approval)
- Approved Improvement Plans, Final/Parcel Map, and associated documents for Minor Subdivision 601-14 located at 1049 Camino Pablo and Minor Subdivision 601-16 at 1058 Larch Avenue.



GOALS FOR FY 2017-18

- Complete sinkhole repairs, restoring retail activity and traffic flow back to normal and continue to pursue financial relief.
- Complete Canyon Road Bridge Reopening project to include land stabilization and installation of temporary bridge until permanent bridge project is complete.
- Continue administration of the pavement management program with support from the voter approved local funding measure, Measure K.
- Manage planned Capital Improvement Projects including Canyon Road Bridge Replacement, Moraga Road Pedestrian Improvements, PG&E Undergrounding, and Street Light Master Plan.
- Complete review of Improvement Plans, Final Map, and inspection of subdivision improvements at Hetfield Estates, Rancho Laguna II, Via Moraga, and Town Center Homes.
- Install street lights in critical areas.
- Work with Saint Mary's College and community to complete the design of roundabouts.



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REVENUE
Public Works / Engineering

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
101-710-330-14	Encroachment Permits	34,239	53,730	56,596	40,000	20,000	(20,000)	-50%
101-710-370-03	Staff Time	162,433	184,067	152,608	178,500	180,000	1,500	1%
101-710-370-06	Grading Fees	9,998	-	-	25,000	15,000	(10,000)	-40%
101-710-370-50	Sale of Property	-	1,000	750	-	-	-	-
101-710-380-10	Other Revenue - PW/Engineering	348	16,332	38,939	10,000	4,000	(6,000)	-60%
101-740-350-00	Reimbursement for Damages	12,080	1,729	4,172	7,500	7,500	-	0%
TOTAL REVENUES		219,098	256,858	253,065	261,000	226,500	(34,500)	-13%

Source Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Fund 101: General Purpose Fund	219,098	256,858	253,065	261,000	226,500
Fund 205: Gas Tax	285,000	293,332	270,885	304,650	443,505
Fund 210: Measure J	682	14,765	3,502	145,325	-
Fund 510: NPDES	231,866	211,457	191,829	239,205	194,174
TOTAL SOURCES	736,646	776,412	719,281	950,180	864,179

Department:
710 Public Works Administration/Engineering

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-710-001-01	Salaries - Regular	212,749	197,693	199,481	238,558	248,797	10,239	4%
101-710-001-04	Salaries - Temporary	6,070	31,231	19,188	20,000	12,500	(7,500)	-38%
101-710-001-06	Salaries - Overtime	-	63	-	1,500	-	(1,500)	-100%
101-710-002-01	Retirement - PERS	20,592	19,657	13,657	15,106	13,920	(1,186)	-8%
101-710-002-03	Retirement - ICMA / In Lieu	-	-	-	-	4,320	4,320	-
101-710-003-01	Health Insurance	17,636	12,501	15,407	27,280	27,173	(107)	0%
101-710-003-02	Dental Insurance	2,603	1,772	1,973	3,208	3,256	48	1%
101-710-003-07	Vision Insurance	-	174	330	525	517	(8)	-2%
101-710-003-03	Life Insurance	541	462	438	422	422	-	0%
101-710-003-04	Workers' Compensation	5,733	7,455	7,790	8,296	9,105	809	10%
101-710-003-05	Disability Insurance	1,579	1,444	1,520	1,997	2,066	69	3%
101-710-004-01	Social Security - FICA	376	977	702	600	775	175	29%
101-710-004-02	Medicare	3,147	3,131	3,104	3,410	3,533	123	4%
101-710-005-01	Auto Allowance	4,200	4,200	4,039	4,200	4,200	-	0%
101-710-005-02	Uniform Allowance	420	210	175	350	-	(350)	-100%
101-710-005-04	Cell Phone Allowance	-	-	339	300	420	120	40%
101-710-007-01	Employee Assistance Program	110	94	87	106	106	-	0%
TOTAL PERSONNEL COSTS		275,756	281,064	268,230	325,858	331,110	5,252	2%

Department:

710 Public Works Administration/Engineering

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
SERVICES & SUPPLIES								
101-710-021-01	Communications	1,557	1,351	860	1,500	900	(600)	-40%
101-710-022-01	Supplies and Materials	6,857	7,526	5,127	6,050	5,700	(350)	-6%
101-710-026-01	Contract Services	12,518	15,591	20,219	17,954	6,000	(11,954)	-67%
101-710-030-03	Postage	391	2,484	1,250	1,000	1,250	250	25%
101-710-031-04	Copier Costs	3,790	3,826	7,319	6,380	7,100	720	11%
101-710-033-01	Mileage Reimbursement	-	18	411	250	400	150	60%
101-710-036-02	Maintenance - Vehicles	1,521	568	928	1,500	2,500	1,000	67%
101-710-038-01	Advertising/Legal	627	108	-	900	300	(600)	-67%
101-710-040-01	Memberships & Dues	478	627	756	1,044	720	(324)	-31%
101-710-041-01	Travel/Conf/Meetings/Training	2,537	1,892	4,097	2,697	2,466	(231)	-9%
101-710-042-01	Subscriptions	50	-	-	100	100	-	0%
101-710-060-01	Capital Outlay (Non-Capitalized)	-	1,826	-	-	-	-	-
TOTAL SERVICES & SUPPLIES		30,326	35,817	40,967	39,375	27,436	(11,939)	-30%
TOTAL OPERATING EXPENSE		306,082	316,881	309,197	365,233	358,546	(6,687)	-2%

Source Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Fund 101: General Purpose Fund	305,400	302,116	305,695	340,233	358,546
210-000-099-01	Fund 210: Measure J	682	14,765	3,502	25,000	-
TOTAL SOURCES		306,082	316,881	309,197	365,233	358,546

Personnel Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	PW Director/Town Engineer	-	-	0.70	0.70	0.70
	Senior Civil Engineer	-	-	0.60	0.60	0.60
	Eng Technician/Inspector	-	-	0.50	-	-
	Assistant Engineer	-	-	-	0.50	0.50
	Senior Construction Inspector	-	-	0.40	-	-
	Administrative Assistant	-	-	0.40	0.40	0.40
TOTAL PERSONNEL		2.30	2.30	2.60	2.20	2.20

Department:
730 Storm Drain Maintenance

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-730-001-01	Salaries - Regular	146,803	130,068	97,614	115,394	120,708	5,314	5%
101-730-001-04	Salaries - Temporary	-	10,870	5,706	-	-	-	-
101-730-001-06	Salaries - Overtime	398	272	153	1,500	1,125	(375)	-25%
101-730-002-01	Retirement - PERS	14,392	12,959	6,673	7,368	6,906	(462)	-6%
101-730-002-03	Retirement - ICMA / In Lieu	-	4	296	-	1,440	1,440	-
101-730-003-01	Health Insurance	11,190	7,193	7,674	15,426	15,721	295	2%
101-730-003-02	Dental Insurance	1,778	1,132	1,089	1,905	1,869	(36)	-2%
101-730-003-07	Vision Insurance	-	108	187	314	300	(14)	-4%
101-730-003-03	Life Insurance	423	348	283	255	255	-	0%
101-730-003-04	Workers' Compensation	3,987	5,180	3,883	4,029	4,429	400	10%
101-730-003-05	Disability Insurance	1,131	993	795	981	1,016	35	4%
101-730-004-02	Medicare	2,015	1,839	1,438	1,656	1,718	62	4%
101-730-005-01	Auto Allowance	900	900	866	900	900	-	0%
101-730-005-02	Uniform Allowance	560	446	438	301	366	65	22%
101-730-005-04	Cell Phone Allowance	-	-	73	90	90	-	0%
101-730-007-01	Employee Assistance Program	86	71	56	64	64	-	0%
TOTAL PERSONNEL COSTS		183,663	172,383	127,224	150,183	156,907	6,724	4%
SERVICES & SUPPLIES								
101-730-021-01	Communications	454	455	362	500	400	(100)	-20%
101-730-022-01	Supplies and Materials	-	1,000	-	2,250	2,250	-	0%
101-730-025-01	Rents/Leases/Taxes	9,594	8,740	6,869	9,000	9,000	-	0%
101-730-026-01	Contract Services - Engineering	45,691	23,241	48,612	50,000	21,300	(28,700)	-57%
101-730-033-07	Maintenance - Buildings/Grounds	1,400	51	-	30,000	10,000	(20,000)	-67%
101-730-036-02	Equipment Maintenance - Vehicles	505	-	325	1,500	1,800	300	20%
101-730-038-01	Advertising/Legal	698	-	-	1,500	-	(1,500)	-100%
101-730-040-01	Memberships/Dues	253	-	194	275	200	(75)	-27%
101-730-041-01	Travel/Conf/Meetings/Training	1,875	475	1,650	1,997	1,850	(147)	-7%
101-730-050-18	Education/Outreach	5,253	6,579	6,593	7,000	2,000	(5,000)	-71%
TOTAL SERVICES & SUPPLIES		65,723	40,541	64,605	104,022	48,800	(55,222)	-53%
TOTAL OPERATING EXPENSE		249,386	212,924	191,829	254,205	205,707	(48,498)	-19%

Department:
730 Storm Drain Maintenance

Source Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Fund 101: General Purpose Fund	17,520	-	-	-	11,533
510-000-099-01	Fund 510: NPDES	231,866	212,924	191,829	254,205	194,174
TOTAL SOURCES		249,386	212,924	191,829	254,205	205,707

Personnel Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	PW Director/Town Engineer	-	-	0.15	0.15	0.15
	Senior Civil Engineer	-	-	0.20	0.20	0.20
	Eng Technician/Inspector	-	-	0.25	-	-
	Assistant Engineer	-	-	-	0.25	0.25
	Senior Construction Inspector	-	-	0.30	-	-
	Administrative Assistant	-	-	0.30	0.30	0.30
	PW/Parks Maint Manager	-	-	0.20	0.15	0.15
	Senior, Maintenance Worker	-	-	0.25	0.20	0.20
	Maintenance Worker	-	-	0.05	0.08	0.08
TOTAL PERSONNEL		1.80	1.83	1.70	1.33	1.33

Department:
740 Street Maintenance

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-740-001-01	Salaries - Regular	117,299	110,203	126,807	165,614	175,482	9,868	6%
101-740-001-04	Salaries - Temporary	-	4,659	5,706	-	-	-	-
101-740-001-06	Salaries - Overtime	1,130	1,177	626	1,500	1,125	(375)	-25%
101-740-002-01	Retirement - PERS	12,236	12,015	8,740	10,583	9,855	(728)	-7%
101-740-002-03	Retirement - ICMA / In Lieu	-	8	592	-	1,440	1,440	-
101-740-003-01	Health Insurance	10,303	10,791	11,601	21,776	21,862	86	0%
101-740-003-02	Dental Insurance	1,576	1,505	1,655	2,704	2,639	(65)	-2%
101-740-003-07	Vision Insurance	-	130	282	448	425	(23)	-5%
101-740-003-03	Life Insurance	376	361	405	390	390	-	0%
101-740-003-04	Workers' Compensation	3,229	4,602	4,863	5,790	6,422	632	11%
101-740-003-05	Disability Insurance	900	841	1,051	1,415	1,477	62	4%
101-740-004-02	Medicare	1,625	1,574	1,878	2,380	2,491	111	5%
101-740-005-01	Auto Allowance	900	900	865	900	900	-	0%
101-740-005-02	Uniform Allowance	910	1,094	788	791	960	169	21%
101-740-005-04	Cell Phone Allowance	-	-	73	90	90	-	0%
101-740-007-01	Employee Assistance Program	77	74	80	97	97	-	0%
TOTAL PERSONNEL COSTS		150,561	149,934	166,012	214,478	225,655	11,177	5%
SERVICES & SUPPLIES								
101-740-020-01	Utilities	8,465	7,994	7,994	8,000	9,500	1,500	19%
101-740-021-01	Communications	644	754	518	600	600	-	0%
101-740-022-01	Supplies & Materials	26	1,032	262	1,000	1,000	-	0%
101-740-026-01	Contract Services	19,894	20,562	35,240	75,000	75,500	500	1%
101-740-030-03	Postage	-	47	-	-	-	-	-
101-740-033-07	Street Maintenance	91,200	110,959	52,458	110,000	110,400	400	0%
101-740-036-02	Equipment Maintenance - Vehicles	4,047	6,190	3,319	2,500	7,000	4,500	180%
101-740-037-01	Fuel & Oil	4,437	4,377	3,545	4,200	3,600	(600)	-14%
101-740-038-01	Advertising/Legal	169	451	-	-	-	-	-
101-740-040-01	Memberships/Dues	-	-	610	300	1,350	1,050	350%
101-740-041-01	Travel/Conf/Meetings/Training	742	952	927	1,397	1,400	3	0%
101-740-080-01	Property Damage - Reimbursed	4,815	-	-	7,500	7,500	-	0%
TOTAL SERVICES & SUPPLIES		134,439	153,318	104,873	210,497	217,850	7,353	3%
TOTAL OPERATING EXPENSE		285,000	303,252	270,885	424,975	443,505	18,530	4%

Department:
740 Street Maintenance

Source Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Fund 101: General Purpose Fund	-	-	-	-	-
205-000-099-01	Fund 205: Gas Tax	285,000	303,252	270,885	304,650	443,505
210-000-099-01	Fund 210: Measure J	-	-	-	120,325	-
TOTAL SOURCES		285,000	303,252	270,885	424,975	443,505

Personnel Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	PW Director/Town Engineer	-	-	0.15	0.15	0.15
	Senior Civil Engineer	-	-	0.20	0.20	0.20
	Eng Technician/Inspector	-	-	0.25	-	-
	Assistant Engineer	-	-	-	0.25	0.25
	Senior Construction Inspector	-	-	0.30	-	-
	Administrative Assistant	-	-	0.30	0.30	0.30
	PW/Parks Maint Manager	-	-	0.20	0.30	0.30
	Lead, Maintenance Worker	-	-	0.10	0.10	0.10
	Senior, Maintenance Worker	-	-	0.45	0.45	0.45
	Maintenance Worker	-	-	0.25	0.28	0.28
TOTAL PERSONNEL		1.60	1.87	2.20	2.03	2.03

Department:
754 PW 329 Rheem Building Maintenance

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-754-001-01	Salaries - Regular	6,525	7,951	12,345	13,388	14,688	1,300	10%
101-754-001-06	Salaries - Overtime	80	65	121	150	125	(25)	-17%
101-754-002-01	Retirement - PERS	684	885	881	848	780	(68)	-8%
101-754-003-01	Health Insurance	440	517	1,068	1,135	1,182	47	4%
101-754-003-02	Dental Insurance	70	90	167	151	153	2	1%
101-754-003-07	Vision Insurance	-	8	29	26	25	(1)	-4%
101-754-003-03	Life Insurance	24	31	43	29	29	-	0%
101-754-003-04	Workers' Compensation	180	325	410	466	534	68	15%
101-754-003-05	Disability Insurance	52	64	108	113	122	9	8%
101-754-004-02	Medicare	97	119	183	191	207	16	8%
101-754-005-02	Uniform Allowance	70	107	126	105	127	22	21%
101-754-007-01	Employee Assistance Program	5	6	9	7	7	-	0%
TOTAL PERSONNEL COSTS		8,227	10,168	15,490	16,609	17,979	1,370	8%
SERVICES & SUPPLIES								
101-754-020-01	Utilities	27,510	28,212	28,541	28,000	29,500	1,500	5%
101-754-021-01	Communications	1,197	1,308	2,066	1,100	2,100	1,000	91%
101-754-022-01	Supplies and Materials	585	-	-	-	-	-	-
101-754-026-01	Contract Services	17,044	19,257	28,463	35,000	28,700	(6,300)	-18%
101-754-033-07	Buildings/Grounds Maintenance	17,188	20,315	20,017	35,000	20,080	(14,920)	-43%
101-754-050-xx	Loan Repayment - Energy Efficiency	271	271	271	271	271	-	0%
101-754-080-01	Property Damage - Reimbursed	-	-	-	-	-	-	-
TOTAL SERVICES & SUPPLIES		63,795	69,363	79,358	99,371	80,651	(18,720)	-19%
TOTAL OPERATING EXPENSE		72,022	79,531	94,848	115,980	98,630	(17,350)	-15%

Department:
754 PW 329 Rheem Building Maintenance

Source Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Fund 101: General Purpose Fund	72,022	79,531	94,848	115,980	98,630
TOTAL SOURCES	72,022	79,531	94,848	115,980	98,630

Personnel Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
PW/Parks Maint Manager	-	-	0.05	0.10	0.10
Lead, Maintenance Worker	-	-	0.03	0.03	0.03
Senior, Maintenance Worker	-	-	0.10	0.02	0.02
TOTAL PERSONNEL	0.10	0.15	0.18	0.15	0.15

Department:
755 PW 335 (formerly 331) Rheem Building Maintenance

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-755-001-01	Salaries - Regular	12,888	8,561	8,732	12,569	12,842	273	2%
101-755-001-06	Salaries - Overtime	96	64	75	150	125	(25)	-17%
101-755-002-01	Retirement - PERS	1,230	810	622	800	709	(91)	-11%
101-755-003-01	Health Insurance	860	535	726	1,439	1,131	(308)	-21%
101-755-003-02	Dental Insurance	147	93	112	191	162	(29)	-15%
101-755-003-07	Vision Insurance	-	8	19	32	26	(6)	-19%
101-755-003-03	Life Insurance	49	32	29	29	29	-	0%
101-755-003-04	Workers' Compensation	357	363	289	439	469	30	7%
101-755-003-05	Disability Insurance	102	69	77	106	108	2	2%
101-755-004-02	Medicare	191	127	129	180	182	2	1%
101-755-005-02	Uniform Allowance	147	96	84	105	128	23	22%
101-755-007-01	Employee Assistance Program	10	6	6	7	7	-	0%
TOTAL PERSONNEL COSTS		16,077	10,764	10,900	16,047	15,918	(129)	-1%
SERVICES & SUPPLIES								
101-755-020-01	Utilities	2,649	3,185	6,657	3,500	8,200	4,700	134%
101-755-021-01	Communications	563	680	1,856	1,400	1,900	500	36%
101-755-022-01	Supplies and Materials	540	465	150	500	500	-	0%
101-755-026-01	Contract Services	9,422	8,798	10,703	8,400	9,760	1,360	16%
101-755-033-07	Buildings/Grounds Maintenance	5,986	4,485	8,163	5,000	14,800	9,800	196%
TOTAL SERVICES & SUPPLIES		19,160	17,613	27,529	18,800	35,160	16,360	87%
TOTAL OPERATING EXPENSE		35,237	28,377	38,429	34,847	51,078	16,231	47%

Department:
755 PW 335 (formerly 331) Rheem Building Maintenance

Source Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Fund 101: General Purpose Fund	35,237	28,377	38,429	34,847	51,078
TOTAL SOURCES	35,237	28,377	38,429	34,847	51,078

Personnel Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
PW/Parks Maint Manager	-	-	0.05	0.07	0.07
Lead, Maintenance Worker	-	-	0.02	0.02	0.02
Senior, Maintenance Worker	-	-	0.05	0.02	0.02
Maintenance Worker	-	-	-	0.04	0.04
TOTAL PERSONNEL	0.21	0.16	0.12	0.15	0.15



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PARKS AND RECREATION

MISSION

The Parks and Recreation Department creates community through People, Parks and Programs by providing recreational experiences to individuals, families and communities, fostering human development, promoting health and wellness, increasing cultural unity, facilitating community problem solving, protecting natural resources, furthering safety and security, strengthening community image and sense of place, and supporting economic development.

DESCRIPTION OF RESPONSIBILITIES AND SERVICES

Parks and Recreation manages and maintains all the recreation, parks and rental facilities for the Town. Resources of the department are managed to implement the goals of the Town Council and Park and Recreation Commission, deliver recreation programs, and maintain high quality parks, open space and rental facilities.

The department mission asserts that parks and recreation activities and programs create community in Moraga. We provide services to residents and visitors of all ages and abilities. We do this on both a small and large scale - whether with one-on-one interaction at a park with a young child, or at an event with thousands of people, such as at Commons Park or the 4th of July fireworks show. Through our special events and general daily interaction with the public we strengthen community image and create a sense of place. We promote health and wellness through fitness classes and the annual Moraga Triathlon. We facilitate community problem-solving and work with local businesses such as the Moraga Country Club. We provide individual and group recreational experiences in the Town's beautiful parks, trails and open space areas.

The Parks and Recreation Department is fortunate to work with, and benefit from, the many service clubs and local organizations and business partners in Town; Moraga Park Foundation, the Hacienda Foundation, Moraga Chamber of Commerce, Kiwanis, Rotary, Lions, Moraga Movers, Moraga Junior Women's Club, Moraga Women's Club, Moraga Garden Club, Moraga Country Club, Lamorinda Mom's Club, Moraga Garden Club, Lamorinda Presents, and Boy Scout Troops 212, 234 and 246. It is service clubs, local organizations and business partners that truly make the Town of Moraga a wonderful place to live, work and recreate.

In addition to creating the vision for the department and managing its employees, the Department Director provides staff support to the Park and Recreation Commission and the Art in Public Spaces Committee. Under the direction of the Parks and Recreation Director, the department has two Recreation Coordinators (I and II). The Recreation Coordinator II is responsible for the Moraga Youth Involvement Committee (MYIC). MYIC's goal is to produce and promote local events for teens in Moraga. The Recreation Coordinator I works closely with the Moraga Movers, seasonal part-time camp staff and programs, various special events, and performs a variety of general office tasks. The Public Works/Parks Manager, Lead Maintenance Worker, Maintenance Workers and seasonal maintenance workers maintain public parks, open space and rental facilities.

Parks and Recreation staff coordinate all instructor and leisure class issues for enrichment classes/programs/services conducted at Moraga facilities, as well as at various school district facilities, Saint Mary's College and the Moraga Country Club. Parks and Recreation staff



manage Town-wide special events and publish the Town Crier / Parks and Recreation Activity Guide. Staffs also provide support to the Park Foundation and Hacienda Foundation.

ACCOMPLISHMENTS FOR FY 2016-17

- Completed the Moraga Commons Park, Sand Volleyball Courts.
- Co-Sponsored community events with the Hacienda Foundation of Moraga – Hacienda Nights, Holiday Craft Faire, Poker Night, Cinco de Mayo, and the Art and Wine Show.
- Co-Sponsored community events with the Moraga Park Foundation – the widely successful Hacienda Nights and Summer Concerts.
- Completed year four of a financially efficient five-year Capital Improvement Plan program for the Hacienda, Moraga Library and Commons Park properties.
- Continued successful Town events: Mother/Daughter Tea, Community Garage Sale, 11th Annual Triathlon, 4th of July, Family Campout at Rancho Laguna Park, Pear and Wine Festival, Holiday Tree Lighting, Santa Visits Moraga, and Breakfast with Santa.
- Reached the 4th of July fireworks fundraising goal of \$27,000 for annual day-long festivities.
- Partnered with the Moraga Junior Women's Club on the Annual Egg Hunt at the Commons Park.
- Offered new events, Hacienda Nights – three Food Truck Events at the Hacienda, and the Leisure Sport Triathlon.
- Made significant progress on the Lamorinda All-Access Playground in the Moraga Commons Park, scheduled to be completed in the fall of 2017.
- Partnered with the Moraga Library to celebrate the 100th Birthday of the National Park Service.
- Worked with the Park and Recreation Commission, and surveyed the community through Open Town Hall, to recommend names for the new park at the Harvest Court development – West Commons Park.
- Completed the Commons Park Site Specific Master Plan, CIP #16-302 and began development of future capital projects based on Plan results.
- Completed all the requirements and established an Art in Public Spaces Committee.
- Town Council accepted its first installation of seven sculptures under the new Public Art Policy.
- Completed the Moraga Library Heating, Ventilating and Air Conditioning project.
- Hosted Veterans Day Ceremony at the Moraga Commons Park.
- Moraga Park Foundation granted the Town \$22,000 and funded a topographic survey for the Moraga Commons Park.
- MYIC continued working area-wide with the Lamorinda Teen Association (LTA) on area-wide events for teens.
- MYIC hosted a fundraiser and worked with Mountain Mike's Pizza.
- MYIC, in cooperation with the teen committees of Lafayette and Orinda, offered a Rock Band Showcase teen event.
- Donated \$10,000 towards the acquisition of 604 acres of the Carr Ranch property, by the John Muir Land Trust.
- Continued discussions with Lamorinda city staff regarding joint programming for teens and seniors.
- Town Council provided direction on a conceptual plan for the Hacienda de las Flores, focused on a public-private partnership model.



- Completed CIP # 14-304, Hacienda de las Flores Improvement Program project to light the Pavilion flagstone staircase.
- Continued to partner with the Moraga School District on items of commons interest and developed a proposal for the Town to assume management responsibility of the after-school enrichment program currently offered at the three elementary schools.
- ARC-GIS mapped the trails in Moraga with the assistance of the Park and Recreation Commission, approved a trail naming convention and look to finalize the mapping project next fiscal year.
- As a Department and Commission, participated in the Moraga Walk | Bike Plan Update, Wayfinding Plan, and the Moraga Center Specific Plan Steering Committee.
- Completed year two of the Diablo Firesafe Council Grant, reducing fire fuels at the Hacienda de las Flores and Mulholland Open Space Preserve.
- Removed record number of dead trees on Town-owned property due to the extended drought season and extended period of stress.
- Managed two years of fire safety improvements to Mulholland Open Space and the Hacienda property, and worked with Cal Fire, MOFD and the Diablo Firesafe Council to secure grant funds and complete the necessary fire safety work to protect a major ridgeline in Moraga.

GOALS FOR FY 2017-18

- Continue to partner with the Moraga Park Foundation and Hacienda Foundation of Moraga to provide community-wide programming opportunities.
- Continue to partner with multiple community groups on items of common interest for the betterment of Moraga.
- In consultation with the Park and Recreation Commission, complete the trails mapping project at no cost to the Town.
- Assume management responsibility for West Commons Park, with a 10% reduction in the parks maintenance budget.
- Through the CIP budget, develop an ADA improvement plan that addresses Site Specific Master Plan improvements for the Moraga Commons Park.
- Continue conceptual design plans and feasibility discussions with investors and developers for the Hacienda de las Flores property.
- Maintain successful community-wide events and add new events when opportunities are presented.
- Provide training opportunities for Park and Recreation Commissioners.
- Continue to maintain aging community facilities with limited funds.
- Continue existing partnerships and seek out additional ones wherever possible.
- Develop a facility priority schedule for the use of the Moraga Commons Park, Sand Volleyball Courts.
- Continue to work with the Art in Public Spaces Committee to bring more public art to Moraga.
- Continue successful Town events: Mother/Daughter Tea, Community Garage Sale, 12th Annual Triathlon, 4th of July, Leisure Sport Triathlon, Family Campout at Rancho Laguna Park, Pear and Wine Festival, Holiday Tree Lighting, Santa Visits Moraga, and Breakfast with Santa.
- With community assistance, raise at least \$29,000 for the 2017 fireworks show.
- Complete the Lamorinda All-Access Playground in the Commons Park.
- Provide a community hike for the new Carr Ranch Open Space property in the fall.



- Continue work with the Diablo Fire Safe Council grant program for a third year, to reduce fire fuels at the Hacienda de las Flores and Mulholland Open Space Preserve.
- With funding approval, redesign the Commons Park original restrooms to be Americans with Disabilities Act compliant.
- Continue to administer and provide safe and enjoyable enrichment offerings and safe facilities for residents of all ages and abilities.
- Outreach and partner with Moraga and Acalanes School Districts on matters of common interest.
- Successfully manage over 65 private event rentals at the Hacienda de las Flores.

REVENUE
Parks and Recreation

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
DEPT 810: RECREATION								
101-810-351-02	Property Rent - Rancho Laguna	6,354	6,574	6,447	5,500	6,000	500	9%
101-810-351-03	Property Rent - Moraga Commons	19,024	19,475	15,228	20,000	23,000	3,000	15%
101-810-351-08	Property Rent - Mulholland Graze	2,378	2,449	2,513	2,600	2,650	50	2%
101-810-351-11	Property Rent - Library	2,164	2,464	2,592	2,700	2,800	100	4%
101-810-370-03	Staff Time - Special Projects	-	3,268	-	-	-	-	-
101-810-370-22	Recreation Class Fees	66,567	71,252	69,723	74,000	71,000	(3,000)	-4%
101-810-370-23	Online Registration Fees	1,346	1,330	1,242	1,400	1,400	-	0%
101-810-370-25	Moraga Movers	5,469	7,210	3,255	7,000	5,500	(1,500)	-21%
101-810-380-04	July 4th Donations	32,133	18,724	39,774	27,000	28,000	1,000	4%
101-810-380-05	Buy A Bulb - Tree Lights	1,940	835	575	750	750	-	0%
101-810-380-13	P&R - Triathlon	26,120	29,961	27,930	28,000	28,000	-	0%
101-810-380-14	P&R - Marquee Revenues	2,462	2,233	3,600	4,000	4,500	500	13%
101-810-380-15	P&R - Other Revenues	2,565	5,057	2,820	-	-	-	-
101-810-380-17	P&R Special Events	-	-	-	2,500	2,500	-	0%
101-810-380-19	Pear Festival	2,354	3,775	3,536	3,600	3,600	-	0%
SUBTOTAL REVENUES		170,876	174,607	179,235	179,050	179,700	650	0%

DEPT 850: HACIENDA EVENTS & RENTALS

101-850-351-04	Property Rent - Hacienda/Pavilion	80,314	79,287	110,787	100,000	110,000	10,000	10%
101-850-351-06	Non-Refundable Application Fee	6,750	7,500	13,000	10,000	13,000	3,000	30%
101-850-370-22	Hacienda Recreation Class Fees	90,148	90,971	80,010	95,000	90,000	(5,000)	-5%
101-850-370-23	Online Registration Fees	1,656	1,629	1,199	-	1,600	1,600	-
101-850-380-17	P&R Special Events - Hacienda	2,805	3,283	3,653	8,000	6,000	(2,000)	-25%
SUBTOTAL REVENUES		181,673	182,670	208,649	213,000	220,600	7,600	4%

TOTAL REVENUES

352,549	357,277	387,884	392,050	400,300	8,250	2%
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Source Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Fund 101: General Purpose Fund	352,549	357,277	387,884	392,050	400,300
Fund 210: Measure J	9,000	9,000	9,000	-	-
Fund 740: Comm Fac/Open Space	450	-	1,000	1,000	1,000
Fund 750: Asset Replacement	13,589	18,077	10,668	5,000	1,308
TOTAL SOURCES	375,588	384,354	408,552	398,050	402,608

Department:
810 Recreation

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-810-001-01	Salaries - Regular	101,483	109,997	100,137	106,502	111,527	5,025	5%
101-810-001-04	Salaries - Temporary	606	923	872	1,200	12,500	11,300	942%
101-810-001-06	Salaries - Overtime	247	220	1,105	-	-	-	-
101-810-002-01	Retirement - PERS	9,845	11,140	6,788	6,751	6,275	(476)	-7%
101-810-002-03	Retirement - ICMA / In Lieu	180	-	-	-	-	-	-
101-810-003-01	Health Insurance	9,168	10,242	8,937	10,288	10,469	181	2%
101-810-003-02	Dental Insurance	1,504	1,584	1,308	1,353	1,367	14	1%
101-810-003-07	Vision Insurance	-	150	223	228	224	(4)	-2%
101-810-003-03	Life Insurance	297	317	290	230	232	2	1%
101-810-003-04	Workers' Compensation	2,864	3,686	3,326	3,705	4,081	376	10%
101-810-003-05	Disability Insurance	772	830	797	901	936	35	4%
101-810-004-01	Social Security - FICA	54	57	54	-	775	775	-
101-810-004-02	Medicare	1,518	1,645	1,501	1,523	1,583	60	4%
101-810-005-01	Auto Allowance	3,000	3,000	2,019	2,100	2,040	(60)	-3%
101-810-005-04	Cell Phone Allowance	300	300	202	210	204	(6)	-3%
101-810-007-01	Employee Assistance Program	62	65	58	58	58	-	0%
TOTAL PERSONNEL COSTS		131,900	144,156	127,617	135,049	152,271	17,222	13%

Department:
810 Recreation

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
SERVICES & SUPPLIES								
101-810-020-01	Utilities	-	118	85	-	-	-	-
101-810-021-01	Communications	107	1,980	1,238	900	1,000	100	11%
101-810-022-01	Supplies and Materials	1,548	-	2,533	3,000	2,800	(200)	-7%
101-810-026-01	Contract Svcs - Instructors	44,952	43,979	37,187	38,000	40,000	2,000	5%
101-810-026-03	Contract Svcs - School Fields	11,000	-	-	-	-	-	-
101-810-030-03	Postage	169	335	192	200	100	(100)	-50%
101-810-031-04	Copier Costs	1,880	1,925	1,510	1,000	825	(175)	-18%
101-810-034-04	Contract Svcs - Weed Abate/Mulh	3,137	7,609	-	-	-	-	-
101-810-036-02	Maintenance - Vechicle	72	4	478	400	400	-	0%
101-810-037-01	Gas & Oil	314	248	180	400	250	(150)	-38%
101-810-038-01	Advertising/Legal	4,046	2,674	3,228	6,000	4,000	(2,000)	-33%
101-810-040-01	Memberships	1,161	725	648	700	800	100	14%
101-810-041-01	Travel/Conferences/Meetings	383	2,100	639	3,600	900	(2,700)	-75%
101-810-050-09	Lamorinda Spirit Van	9,000	9,000	9,000	-	-	-	-
101-810-052-01	Triathlon	15,985	20,395	22,970	18,500	20,000	1,500	8%
101-810-053-01	Brochure Activity Guide/Crier	9,823	7,595	8,319	8,000	5,500	(2,500)	-31%
101-810-053-02	July 4th	19,264	22,071	22,810	20,000	23,000	3,000	15%
101-810-053-05	Web-Based Registration	1,250	1,000	1,000	1,500	1,750	250	17%
101-810-053-07	Pear Festival	1,781	16,496	4,421	4,500	3,000	(1,500)	-33%
101-810-053-08	Moraga Movers Programs	2,216	3,955	3,579	2,800	3,300	500	18%
101-810-053-11	Credit Card Processing Fee	-	11,016	14,031	9,500	16,000	6,500	68%
101-810-053-17	P&R Special Events Expenses	424	3,002	3,658	8,500	3,500	(5,000)	-59%
TOTAL SERVICES & SUPPLIES		128,512	156,227	137,706	127,500	127,125	(375)	0%
TOTAL OPERATING EXPENSE		260,412	300,383	265,323	262,549	279,396	16,847	6%

Department:
810 Recreation

Source Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Fund 101: General Purpose Fund	251,412	291,383	256,323	262,549	279,396
210-000-099-01	Fund 210: Measure J - Lamorinda Spirit	9,000	9,000	9,000	-	-
TOTAL SOURCES		260,412	300,383	265,323	262,549	279,396

Personnel Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Parks & Recreation Director	-	-	0.35	0.35	0.34
	Recreation Coordinator I/II	-	-	0.85	0.85	0.87
TOTAL PERSONNEL		1.35	1.35	1.20	1.20	1.21

Department:
850 Hacienda Events & Rentals

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-850-001-01	Salaries - Regular	122,097	130,854	128,447	136,611	122,409	(14,202)	-10%
101-850-001-04	Salaries - Temporary	17,903	16,472	23,721	4,500	20,000	15,500	344%
101-850-001-06	Salaries - Overtime	76	313	1,105	500	-	(500)	-100%
101-850-002-01	Retirement - PERS	11,982	13,450	8,775	8,634	6,864	(1,770)	-21%
101-850-002-03	Retirement - ICMA / In Lieu	180	-	-	-	-	-	-
101-850-003-01	Health Insurance	10,403	11,499	11,040	12,705	11,196	(1,509)	-12%
101-850-003-02	Dental Insurance	1,714	1,796	1,622	1,678	1,471	(207)	-12%
101-850-003-07	Vision Insurance	-	171	277	283	241	(42)	-15%
101-850-003-03	Life Insurance	367	387	375	298	259	(39)	-13%
101-850-003-04	Workers' Compensation	3,438	4,412	4,271	4,747	4,488	(259)	-5%
101-850-003-05	Disability Insurance	935	999	1,035	1,155	1,030	(125)	-11%
101-850-004-01	Social Security - FICA	1,114	1,027	847	1,000	1,240	240	24%
101-850-004-02	Medicare	2,056	2,166	2,099	1,951	1,741	(210)	-11%
101-850-005-01	Auto Allowance	3,000	3,000	2,308	2,400	2,040	(360)	-15%
101-850-005-04	Cell Phone Allowance	300	300	231	240	204	(36)	-15%
101-850-007-01	Employee Assistance Program	77	79	74	74	65	(9)	-12%
TOTAL PERSONNEL COSTS		175,642	186,925	186,227	176,776	173,248	(3,528)	-2%

Department:
850 Hacienda Events & Rentals

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
SERVICES & SUPPLIES								
101-850-021-01	Communications	795	816	837	700	800	100	14%
101-850-022-01	Supplies and Materials	4,645	2,916	4,210	5,000	5,000	-	0%
101-850-026-01	Contract Svcs - Instructors	37,530	43,713	50,858	53,000	52,000	(1,000)	-2%
101-850-026-03	Contract Svcs - Facility Attendant	-	-	-	20,000	20,000	-	0%
101-850-030-03	Postage	226	538	320	500	400	(100)	-20%
101-850-031-04	Copier Costs	2,751	2,824	3,651	2,600	3,325	725	28%
101-850-036-02	Maintenance - Vehicle	-	82	-	200	200	-	0%
101-850-038-01	Advertising/Legal	15,022	16,856	13,901	15,000	16,000	1,000	7%
101-850-039-01	Insurance - Event Hazard	4,100	5,185	7,669	8,000	8,000	-	0%
101-850-041-01	Travel/Conferences/Meetings	259	829	579	900	700	(200)	-22%
101-850-053-01	Brochure/Activity Guide	5,210	10,311	9,048	9,000	7,000	(2,000)	-22%
101-850-053-03	Staff Fingerprinting	608	640	1,152	1,000	1,500	500	50%
101-850-053-05	Web Based Registration	2,250	2,000	2,000	2,500	2,750	250	10%
101-850-053-08	Moraga Movers Programs	1,788	796	88	2,000	1,700	(300)	-15%
101-850-053-17	P&R Special Events	2,443	2,479	3,437	3,500	8,500	5,000	143%
101-850-060-01	Capital Outlay (Non-Capitalized)	13,589	20,447	10,668	13,600	12,400	(1,200)	-9%
TOTAL SERVICES & SUPPLIES		91,216	110,432	108,418	137,500	140,275	2,775	2%
TOTAL OPERATING EXPENSE		266,858	297,357	294,645	314,276	313,523	(753)	0%

Source Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Fund 101: General Purpose Fund	253,269	279,280	283,977	309,276	312,215
750-000-099-01	Fund 750: Asset Replacement	13,589	18,077	10,668	5,000	1,308
TOTAL SOURCES		266,858	297,357	294,645	314,276	313,523

Personnel Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Parks & Recreation Director	-	-	0.40	0.40	0.34
	Recreation Coordinator I/II	-	-	1.15	1.15	1.01
TOTAL PERSONNEL		1.35	1.35	1.55	1.55	1.35

Department:

751 Hacienda Buildings & Grounds Maintenance

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-751-001-01	Salaries - Regular	75,418	59,168	56,934	58,962	69,478	10,516	18%
101-751-001-06	Salaries - Overtime	572	740	944	750	-	(750)	-100%
101-751-002-01	Retirement - PERS	7,846	6,084	3,983	3,796	3,832	36	1%
101-751-002-03	Retirement - ICMA / In Lieu	-	15	1,185	-	-	-	-
101-751-003-01	Health Insurance	10,597	7,325	6,753	10,314	9,851	(463)	-4%
101-751-003-02	Dental Insurance	1,313	962	1,020	1,258	1,229	(29)	-2%
101-751-003-07	Vision Insurance	-	89	172	206	196	(10)	-5%
101-751-003-03	Life Insurance	253	181	215	156	171	15	10%
101-751-003-04	Workers' Compensation	2,056	2,072	1,894	2,080	2,539	459	22%
101-751-003-05	Disability Insurance	573	413	499	512	587	75	15%
101-751-004-02	Medicare	734	619	867	855	985	130	15%
101-751-005-01	Auto Allowance	-	-	-	-	240	240	-
101-751-005-02	Uniform Allowance	756	492	623	567	689	122	22%
101-751-005-04	Cell Phone Allowance	-	-	-	-	24	24	-
101-751-007-01	Employee Assistance Program	52	37	43	38	43	5	13%
TOTAL PERSONNEL COSTS		100,170	78,197	75,132	79,494	89,864	10,370	13%
SERVICES & SUPPLIES								
101-751-020-01	Utilities	24,352	26,154	26,103	23,000	23,000	-	0%
101-751-021-01	Communications	307	269	289	500	500	-	0%
101-751-022-01	Supplies and Materials	2,171	476	75	-	-	-	-
101-751-026-01	Contract Services	16,250	15,790	29,207	28,300	24,980	(3,320)	-12%
101-751-026-18	Contract Services - Maintenance	-	-	-	-	-	-	-
101-751-033-07	Buildings/Grounds Maintenance	37,550	28,244	50,143	38,000	36,100	(1,900)	-5%
101-751-036-02	Equipment Maintenance - Vehicles	603	-	1,023	800	800	-	0%
101-751-037-01	Fuel and Oil	3,217	2,343	895	2,000	2,000	-	0%
101-751-041-01	Travel/Conf/Meetings/Training	75	-	-	-	-	-	-
101-751-050-xx	Loan Repayment - Energy Efficiency	6,644	6,644	6,644	6,644	6,644	-	0%
101-751-053-01	Plants	4,633	3,668	3,609	4,000	4,000	-	0%
101-751-060-01	Capital Outlay (Non-Capitalized)	-	1,085	-	-	11,095	11,095	-
TOTAL SERVICES & SUPPLIES		95,802	84,673	117,988	103,244	109,119	5,875	6%
TOTAL OPERATING EXPENSE		195,972	162,870	193,120	182,738	198,983	16,245	9%

Department:
751 Hacienda Buildings & Grounds Maintenance

Source Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Fund 101: General Purpose Fund	195,972	162,870	193,120	182,738	198,983
TOTAL SOURCES	195,972	162,870	193,120	182,738	198,983

Personnel Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Parks & Recreation Director	-	-	-	-	0.04
Recreation Coordinator I/II	-	-	-	-	0.04
Public Works/Parks Maint Mgr	-	-	0.20	0.15	0.15
Senior, Maintenance Worker	-	-	0.06	0.03	0.03
Lead, Maintenance Worker	-	-	0.20	0.20	0.20
Maintenance Worker	-	-	0.43	0.43	0.43
TOTAL PERSONNEL	1.08	0.80	0.89	0.81	0.81

Department:
752 Library Maintenance

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-752-001-01	Salaries - Regular	30,326	31,204	39,656	58,086	60,813	2,727	5%
101-752-001-06	Salaries - Overtime	148	198	375	400	-	(400)	-100%
101-752-002-01	Retirement - PERS	3,125	3,075	2,750	3,725	3,336	(389)	-10%
101-752-002-03	Retirement - ICMA / In Lieu	-	12	888	-	-	-	-
101-752-003-01	Health Insurance	2,585	2,362	3,061	6,640	5,369	(1,271)	-19%
101-752-003-02	Dental Insurance	319	328	522	876	756	(120)	-14%
101-752-003-07	Vision Insurance	-	30	90	147	124	(23)	-16%
101-752-003-03	Life Insurance	77	82	128	139	142	3	2%
101-752-003-04	Workers' Compensation	809	1,100	1,310	2,044	2,221	177	9%
101-752-003-05	Disability Insurance	222	203	336	500	513	13	3%
101-752-004-02	Medicare	160	265	603	840	862	22	3%
101-752-005-01	Auto Allowance	-	-	289	300	180	(120)	-40%
101-752-005-02	Uniform Allowance	231	210	336	469	570	101	22%
101-752-005-04	Cell Phone Allowance	-	-	29	30	18	(12)	-40%
101-752-007-01	Employee Assistance Program	16	17	25	34	35	1	3%
TOTAL PERSONNEL COSTS		38,018	39,086	50,398	74,230	74,939	709	1%
SERVICES & SUPPLIES								
101-752-020-01	Utilities	26,128	27,232	29,782	28,000	28,000	-	0%
101-752-021-01	Communications	143	113	210	120	210	90	75%
101-752-022-01	Supplies and Materials	517	-	2	-	-	-	-
101-752-026-01	Contract Services	24,883	19,238	26,252	28,800	25,000	(3,800)	-13%
101-752-033-07	Building/Grounds Maintenance	14,233	12,327	11,171	16,000	14,400	(1,600)	-10%
101-752-050-xx	Loan Repayment - Energy Efficiency	6,351	6,351	6,352	6,351	6,351	-	0%
TOTAL SERVICES & SUPPLIES		72,255	65,261	73,769	79,271	73,961	(5,310)	-7%
TOTAL OPERATING EXPENSE		110,273	104,347	124,167	153,501	148,900	(4,601)	-3%

Department:
752 Library Maintenance

Source Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Fund 101: General Purpose Fund	110,273	104,347	124,167	153,501	148,900
TOTAL SOURCES	110,273	104,347	124,167	153,501	148,900

Personnel Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Parks & Recreation Director	-	-	0.05	0.05	0.03
Recreation Coordinator I/II	-	-	-	-	0.04
Public Works/Parks Maint Mgr	-	-	0.20	0.20	0.20
Senior, Maintenance Worker	-	-	0.06	0.25	0.25
Lead, Maintenance Worker	-	-	0.05	0.05	0.05
Maintenance Worker	-	-	0.17	0.17	0.17
TOTAL PERSONNEL	0.33	0.37	0.53	0.72	0.74

Department:
753 Parks & Open Space Maintenance

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-753-001-01	Salaries - Regular	132,032	126,645	135,621	140,984	155,204	14,220	10%
101-753-001-04	Salaries - Temporary	10,883	10,884	8,058	12,000	10,000	(2,000)	-17%
101-753-001-06	Salaries - Overtime	1,296	2,480	3,031	2,000	3,000	1,000	50%
101-753-002-01	Retirement - PERS	13,649	12,674	9,422	9,053	8,516	(537)	-6%
101-753-002-03	Retirement - ICMA / In Lieu	-	39	2,961	-	-	-	-
101-753-003-01	Health Insurance	15,155	14,204	19,256	27,595	26,147	(1,448)	-5%
101-753-003-02	Dental Insurance	2,043	1,965	2,814	3,305	3,168	(137)	-4%
101-753-003-07	Vision Insurance	-	181	469	538	501	(37)	-7%
101-753-003-03	Life Insurance	371	344	491	329	375	46	14%
101-753-003-04	Workers' Compensation	3,547	4,378	4,523	4,966	5,664	698	14%
101-753-003-05	Disability Insurance	979	843	1,143	1,040	1,309	269	26%
101-753-004-01	FICA/Social Security	682	722	482	600	620	20	3%
101-753-004-02	Medicare	1,060	1,334	2,209	1,731	2,197	466	27%
101-753-005-01	Auto Allowance	-	-	1,154	1,200	1,500	300	25%
101-753-005-02	Uniform Allowance	1,106	875	1,281	1,162	1,411	249	21%
101-753-005-04	Cell Phone Allowance	-	-	116	120	150	30	25%
101-753-007-01	Employee Assistance Program	76	70	97	90	94	4	4%
TOTAL PERSONNEL COSTS		182,879	177,638	193,128	206,713	219,856	13,143	6%

Department:
753 Parks & Open Space Maintenance

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
SERVICES & SUPPLIES								
101-753-020-01	Utilities	40,219	27,397	43,938	42,000	44,300	2,300	5%
101-753-021-01	Communications	545	426	397	700	700	-	0%
101-753-022-01	Supplies and Materials	1,406	217	-	-	1,500	1,500	-
101-753-025-01	Rents/Leases/Taxes	5,187	5,286	5,381	6,000	6,000	-	0%
101-753-026-01	Contract Services	31,253	35,711	33,354	42,000	38,860	(3,140)	-7%
101-753-033-07	Buildings/Grounds Maintenance	31,980	39,308	32,840	33,000	29,700	(3,300)	-10%
101-753-033-08	Mulholland Ridge - Maintenance	450	-	-	1,000	1,000	-	0%
101-753-036-02	Equipment Maintenance - Vehicles	5,903	4,360	6,588	5,000	6,000	1,000	20%
101-753-037-01	Fuel & Oil	4,850	2,906	3,126	5,000	4,000	(1,000)	-20%
101-753-041-01	Travel/Conf/Meetings/Training	366	896	921	600	600	-	0%
101-753-060-01	Capital Outlay (Non-Capitalized)	-	-	3,543	-	-	-	-
101-753-080-01	Property Damage - Reimbursed	-	-	-	-	-	-	-
TOTAL SERVICES & SUPPLIES		122,159	116,507	130,088	135,300	132,660	(2,640)	-2%
TOTAL OPERATING EXPENSE		305,038	294,145	323,216	342,013	352,516	10,503	3%

Department:
753 Parks & Open Space Maintenance

Source Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Fund 101: General Purpose Fund	304,588	294,145	322,216	341,013	351,516
740-000-099-01	Fund 740: Community Facilities/Open Space/Mulholland Ridge Pond/Ground Maintenance					
		450	-	1,000	1,000	1,000
	TOTAL SOURCES	305,038	294,145	323,216	342,013	352,516

Personnel Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Parks & Recreation Director	-	-	0.20	0.20	0.25
	Recreation Coordinator I/II	-	-	-	-	0.04
	Public Works/Parks Maint Mgr	-	-	0.10	0.03	0.03
	Senior, Maintenance Worker	-	-	0.03	0.03	0.03
	Lead, Maintenance Worker	-	-	0.60	0.60	0.60
	Maintenance Worker			1.10	1.00	1.00
	TOTAL PERSONNEL	1.58	1.52	2.03	1.86	1.95



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PLANNING

MISSION

The Planning Department's mission is to make Moraga a great community by: helping the public manage growth and appearance; focusing on customer service; helping homeowners improve their homes, businesses to open or expand, and developers respond to input and public process; building partnerships; engaging the community; and protecting the natural and built environment through environmental review. With this core mission, the Planning Department helps the community realize its long-range vision.



DESCRIPTION OF RESPONSIBILITIES AND SERVICES

The Planning Department is staffed with five full-time employees, augmented with consultant services as needed, to help Moraga as it changes, grows, and develops. Working directly with homeowners, architects, business owners, advocates, developers, special interest groups, organizations and other government entities, Planning Staff help by sharing and translating zoning information; reviewing and processing project plans; working with neighbors and others to gain input and revise plans; and notifying citizens and organizations about projects. Planning also works with businesses and the Chamber of Commerce, helping navigate the process to open a new business or expand an existing business. Planners help homeowners, developers, businesses and community members to collaborate and find solutions. Planners apply other regulations like the tree and sign ordinances to help preserve Moraga's aesthetic qualities and work with other departments and agencies to ensure new developments will be safe, address community needs such as parks and infrastructure, and include things such as pedestrian connections.

The Planning Department takes a strategic, long-range approach to Moraga's growth and development, and identifies ways the Town can modify its regulations so they reflect the community's long-term desires. Moraga values its open space, its semi-rural environment and its scenic qualities. It's zoning regulations and design guidelines are designed to preserve these community features and values.



ACCOMPLISHMENTS FOR FY 2016-17

The Planning Department was fully staffed for only a portion of the 2016-17 fiscal year, with the Senior Planner position unfilled since February 2017. Despite this, the Department continued to make significant progress on a number of key projects, and to process a high volume of large and small planning applications. Key accomplishments include:

- Continued the Hillside and Ridgeline Project, including development and Town Council selection of preferred policy options to be incorporated into new regulations for adoption.
- Adopted focused “cleanup” zoning amendments to improve regulations for non-conforming buildings and uses; allow for small accessory structures without special permits; reorganize some chapters to a more logical structure; and allow for small additions without a variance for non-conforming residential buildings.
- Adopted the Saint Mary’s College Master Plan, a substantially more detailed planning document for the College that will provide improved guidance for development of on-campus projects over the next (approximately) 15 years.
- Completed the Moraga Walk | Bike Plan and Wayfinding Plan, providing a substantially improved framework for planning and implementing new pedestrian and bicycle infrastructure.
- Made progress on the Moraga Center Specific Plan implementation project to develop new form-based zoning regulations for the Specific Plan area, including development of a draft series of zoning chapters.
- Approved the new Chase Bank in the Moraga Center and major upgrade to the former Burger King Restaurant at the location for a new Starbucks.
- With Public Works, oversaw the grading and construction of three new residential subdivisions, incorporating 89 new single-family homes into the community.

GOALS FOR FY 2017-18

- Finalize the Environmental Impact Report and complete the processing of the Conceptual Development Plan for the Bollinger Valley Conceptual Development Plan, General Plan Amendment, and Rezoning applications.
- Complete and update Planned Development regulations.
- Work with the business community, including the two major shopping centers, to streamline and improve the permitting process for commercial businesses.
- Initiate review and update of the Design Guidelines to ensure they provide appropriate parameters for new development in Moraga.
- Adopt an updated Accessory Dwelling Unit Ordinance, consistent with new requirements of State law.
- Complete Moraga Center Specific Plan Implementation Project.
- Have development in Moraga reflect the sentiments of the Town’s citizens.
- Work with Saint Mary’s College and community to complete the design of the roundabouts.

REVENUE

Planning

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
DEPT 910: PLANNING								
101-910-370-01	Planning Fees	32,380	50,072	65,604	80,000	55,000	(25,000)	-31%
101-910-370-02	Planning Staff Time	267,347	240,428	202,505	235,000	200,000	(35,000)	-15%
101-910-370-10	Building Permit Surcharge	175,768	234,255	267,515	160,000	160,000	-	0%
101-910-370-42	Sale of Documents - Planning	-	-	-	-	-	-	-
101-910-380-16	Other Revenue - Planning	2,063	3,793	90	250	26,000	25,750	10300%
TOTAL REVENUES		477,558	528,548	535,714	475,250	441,000	(34,250)	-7%

Source Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Fund 101: General Purpose Fund	477,558	528,548	535,714	475,250	441,000
210-000-099-01	Fund 210: Measure J	28,701	68,590	95,336	125,000	75,000
750-000-099-01	Fund 750: Asset Replacement	-	-	-	-	-
TOTAL SOURCES		506,259	597,138	631,050	600,250	516,000

Department:
910 Planning

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-910-001-01	Salaries - Regular	414,388	397,841	427,380	486,840	529,612	42,772	9%
101-910-001-04	Salaries - Temporary	17,292	2,552	1,163	-	-	-	-
101-910-001-06	Salaries - Overtime	1,717	1,414	694	1,500	500	(1,000)	-67%
101-910-002-01	Retirement - PERS	42,574	41,439	29,063	31,185	29,330	(1,855)	-6%
101-910-002-03	Retirement - ICMA / In Lieu	10,018	1,472	-	-	-	-	-
101-910-003-01	Health Insurance	21,682	27,412	31,275	37,055	49,809	12,754	34%
101-910-003-02	Dental Insurance	5,765	4,820	4,734	5,023	6,456	1,433	29%
101-910-003-07	Vision Insurance	-	-	812	854	1,046	192	22%
101-910-003-03	Life Insurance	1,106	1,097	1,169	960	960	-	0%
101-910-003-04	Workers' Compensation	12,328	15,450	13,935	17,172	19,576	2,404	14%
101-910-003-05	Disability Insurance	3,109	3,110	3,530	4,153	4,453	300	7%
101-910-004-01	Social Security - FICA	1,079	453	-	-	-	-	-
101-910-004-02	Medicare	6,504	5,879	6,281	7,059	7,595	536	8%
101-910-005-01	Auto Allowance	6,000	5,769	5,769	6,000	6,000	-	0%
101-910-005-04	Cell Phone Allowance	600	577	577	600	600	-	0%
101-910-007-01	Employee Assistance Program	230	224	232	240	240	-	0%
TOTAL PERSONNEL COSTS		544,392	509,509	526,614	598,641	656,177	57,536	10%

Department:
910 Planning

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
SERVICES & SUPPLIES								
101-910-021-01	Communications	351	377	406	500	500	-	0%
101-910-022-01	Supplies and Materials	4,143	5,939	6,289	6,000	6,000	-	0%
101-910-026-01	Contract Services	45,955	188,722	(429)	61,000	56,150	(4,850)	-8%
101-910-026-21	Moraga Center Specific Plan	-	-	-	-	48,000	48,000	-
101-910-030-03	Postage	4,825	1,306	1,608	2,000	1,600	(400)	-20%
101-910-031-04	Copier Costs	3,643	(357)	3,570	10,580	9,830	(750)	-7%
101-910-033-01	Mileage Reimbursement	510	297	830	500	750	250	50%
101-910-038-01	Advertising/Legal	10,236	930	4,286	4,000	4,000	-	0%
101-910-040-01	Memberships & Dues	475	590	1,174	1,200	750	(450)	-38%
101-910-041-01	Travel/Conf/Meetings/Training	13,873	11,824	5,133	6,500	4,950	(1,550)	-24%
101-910-053-11	Credit Card Processing Fees	-	990	1,207	2,000	2,000	-	0%
101-910-060-01	Capital Outlay (Non-Capitalized)	304	-	-	-	-	-	-
TOTAL SERVICES & SUPPLIES		84,315	210,618	24,074	94,280	134,530	40,250	43%
TOTAL OPERATING EXPENSE		628,707	720,127	550,688	692,921	790,707	97,786	14%

Source Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Fund 101: General Purpose Fund	600,006	651,537	455,352	567,921	715,707
210-000-099-01	Fund 210: Measure J	28,701	68,590	95,336	125,000	75,000
TOTAL SOURCES		628,707	720,127	550,688	692,921	790,707

Personnel Summary		Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
	Planning Director	-	-	1.00	1.00	1.00
	Senior Planner	-	-	-	1.00	1.00
	Senior Planner/Econ Dev Coord	-	-	1.00	-	-
	Asst./Assoc. Planner	-	-	2.00	2.00	2.00
	Administrative Assistant	-	-	1.00	1.00	1.00
TOTAL PERSONNEL		5.00	5.00	5.00	5.00	5.00



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Non-DEPARTMENTAL

The Non-Departmental budget was created in FY 2015/16. It effectively reorganized town-wide expenditures into this new Non-Departmental category. The separation of town-wide expenditures into the Non-Departmental classification is a common practice in municipal government budgeting and presents a more accurate representation of expenditure activities that span multiple departments. For example, general liability insurance coverage is an expenditure that covers all departments.

The Non-Departmental budget includes personnel expenditures for the CalPERS unfunded liability and town-wide unemployment claims, as well as services/supplies expenditures for insurance (liability, vehicles, property, and employee theft), claims, and town-wide training.



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Department:
999 Non-Departmental

Account	Description	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18	\$ Change	% Change
PERSONNEL								
101-999-001-99	One Time Vacation Accrual Conversion	-	-	-	-	75,000	75,000	-
101-999-002-09	Unfunded Liability - PERS Misc	-	-	81,378	102,817	130,767	27,950	27%
101-999-002-10	Unfunded Liability - PERS Safety	-	-	71,024	89,479	112,851	23,372	26%
101-999-002-19	Unfunded Liability - PERS PEPRA Misc	-	-	-	-	1,041	1,041	-
101-999-002-20	Unfunded Liability - PERS PEPRA Safety	-	-	-	-	1,101	1,101	-
101-999-003-06	Unemployment Claims	-	-	8,260	7,500	7,500	-	0%
TOTAL PERSONNEL COSTS		-	-	160,662	199,796	328,260	128,464	64%
SERVICES & SUPPLIES								
101-999-039-01	Insurance - Liability	-	-	114,899	134,550	146,972	12,422	9%
101-999-039-02	Insurance - Vehicles	-	-	791	1,050	935	(115)	-11%
101-999-039-03	Insurance - Property	-	-	10,481	13,200	10,558	(2,642)	-20%
101-999-039-04	Insurance - Employee Bond	-	-	425	700	440	(260)	-37%
101-999-039-05	Insurance - ERMA	-	-	7,666	13,200	10,343	(2,857)	-22%
101-999-039-13	Claims Paid / Deductible Reserve	-	-	1,137	25,000	45,000	20,000	80%
101-999-041-01	Townwide Training	-	-	8,248	9,000	5,500	(3,500)	-39%
TOTAL SERVICES & SUPPLIES		-	-	143,647	196,700	219,748	23,048	12%
TOTAL OPERATING EXPENSE		-	-	304,309	396,496	548,008	151,512	38%

Note: Town-wide activities such as CalPERS unfunded liability, legal claims, insurance, unemployment claims, and Town-wide training were transferred from the Administrative Services Department to the new Non-Departmental budget as of FY 2015/16.

Source Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
Fund 101: General Purpose Fund	-	-	304,309	396,496	548,008
TOTAL SOURCES	-	-	304,309	396,496	548,008

Personnel Summary	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Adj Budget FY 16-17	Adopted FY 17-18
N/A	-	-	-	-	-
TOTAL PERSONNEL	-	-	-	-	-



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OTHER FUND SUMMARIES FISCAL YEAR 2017 / 2018



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TYPE: OTHER FUNDS
 FUND: 100 ONE TIME DEVELOPER FEES

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
REVENUE						
100-000-370-07	DEVELOPER FEES ²	-	-	2,250,000	-	-
100-510-350-01	INTEREST EARNINGS ¹	-	-	-	-	-
TOTAL Revenue		-	-	2,250,000	-	-
EXPENDITURES:						
TRANSFERS OUT TO:						
100-000-099-01	Fund 701 - COP for 331 Rheem Promissory Note	-	-	-	-	-
100-000-099-01	Fund 700 - CAPITAL PROJECTS					
	Hacienda de las Flores Improvement Program	25,837	20,303	-	39,860	-
	Hacienda de las Flores Community Priorities/Survey	-	-	26,408	-	-
	Commons Park Improvement Program	25,450	43,210	-	-	-
	Hillsides and Ridgelines Regulations	106,550	76,024	161,730	163,296	-
	Hacienda Bldg ADA Accessibility to Upper Floors		-	2,050	37,950	-
	Commons Park ADA Pathway		49,932	1,507	-	-
	Library Restroom Remodel/ADA		4,058	226,191	-	-
	Pavilion Turf Improvements		16,317	-	-	-
	Hacienda - Public-Private Partnerships		6,091	138,350	6,209	-
	Reimbursement from Excess Property Tax (Reso #67-2015)		(179,305)	-	-	-
	Commons Park Master Plan Update			1,962	63,038	-
	Commons Park Sand Volleyball Court Renovation			149,155	13,830	-
	Municipal Parking Lots & Pathways Resurfacing			35,055		-
	Moraga Library HVAC System Replacement			285,041		-
	Art in Public Spaces				5,000	-
	Sinkhole Repair on Rheem Blvd at Center St ⁽³⁾				1,069,000	-
	Canyon Road Bridge Emergency - Initial Response				1,000,000	
	All Access Playground				-	82,000
TOTAL Expenses		157,837	36,630	1,027,449	2,398,182	82,000

TYPE: OTHER FUNDS
 FUND: 100 ONE TIME DEVELOPER FEES

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
	Change in Fund Balance	(157,837)	(36,630)	1,222,551	(2,398,182)	(82,000)
	Beginning Fund Balance	2,165,737	2,007,900	1,971,270	3,193,821	795,639
	Ending Fund balance	2,007,900	1,971,270	3,193,821	795,639	713,639

¹ Projected interest earnings are deposited in the General Fund per Town Council resolution.

² In accordance with the February 2016 agreement between the Town and Richfield Real Estate Corporation, the Town expects to receive the second installment of funds (\$1,250,000) after issuance of the grading permit. As outlined in this agreement, developer will make best effort to complete grading permit process by December 31, 2017. Per TC Direction, any reimbursement funds received for repair of Sinkhole at Rheem Blvd/Center St will be deposited back to Fund 100 first.

³ Reduction of \$331,000 (from original \$1.4 million allocation) TC approved 06-14-17

TYPE: OTHER FUNDS
 FUND: 103 Citizen Option for Public Safety (COPS) / Supplemental Law Enforcement Services Fund (SLESF)

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
REVENUE:						
103-610-360-18	COPS GRANT	102,245	113,973	100,000	100,000	100,000
103-610-350-01	INTEREST EARNINGS	407	366	380	380	400
TOTAL REVENUE		102,652	114,339	100,380	100,380	100,400
EXPENDITURES:						
TRANSFERS OUT TO:						
103-000-099-01	Fund 101 - GENERAL FUND					
	Police Patrol - offset patrol costs	100,000	100,000	100,000	103,300	105,000
	Police Patrol - one-time offset for capital outlay	20,080	8,107	3,174		
	Fund 700 - CAPITAL PROJECTS					
	Vehicle & Operating Equip Replacement Prog (Annual)		40,501	30,000	30,000	30,000
TOTAL Expenses		120,080	148,608	133,174	133,300	135,000
	Change in Fund Balance	(17,428)	(34,269)	(32,794)	(32,920)	(34,600)
	Beginning Fund Balance	184,094	166,666	132,397	99,603	66,683
	Ending Fund balance	166,666	132,397	99,603	66,683	32,083

TYPE: OTHER FUNDS
 FUND: 109 PUBLIC SAFETY SALES TAX (PROP 172)

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
REVENUE						
109-510-320-02	SALES TAX - PUBLIC SAFETY	61,261	63,542	63,037	59,085	62,900
109-510-350-01	INTEREST REVENUE	42	26	16	15	15
TOTAL Revenue		61,303	63,568	63,053	59,100	62,915
EXPENDITURES:						
TRANSFERS OUT TO:						
109-000-099-01	Fund 101 - GENERAL FUND					
	Police Patrol	61,261	58,230	82,970	59,085	48,000
	Capital Outlay (Non-Capitalized)		9,747		-	-
TOTAL Expenses		61,261	67,977	82,970	59,085	48,000
Change in Fund Balance		42	(4,409)	(19,918)	15	14,915
Beginning Fund Balance		14,647	14,689	10,280	(9,638)	(9,623)
Ending Fund Balance		14,689	10,280	(9,638)	(9,623)	5,292

TYPE: OTHER FUNDS
 FUND: 134 ART IN PUBLIC SPACES

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
REVENUE						
134-810-360-01	ART IN PUBLIC SPACES			-	-	
	TRANSFERS IN FROM					
134-000-393-01	FUND 100 - ONE TIME DEVELOPER FEES			5,000	-	-
TOTAL Revenue		-	-	5,000	-	-
EXPENDITURES:						
Supplies and Services						
134-810-053-01	SUPPLIES AND MATERIALS			84		-
	Subtotal	-	-	84	-	-
	TRANSFERS OUT TO:					
134-000-099-01	Fund 700 - CAPITAL PROJECTS					
	CIP #: 17-302 Transferred to CIP: Available for Projects				4,916	
	Subtotal	-	-	-	4,916	-
TOTAL Expenses		-	-	84	4,916	-
	Change in Fund Balance	-	-	4,916	(4,916)	-
	Beginning Fund Balance	-	-	-	4,916	0
	Ending Fund Balance	-	-	4,916	0	0

TYPE: OTHER FUNDS
 FUND: 140 PROPERTY TAX LIGHTING SPECIAL DISTRICT

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
REVENUE						
140-510-390-01	Property Tax - Lighting 4285	127,691	139,533	148,615	153,074	153,074
140-510-350-01	INTEREST REVENUE	421	689	1,522	450	450
TOTAL Revenue		128,112	140,222	150,138	153,524	153,524
EXPENDITURES:						
TRANSFERS OUT TO:						
140-000-099-01	Fund 500 - LIGHTING ASSESSMENT					
	General Benefit	24,143	24,143		24,143	24,143
	In lieu Public Agency Contingency	754	754		754	754
	In lieu Town Contribution	87	87		87	87
	General Benefit Street Light Master Plan - CIP	-	-	-	-	-
	General Benefit Maint. of Traffic Signals	-	-	-	18,150	18,150
	General Benefit Street Lighting Undergrounding Imp. Moraga Rd - CIP	-	-	-	-	-
	Fund 700 - CAPITAL PROJECTS					
	Streetlights for Crosswalks at Corliss & Woodford	-	-	-	-	-
	PG&E Undergrounding - Moraga Road	-	-	-	215,000	-
TOTAL Expenses		24,984	24,984	-	258,134	43,134
Change in Fund Balance		103,128	115,239	150,138	(104,610)	110,390
Beginning Fund Balance		147,425	250,553	365,792	515,929	411,319
Ending Fund Balance		250,553	365,792	515,929	411,319	521,709

TYPE: OTHER FUNDS
 FUND: 205 GAS TAX

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
REVENUE						
205-710-360-03	Gas Tax Section 2103	228,142	152,975	84,585	63,810	72,933
205-710-360-05	Gas Tax Section 2105	111,373	89,510	92,448	80,500	98,220
205-710-360-06	Gas Tax Section 2106	59,775	61,868	62,565	43,600	64,149
205-710-360-07	Gas Tax Section 2107	119,140	114,556	120,380	109,715	126,979
205-710-360-08	Gas Tax Section 2107.5	4,000	4,000	4,000	3,400	4,000
	Gas Tax Govt Code Section 16321	-	-	-	-	18,894
	Gas Tax Section 2030 Rd Maint & Rehab	-	-	-	-	93,300
205-710-350-01	Interest Earnings	950	980	1,117	925	925
205-000-393-01	TRANSFERS IN	498				
TOTAL Revenue		523,878	423,889	365,096	301,950	479,400

TYPE: OTHER FUNDS
 FUND: 205 GAS TAX

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
EXPENDITURES:						
	TRANSFERS OUT TO:					
205-000-099-01	Fund 101 - GENERAL FUND					
	Street Maintenance	285,000	303,252	270,883	304,650	443,505
205-000-099-01	Fund 700 - CAPITAL PROJECTS					
	ADA Compliance (Streets)		32,892	2,434	1,939	
	Crosswalks - Corliss & Woodford					
	Minor Corrugated Metal Pipe Repair					10,000
	Sinkhole Repair on Rheem Blvd at Center St			245,985		
205-000-099-01	Fund 711 - STREET PAVEMENT PROGRAM					
	Annual Pavement Program	241,462	206,847	50,000		
TOTAL Expenses		526,462	542,991	569,302	306,589	453,505
	Change in Fund Balance	(2,584)	(119,102)	(204,206)	(4,639)	25,895
	Beginning Fund Balance	352,122	349,537.29	230,435	26,229	21,591
	Ending Fund Balance	349,537	230,435	26,229	21,591	47,486

TYPE: OTHER FUNDS
 FUND: 210 MEASURE J - RETURN TO SOURCE, 18% FUNDS

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
REVENUE						
210-910-320-03	MEASURE J	281,652	349,690	328,807	338,474	340,000
210-910-350-01	INTEREST EARNINGS	1,300	1,847	3,430	1,500	1,500
210-000-393-01	TRANSFERS IN	5,453				
TOTAL Revenue		288,405	351,537	332,237	339,974	341,500

EXPENDITURES:

TRANSFERS OUT TO:

210-000-099-01	Fund 101 - GENERAL FUND					
	Lamorinda Spirit Van	9,000	9,000	9,000	-	-
	Growth Mgmt/Transportation Planning	28,701	56,412	126,044	125,000	75,000
	Street Maintenance	-	14,765		120,325	-
	Transportation Engineering/Grants	682	12,178	31,833	25,000	-
210-000-099-01	Fund 700 - CAPITAL PROJECTS					
	RECON - Street Repair Program Dev					-
	ADA Compliance Streets Program (On-going)	-	10,000		20,000	10,000
	Livable Moraga Road	45,943	21,419	44,498	24,439	-
	ADA Self-Evaluation & Transition Plan	-		202	29,798	-
	Canyon Bridge Replacement	2,617	5,967	431	225,986	-
	Minor Traffic Safety Program (Annual)	13,244	3,348		40,000	20,000
	Rheem Blvd/St Mary's Rd Roundabout	5,219			1,525	-
	Moraga Ped & Bike Master Plan Update			28,607	4,393	-
	Moraga Road Pedestrian Improvements		10,211	21,466	28,322	-
	Moraga Road (St Mary's-Draeger) Resurfacing		18,960	36,572	63,468	-

TYPE: OTHER FUNDS
 FUND: 210 MEASURE J - RETURN TO SOURCE, 18% FUNDS

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
	Nexus Study / Update Development Impact Fees		25,000	-	-	-
	Bollinger Canyon Road Hillside Stabilization		34,749	12,971	52,029	-
	329/335 (331) Rheem Renovation - Crosswalk			99,228	-	-
	Sinkhole Repair on Rheem Blvd at Center St			157,985	96,030	-
210-000-099-01	Fund 711 - STREET PAVEMENT PROGRAM					
	Annual Pavement Program	200,000	-	-	-	-
TOTAL Expenses		305,406	222,009	568,837	856,315	105,000
	Change in Fund Balance	(17,001)	129,528	(236,600)	(516,341)	236,500
	Beginning Fund Balance	711,562	694,561	824,089	587,489	71,148
	Ending Fund Balance	694,561	824,089	587,489	71,148	307,648

TYPE: OTHER FUNDS
 FUND: 211 MEASURE J - PROGRAM 28C FUNDS

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
REVENUE						
211-910-320-01	MEASURE J - PROGRAM 28C	60,776	16,231	16,991	17,203	18,200
211-910-350-01	INTEREST EARNINGS	18	159	313	130	130
TOTAL Revenue		60,794	16,390	17,304	17,333	18,330
EXPENDITURES:						
TRANSFERS OUT TO:						
211-000-099-01	Fund 700 - CAPITAL PROJECTS					
	Municipal Wayfinding Signage Program			6,957	63,043	-
	Moraga Center Pedestrian & Bicycle Improvements				60,000	-
TOTAL Expenses		-	-	6,957	123,043	-
	Change in Fund Balance		16,390	10,347	(105,710)	18,330
	Beginning Fund Balance	60,794	60,794	77,184	87,532	(18,178)
	Ending Fund Balance	60,794	77,184	87,532	(18,178)	152

TYPE: OTHER FUNDS
 FUND: 230 TRAFFIC SAFETY FUND (Vehicle Code Violations)

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
REVENUE						
230-610-340-01	Vehicle Code Fines	31,102	35,500	32,408	45,000	37,600
230-610-350-01	Interest Earnings	73	49	17	75	75
TOTAL Revenue		31,175	35,549	32,425	45,075	37,675
EXPENDITURES:						
TRANSFERS OUT TO:						
230-000-099-01	Fund 101 - GENERAL FUND					
	Police Patrol	28,018	36,000	19,175	20,000	-
	School Crossing Guards	14,255	14,717	15,867	16,339	17,757
	Capital Outlay (Non-Capitalized)					
	Fund 700 - CAPITAL PROJECTS					
	Solar Radar Display Units					
	Traffic Survey/Radar Study					
	Replacement of PD Vehicle #130					
	Minor Traffic Safety Program (Annual)		10,000	5,103	14,897	10,000
TOTAL Expenses		42,273	60,716.73	40,145	51,236	27,757
	Change in Fund Balance	(11,098)	(25,168)	(7,720)	(6,161)	9,918
	Beginning Fund Balance	40,262	29,164.35	3,997	(3,723)	(9,884)
	Ending Fund Balance	29,164	3,997	(3,723)	(9,884)	34

TYPE: OTHER FUNDS
 FUND: 250 PARK DEDICATION (FEE IN LIEU/QUIMBY ACT)

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED * FY 2016-17	ADOPTED FY 2017-18
REVENUE						
250-810-320-22	PARK DEDICATION FEES	10,200	10,200	173,400	10,200	-
250-810-350-01	INTEREST EARNINGS	17	59	204	503	-
250-810-380-09	COMMONS PATIO BRICKS	-	-	-	-	-
TOTAL Revenue		10,217	10,259	173,604	10,703	-
EXPENDITURES:						
Supplies/Services						
250-810-053-11	COMMONS PATIO BRICKS	-	-	-	-	-
TRANSFERS OUT TO:						
250-000-099-01	Fund 700 - CAPITAL PROJECTS					
	Moraga Commons Off Street Parking	-	-	-	-	-
	All Access Playground				45,000	166,800
TOTAL Expenses		-	-	-	45,000	166,800
Change in Fund Balance		10,217	10,259	173,604	(34,297)	(166,800)
Beginning Fund Balance		7,071	17,288	27,547	201,151	166,854
Ending Fund Balance		17,288	27,547	201,151	166,854	54

* Receipts through 03/31/17

TYPE: OTHER FUNDS
 FUND: 260 ASSET FORFEITURE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	BUDGET FY 2015-16	ADOPTED FY 2016-17	ADOPTED FY 2017-18
REVENUE						
260-000-350-01	INTEREST EARNINGS	22	22	35	20	25
260-000-380-17	ASSET FORFEITURE	-	-	-	-	-
TOTAL Revenue		22	22	35	20	25
EXPENDITURES:						
Supplies/Services						
260-630-022-01	Supplies and Materials	-	-	-	-	-
TOTAL Expenses		-	-	-	-	-
Change in Fund Balance		22	22	35	20	25
Beginning Fund Balance		10,019	10,040	10,063	10,098	10,118
Ending Fund Balance		10,040	10,063	10,098	10,118	10,143

TYPE: OTHER FUNDS
 FUND: 500 LIGHTING ASSESSMENT DISTRICT

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
REVENUE						
500-000-350-01	INTEREST EARNINGS	819	995	1,768	800	800
500-000-390-02	PROPERTY TAXES--STREET LIGHTS 4215	196,053	195,938	195,080	196,054	194,991
	Subtotal	196,872	196,933	196,848	196,854	195,791
TRANSFERS IN:						
500-000-393-01	General Benefit	24,143	24,143	24,143	24,143	24,143
500-000-393-01	In lieu Public Agency Contingency	754	754	754	754	754
500-000-393-01	In lieu Town Contribution	87	87	87	87	87
	General Benefit Street Light Master Plan - CIP			6,050	-	-
	General Benefit Maint. of Traffic Signals			18,150	18,150	18,150
	General Benefit Street Lighting Undergrounding Imp. Moraga Rd - CIP			70,950	-	-
	Subtotal	24,984	24,984	120,134	43,134	43,134
TOTAL Revenue		221,856	221,917	316,982	239,988	238,925

TYPE: OTHER FUNDS
 FUND: 500 LIGHTING ASSESSMENT DISTRICT

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
EXPENDITURES:						
Supplies/Services						
500-710-026-01	Contract Services - LAD Engineer	13,271	10,210	4,600	10,000	10,000
500-740-028-01	Staff Time/Labor Costs	2,609	936		10,000	10,000
500-740-026-01	Contract Services - Other	-	-		10,000	10,000
500-740-020-01	Utilities	121,776	126,294	136,980	120,000	120,000
500-740-033-04	Maintenance	-	-	20,156	55,000	55,000
500-740-038-01	Advertising and Legal	311	314	-	350	350
500-740-040-01	Memberships & Dues		900	900	-	-
500-740-050-xx	Loan Repayment - Energy Efficiency	3,424	3,424	3,424	3,424	3,424
	Subtotal	141,390	142,078	166,060	208,774	208,774
TRANSFERS OUT TO:						
500-000-099-01	Fund 101 - GENERAL FUND					
	Administrative Costs	5,952	5,583	-	6,000	6,000
	Fund 700 - CAPITAL PROJECTS					
	Street Light Master Plan	10,729	14,137	11,298	18,836	
	PG&E Undergrounding - Moraga Road	-	-	100,771	114,229	
	PG&E LED Turnkey Program			87,570		
	Commercial Centers Streetlighting	-	-	-	-	60,000
	Subtotal	16,681	19,720	199,639	139,065	66,000
	TOTAL Expenses	158,071	161,798	365,700	347,839	274,774
	Change in Fund Balance	63,785	60,119	(48,718)	(107,851)	(35,849)
	Beginning Fund Balance	357,152	420,937	481,056	432,338	324,488
	Ending Fund Balance	420,937	481,056	432,338	324,488	288,639

TYPE: OTHER FUNDS
FUND: 510 NPDES (National Pollutant Discharge Elimination System)

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
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REVENUE

510-710-350-01	INTEREST EARNINGS	272	68	119	70	75
510-710-399-01	NPDES FEE ASSESSMENTS	234,522	234,437	226,326	240,000	235,000
TOTAL Revenue		234,794	234,505	226,445	240,070	235,075

EXPENDITURES:

TRANSFERS OUT TO:						
510-000-099-01	Fund 101 - GENERAL FUND					
	Storm Water/Drainage Operations	234,502	212,924	191,828	242,714	194,174
510-000-099-01	Fund 700 - CAPITAL PROJECTS					
	Moraga Commons Off Street Parking					
	Minor Corrugated Metal Pipe Repair Prog (Annual)	5,839	14,693	1,492	50,000	5,000
	Storm Drain Master Plan	40,000		5,180	33,020	
	Calle La Mesa Storm Drain	82,755				
	Trash Load Reduction Program (Annual)			1,308	18,692	5,000
TOTAL Expenses		363,096	227,616	199,808	344,426	204,174
Change in Fund Balance		(128,302)	6,889	26,638	(104,356)	30,901
Beginning Fund Balance		168,255	39,953	46,842	73,480	(30,876)
Ending Fund Balance		39,953	46,842	73,480	(30,876)	25

TYPE: OTHER FUNDS
 FUND: 711 PAVEMENT MANAGEMENT PROGRAM

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2012-13	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	PROJECTED FY 2016-17	ADOPTED FY 2017-18
REVENUE							
711-000-320-10	Measure K - Local Funding Measure				1,629,441	1,616,150	1,659,300
711-740-360-73	Grants / PG&E Reimbursements	-	125,999	56,647	-	-	53,774
711-710-350-01	Interest Earnings		914	2,194	4,376	-	5,000
711-000-393-01	TRANSFERS IN:						
	Fund 101 - General Fund (Local Sales Tax)	333,008	1,492,885	1,709,913	-	-	-
	Fund 101 - General Fund (Garbage Vehicle Impact Fee)		55,667	169,333	174,704	175,000	185,000
	Fund 205 - Gas Tax	50,594	241,462	206,847	50,000	-	-
	Fund 210 - Measure J	-	200,000			-	-
	Fund 220 - Traffic Congestion Relief (Prop 42)	998	-			-	-
	Fund 702 - 2013 COP (Infrastructure Improvement Proj)		2,120,376	2,744,750	1,371,524	1,300,000	-
	Fund 710 - Proposition 1B: Local Streets and Roads		52			-	-
TOTAL Revenue		384,600	4,237,355	4,889,685	3,230,044	3,091,150	1,903,074

TYPE: OTHER FUNDS
 FUND: 711 PAVEMENT MANAGEMENT PROGRAM

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2012-13	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	PROJECTED FY 2016-17	ADOPTED FY 2017-18
EXPENDITURES:							
711-740-062-73	08-106 Annual Pavement Program	51,592	2,687,889.83	4,319,680	2,320,888	2,660,000	1,300,000
	<i>By source:</i>						
	<i>Fund 205 - Gas Tax</i>	50,594	241,462	206,847	50,000	-	-
	<i>Fund 210 - Measure J</i>		200,000		-	-	-
	<i>Garbage Vehicle Impact Fee</i>			169,333	-	175,000	185,000
	<i>PG&E Reimbursement</i>			56,647	-	-	-
	<i>Measure K - Unleveraged</i>			1,142,102	899,364	1,185,000	1,061,000
	<i>Measure K - Leveraged</i>		2,120,376	2,744,750	1,371,524	1,300,000	-
	<i>Fund 220 - Traffic Congestion Relief (Prop 42)</i>	998	-	-	-	-	-
	<i>Fund 710 - Proposition 1B</i>		52	-	-	-	-
	<i>Grants - CalRecycle</i>		125,999	-	-	-	54,000
TRANSFERS OUT TO:							
711-000-099-01	Fund 702 - 2013 COP (Infrastructure Improvement Proj)						
	Base Rental Payments / Annual Debt Service		498,347	597,850	597,443	599,200	600,650
	Fund 700 - CAPITAL PROJECTS						
	Rheem Blvd Landslide Repair & Repaving		-	-	14,291	328,475	-
TOTAL Expenses		51,592	3,186,237	4,917,530	2,932,622	3,587,675	1,900,650
Change in Fund Balance		333,008	1,051,118	(27,845)	297,423	(496,525)	2,424
Beginning Fund Balance		-	333,008	1,384,126	1,356,281	1,653,703	1,157,178
Ending Fund Balance		333,008	1,384,126	1,356,281	1,653,703	1,157,178	1,159,602

TYPE: OTHER FUNDS
FUND: 701 2010 CERTIFICATES OF PARTICIPATION (COP) - TOWN HALL IMPROVEMENTS
ISSUANCE: March 10, 2010

ACCOUNT		ACTUAL	ACTUAL	ACTUAL	ADJUSTED	ADOPTED
CODE	DESCRIPTION	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18

REVENUE

701-755-350-01	EARNINGS	1,405	2,380	5,112	-	-
701-754-395-92	PROCEEDS FROM COP					
701-755-395-02	331 RHEEM - PROMISSORY NOTE/CREDIT					
TRANSFERS IN:						
701-000-393-01	Fund 101: Debt Service Payments	114,818	111,122	117,193	115,219	117,620
	Loan Repayment					
TOTAL Revenue		116,223	113,502	122,305	115,219	117,620

EXPENDITURES:

Supplies/Services

701-754-050-09	Loan Principal Expense	60,000	60,000	65,000	65,000	70,000
701-754-050-10	Loan Interest Expense	54,869	53,069	51,194	49,219	46,220
701-754-050-10	Promissory Note Repayment					
701-755-xxx-xx	COP Delivery Costs					
702-755-026-01	Contract Services	1,000	1,000	1,000	1,000	1,000
701-755-050-11	Property Tax					

TYPE: OTHER FUNDS
FUND: 701 2010 CERTIFICATES OF PARTICIPATION (COP) - TOWN HALL IMPROVEMENTS
ISSUANCE: March 10, 2010

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
	TRANSFERS OUT TO:					
701-000-099-01	Fund 700 - CAPITAL PROJECTS					
	331 Rheem Blvd Acquisition/\$25,000 Credit					
	331 Rheem Blvd - Corporation Yard Remodel					
	329 Rheem Blvd Remodel					
	335 (331) Rheem Blvd - Community Room Remodel	151,719				
	Municipal Buildings (Town Hall) Repainting	-	18,915	3,661	924	-
	TOTAL Expenses	267,588	132,984	120,854	116,143	117,220
	Change in Fund Balance	(151,365)	(19,482)	1,451	(924)	400
	Beginning Fund Balance	296,721	145,356	125,874	127,325	126,400
	Ending Fund Balance	145,356	125,874	127,325	126,400	126,800
	Debt Service Reserve Requirement	117,619	117,619	117,619	117,619	117,619
	Ending Available Fund Balance	27,737	8,255	9,706	8,782	9,182

TYPE: OTHER FUNDS
FUND: 702 - 2013 CERTIFICATES OF PARTICIPATION (COP) - INFRASTRUCTURE IMPROVEMENTS
ISSUANCE: April 1, 2013

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
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REVENUE

702-000-395-01	2013 COP PROCEEDS	7,979,947	-	-	-	-
702-740-350-01	EARNINGS	7,207	13,512	26,540	77	-
TRANSFERS IN:						
702-000-393-01	From Fund 711 - Street Program (Measure K)	498,347	597,850	597,423	599,200	600,650

TOTAL Revenue		8,485,501	611,362	623,963	599,277	600,650
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EXPENDITURES:

Supplies/Services

702-740-050-09	Principal Expense	295,000	270,000	275,000	285,000	285,000
702-740-050-10	Interest Expense	203,347	326,850	321,450	313,277	314,650
702-740-026-xx	COP Delivery Costs	168,866				
702-740-026-01	Contract Services		1,000	1,000	1,000	1,000

TRANSFERS OUT TO:

702-000-099-01	Fund 711 - STREET PAVEMENT PROGRAM					
	Annual Pavement Program	2,120,376	2,744,750	1,371,524	1,300,000	-

TOTAL Expenses		2,787,589	3,342,600	1,968,974	1,899,277	600,650
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TYPE: OTHER FUNDS
 FUND: 702 - 2013 CERTIFICATES OF PARTICIPATION (COP) - INFRASTRUCTURE IMPROVEMENTS
 ISSUANCE: April 1, 2013

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
	Change in Fund Balance	5,697,912	(2,731,238)	(1,345,011)	(1,300,000)	-
	Beginning Fund Balance	-	5,697,912	2,966,674	1,621,663	321,663
	Ending Fund Balance	5,697,912	2,966,674	1,621,663	321,663	321,663
	Debt Service Reserve Requirement	299,925	299,925	299,925	299,925	299,925
	Ending Available Fund Balance	5,397,987	2,666,749	1,321,738	21,738	21,738

TYPE: OTHER FUNDS
 FUND: 715 COMCAST UNRESTRICTED

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
REVENUE						
715-710-360-01	Comcast Grant	-	-	-	-	-
715-710-350-01	Interest Revenue					
TOTAL Revenue		-	-	-	-	-
EXPENDITURES:						
SERVICES/SUPPLIES:						
715-740-061-03	Capital Outlay					
TRANSFER OUT TO:						
Reclassification of prior year revenue to						
Fund 716 - Comcast Restricted						
715-000-099-01	Fund 700 - CAPITAL PROJECTS					
	Electronic Community Informational Sign		36,508	34,272	-	-
TOTAL Expenses		-	36,508	34,272	-	-
Change in Fund Balance		-	(36,508)	(34,272)	-	-
Beginning Fund Balance		86,233	86,233	49,725	15,453	15,453
Ending Fund Balance		86,233	49,725	15,453	15,453	15,453

Note: No further revenue will be received. This fund will be closed effective June 30, 2016.

TYPE: OTHER FUNDS
 FUND: 716 COMCAST PEG RESTRICTED

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
REVENUE						
716-000-320-08	Comcast PEG Reclassification of prior year revenue from Fund 715 - Comcast Unrestricted	35,617	35,552	34,449	35,500	35,500
TOTAL Revenue		35,617	35,552	34,449	35,500	35,500
EXPENDITURES:						
TRANSFER OUT TO:						
716-000-099-01	Fund 700 - Capital Project Fund Town Hall Improvements (329/335 (331) Rheem)	26,177	79,176	142,612	-	-
TOTAL Expenses		26,177	79,176	142,612	-	-
Change in Fund Balance		9,441	(43,624)	(108,163)	35,500	35,500
Beginning Fund Balance		385,704	395,145	351,521	243,358	278,858
Ending Fund Balance		395,145	351,521	243,358	278,858	314,358

TYPE: OTHER FUNDS
 FUND: 750 ASSET REPLACEMENT

ACCOUNT		ACTUAL	ACTUAL	ACTUAL	ADJUSTED	ADOPTED
CODE	DESCRIPTION	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
REVENUE						
750-510-350-01	INTEREST EARNINGS	-	-	-		
750-510-096-70	CONTRIB TO ASSET REPL	-	-	-	-	-
750-000-393-03	TRANSFERS IN (Fund 705 transfer per Reso 5-2015)		77,859			
TOTAL Revenue		-	77,859	-	-	-

TYPE: OTHER FUNDS
 FUND: 750 ASSET REPLACEMENT

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
EXPENDITURES:						
	TRANSFER OUT TO:					
750-000-099-01	Fund 101 - GENERAL FUND					
	Capital Outlay (Non-Capitalized)	13,035	20,447	10,668	5,000	1,308
750-000-099-01	Fund 700 - Capital Project Fund					
	Hacienda Main Power Replacement	2,094	3,809	35,297		
	Minor Capital Improvement Program (Annual)	8,171	23,337	10,142	17,488	
	329 Rheem Renovation	10,864	93,845			
	329 Rheem HVAC Replacement	37,007	1,672			
	Info Technology Infrastructure Program (Annual)	31,903	20,512	25,880		
	Vehicle & Operating Equip Replacement Prog (Annual)	66,634	28,000	81,000		
	Electronic Community Informational Sign		17,000			
	Moraga Library Restroom Improvements		20,000			
	Turf Improvements		50,000			
	Storm Drain Master Plan (transferred from Fund 705)			5,367		
	Moraga Library HVAC System Replacement			1,198	40,761	
TOTAL Expenses		169,708	278,622	169,553	63,249	1,308
	Change in Fund Balance	(169,708)	(200,763)	(169,553)	(63,249)	(1,308)
	Beginning Fund Balance	604,581	434,873	234,110	64,557	1,308
	Ending Fund Balance	434,873	234,110	64,557	1,308	(0)

TYPE: OTHER FUNDS
 FUND: 720 DEVELOPMENT IMPACT FEES - PUBLIC SAFETY

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED * FY 2016-17	ADOPTED FY 2017-18
REVENUE						
720-620-315-01	Development Impact Fees	788	828	37,293	49,960	-
720-710-350-01	Interest Earnings	14	6	55	110	100
TOTAL Revenue		802	834	37,348	50,070	100
EXPENDITURES:						
Supplies/Services						
720-620-051-01	Impact Fee Refund	1,847				
TRANSFERS OUT TO:						
720-000-099-01	Fund 101 - GENERAL FUND Administration Fee (2%)					
720-000-099-01	Fund 700 - Capital Project Fund Nexus Study/Update Dev Impact Fees	4,000				
	Police Camera at Town Entrance				5,700	
	Town Hall Backup Generator Replacement					41,250
TOTAL Expenses		5,847	-	-	5,700	41,250
	Change in Fund Balance	(5,045)	834	37,348	44,370	(41,150)
	Beginning Fund Balance	7,088	2,043	2,878	40,226	84,596
	Ending Fund Balance	2,043	2,878	40,226	84,596	43,446

* Receipts through 03/31/17

TYPE: OTHER FUNDS
 FUND: 740 COMMUNITY FACILITIES/OPEN SPACE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED FY 2016-17	ADOPTED FY 2017-18
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REVENUE

740-753-380-08	Muholland Pond Donation/Endowment	-	-	-	-	-
740-000-393-01	Transfers In	1,893				
TOTAL Revenue		1,893	-	-	-	-

EXPENDITURES:

TRANSFER OUT TO:						
740-000-099-01	Fund 101 - GENERAL FUND					
	Mulholland Ridge Pond/Grounds Maintenance	450	-	1,000	1,000	1,000
TOTAL Expenses		450	-	1,000	1,000	1,000
Change in Fund Balance		1,443	-	(1,000)	(1,000)	(1,000)
Beginning Fund Balance		8,107	9,550	9,550	8,550	7,550
Ending Fund Balance		9,550	9,550	8,550	7,550	6,550

TYPE: OTHER FUNDS
 FUND: 760 DEVELOPMENT IMPACT FEES - LOCAL TRANSPORTATION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED * FY 2016-17	ADOPTED FY 2017-18
REVENUE						
760-740-315-01	Development Impact Fees	551	578	19,524	613	-
760-710-350-01	Interest Earnings	26	23	59	75	50
TOTAL Revenue		577	601	19,583	688	50
EXPENDITURES:						
TRANSFERS OUT TO:						
760-000-099-01	Fund 101 - GENERAL FUND					
	Administration Fee (2%)					
760-000-099-01	Fund 700 - Capital Project Fund					
	Nexus Study/Update Dev Impact Fees	3,000				
TOTAL Expenses		3,000	-	-	-	-
Change in Fund Balance		(2,423)	601	19,583	688	50
Beginning Fund Balance		12,184	9,761	10,362	29,945	30,633
Ending Fund Balance		9,761	10,362	29,945	30,633	30,683

* Receipts through 03/31/17

TYPE: OTHER FUNDS
 FUND: 770 DEVELOPMENT IMPACT FEES - STORM DRAIN

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	BUDGET FY 2015-16	ADJUSTED * FY 2016-17	ADOPTED FY 2017-18
REVENUE						
770-730-315-01	Development Impact Fees	8,414	8,834	298,152	28,072	-
770-710-350-01	Interest Earnings	280	218	609	940	600
TOTAL Revenue		8,694	9,052	298,761	29,012	600
EXPENDITURES:						
Supplies/Services						
770-730-051-01	Impact Fee Refund	96,176				
TRANSFERS OUT TO:						
770-000-099-01	Fund 101 - GENERAL FUND					
	Administration Fee (2%)					
	Fiscal Sustainability Initiative **				21,000	20,000
770-000-099-01	Fund 700 - Capital Project Fund					
	Storm Drain Master Plan	10,000				
	Nexus Study/Update Dev Impact Fees	13,000	25,000			
	Storm Drain Funding Initiative				20,625	108,000
TOTAL Expenses		119,176	25,000	-	41,625	128,000
	Change in Fund Balance	(110,482)	(15,948)	298,761	(12,613)	(127,400)
	Beginning Fund Balance	200,970	90,488	74,540	373,300	360,687
	Ending Fund Balance	90,488	74,540	373,300	360,687	233,287

* Receipts through 03/31/17

** Fiscal Sustainability Initiative \$21,000 - TC approved 06/14/17

TYPE: OTHER FUNDS
 FUND: 780 DEVELOPMENT IMPACT FEES - GENERAL GOVERNMENT

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED * FY 2016-17	ADOPTED FY 2017-18
REVENUE						
780-510-315-01	Development Impact Fees	4,680	4,914	221,245	157,321	-
780-710-350-01	Interest Earnings	62	53	362	635	75
TOTAL Revenue		4,742	4,967	221,607	157,956	75
EXPENDITURES:						
Supplies/Services						
780-510-051-01	Impact Fee Refund	3,674				
TRANSFERS OUT TO:						
780-000-099-01	Fund 101 - GENERAL FUND					
	Administration Fee (2%)	-	-	-		
780-000-099-01	Fund 700 - Capital Project Fund					
	ADA Compliance Program - Buildings/Structures					-
	Nexus Study/Update Dev Impact Fees	13,000	-	-		-
	Town Hall Backup Generator Replacement					123,750
	Minor Improvements - Gov't Facilities Program			1,109	40,186	25,000
TOTAL Expenses		16,674	-	1,109	40,186	148,750
Change in Fund Balance		(11,932)	4,967	220,498	117,770	(148,675)
Beginning Fund Balance		31,228	19,295	24,262	244,760	362,530
Ending Fund Balance		19,295	24,262	244,760	362,530	213,855

* Receipts through 03/31/17

TYPE: OTHER FUNDS
 FUND: 790 DEVELOPMENT IMPACT FEES - PARK

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED * FY 2016-17	ADOPTED FY 2017-18
REVENUE						
790-810-315-01	Development Impact Fees	3,489	3,664	63,835	3,887	-
790-710-350-01	Interest Earnings	42	16	80	178	75
TOTAL Revenue		3,531	3,680	63,915	4,065	75
EXPENDITURES:						
TRANSFERS OUT TO:						
790-000-099-01	Fund 101 - GENERAL FUND					
	Administration Fee (2%)	-	-	-	-	-
790-000-099-01	Fund 700 - Capital Project Fund					
	Nexus Study/Update Dev Impact Fees	19,000	-	-	-	-
	West Commons Park - Water Meter				39,932	-
	All Access Playground					35,000
	ADA Upgrades - Moraga Commons Park					-
TOTAL Expenses		19,000	-	-	39,932	35,000
	Change in Fund Balance	(15,469)	3,680	63,915	(35,867)	(34,925)
	Beginning Fund Balance	19,203	3,734	7,413	71,328	35,461
	Ending Fund Balance	3,734	7,413	71,328	35,461	536

* Receipts through 03/31/17

TYPE: OTHER FUNDS
FUND: 799 LAMORINDA FEE AND FINANCE AUTHORITY (LFFA)

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2013-14	ACTUAL FY 2014-15	ACTUAL FY 2015-16	ADJUSTED * FY 2016-17	ADOPTED FY 2017-18
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REVENUE

799-510-315-01	LFFA Developer Impact Fees				-	-
799-510-315-02	LFFA Local SetAside Impact Fee	(33,343)	1,332	59,620	91,272	-
799-510-315-03	LFFA Local Regional Fee Disbursement	-	-	55,295	-	
799-510-350-01	Interest	164	214	534	550	500
TOTAL Revenue		(33,179)	1,546	115,449	91,822	500

EXPENDITURES:

TRANSFERS OUT TO:

799-000-099-01	Fund 700 - Capital Project Fund					
	St Mary's Road Roundabouts				140,707	
TOTAL Expenses		-	-	-	140,707	-

Change in Fund Balance	(33,179)	1,546	115,449	(48,885)	500
Beginning Fund Balance	128,572	95,393	96,938	212,387	163,502
Ending Fund Balance	95,393	96,938	212,387	163,502	164,002

* Receipts through 03/31/17



FINANCIAL MANAGEMENT POLICIES



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BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Establishing a Balanced Budget Policy)

Resolution No. 83 - 2014

WHEREAS, the Town Council adopts an annual budget establishing a spending plan before the start of each fiscal year, July 1; and

WHEREAS, adoption of the fiscal year spending plan is the beginning of a continuous financial management process where ongoing monitoring efforts include:

1. Quarterly Revenue and Expenditure Reports to monitor the Town's financial condition relative to the spending plan;
2. Town Council Goal Update Reports to monitor the progress of major Town goals adopted by the Town Council;
3. Mid-Year Budget Review to review The Town's financial condition and make adjustments to the spending plan, if necessary; and
4. Comprehensive Annual Financial Report that is the year-end report showing the final results of the Town's financial operations for all funds and includes the audited financial statements by the Town's independent certified public accountant; and

WHEREAS, the budget is developed and maintained in accordance with generally accepted accounting principles (GAAP); and

WHEREAS, the State of California requires that a jurisdiction's annual budget shall not exceed the annually calculated Gann Appropriations Limit.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Moraga that the Town Council will adopt and maintain a structurally balanced budget, which means that operating revenues shall fully cover operating expenditures, including debt service; and

BE IT FURTHER RESOLVED, in the event of economic hardship and/or a natural disaster, the General Fund reserve, or balance of non-recurring revenues, is intended to temporarily support ongoing operating expenditures in order for the Town to continue providing services; and

BE IT FURTHER RESOLVED, that prior to an event where non-recurring revenues are used for a non-recurring expenditure, such as the purchase or construction of a building for new or expanded programs, there must be ongoing revenues to support the ongoing maintenance and operations of the new purchase and/or construction and associated programs.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a special meeting held on November 18, 2014 by the following vote:

AYES: Mayor Chew, Vice Mayor Wykle, Councilmembers Arth, Metcalf and Trotter
NOES: None
ABSTAIN: None
ABSENT: None



Ken Chew, Mayor

Attest:


Marty C. McInturf, Town Clerk

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Establishing a General Purpose Fund)
Reserve Policy of Fifty Percent (50%))
and Transferring Any Additional Net)
Surplus at Each Fiscal Year End to the)
Asset Replacement Fund, and) Resolution No. 5 - 2015
Rescinding Resolution 8-2012)
_____)

WHEREAS, the Town Council desires to achieve and maintain a General Purpose Fund Reserve (unassigned fund balance) equal to fifty percent (50%) of General Purpose Fund expenditures and first established such policy in 2009; and

WHEREAS, the Fund 750 – Asset Replacement Fund was established in 1989 as a mechanism for setting aside monies for the expected replacement of Town's assets, such as vehicles, roofs and other building components and has an estimated ending fund balance for fiscal year FY 2014/15 of only \$114,000; and

WHEREAS, the Fund 705 – Infrastructure Preservation and Improvement (IPI) Fund was established in 2009 and intended to provide funding for capital projects toward preserving or improving the Town's infrastructure assets such as its streets, storm drains and buildings or facilities and has an estimated ending fund balance for FY 2014/15 of only \$72,492; and

WHEREAS, with the passage of Measure K in November 2012 implementing a one-cent general sales tax over 20 years and the issuance of the 2013 Certificates of Participation for Infrastructure Improvements, the Town's streets and storm drain infrastructure has a dedicated source of funding in accordance with Town Council direction on the use of the general sales tax revenues; and

WHEREAS, the Audit and Finance Committee has conducted an in-depth and comprehensive study of the Town's needs with respect to asset replacement and recommended to the Town Council to re-establish the Asset Replacement Program and funding structure, including the merging of the IPI and Asset Replacement funds; and

WHEREAS, IPI and Asset Replacement Fund both serve to provide funding toward preserving and improving the Town's infrastructure assets and there is a sound rationale for merging the two funds into one; and

WHEREAS, the Audit and Finance Committee further recommended to the Town Council to modify the Town's reserve policy such that when the General Purpose Fund balance exceeds the 50% target, any excess is transferred to the Asset Replacement Fund; and

WHEREAS, the Town's prudent financial practices often result with a year-end General Purpose Fund surplus or net revenues, where annual operating revenues exceed annual operating expenditures.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Moraga that a General Purpose Fund Reserve policy is established such that net revenues from each fiscal year end shall be retained in the General Fund Unassigned Fund Balance in order to achieve a General Purpose Fund Reserve equal to fifty percent (50%) of General Purpose Fund operating expenditures of the most recent fiscal year end.


BE IT FURTHER RESOLVED, that the Town Manager merge the Infrastructure Preservation and Improvement Fund with the Asset Replacement Fund, and transfer the uncommitted fund balance of Fund 705 – IPI to Fund 750 – Asset Replacement Fund.

BE IT FURTHER RESOLVED, that any additional net revenues at each fiscal year end above the amount needed to satisfy the General Purpose Fund Reserve target of 50% be transferred to the Asset Replacement Fund.

BE IT FURTHER RESOLVED, that previously adopted Resolution 8-2012 is hereby rescinded and replaced with the establishment of this policy.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a regular meeting held on January 14, 2015 by the following vote:

AYES: Mayor Wykle, Councilmembers Arth, Onoda and Trotter
NOES: None
ABSTAIN: None
ABSENT: Vice Mayor Metcalf



Roger Wykle, Mayor

Attest:



Marty C. McInturf, Town Clerk

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Adopting a Resolution Approving a Policy)
on Fixed Assets)

Resolution No. 60-2009

WHEREAS, it is within the purview of Generally Accepted Accounting Principles (GAAP) to establish a policy on the recording and depreciation of fixed assets; and

WHEREAS, the Town of Moraga has not as of this date established a policy to guide the recordation and depreciation of fixed assets; and

WHEREAS, it has been suggested by our auditors Mann, Urrutia, and Nelson that such a policy be established; and

WHEREAS, the Town Council has read, reviewed, and agreed to the principles outlined in the attached Exhibit A, which is incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Moraga that the attached Exhibit A is hereby approved and adopted.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a regular meeting held on September 23, 2009 by the following vote:

AYES: Mayor Trotter, Vice Mayor Chew, Councilmembers Harpham,
Mendonca and Metcalf

NOES: None

ABSTAIN: None

ABSENT: None


Dave Trotter, Mayor

Attest:


Marty C. McInturf, Town Clerk

**TOWN OF MORAGA
FIXED ASSETS CAPITALIZATION, INVENTORY CONTROL AND
REPLACEMENT POLICY
EXHIBIT A**

ASSET VALUATION THRESHHOLDS

Fixed Assets are categorized to comply with generally accepted accounting principles as adjusted for governmental entities. The categories used in the Town of Moraga include Infrastructure Assets (which include betterments or improvements) and Equipment which is generally less costly and more mobile. The cost at which an asset is capitalized is reflected below:

INFRASTRUCTURE

Valuation Threshold: \$100,000 per subsystem

Assets to be included:

Network	Subsystem
Roadways/Streets	Pavement Curb, Gutter & Sidewalk Traffic Signals Traffic Signs Street Lights Landscaped Medians
Storm Drainage System	Pipe Channels/Culverts Sumps/Pumps/Pump Stations
Parks & Recreation	Major Park Facilities
Buildings	All
Land	Improved Unimproved
Work in Progress	Capital Improvement Program Projects

BETTERMENTS

Valuation Threshold: \$50,000 per betterment

Betterments consist of substantial work to upgrade, expand, and prolong the useful life of the infrastructure assets included above.

EQUIPMENT

Valuation Threshold: \$5,000 per individual piece of equipment

Equipment includes a wide variety of assets used by Town Departments in the day-to-day operations of the Town. While the list of equipment is too extensive to enumerate, it would include, but not be limited to, pieces of equipment such as computers, vehicles, chippers, large lawn mowers and other public works operations and maintenance equipment. Equipment purchases in excess of \$1,000 are to be inventoried by each department and reported annually to the Finance Department. Items in excess of \$5,000 must be approved by the Town Council prior to acquisition.

TOWN COUNCIL AUTHORITY

Town Council authorization is required prior to the purchase/expenditure for all assets which fall into the above categories as is their surplus and disposal. The methods prescribed in the Town of Moraga Purchasing Policy indicate the specific method for acquisition.

**TOWN OF MORAGA
FIXED ASSETS CAPITALIZATION, INVENTORY CONTROL AND
REPLACEMENT POLICY
EXHIBIT B**

FIXED ASSETS USEFUL LIVES

Depreciation is calculated for all applicable fixed assets on a case by case basis. Useful lives are estimated as follows:

Network	Infrastructure/Betterments Subsystem	Useful Life (Years)
Roadways/Streets	Pavement	30
	Curb, Gutter & Sidewalk	100
	Traffic Signals	25
	Traffic Signs	7
	Street Lights	25
	Landscaped Medians	25
Storm Drainage System	Pipe	20-100
	Channels/Culverts	50
	Sumps/Pumps	25
Parks & Recreation	Major Park Facilities	25
Buildings	All	50
Land	Improved	Not Depreciated
	Unimproved	Not Depreciated
Work in Progress	Capital Improvement	
	Program Projects	Not Depreciated

Equipment

Equipment depreciation is calculated on a case-by-case basis depending upon the asset and the intensity of its use. Useful lives are determined based upon experience, comparisons with other entities, generally accepted accounting principles and the condition of the asset upon acquisition. Generally equipment is depreciated over lives of between 3 to 25 years.

**TOWN OF MORAGA
FIXED ASSETS CAPITALIZATION, INVENTORY CONTROL AND
REPLACEMENT POLICY
EXHIBIT C**

FORMS

The Finance Department is responsible for the periodic update and management of the following forms and instructions:

- I. Equipment Acquisition
- II. Equipment Transfer
- III. Equipment Surplus/Disposition
- IV. Infrastructure Valuation Form (GASB 34)

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Classifying the Various Components of)
Fund Balance as Defined in GASB)
Statement No. 54, Fund Balance)
Reporting and Governmental Fund Type)
Definitions)
_____)

Resolution No. 24- 2011

WHEREAS, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54, Fund balance Reporting and Governmental Fund Type Definitions with the intent of improving financial reporting by providing fund balance classifications that will be more easily understood; and

WHEREAS, GASB Statement No. 54 classifies the various components of fund balance into five components; and

WHEREAS, the various components of fund balance are defined in Exhibit A attached to this resolution; and

WHEREAS, the classification and reporting of fund balance components as required by GASB Statement No. 54 will be effective starting with the fiscal year 2010-2011 reporting.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Moraga that the Town Council adopts the Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions as outlined in Exhibit A.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a regular meeting held on June 22, 2011 by the following vote:

AYES: Mayor Mendonca, Vice Mayor Metcalf, Councilmembers Chew, Harpham and Trotter
NOES: None
ABSTAIN: None
ABSENT: None



Karen Mendonca, Mayor

Attest:



Marty C. McInturf, Town Clerk

EXHIBIT A
VARIOUS COMPONENTS OF FUND BALANCE AS DEFINED BY GOVERNMENTAL
ACCOUNTING STANDARDS BOARD STATEMENT NO. 54

Nonspendable Fund Balance:

Petty Cash: The portion of fund balance that represents the asset amount of petty cash, held by a given fund.

Prepaid Expenditures: The portion of fund balance that represents the asset amount of prepaid expenditures, held by a given fund.

Notes Receivable: The portion of fund balance that represents the asset amount of notes receivable, held by a given fund.

Advances to Other Funds: The portion of fund balance that represents the asset amount of cash advanced to other funds, held by a given fund.

Loan Receivable: The portion of fund balance that represents the asset amount of loans receivable, held by a given fund.

Restricted Fund Balance:

Debt Service: The portion of fund balance derived from those funds within a given fund that have been set aside for debt service.

Grants: The portion of fund balance derived from grant funds.

Fund Balance-Restricted: The portion of fund balance that is in a governmental fund that is restricted due to limitations imposed by law through constitutional provisions or enabling legislation not otherwise defined above.

Committed Fund Balance:

Fund Balance-Committed: The portion of fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority (Town Council).

Assigned Fund Balance:

Encumbrances: To account for that portion of fund balance that is being used to fund appropriations being carried over from the prior year into the current fiscal year.

Capital Projects: The portion of fund balance that has been appropriated for specified capital projects and remains unspent.

Unassigned Fund Balance:

Fund Balance: The Unassigned fund balance classification includes amounts that do not fall into one of the above four categories. This classification represents fund balances that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The General Fund is the only fund that should report his category of fund balance.

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Accepting the Modifications to the)	
Investment Policy and Accepting the)	
Investment Recommendations of the)	Resolution No. 44 - 2010
Audit and Finance Committee)	
_____)	

WHEREAS, government code requires that the legislative body annually review and accept changes to the existing investment policy; and

WHEREAS, the Investment Policy has been reviewed and modified to strengthen and clarify language; and

WHEREAS, the Town Council has reviewed and discussed such changes; and

WHEREAS, the Town Council directed staff to review and research other investment opportunities for "idle" cash; and

WHEREAS, the Audit and Finance Committee (AFC) has made its suggestions for the modifications to the investment policy; and

WHEREAS, the Audit and Finance Committee has also made its recommendation to the Council to maintain its current investment strategy with the Local Agency Investment Fund (LAIF).

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Moraga that the modifications to the Investment Policy are hereby approved and adopted and staff is directed to finalize those changes to create a final investment policy document.

BE IT FURTHER RESOLVED by the Town Council of the Town of Moraga that the recommendation of the AFC to remain invested in LAIF at the current levels is hereby approved and adopted.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a regular meeting held on May 12, 2010 by the following vote:

AYES: Mayor Chew, Vice Mayor Mendonca, Councilmembers Harpham and Trotter
NOES: None
ABSTAIN: None
ABSENT: Councilmember Metcalf



Ken Chew, Mayor

Attest:


Marty C. McInturf, Town Clerk

TOWN OF MORAGA INVESTMENT POLICY

1. **Purpose.** The purpose of this policy is to establish strategies, practices, and procedures to be used in administering the Town of Moraga investments. The goal is to establish guidelines to manage Town funds to maximize security and liquidity while also complying with this investment policy and California Government Code Sections 53600 through 53659, which govern investments for municipal governments.
2. **Scope:** This policy applies to all financial assets of the Town which are available for investment. Any bond fund investments will be held separately and made in accordance with the bond debenture requirements.
3. **Objectives.** The Town's investment objectives, in order of priority, are:

Safety. The standard of care to be applied by the Audit and Finance Committee (AFC) in making its recommendations to the Council will be the "prudent investor" standard, as defined under Government Code Section 53600.3. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate both credit risk and interest rate risk.

Liquidity. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The portfolio should be structured so that securities mature concurrent with expected cash requirements. Since all possible cash requirements cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio should be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

Yield. The Town's yield objective is to achieve a reasonable rate of return rather than the maximum generation of income that might expose the Town to unacceptable levels of risk. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the investment risk and liquidity needs. Yield is of secondary importance compared to the safety and liquidity.

Diversity. The Town shall maintain a diversified portfolio to minimize the risk of loss resulting from over concentration of assets in a specific maturity, issuer or security type.

4. **Investment Strategies.**

Buy and Hold. In order to minimize the impact of interest rate risk, it is intended that all investments will be held to maturity. Investments may be sold prior to maturity for cash flow, appreciation purposes or in order to limit losses, however, no investment shall be based solely on earnings anticipated from capital gains.

No Speculation. The purchase of securities with the intent to profit from favorable changes in market prices or market conditions is prohibited.

TOWN OF MORAGA INVESTMENT POLICY

No Leveraging. Borrowing money for the purpose of investing is prohibited

5. **Investment Manager.** The Town Council may, upon recommendation of the Audit and Finance Committee, engage the services of one or more external investment managers to assist in the management of the Town's investment portfolio in a manner consistent with the Town's objectives. Such external managers may be granted limited discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940, or be exempt from such registration, and have at least \$5,000,000 in assets under management. Such external managers shall be prohibited from 1) selecting broker/dealers, 2) executing safekeeping arrangements, and 3) executing wire transfers.

Upon execution of any trade, the Town must receive confirmation directly from the broker/dealer and the custodian, not from the investment manager. Safekeeping of investments recommended by the investment manager shall be maintained by the Town's regular custodian, and not with the investment manager.

6. **Financial Dealers and Institutions.** The Administrative Services Director and the Audit and Finance Committee shall obtain information from qualified financial institutions to determine if the institution makes markets in securities appropriate for the Town's needs, can assign qualified sales representatives and can provide written agreements to abide by the conditions set forth in the Town of Moraga Investment Policy. Investment accounts with all financial institutions shall be standard non-discretionary accounts and may not be margin accounts.

All financial institutions which desire to become qualified bidders for investment transactions must supply the following:

- Audited financial statements for the institution's three most recent fiscal years.
- At least three references from California local agencies whose portfolio size, investment objectives and risk preferences are similar to the Town's.
- A statement certifying that the institution has reviewed the California Government Code Section 53600 *et seq.* and the Town's Investment Policy and that all securities offered to the Town shall comply fully and in every instance with all provisions of the California Government Code.

The Administrative Services Director will maintain a list of financial institutions authorized to provide investment services to the Town.

7. **Authorized Investments.** The Town will invest only in those instruments authorized by the California Government Code Section 53601. The Town will not invest in stock, will not speculate and will not deal in futures or options. The investment market is highly volatile and continually offers new and creative opportunities for enhancing interest earnings. Accordingly, the Town will thoroughly investigate any new investment vehicles before committing Town funds to them. The following investments are authorized:

TOWN OF MORAGA INVESTMENT POLICY

Collateralized or insured bank savings accounts and demand deposits.

- Investment in any one financial institution may not exceed 10% of the portfolio.
- Investment in this category may not exceed 25% of the portfolio.

Collateralized or insured certificates of deposit: Purchased through a bank or savings and loan association for a specified period of time at a specified rate of interest.

- Maturity may not exceed 2 years.
- Investment in any one financial institution may not exceed 10% of the portfolio.
- Investment in this category may be 25% of the portfolio.

United States Treasury securities: Obligations issued by the U.S. Treasury for which the full faith and credit of the United States is pledged for payment of principal and interest.

- Maturity may not exceed 5 years.
- Investment in this category may be up to 100% of the portfolio.

Federal agency obligations: Obligations issued by Federal Government agencies or government sponsored agencies such as Government National Mortgage Association (GNMA), the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Corporation (FHLMC).

- Maturity may not exceed 5 years.
- Investment in any one Federal agency may not exceed 20% of the portfolio.
- Investment in this category may not exceed 50% of the portfolio.

Local Agency Investment Fund (LAIF): The Local Agency Investment Fund has been established by the State of California that allows local agencies to pool their investment resources.

- Investment in this category may be up to 100% of the portfolio.

Banker's acceptances: Bills of exchange or time drafts drawn on and accepted by commercial banks.

- The bank must be one of the 15 largest banks in the United States or one of the 50 largest banks in the world.
- Maturity may not exceed 180 days.
- Investment through any one bank may not exceed 10% of the portfolio.
- Investment in this category may not exceed 20% of the Town's portfolio.

Commercial paper.

- The corporation must have assets in excess of \$500 million.

TOWN OF MORAGA INVESTMENT POLICY

- The corporation's long term debentures must be rated at least Aa by Moody's and AA by S&P.
- The commercial paper must be rated P1 by Moody's and A1 by S&P.
- Maturity may not exceed 270 days.
- Investment in corporate notes and commercial paper of any one corporation may not exceed 10% of the portfolio.
- Investment in this category may not exceed 20% of the portfolio.

Negotiable certificates of deposit: These are issued by nationally or state chartered banks, state or federal savings institutions, or state licensed branches of foreign banks.

- Maturity may not exceed 2 years.
- Investment in any one financial institution may not exceed 10% of the portfolio.
- Investment in this category may not exceed 25% of the portfolio.

Medium term corporate notes.

- The corporation must have assets in excess of \$500 million.
- The security must be rated at least Aa by Moody's and AA by S&P.
- Maturity may not exceed 5 years.
- Investment in corporate notes and commercial paper of any one corporation may not exceed 10% of the portfolio.
- Investment in this category may not exceed 25% of the portfolio.

8. **Ineligible Investments.** Ineligible investments are those that are not specifically authorized, including but not limited to, common stocks, reverse repurchase agreements, inverse floaters, range notes, mortgage derived interest only strips, derivatives securities, or any security that could result in zero interest accrual.
9. **Collateralization:** Collateral must always be held by an independent third party with whom the Town has a current custodial agreement.

State law regarding collateralization of deposits of public funds requires that securities be held by an agent (i.e., a trust company) of the bank, which may include the bank's trust department only if acceptable to both the bank and the Town, pursuant to California Government Code Sections 53656 and 53658.

Under the provisions of California Government Code Section 53652, banks are required to secure the deposits of public funds, including certificates of deposits, by (a) pledging government securities with a value of 110% of the principal and accrued interest; (b) pledging first trust deed mortgage notes having a value of 150% of the total agency deposit; or, (c) a letter of credit drawn on the Federal Home Loan Bank at 105% of the total agency deposit. Deposits must be secured at all times with eligible securities pursuant to Section 53651. A copy of the Call Report of Local Agency's Deposits and Securities must be supplied to the Town and retained to document compliance with the collateral requirements.

TOWN OF MORAGA INVESTMENT POLICY

The Town may waive the collateral requirements for deposits which are fully insured by the Federal Deposit Insurance Corporation.

10. **Safekeeping and Custody.** All security transactions shall be conducted on a delivery versus payment basis. Securities will be held by a third party qualified custodian and evidenced by safekeeping receipts. The trust department of the Town's bank may act as third party custodian, provided that the custodian agreement is separate and apart from the banking agreement.
11. **Prudence.** The Town shall operate its investments under the "Prudent Person Rule" which obligates a fiduciary to ensure that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived.

Investment officers acting in accordance with written procedures and this investment policy and excising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism worthy of the public trust.

12. **Ethics and Conflict Of Interest.** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or could impair their ability to make impartial investment decisions. Town employees involved in the investment process shall disclose to the Town Manager any material financial interest in financial institutions that conduct business within the jurisdiction. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Officers shall refrain from undertaking any large personal investment transactions with the same individual with whom business is conducted on behalf of the Town.
13. **Investment Report.** The Administrative Services Director in conjunction with the Town Treasurer will develop and maintain an investment reporting system, which will comply with Government Code Section 53607. This reporting system will provide the Council and the Audit and Finance Committee (AFC) with appropriate investment performance information. When the investment portfolio is sufficiently diversified such that Town funds are invested in instruments or pools other than the LAIF, and within 60 days of the end of each fiscal quarter, the Administrative Services Director shall send an investment report to the AFC and Town Council. Reports may be rendered more frequently at the discretion of the Town Manager or Administrative Services Director. The report should, at a minimum, provide the following information:

TOWN OF MORAGA INVESTMENT POLICY

- A narrative discussion of the performance of the investment portfolio, with comparisons to appropriate benchmarks.
 - Detailed information for each investment, including information such as: description, par amount, maturity date, interest rate, yield to maturity, current market value and percentage of total portfolio.
 - A statement that projected cash flow is adequate to meet expected obligations over the next six months or the circumstances under which projected cash flow will not be adequate to meet expected obligations.
 - A statement that the portfolio is in compliance with this policy or how it deviates, if not in compliance.
14. **Investment Policy Review.** As required under Government Code Sections 16481.2 and 53646, the Council will review the Investment Policy annually. This investment policy shall be reviewed first by the Audit and Finance Committee (AFC) to ensure its consistency with the overall objectives of safety, liquidity and return, as well as its relevance to current law and financial/economic trends. The committee will send any recommended changes to the Town Council for approval.

TOWN OF MORAGA INVESTMENT POLICY

GLOSSARY

Banker's Acceptance: a bearer time draft for a specified amount payable on a specified date. It is drawn on a bank by an individual or business seeking to finance domestic or international trade. The banker's acceptance is collateralized by commodity products. Sale of goods is usually the source of the borrower's repayment to the bank. The bank finances the borrower's transaction and then often sells the banker's acceptance on a discount basis to an investor. At maturity, the bank is repaid and the investor holding the banker's acceptance receives par value from the bank.

Bond: an interest-bearing security issued by a corporation, quasi-governmental agency or other body, which can be executed through a bank or trust company. A bond is a form of debt with an interest rate, maturity, and face value, and is usually secured by specific assets. Most bonds have a maturity of greater than one year, and generally pay interest semiannually.

Bond Rating: the classification of a bond's investment quality.

Book Value: the amount at which a security is carried on the books of the holder or issuer. The book value is often the cost, plus or minus amortization, and may differ significantly from the market value.

Certificate of Deposit (CD): debt instrument by a bank that usually pays interest. . Maturities range from a few weeks to several years. Interest rates are set by competitive forces in the marketplace.

Commercial Paper: short-term obligations with maturities ranging from 2 to 270 days issued by banks, corporations, and other borrowers to investors with temporary idle cash. Such instruments are unsecured and usually discounted.

Commission: the brokers or agent's fee for purchasing or selling securities for a client.

Credit Risk: the risk of loss due to the failure of the security issuer or backer.

Federal Deposit Insurance Corporation (FDIC): federal agency that guarantees (within limits) funds on deposit in member banks.

Federal Reserve System: the central bank of the United States which consists of a seven member Board of Governors, 12 regional banks and approximately 5,700 commercial banks that are members.

Fiscal Year: an accounting or tax period comprising any twelve month period. The Town's fiscal year begins on July 1 and ends June 30.

Full Faith And Credit of the United States: the unconditional guarantee of the United States government backing a debt for repayment.

TOWN OF MORAGA INVESTMENT POLICY

Interest Rate: the interest earnings payable each year on borrowed funds, expressed as a percentage of the principal.

Interest Rate Risk: the risk that the market value of a security will fall due to changes in the general interest rates.

Investment: use of capital to create more money, either through income-producing vehicles or through more risk-oriented ventures designed to result in capital gains.

Investment Portfolio: a collection of securities held by a bank, individual, institution, or government agency for investment purposes.

LAIF: The Local Agency Investment Fund is an investment pool established by the State of California that allows local agencies to pool their investment resources.

Liquidity: the ability to convert a security into cash promptly with minimum risk of principal.

Market Value: the price at which a security is currently being sold in the market.

Maturity: the date that the principal or stated value of debt instrument becomes due and payable.

Moody's: Moody's Investors Service. One of two major rating services. The other is Standard & Poor's.

Portfolio: the collection of securities held by an individual or institution.

Principal: the face or par value of an instrument.

Rate of Return: 1) the yield which can be attained on a security based on its purchase price or its current market price. 2) income earned on an investment, expressed as a percentage of the cost of the investment.

Rating: the designation used by investors' services to rate the quality of a security's creditworthiness. Moody's ratings range from the highest Aaa, down through Aa, A, Bbb, Ba, B, etc. Standard and Poor's rating range from the highest AAA, down through AA, A, BBB, BB, B, etc.

Safekeeping: a service offered to customers for a fee, where securities are held in the vaults for protection.

Securities: investment instruments such as bonds, stocks and other instruments of indebtedness or equity.

S&P: Standard & Poor's. One of two major rating services. The other is Moody's Investors Service.

TOWN OF MORAGA INVESTMENT POLICY

Treasury Bill (T-BILL): U.S. Treasury Bills are short-term, direct obligations of the U.S. Government issued with original maturities of 13 weeks, 26 weeks and 52 weeks.

Trustee: a bank designated as the custodian of funds and the official representative for bondholders.

Underwriter: a dealer bank or financial institution which arranges for the sale and distribution of a large batch of securities and assumes the responsibility for paying the net purchase price.

U.S. Government Agencies: instruments issued by various U.S. government agencies most of which are secured only by the credit worthiness of the particular agency. This includes agencies such as the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Corporation (FHLMC).

Yield: the annual rate of return on an investment, expressed as a percentage of the investment.

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Classifying Measure K Sales Tax)
Revenue as a Major Fund as Defined in)
Governmental Accounting Standards)
Board Statement No. 54)

Resolution No. 98 - 2015

WHEREAS, on November 6, 2012, Moraga voters approved Measure K – a one-cent local transaction and use (add-on sales) tax with a 70% approval rate; and

WHEREAS, Measure K, approved for general use purposes, became effective on April 1, 2013, and will sunset in 20 years; and

WHEREAS, since passage of Measure K the Town Council has directed that the revenue be dedicated to the Town's most critical infrastructure needs, specifically repair of failing streets, storm drains, and related infrastructure; and

WHEREAS, on January 23, 2013, the Town Council passed Resolution No. 4-2013, establishing a Local Sales Tax Oversight Committee (LSTOC) Charter, with the purpose of appointing a community panel to annually review Measure K revenue and expenditures and annually issue a report regarding the appropriate use of these funds; and

WHEREAS, the LSTOC has issued two annual reports verifying that Measure K funds have been used through the Town's Pavement Management Program for road and related infrastructure maintenance and repairs as directed by the Town Council; and

WHEREAS, to establish greater clarity and transparency over the use of Measure K funds, the LSTOC has recommended that Measure K funds be examined and reported as a separate Major Fund in the Town's annual Comprehensive Annual Financial Report; and

WHEREAS, Governmental Accounting Standards Board (GASB) Statement No. 54 was issued with the intent of improving financial reporting by providing fund balance classifications that will be more easily understood and reflecting a classification approach that focuses on the degree of spending restraint assigned to funding sources; and


WHEREAS, GASB Statement 54 requires that the Town Council take formal action to commit a revenue source for a specific purpose and report it as a separate Major Fund; and

WHEREAS, the Town Council has considered the LSTOC's recommendation that Measure K be reported as a separate Major Fund and agrees that classifying the revenue as such will provide greater clarity and transparency about the intent and use of Measure K funds for street and related infrastructure maintenance and repairs.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Moraga hereby authorizes the designation of Measure K funds as a separate Major Fund for accounting purposes and authorizes the Town Manager take the necessary administrative actions needed to prepare financial reports which accurately classify Measure K fund balance and provide other disclosures as required by GASB 54.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a regular meeting held on December 9, 2015 by the following vote:

AYES: Mayor Wykle, Vice Mayor Metcalf, Councilmembers Arth, Onoda and Trotter
NOES: None
ABSTAIN: None
ABSENT: None



Roger N. Wykle, Mayor

Attest:



Marty C. McInturf, Town Clerk



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LEGISLATION

FISCAL YEAR 2017 – 2018



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BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Confirming the Engineer's Report for the)
Town of Moraga Street Lighting)
Assessment District 1979-1, Approving)
Assessments and Assessment Diagram,)
and Levying Assessments for the Fiscal)
Year 2017/18)

Resolution No. 68 - 2017

WHEREAS, the Town Council of the Town of Moraga has heretofore ordered the improvements and formation of Assessment District 1979-1, Town of Moraga Street Lighting; and

WHEREAS, the Town Council of the Town of Moraga has determined to proceed to levy an annual assessment after the formation of the District under Streets & Highways Code Sections 22620-22631, and on February 8, 2017 ordered, in Resolution 10-2017, the Engineer to prepare and file a report in accordance with Article 4 (beginning with Streets & Highways Code Section 22565) of Chapter 1 of the Landscaping & Lighting Act of 1972; and

WHEREAS, on June 14, 2017, the Town Council approved the Engineer's Report, declared its intention to levy and collect assessments for Fiscal Year 2017/18 and set a public hearing for July 12, 2017; and

WHEREAS, notice of the July 12, 2017 Public Hearing was given on June 30, 2017 as provided in Section 22626 of the Streets and Highways Code; and

WHEREAS, on July 12, 2017, the Town Council held a Public Hearing in accordance with Section 22629 of the Streets and Highways Code on the levying of the proposed assessment, and heard and considered all oral statements and written communications made or filed by interested persons; and

WHEREAS, when the Council approved the Engineer's Report on June 14, 2017, it approved it in the following respects:

1. The gross amount to be assessed shall be \$238,924.
2. Assessments will not be adjusted by the increase in Consumer Price Index as allowed by Resolution 50-2010.
3. The annual assessment for a detached single family residence shall remain the same as the prior year at \$58.

4. The improvements for Fiscal Year 2017/18 consist of the maintenance or servicing or both of existing street lighting facilities and traffic signals within the existing assessment District, and continued exploration of installation of street lights on streets fronting commercial centers.
5. The Town will make a contribution to the Lighting Assessment District in the amount of \$24,143 as required to fund the general benefit received by all Moraga residents, using Fund 140 – Property Tax Lighting Special District.


NOW, THEREFORE, BE IT RESOLVED that the above findings are true and correct; and

BE IT FURTHER RESOLVED, the Town Council of the Town of Moraga hereby confirms the Engineer's Report, Assessments and Assessment Diagram as set forth in the Engineer's Report, and orders the levy and collection of assessments within Assessment District 1979-1, Town of Moraga Street Lighting for Fiscal Year 2017/18; and

BE IT FURTHER RESOLVED, the Town Council directs the Town Clerk to immediately file the Engineer's Report, including Diagram and Assessment, with the County Auditor.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a regular meeting held on July 12, 2017 by the following vote:

AYES:	Mayor Onoda, Vice Mayor Wykle, Councilmembers Fritzky, Korpus and Trotter
NOES:	None
ABSTAIN:	None
ABSENT:	None


Teresa Onoda, Mayor

Attest:


Marty C. McInturf, Town Clerk

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Establishing the Annual Gann)
Appropriations Limit for the Fiscal Year)
2017/18 Budget)

Resolution No. 63 - 2017

WHEREAS, the Article XIIIB of the State of California establishes a limitation on spending by cities of funds from proceeds of taxes; and

WHEREAS, in accordance with Government Code Section 7910, the Town Council must select the price factor and changes in the population factor to calculate the appropriations limit and establish the annual appropriations limit for the following fiscal year; and

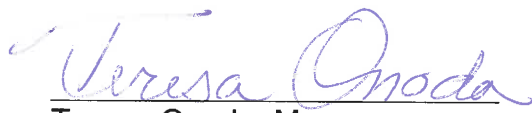
WHEREAS, the annual calculation of the appropriations limit shall be reviewed as part of the annual independent financial audit; and

WHEREAS, in keeping with the Town's philosophy of fiscal prudence, the Fiscal Year 2017/18 proposed budget of \$8,492,016 is well below the calculated appropriations limit of \$14,411,291.

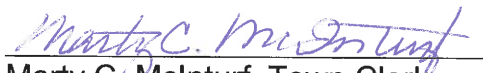
NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Moraga, California, that in accordance with Article XIIIB of the California Constitution, the Town of Moraga does hereby adopt the price factor as the California per capita personal income change of 3.69% and percent change in the Town of Moraga population of 0.57% to calculate the appropriations limit of \$14,411,291 as reflected in Exhibit A for the Fiscal Year 2017/18.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a regular meeting held on June 28, 2017 by the following vote:

AYES: Mayor Onoda, Vice Mayor Wykle, Councilmembers Korpus and Trotter
NOES: None
ABSTAIN: None
ABSENT: Councilmember Fritzky


Teresa Onoda, Mayor

Attest:


Marty C. McInturf, Town Clerk

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Adopting the Fiscal Year 2017/18)
Operating and Capital Improvement)
Budgets, including the Five-Year)
Financial Plan and Five-Year Capital)
Improvement Program, and Declaring a)
Fiscal Emergency)

Resolution No. 67 - 2017

WHEREAS, the Town Council's adoption of the fiscal year ("FY") spending plan is the beginning of a continuous financial management process with fiscal accountability and transparency in mind; and

WHEREAS, the Town's ongoing fiscal accountability and transparency efforts include:

1. Public Quarterly Revenue and Expenditure Reports presented to the Audit and Finance Committee ("AFC") and Town Council to assist in monitoring the Town's financial condition relative to the spending plan;
2. Quarterly Town Council Goal Update Reports to monitor the progress of major Town goals adopted by the Town Council and reports to the community;
3. Public Session Mid-Year Budget Review to review the Town's financial condition and make adjustments to the spending plan, as necessary; and
4. Comprehensive Annual Financial Report ("CAFR") as the Town's year-end report showing the Council and the public final results of the Town's financial operations for all funds, including the audited financial statements by the Town's independent certified public accountant; and

WHEREAS, the Town's Audit and Finance Committee, Park and Recreation Commission, Planning Commission, and Town Council have held public meetings and provided input on the budget documents to ensure conformance with regulations and the community's priorities; and

WHEREAS, at the May 17, 2017, Special Budget Workshop, the Town Council considered financial information, received input from the community, and directed staff to make additional reductions to the operating budget, further reducing the level of services provided to the community, and establishing the framework for passage of a balanced budget in FY 2017/18; and

WHEREAS, on June 14, 2017, the Town Council again reviewed and considered the budget documents and received input from the public on the preliminary FY 2017/18 Operating and Capital Improvement Budgets, Five-Year Financial Plan, Five-Year Capital Improvement Program and unfunded needs; and

WHEREAS, the proposed FY 2017/18 budget is balanced, meaning that ongoing, annual expenditures are supported by annual revenue sources and one-time reserves and fund balances are used for one-time, periodic expenditures such as capital improvement projects and other one-time activities, in accordance with Resolution 83-2014; and

WHEREAS, without more severe expense reductions in the next one to two years, the Town will be unable to maintain even this reduced level of service, and is concerned about providing and sustaining adequate services to maintain the health, safety and welfare of the community; and

WHEREAS, the Town has experienced two unanticipated, catastrophic infrastructure failures in the past fifteen (15) months that have caused serious disruption to the community and significantly stressed the Town's financial reserves; and

WHEREAS, due to a lack of available funds, the Town has experienced delays in addressing at least one of these infrastructure failures as it has had to rely on state and federal agencies to authorize emergency funding before beginning repairs; and

WHEREAS, the frequency and amount of emergency repairs to infrastructure has been steadily increasing throughout the community, necessitating transfers of funds from other program areas to make the needed repairs, resulting in impacts to other critical Town operations; and

WHEREAS, delayed maintenance of and investment in important infrastructure over the past several years has resulted in costly, unplanned fixes; and

WHEREAS, the Town's operating budget services have gradually been reduced over the past three to four years to achieve balanced budgets, with short-term budget balancing actions, deferral of needed routine repairs and maintenance, reliance on restricted funding sources (as permissible) to support operations, operational streamlining to improve efficiencies, and other cost cutting measures; and

WHEREAS, additional operational reductions beyond those directed by the Town Council on May 17, 2017 have the potential of seriously jeopardizing the quality of life and the health, safety, and welfare of the community; and

WHEREAS, the Town's infrastructure is critical to protecting the community's health, safety, and welfare and ensuring preservation of quality of life; in particular streets and bridges provide for transportation and accessibility for both the general public and public safety personnel; and storm drains protect the public from flooding and improve the quality of storm water runoff; and

WHEREAS, with reserve levels low, the Town is in a very vulnerable position as there currently are inadequate reserves available to dedicate to an initial response if another infrastructure failure or other major event occurs in Town; and

WHEREAS, the proposed FY 2017/18 Budget totals \$8.492 million for operating program expenditures with an anticipated annual surplus of \$46,217 and reflects the Town's significant service reductions, and \$3.205 million in new funding for capital improvement projects with many critical infrastructure and asset needs remaining unfunded; and

WHEREAS, the Town Council is required to adopt a budget and financial plan before the Fiscal Year begins on July 1, 2017.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Moraga adopts the Operating and Capital Improvement Budgets for Fiscal Year 2017/18 as presented to the Town Council on June 28, 2017 in Attachment A of the Staff Report and allocates funding for the Operating Budget in the amount of \$8.492 million and Capital Improvement Program in the amount of \$3.206 million as follows:

FY 2017/18 Operating Budget	
Funding Source	Authorized Allocation
Fund 101: General Fund	\$7,266,052
Fund 101: General Fund Transfers Out (Debt Service/Capital Projects)	\$314,220
Fund 103: COPS/SLESF Public Safety	\$105,000
Fund 109: Prop 172 Public Safety Sales Tax	\$48,000
Fund 205: Gas Tax	\$443,505
Fund 210: Measure J	\$75,000
Fund 230: Traffic Safety	\$17,757
Fund 500: Lighting Assessment	\$6,000
Fund 510: NPDES	\$194,174
Fund 740: Community Facilities/Open Space	\$1,000
Fund 750: Asset Replacement	\$1,308
Fund 770: Dev. Impact Fees – Storm Drain	\$20,000
TOTAL	\$8,492,016

FY 2017/18 Capital Improvement Program	
Funding Source	Authorized Allocation
Fund 100: One Time Developer Fees (Palos Colorados) *	\$82,200
Fund 101: General Fund (Transfer In – Operating Budget)	\$12,000
Fund 103: COPS/SLESF Public Safety	\$30,000
Fund 205: Gas Tax	\$10,000
Fund 210: Measure J	\$30,000
Fund 230: Traffic Safety	\$10,000
Fund 250: Quimby Act/Parks	\$166,800
Fund 500: Lighting Assessment District	-
Fund 510: NPDES	\$10,000
Fund 700: Capital Improvements (Grants)	\$1,275,754
Fund 711: Street Pavement Program	\$1,246,000

Fund 720 Public Safety Impact Fees	\$41,250
Fund 770: Storm Drain Impact Fees	\$108,000
Fund 780: Gov't Facility Impact Fees	\$148,750
Fund 790: Park Development Impact Fees	\$35,000
TOTAL	\$3,205,754
Per Town Council direction, any reimbursement received for CIP #16-702, Sinkhole Repair on Rheem Boulevard at Center Street, will be transferred first to Fund 100 One-Time Developer Fee (Palos Colorados) to reimburse Fund 100 One-Time Developer Fee for this appropriation.	

BE IT FURTHER RESOLVED that the Town Council's intent is to retain unspent appropriations for recognized encumbrances of goods and services and multi-year capital improvement projects in an amount to be determined upon the final accounting for the fiscal year ending June 30, 2017; and

BE IT FURTHER RESOLVED that the Town Council may amend or supplement the budget at any time after its adoption, and that the Town Manager has the authority to make administrative adjustments to the budget as long as those changes will not increase the allocation of funding from each of the above listed funding sources in either the Operating Budget or Capital Improvement Program; will not have a significant policy impact; and will not significantly affect budgeted year-end fund balances; and

BE IT FURTHER RESOLVED that the continuing decline of Town infrastructure and progressive reduction of services has negatively impacted the public's health, safety, and welfare, and has increased the community's risk of injury and the Town's exposure to potential liability; and


BE IT FURTHER RESOLVED that additional revenues are urgently needed to slow further deterioration of storm drains and other Town infrastructure, and to restore Town services and infrastructure to an adequate and sustainable level, and thereby protect the public from harm and the Town from potential liability; and

BE IT FURTHER RESOLVED that the Town continues to have many unfunded operational/maintenance and capital needs and has few options left to maintain services at an acceptable level without an injection of additional locally-controlled revenue; and

BE IT FURTHER RESOLVED that these urgent needs constitute a Fiscal Emergency that requires this declaration of fiscal emergency and immediate action to restore and protect the Town's health, safety, welfare, and quality of life.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a regular meeting held on June 28, 2017 by the following vote:

AYES: Mayor Onoda, Vice Mayor Wykle, Councilmembers Korpus and Trotter
NOES: None
ABSTAIN: None
ABSENT: Councilmember Fritzky


Teresa Onoda, Mayor

Attest:


Marty C. McInturf, Town Clerk

**2017 - 2022 (FIVE YEAR)
CAPITAL IMPROVEMENT PROGRAM**

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Guide to Capital Improvement Project Sheets

Project Name: Concise descriptive name used thruout project life
Project Number: Finance TBD **CIP Type:**
Account: Finance TBD **Dept:**

Status: Study, Design, Environmental, Construction, etc.

Project Objective: Concise description of why this project is necessary within the limits of this text box.

Illustrative
Picture of
Project

Project Description: Description of project scope-of-work including limits of work, specific types and quantity of improvements, phases of project, etc.

Basis for Schedule: Description of schedule, including constraints such as grant deadlines, construction season, wedding season for Hacienda, outside agency that Town has no control over like environmental permits, Caltrans review process, outside utility work coordination, etc.

Basis for Cost: Description of how the cost estimate determined and potential funding sources. Resources include Engineer's estimates, Master Plan estimates, quotes from contractors, specific past Town or other agency projects, RS Means Building or Facilities Construction Cost Data handbook, Caltrans cost database, etc.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Grant Funds	To be determined by Finance	To be determined by Finance	Authorization letter from grantee required						\$ -
Matching Funds			Verified with Finance on funding sources and fund balance						\$ -
Local Funds			Verified with Finance on funding sources and fund balance						\$ -
Donations			Sub-recipient agreement or similar required						\$ -
Cost Sharing			Approved agreement with other cost sharing agencies						\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration	To be determined by Department & Finance	To be determined by Department & Finance	Administer Request for Proposals, Bid Process, Reviews, etc.						\$ -
Study			Master Plans, Needs Assessments, Asset Inventory, etc.						\$ -
Environmental			EIR, studies, Outside environmental agency permits, etc.						\$ -
Right-of-Way			Land acquisition, grant of easements, lot line adjust, etc.						\$ -
Design			Preparation of Plans, Specifications, Estimates, etc.						\$ -
Construction			Construction Labor, Equipment, Materials, etc.						\$ -
Const Mgmt/Inspection			Management of construction, change orders, public outreach, etc.						\$ -
Contingency			Additional expenses due to unforeseen conditions, etc.						\$ -
Other:			Equipment, Surveying, Material Testing, etc.						\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation (increases or decreases)	Additional or reduction of staff and/or contracts to operate						\$ -
Maintenance (increases or decreases)	Regular maintenance wear and tear repairs						\$ -
Other:	Reseeding, replanting, etc.						\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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Five-Year Capital Improvement Program (CIP)
FY 2017/18 to FY 2021/22
Summary by Active (Funded or Carry Forward) Projects

Pg. #	Project #	Account	Project	AMENDED FY16/17	BUDGET FY17/18	PROJECTED FY18/19	PROJECTED FY19/20	PROJECTED FY20/21	PROJECTED FY21/22
BUILDINGS & FACILITIES (MUNICIPAL FACILITIES)									
CIP-13	14-301	700-751-062-56	Hacienda Building ADA Accessibility to Upper Floors	37,950					
CIP-14	13-302	700-750-062-55	Minor Capital Improvement Program	17,488					
CIP-15	16-305	700-750-062-14	Minor Improvements to Government Facilities Program	42,186	25,000				
CIP-16	14-303	700-750-062-58	Municipal Building Repainting Program	924					
CIP-17	18-301	700-754-062-04	Town Hall Backup Generator Replacement		165,000				
Funded Subtotal				98,548	190,000	-	-	-	-
CREEKS & DRAINAGE (STORM DRAIN SYSTEM)									
CIP-18	16-201	700-740-062-16	Laguna Creek Restoration at Hacienda de las Flores		399,980				
CIP-19	14-202	700-740-062-66	Minor Corrugated Metal Pipe Repair Program	90,000	15,000	20,000	20,000	20,000	20,000
CIP-20	16-702	700-740-062-02	Sinkhole Repair on Rheem Blvd at Center Street	2,565,030					
CIP-21	17-201	700-740-062-08	Storm Drain Funding Initiative	20,625	108,000				
CIP-22	14-201	700-740-062-65	Storm Drain Master Plan	33,020					
CIP-23	16-202	700-740-062-17	Trash Load Reduction Program	18,692	5,000	10,000	10,000	10,000	10,000
Funded Subtotal				2,727,367	527,980	30,000	30,000	30,000	30,000
PARKS & OPEN SPACE									
CIP-24	14-304	700-753-062-61	Commons Park Improvement Program	15,000					
CIP-25	17-311	700-810-062-10	Lamorinda All-Access Playground at Moraga Commons	45,000	559,000				
Funded Subtotal				60,000	559,000	-	-	-	-
TRANSPORTATION									
CIP-26	08-101	700-740-062-79	ADA Compliance Streets Program	11,939	90,000	10,000	10,000	10,000	10,000
CIP-27	14-102	700-710-062-45	ADA Self-Evaluation Plan (Phase 1 ROW)	19,798					
CIP-28	17-701	700-740-062-01	Canyon Road Bridge Reopening	2,060,000					
CIP-29	14-101	700-740-062-46	Canyon Road Bridge Replacement	4,533,903					
CIP-30	17-501	700-750-062-05	Central Video Surveillance System	5,700					
CIP-31	17-101	700-740-062-08	Commercial Centers Streetlighting	60,000		300,000			
CIP-32	13-101	700-740-062-84	Livable Moraga Road - Corridor Plan and Improvements	154,326					
CIP-33	14-104	700-740-062-48	Minor Traffic Safety Program	34,897	30,000	30,000	30,000	30,000	30,000
CIP-34	16-101	700-740-062-22	Moraga Center Pedestrian & Bicycle Improvements	60,000					
CIP-35	15-102	700-740-062-32	Moraga Road (St Mary's - Draeger) Resurfacing	790,247					
CIP-36	18-101	700-740-062-69	Moraga Way and Conyon/ Camino Pablo Improvements		253,000	1,553,000	822,000		
CIP-37	15-601	700-910-062-31	Municipal Wayfinding Signage Program	53,043					
CIP-38	08-106	711-740-062-73	Pavement Management Program	2,987,643	1,299,774	1,278,000	489,000	1,345,000	1,380,000
CIP-39	16-104	700-740-062-25	PG&E Undergrounding	2,070,802					
CIP-40	14-604	700-910-062-44	St. Mary's Road/Rheem/Bollinger Canyon Roundabouts	395,232	214,000	384,000			
CIP-41	14-103	700-740-062-47	Street Light Master Plan	18,836					
Funded Subtotal				13,256,366	1,886,774	3,555,000	1,351,000	1,385,000	1,420,000
GENERAL GOVERNMENT									
CIP-42	17-302	700-750-062-07	Art in Public Spaces Program	CF					
CIP-43	14-603	700-810-062-40	Hillsides and Ridgelines Regulations Update	163,296					
CIP-44	14-306	700-525-069-40	Information Technology Infrastructure Program	12,500	12,000				
CIP-45	14-501	700-610-062-49	Vehicle & Operating Equipment Program	45,217	30,000	30,000	30,000	11,000	30,000
Funded Subtotal				221,013	42,000	30,000	30,000	11,000	30,000
FUNDED TOTAL				16,363,294	3,205,754	3,615,000	1,411,000	1,426,000	1,480,000

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**Five-Year Capital Improvement Program (CIP)
FY 2017/18 to FY 2021/22
Summary by Unfunded Portions of Projects**

Pg. #	Project #	Account	Project	SCHEDULED FY17/18	BUDGET FY18/19	PROJECTED FY19/20	PROJECTED FY20/21	PROJECTED FY21/22	TBD UNSCHEDULED
BUILDINGS & FACILITIES (MUNICIPAL FACILITIES)									
CIP-49	13-301	700-750-062-54	ADA Compliance Facilities Program	200,000	57,000	57,000	20,000	20,000	
CIP-13	14-301	700-751-062-56	Hacienda Building ADA Accessibility to Upper Floors		625,000				
CIP-50	TBD	TBD	Hacienda Building Exterior & Interior Light Replacement		99,000				
CIP-51	TBD	TBD	Hacienda Building Kitchen Refurbishment				177,000		
CIP-52	TBD	TBD	Hacienda Building Window Replacement		177,000				
CIP-53	15-306	700-751-062-28	Hacienda de las Flores Conceptual Plan						
CIP-54	14-302	700-751-062-57	Hacienda de las Flores Improvement Program	82,000	16,000	20,000	2,000	15,000	
CIP-14	13-302	700-750-062-55	Minor Capital Improvement Program		30,000	30,000	30,000	30,000	
CIP-15	16-305	700-750-062-14	Minor Improvements to Government Facilities Program		25,000	25,000	25,000	25,000	
CIP-55	08-308	700-752-062-70	Moraga Library Improvement Program	89,000	26,000	81,000	59,000		
CIP-56	TBD	TBD	Multi-Generational Community Center						9,043,000
CIP-16	14-303	700-750-062-58	Municipal Building Repainting Program	88,000	19,000	30,000		36,000	
CIP-57	TBD	TBD	Municipal Building Restrooms Refurbishment Program	29,000	100,000	233,000			
CIP-58	16-303	700-753-062-20	Municipal Parking Lots & Pathways Resurfacing Program	242,000	70,000	50,000	47,000	231,000	
CIP-59	TBD	TBD	Pavillion Building Flagstone Staircase Replacement	174,000					
CIP-60	TBD	TBD	Rancho Laguna Park Sewer System Replacement	72,000					
Unfunded Subtotal				976,000	1,244,000	526,000	360,000	357,000	9,043,000
CREEKS & DRAINAGE (STORM DRAIN SYSTEM)									
CIP-18	16-201	700-740-062-16	Laguna Creek Restoration at Hacienda de las Flores		444,292				
CIP-61	TBD	TBD	Storm Drain Improvement Program						26,910,000
Unfunded Subtotal				-	444,292	-	-	-	26,910,000
PARKS & OPEN SPACE									
CIP-62	TBD	TBD	Buckingham Trail (Moraga Road to Fayhill)						265,000
CIP-24	14-304	700-753-062-61	Commons Park Improvement Program		35,000	17,000			
CIP-63	TBD	TBD	Community Sport Field						10,780,000
CIP-64	TBD	TBD	Heritage Trail (Library to Moraga Road)						91,000
CIP-65	TBD	TBD	Indian Ridge Trail						1,243,000
CIP-66	TBD	TBD	Indian Valley Trail						945,000
CIP-67	TBD	TBD	Mulholland Open Space Preserve Improvements						369,000
CIP-68	TBD	TBD	Municipal Fence Replacement Program	33,000	54,000	24,000	9,000		
CIP-69	TBD	TBD	Neighborhood Parks						4,805,000
CIP-70	16-304	700-753-062-21	Parks, Trails, Hacienda, Open Space Survey	15,000					
CIP-71	TBD	TBD	Rancho Laguna Park Master Plan Update						63,000
CIP-72	TBD	TBD	Rheem Hiking Trail (Coyote Creek)						188,000
CIP-73	TBD	TBD	Rheem Hiking Trail (Fayhill)						188,000
CIP-74	TBD	TBD	Rheem Reservoir Trail (Campolindo Ridge)						848,000
CIP-75	15-303	700-753-062-36	Turf Improvements Program		246,000		671,000		
CIP-76	TBD	TBD	Utah Easement Trail (Library to Old Moraga Ranch Trail)						648,000
Unfunded Subtotal				48,000	335,000	41,000	680,000	-	20,433,000

Five-Year Capital Improvement Program (CIP)
FY 2017/18 to FY 2021/22
Summary by Unfunded Portions of Projects

Pg. #	Project #	Account	Project	SCHEDULED FY17/18	BUDGET FY18/19	PROJECTED FY19/20	PROJECTED FY20/21	PROJECTED FY21/22	TBD UNSCHEDULED
TRANSPORTATION									
CIP-27	14-102	700-710-062-45	ADA Self-Evaluation Plan (Phase 2 & 3 Unfunded)		30,000	30,000			
CIP-77	16-102	700-740-062-73	Bollinger Canyon Road Hillside Stabilization						480,000
CIP-78	TBD	TBD	Bollinger Canyon Trail (to Las Trampas Wilderness)						1,808,000
CIP-79	TBD	TBD	Canyon Road Bicycle Improvements (County to Constance Place)						592,000
CIP-30	17-501	700-750-062-05	Central Video Surveillance System						50,000
CIP-32	13-101	700-740-062-84	Livable Moraga Road - Corridor Plan and Improvements						6,281,000
CIP-34	16-101	700-740-062-22	Moraga Center Pedestrian & Bicycle Improvements						750,000
CIP-80	13-102	700-740-062-86	Moraga Pedestrian & Bicycle Master Plan (MPBP) Improvements						3,092,000
CIP-81	16-311	700-510-062-11	Municipal Monument Gateway Signage Program	40,000	40,000				
CIP-37	15-601	700-910-062-31	Municipal Wayfinding Signage Program		35,000	35,000	35,000		
CIP-38	08-106	711-740-062-73	Pavement Management Program						36,000,000
CIP-82	TBD	TBD	Rheem Boulevard Bike & Pedestrian (Moraga Road to St. Mary's Road)						281,000
CIP-83	16-105	TBD	Rheem Boulevard High Visibility Crosswalk						208,000
CIP-40	14-604	700-910-062-44	St. Mary's Road/Rheem/Bollinger Canyon Roundabouts			5,994,000			
Unfunded Subtotal				40,000	105,000	6,059,000	35,000	-	49,542,000
GENERAL GOVERNMENT									
CIP-84	15-302	700-810-062-35	Electronic Community Informational Signs						281,000
CIP-44	14-306	700-525-069-40	Information Technology Infrastructure Program	13,000	25,000	26,000	27,000	29,000	
CIP-45	14-501	700-610-062-49	Vehicle & Operating Equipment Program	170,000	80,000	59,000		83,000	
Unfunded Subtotal				183,000	105,000	85,000	27,000	112,000	281,000
UNFUNDED TOTAL				1,259,000	2,233,292	6,711,000	1,102,000	469,000	79,299,000

Five-Year Capital Improvement Program (CIP)
FY 2017/18 to FY 2021/22
Summary by Funding Source

Fund No.	Fund Description	BUDGET FY17/18	PROJECTED FY18/19	PROJECTED FY19/20	PROJECTED FY20/21	PROJECTED FY21/22
100	Palos Colorados	82,200				
101	General Fund	12,000				
103	Citizens Option for Public Safety (COPS)	30,000	30,000	30,000	30,000	30,000
205	Gas Tax	10,000	10,000	10,000	10,000	10,000
210	Measure J (Return to Source 18% Funds)	30,000	30,000	30,000	30,000	30,000
230	Traffic Safety (Vehicle Code Violations)	10,000	10,000	10,000	10,000	10,000
250	Park Dedication Fees (Quimby Act)	166,800				
500	Lighting Assessment District		300,000			
510	National Pollutant Discharge Elimination System (NPDES)	10,000	20,000	20,000	20,000	20,000
700	Capital Improvements (Grants)	1,275,754	1,553,000			
711	Street Pavement Program	1,246,000	1,278,000	1,311,000	1,345,000	1,380,000
720	Public Safety Impact Fees	41,250				
770	Storm Drain Impact Fees	108,000				
780	Government Impact Fees	148,750				
790	Park Development Impact Fees	35,000				
FUNDED TOTAL		3,205,754	3,231,000	1,411,000	1,445,000	1,480,000

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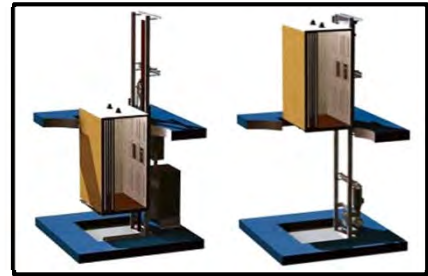
**ACTIVE (FUNDED OR CARRY FORWARD)
CAPITAL IMPROVEMENT PROJECTS**

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Project Name: Hacienda Building ADA Accessibility to Upper Floors
Project Number: 14-301 **CIP Type:** Bldg
Account: 700-751-062-56 **Dept:** P&R

Status: Carry Forward Design

Project Objective: Provide ADA accessibility to the 2nd and 2.5th floors of the Hacienda building.



Project Description: Phase 1: Evaluate options for addressing Americans with Disability Act (ADA) accessibility to upper floors. (Complete)

Phase 2: Design and develop project plans, specifications, and estimate pending completion of the Hacienda de las Flores Conceptual Plan (CIP 15-306). (Carry Forward from FY 14/15)

Phase 3: Construction of ADA improvements. Option #2 of the January 2015 Garavaglia study offers limited impact on the historic fabric of the building, given current conceptual plans for the building. It is an internal modification which would work best, given proposed modifications, requiring a limited amount of structural modifications.

Basis for Schedule: Accessibility to the upper floors are required by the Americans with Disability Act. Phase 1 study was funded, started in FY 2013/14, and carried forward into FY 2014/15. Phase 2 design was funded in FY 2014/15 and was carry forward into FY 2016/17 and FY 2017/18. Phase 3 construction is proposed in FY 2017/18 but unfunded.

Basis for Cost: Garavaglia conducted the ADA study with recommended locations. Potential funding opportunities include CDBG, ADA and/or historical grants. Costs inflated annually by the Construction Cost Index.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 100: Palos Colorados	\$ 2	\$ 38							\$ 40
Fund 101: Gen Fund	\$ 10								\$ 10
Unfunded			\$ 625						\$ 625
TOTAL	\$ 12	\$ 38	\$ 625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 675

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Phase 1: Study	\$ 10								\$ 10
Phase 2: Design	\$ 2	\$ 38							\$ 40
Phase 3: Construction									\$ -
Construction			\$ 501						\$ 501
Construction Management			\$ 50						\$ 50
Contingency			\$ 75						\$ 75
TOTAL	\$ 12	\$ 38	\$ 625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 675

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance		\$ 2.5	\$ 2.5	\$ 2.5	\$ 2.5		\$ 10.0
TOTAL		\$ 2.5	\$ 2.5	\$ 2.5	\$ 2.5	\$ -	\$ 10.0

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Minor Capital Improvement Program
Project Number: 13-302 **CIP Type:** Bldg
Account: 700-750-062-55 **Dept:** PWD

Status: As-Needed Program with Carry Forward Funding

Project Objective: Provide funding for numerous minor capital improvements at Town facilities.



Project Description: Eligible minor capital improvements are restricted to allowable expenditures of the Asset Replacement fund and is a reserve for unexpected asset replacements. Major capital improvements not included as part of this program shall be programmed separately.

Basis for Schedule: Reserved for unexpected asset replacements on an as-needed basis.

Basis for Cost: Unspent \$30K from FY16/17 will be carryforwarded into FY17/18; therefore, no new appropriation needed.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 101: Reserves		\$ 30							\$ 30
Fund 750: Asset Replace	\$ 35	\$ 4							\$ 39
Undetermined				\$ 30	\$ 30	\$ 30	\$ 30		\$ 120
TOTAL	\$ 35	\$ 34	\$ -	\$ 30	\$ 30	\$ 30	\$ 30	\$ -	\$ 189

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration		\$ 6		\$ 5	\$ 5	\$ 5	\$ 5		\$ 26
Construction	\$ 35	\$ 28		\$ 25	\$ 25	\$ 25	\$ 25		\$ 163
									\$ -
TOTAL	\$ 35	\$ 34	\$ -	\$ 30	\$ 30	\$ 30	\$ 30	\$ -	\$ 189

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Minor Improvements to Government Facilities Program
Project Number: 16-305 **CIP Type:** Bldg
Account: 700-750-062-14 **Dept:** PWD



Status: On-Going Depending on Available Gov't Impact Fees

Project Objective: Minor improvements on government facilities to accommodate growing population from new development.

Project Description: The program may be used to construct new facilities, upgrade existing facilities, purchase vehicles and equipment, enhance the utility of existing technology systems and/or perform refurbishment to accommodate new development in the Town as allowed by the General Government Impact Fee restrictions.

In FY17/18, Town Hall and Town Council Chambers' existing key system will be replaced with a card reader system to provide enhanced security of varying access levels. Town Hall will receive necessary ADA improvements.

Basis for Schedule: Assist with meeting ADA requirements.

Basis for Cost: Cost estimate based on contractor quote. General Government Impact Fees can only be programmed when its revenues are received. When future fees become available, funding will be programmed into future unfunded fiscal years.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 780: Gov't Impact Fee		\$ 43	\$ 25						\$ 68
Unfunded				\$ 25	\$ 25	\$ 25	\$ 25		\$ 100
									\$ -
TOTAL	\$ -	\$ 43	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ -	\$ 168

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration		\$ 3	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2		\$ 13
Right-of-Way									\$ -
Design									\$ -
Construction		\$ 40	\$ 23	\$ 23	\$ 23	\$ 23	\$ 23		\$ 155
Const Mgmt/Inspection									\$ -
Contingency									\$ -
Other: Permits									\$ -
TOTAL	\$ -	\$ 43	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ -	\$ 168

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Municipal Building Repainting Program
Project Number: 14-303 **CIP Type:** Bldg
Account: 700-750-062-58 **Dept:** PWD
Status: Carry Forward (Replace Town Hall Seal after Repainting)
Project Objective: Paint all municipal buildings.



Project Description: FY 17/18 Exterior Pavilion building (scheduled) and Exterior Hacienda and Library Buildings (FY 16/17 deferred)
 FY 18/19 Interior Hacienda building
 FY 19/20 Interior Library & Commons Park exterior & interior bandshell
 FY 20/21 None
 FY 21/22 Exterior La Sala building and exterior and interior Casita building

Basis for Schedule: Buildings are in need of being repainted to protect exterior building surfaces from damage caused by environmental (sun and rain) exposure and to maintain interior surfaces for users of facilities. Town Hall was repainted in 2015 and is not complete until the Town Seal is replaced. Carry forward funds remain to pay for the seal once the manufacturer completes production.

Basis for Cost: Potential sources of funds are Palos Colorados, Asset Replacement, and/or General Fund. Cost estimates are based on contractor estimates and staff estimates. Major capital improvements will be separated as their own CIP. These costs have been increased by the Construction Cost Index.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 701: COP Bond	\$ 24								\$ 24
Undetermined			\$ 88	\$ 19	\$ 30		\$ 36		\$ 174
									\$ -
									\$ -
TOTAL	\$ 24	\$ -	\$ 88	\$ 19	\$ 30	\$ -	\$ 36	\$ -	\$ 198

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration	\$ 1		\$ 8	\$ 2	\$ 3		\$ 3		\$ 17
Paint Building(s)	\$ 23		\$ 80	\$ 17	\$ 27		\$ 33		\$ 181
Contingency									\$ -
Other:									\$ -
TOTAL	\$ 24	\$ -	\$ 88	\$ 19	\$ 30	\$ -	\$ 36	\$ -	\$ 198

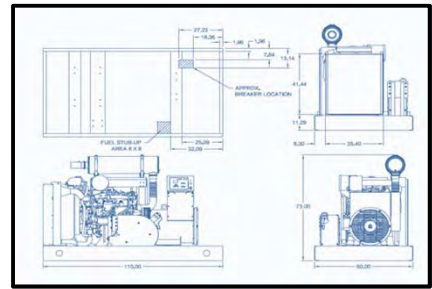
Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

CIP Type: Bldg
Dept: PWD

New Project

Replace failed backup generator at Town Hall, 329 Rheem Boulevard.



Current generator was purchased to provide backup power to the previous Police location (350 Rheem); however, when relocated to Town hall (329 Rheem), it is undersized to provide backup power to entire building. The generator is over 15 years old and had failed during the January 2017 heavy storm event. The generator requires replacement to provide emergency backup power for 72 hours after power outages.

High priority for replacement is needed so that Town offices can function, especially during an emergency event.

Cost based on vender quotes.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 720: Public Safety Impact Fee			\$ 41						\$ 41
Fund 780: Gov't Impact Fee			\$ 124						\$ 124
									\$ -
TOTAL	\$ -	\$ -	\$ 165	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration			\$ 2						\$ 2
Equipment			\$ 140						\$ 140
Permits			\$ 2						\$ 2
Contingency			\$ 21						\$ 21
TOTAL	\$ -	\$ -	\$ 165	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165

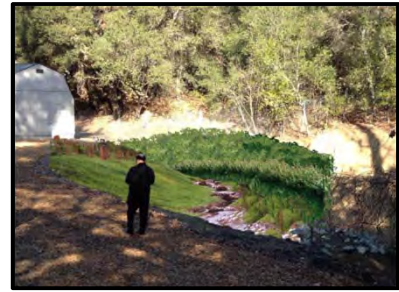
Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation (increases or decreases)							\$ -
Maintenance (increases or decreases)							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Laguna Creek Restoration at Hacienda de las Flores
Project Number: 16-201 **CIP Type:** Storm
Account: 700-740-062-16 **Dept:** PWD

Status: Carry Forward

Project Objective: Improve Laguna Creek on the Hacienda de las Flores grounds to reduce the potential for flooding of the Pavilion building.



Project Description: Concept to daylight the creek was approved by Council on April 23, 2014. Once funding is secured, next steps are to develop plans, specifications, and cost estimate for improvements to Laguna Creek. The general scope of work is to remove the existing undersized culvert and restoration of the natural stream channel, provide sufficient capacity to convey the 100-year flow, create an amenity for the public and an educational opportunity, recreate aquatic habitat and improving fish passage, install a short bridge in the form of an arch culvert with an open bottom to maintain the access from Moraga Road to the Hacienda building, and provide ADA access from Devin Drive to the Hacienda trail.

Basis for Schedule: The Town applied for a State Department of Water Resources Urban Streams Restoration Program (USRP) grant in 2014 and a Proposition 1 Coastal Conservancy grant in 2016 but was unsuccessful; however, the Town has been selected to receive a California River Parkways grant.

Basis for Cost: The consultant that completed a hydraulic study of the creek provided preliminary cost estimates for all feasible alternatives. In 2017, a updated cost estimate was developed when applying for the Prop 1 grant.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 700: River Parkway Grant			\$ 400						\$ 400
Unfunded				\$ 444					\$ 444
									\$ -
TOTAL	\$ -	\$ -	\$ 400	\$ 444	\$ -	\$ -	\$ -	\$ -	\$ 844

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration				\$ 15					\$ 15
Survey			\$ 10						\$ 10
Environmental/Permitting			\$ 20	\$ 73					\$ 93
Design			\$ 65	\$ 56					\$ 121
Construction			\$ 305	\$ 101					\$ 406
Const Mgmt/Inspection				\$ 41					\$ 41
Contingency				\$ 40					\$ 40
Misc Expenses				\$ 68					\$ 68
Post-Const Monitoring				\$ 50					\$ 50
TOTAL	\$ -	\$ -	\$ 400	\$ 444	\$ -	\$ -	\$ -	\$ -	\$ 844

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Minor Corrugated Metal Pipe Repair Program
Project Number: 14-202 **CIP Type:** Storm
Account: 700-740-062-66 **Dept:** PWD

Status: As-Needed Program

Project Objective: Repair various small diameter culvert crossings and connections to creeks made predominately of corrugated metal pipe that are at the end of their life cycle.



Project Description: The Town has a rough estimate of 65 stretches of 24" corrugated metal pipe (CMP) that conveys storm water under roadways as culverts or from roads directly into creeks in various states of disrepair. Issues include potential sinkholes due to deteriorated pipe, crushed pipe that impedes flow, debris prone culverts that are clogged often, substandard intake, and outfall structures.

This program will allow for a reliable stream of funding to address such problems with minor capital improvements to minimize on-going operating and maintenance costs and to reduce the chance for these minor issues to become larger more expensive capital improvement projects. Issues with larger size CMP culverts will be identified as separate individual capital improvement projects.

Basis for Schedule: Most of the Town's culvert crossings and connections to creek systems are beyond their life expectancy and need to be addressed before they become larger problems.

Basis for Cost: Depending on culvert issues encountered, approximately 2 to 3 culvert crossings may be addressed each fiscal year. Initial work consisted of mapping CMP pipes in GIS to better understand the CMP system.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 510: NPDES	\$ 22	\$ 49	\$ 5	\$ 10	\$ 10	\$ 10	\$ 10		\$ 116
Fund 205: Gas Tax	\$ 3	\$ 37	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10		\$ 90
									\$ -
TOTAL	\$ 25	\$ 86	\$ 15	\$ 20	\$ 20	\$ 20	\$ 20	\$ -	\$ 206

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration	\$ 8	\$ 22	\$ 3	\$ 5	\$ 5	\$ 5	\$ 5		\$ 53
Construction	\$ 17	\$ 64	\$ 12	\$ 15	\$ 15	\$ 15	\$ 15		\$ 153
TOTAL	\$ 25	\$ 86	\$ 15	\$ 20	\$ 20	\$ 20	\$ 20	\$ -	\$ 206

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Sinkhole Repair on Rheem Boulevard at Center Street
Project Number: 16-702 **CIP Type:** Storm
Account: 700-740-062-02 **Dept:** PWD

Status: Carry Forward (Construction)

Project Objective: Repair the damaged 96-inch and 27-inch storm drain pipes and associated improvements to the intersection.



Project Description: A sinkhole developed at the intersection of Rheem Boulevard and Center Street on March 13, 2016. This project will design and construct the repairs to the Town's infrastructure that was damaged by the sinkhole, which includes replacement of storm drainage pipe, inlet, backfill of hole, concrete sidewalk, curb, gutter, pavement, striping, signing, traffic signal pole and appurtenances, etc.

Town Council's appropriation of \$1.4M in Palos Colorados and \$1.4M in Reserves remains in budget to pay for expenditures until reimbursed (Palos Colorados first) by the Federal Highway Administration (FHWA)'s Emergency Opening (EO) and Permanent Repair (PR) emergency grant funding. Congress appropriates annual budgets for FHWA's Emergency Relief (ER) program. FHWA ER program has allocated \$1,159,724 to the Town's Sinkhole project which is available for eligible reimbursements. FHWA has request Congress to fund the federal shortfall for this year which will be determined on October 2018. If insufficient ER program funding is provided to California, the Sinkhole project may not be reimbursed for the remaining eligible expenditures depending on how FHWA prioritizes all California emergency projects. If this is the case, the Town's remaining project reimbursement request will need to be considered during future federal budget cycles.

Basis for Schedule: The Town declared a local emergency and will complete the repair in the 2017 construction season to permanently reopen Rheem Boulevard to public traffic.

Basis for Cost: Costs are based on consultant engineer's estimates. Emergency Opening (EO) work is 100% reimbursable, Permanent Restoration (PR) work is reimbursed at 88.53%. Contract cost was refined based on bids received on June 28, 2016 with budget savings applied to reduce Palos Colorado from \$1.4M to \$1.1M.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 100: Palos Colorados	\$ 83	\$ 986							\$ 1,069
Fund 101: Reserves	\$ 84	\$ 1,316							\$ 1,400
Fund 205: Gas Tax	\$ 246								\$ 246
Fund 210: Measure J	\$ 254								\$ 254
TOTAL	\$ 667	\$ 2,302	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,969

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Emergency Opening	\$ 615	\$ 27							\$ 642
Permanent Restoration									
Administration		\$ 90							\$ 90
Design	\$ 16	\$ 164							\$ 180
Geotech Engineering		\$ 60							\$ 60
Construction		\$ 1,321							\$ 1,321
Construction Mgmt		\$ 220							\$ 220
Contingency		\$ 198							\$ 198
Miscellaneous		\$ 198							\$ 198
Legal Services	\$ 36	\$ 24							\$ 60
TOTAL	\$ 667	\$ 2,302	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,969

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Storm Drain Funding Initiative
Project Number: 17-201
Account: 700-740-062-08

CIP Type: Storm
Dept: PWD

Status: Carry Forward (Task 1 Complete)

Project Objective: Generate storm drain funding to address operation, maintenance, and improvements as identified in the adopted Storm Drain Master Plan.



Project Description: On July 8, 2015, Town Council adopted the Storm Drain Master Plan (SDMP) developed by Schaaf & Wheeler. The SDMP identified \$25,930,000 of capital improvement projects and \$240,000 annually for maintenance, inspection, and asset replacement needs. The next step is a storm drain funding initiative to address storm drain needs:

Task 1: Storm Drain Funding Feasibility Study (\$21K)
 Task 2: Public Opinion Survey Engineering Support (\$10K)
 Task 3: Implementation (Fee Report \$35K; Ballot Process \$18K)
 Task 4: Community Outreach and Information Program (\$15K)

Basis for Schedule: On August 24, 2016, Town Council received a report on results of the Community Priorities Survey conducted by Godbe Research. The statistically valid survey found that maintaining and repairing the storm drain system was third highest priority (out of 26 areas surveyed). Further, the community's satisfaction with the storm drain system was one of the lowest of those surveyed. These two findings reveal that the community understands storm drains are very important and much improvement is needed, a situation predisposed for a revenue measure.

On June 28, 2017, Town Council will be asked to approve a public opinions survey to address storm drain needs and maintain quality of life services. Task 2 of this CIP is to provide necessary engineering support for the survey.

Basis for Cost: Costs are based on consultant estimates.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 770: SD Impact Fee		\$ 21	\$ 108						\$ 129
TOTAL	\$ -	\$ 21	\$ 108	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration			\$ 10						\$ 10
Task 1: Feasibility Study		\$ 21							\$ 21
Task 2: Survey Support			\$ 10						\$ 10
Task 3: Implementation			\$ 53						\$ 53
Task 4: Outreach			\$ 15						\$ 15
Legal Services			\$ 20						\$ 20
TOTAL	\$ -	\$ 21	\$ 108	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Storm Drain Master Plan
Project Number: 14-201
Account: 700-740-062-65

CIP Type: Storm
Dept: PWD



Status: Carry Forward (Private Property Study)

Project Objective: Determine, prioritize, and estimate capital improvement needs of the Town's storm drain collection system.

Project Description: The Town has approximately 30 miles of storm drain pipe in the Town's collection system. This Master Plan is a proactive approach to determine needs, costs, and priorities associated with storm drain improvements for staff to program future capital improvement projects, including an annual storm drain replacement program. The master plan will assist coordinating storm drain improvements better to avoid cutting into newly paved streets or to require trenchless pipeline technology methods.

On July 8, 2015, Town Council adopted the Master Plan developed by Schaaf & Wheeler (S&W). Recommended capital improvement projects can be found in the Storm Drain Improvements Program. Additionally, Town Council appropriated \$38,200 of NPDES funds to amend S&W's contract to investigate property ownership for high and moderate priority storm drain improvement projects involving private properties.

Basis for Schedule: An evaluation of the Storm Drains 36-inches or larger was conducted in August 2008. The Storm Drain Master Plan incorporated the evaluation's findings to create a comprehensive plan for addressing the storm drain collection system.

Basis for Cost: Costs are based on actual contract costs.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 510: NPDES	\$ 64	\$ 14							\$ 78
Fund 770: SD Impact Fee	\$ 10								\$ 10
Fund 705: Infra Preserve	\$ 225								\$ 225
TOTAL	\$ 299	\$ 14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 313

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration	\$ 51	\$ 5							\$ 56
Storm Drain Master Plan	\$ 216								\$ 216
Private Property Study	\$ 29	\$ 9							\$ 38
Other: Software, etc.	\$ 3								\$ 3
TOTAL	\$ 299	\$ 14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 313

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Trash Load Reduction Program
Project Number: 16-202
Account: 700-740-062-17

CIP Type: Storm
Dept: PWD

Status: On-Going Until Compliance Achieved

Project Objective: Reduce trash load from the Town's Municipal Separate Storm Sewer Systems (MS4s).



Project Description: The general scope of work is to implement and reduce trash discharges with the following schedule to stay in compliance with the NPDES Municipal Regional Stormwater Permit Provision C.10, Trash Load Reduction: 60% by July 1, 2016; 70% by July 1, 2017; 80% by July 1, 2019; and 100%, or no adverse impact to receiving waters from trash, by July 1, 2022.

Basis for Schedule: Schedule is dependent on NPDES MRP Provision C.10's schedule requirements as shown above. Grant funding opportunities are available from CalRecycle's Used Oil Competitive Grant Program on an annual basis.

Basis for Cost: Initial grant funding from Association of Bay Area Governments (ABAG) of \$20,448 to install 31 full trash capture devices. Basis for cost from manufacturer/contractor of trash capture devices for inlets for one small and one large trash capture device. Construction cost is estimated at 5 units installed per year.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 510: NPDES		\$ 10	\$ 5	\$ 10	\$ 10	\$ 10	\$ 10		\$ 55
									\$ -
									\$ -
									\$ -
									\$ -
TOTAL	\$ -	\$ 10	\$ 5	\$ 10	\$ 10	\$ 10	\$ 10	\$ -	\$ 55

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration		\$ 2	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1		\$ 7
Construction		\$ 12	\$ 3	\$ 6	\$ 6	\$ 6	\$ 6		\$ 39
Permit Inspection Rqmts		\$ 4		\$ 2	\$ 2	\$ 2	\$ 2		\$ 12
Contingency		\$ 2	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1		\$ 8
Other:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
TOTAL	\$ -	\$ 20	\$ 5	\$ 10	\$ 10	\$ 10	\$ 10	\$ -	\$ 66

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance Contract	\$ 5.1	\$ 5.7	\$ 6.4	\$ 7.1	\$ 7.8	\$ 8.4	\$ 40.5
Other:							\$ -
TOTAL	\$ 5.1	\$ 5.7	\$ 6.4	\$ 7.1	\$ 7.8	\$ 8.4	\$ 40.5

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Commons Park Improvement Program
Project Number: 14-304 **CIP Type:** Parks
Account: 700-753-062-61 **Dept:** P&R

Status: On-Going Program with Carry Forward Funding

Project Objective: Provide minor park improvements aimed at improving customer safety and enjoyment.



Project Description: The following are potential projects:
 FY 17/18 Seal coat and restripe basketball court surface (scheduled) and repair flagpole, Biondi fountain, and swing sets (deferred from FY16/17)
 FY 18/19 Reshingle bandshell roof
 FY 19/20 None
 FY 20/21 None
 FY 21/22 None

Basis for Schedule: Current list is based on deferred maintenance and asset replacement list.

Basis for Cost: Potential sources of funds are Asset Replacement, Palos Colorados, or General Fund. Cost estimates are based on contractor estimates and staff estimates and inflated annually by the Construction Cost Index. Major capital improvements will be separated as its own CIP project. On April 16, 2017, Town Council accepted a \$15K Municipal Pooling Authority grant for safety improvements.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 100: Palos Colorados	\$ 70								\$ 70
Undetermined			\$ 35	\$ 17					\$ 52
									\$ -
									\$ -
TOTAL	\$ 70	\$ -	\$ 35	\$ 17	\$ -	\$ -	\$ -	\$ -	\$ 122

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Design	\$ 1								\$ 1
Administration	\$ 13		\$ 2	\$ 1					\$ 16
Construction/Installation	\$ 56		\$ 29	\$ 14					\$ 99
Contingency			\$ 4	\$ 2					\$ 6
TOTAL	\$ 70	\$ -	\$ 35	\$ 17	\$ -	\$ -	\$ -	\$ -	\$ 122

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Labor		\$ (1.5)	\$ (1.5)	\$ (1.5)	\$ (1.5)		\$ (6.0)
Materials		\$ (0.5)	\$ (0.5)	\$ (0.5)	\$ (0.5)		\$ (2.0)
Other:							\$ -
TOTAL	\$ -	\$ (2.0)	\$ (2.0)	\$ (2.0)	\$ (2.0)	\$ -	\$ (8.0)

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Lamorinda All-Access Playground at Moraga Commons
Project Number: 17-311 **CIP Type:** Parks
Account: 700-810-062-10 **Dept:** P&R



Status: Carry Forward (Construction)

Project Objective: Install all-access playground designed for children with special needs.

Project Description: The Town is partnering with the Rotary Club of Moraga in honor of their 50th Anniversary to install an all-access playground to serve the Lamorinda community in the Moraga Commons Park adjacent of the Lower Playground as approved in concept at the August 24, 2016 Town Council meeting. After evaluating various locations, the selected option will require the least amount of grading and provide three separate and distinct playgrounds in the Commons Park.

Basis for Schedule: Design drawings were completed in early May 2017. Town Council approved the site and ADA improvements on June 28, 2017. The equipment purchase and rubberized surfacing contract will be brought to Town Council for approval on August 23, 2017. Construction should start late July and be completed in October.

Basis for Cost: Costs are based on bid documents prepared by an on-call landscape architect firm.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 100: Palos Colorados			\$ 82						\$ 82
Fund 250: Quimby Act		\$ 45	\$ 167						\$ 212
Fund 700: Rotary			\$ 260						\$ 260
Fund 700: MPA Grant			\$ 15						\$ 15
Fund 790: Park Impact Fee			\$ 35						\$ 35
TOTAL	\$ -	\$ 45	\$ 559	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 604

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration			\$ 10						\$ 10
Study									\$ -
Environmental									\$ -
Design	\$ 14	\$ 31							\$ 45
Playground Equipment			\$ 240						\$ 240
Site Preparation & ADA Compliance			\$ 240						\$ 240
Const Mgmt/Inspection			\$ 30						\$ 30
Contingency			\$ 39						\$ 39
Other: Permits									\$ -
TOTAL	\$ 14	\$ 31	\$ 559	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 604

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance		\$ 5	\$ 5	\$ 5	\$ 5		\$ 20
TOTAL		\$ 5	\$ 5	\$ 5	\$ 5	\$ -	\$ 20

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: ADA Compliance Streets Program
Project Number: 08-101 **CIP Type:** Trans
Account: 700-740-062-79 **Dept:** PWD
Status: On-Going ADA Improvements in the Right of Way (ROW)
Project Objective: Provide ADA accessible sidewalks and curb cuts.



Project Description: This is an ongoing program to fund the installation of Americans with Disabilities Act (ADA) compliant curb cuts and accessible ramps in Town where needed. This program uses a percentage of gas tax funds for ADA accessibility improvements each year. Specific locations may be chosen based on residents' requests or adjacent projects to continue to make the Town more accessible to all.

Basis for Schedule: This is an ongoing program. It will fund \$10,000 worth of improvements each year. If locations are not identified each year, the funds will accumulate until appropriate projects are identified. \$10,000 will fund two or three accessible ramps each year.

Basis for Cost: FY17/18, a Transportation Development (TDA) grant of \$80K was awarded to close a critical sidewalk gap along Moraga Road between Draeger and Corliss Drives, linking the Lafayette-Moraga Regional Trail to Hacienda de Las Flores while conforming to the Town Council adopted Livable Moraga Road plan.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 210: Measure J	\$ 28		\$ 10	\$ 10	\$ 10	\$ 10	\$ 10		\$ 78
Fund 205: Gas Tax	\$ 27								\$ 27
Fund 700: TDA Grant			\$ 80						\$ 80
									\$ -
									\$ -
TOTAL	\$ 55	\$ -	\$ 90	\$ 10	\$ 10	\$ 10	\$ 10	\$ -	\$ 185

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Streets ADA Program	\$ 55		\$ 10	\$ 10	\$ 10	\$ 10	\$ 10		\$ 105
Administration			\$ 5						\$ 5
Right-of-Way									\$ -
Design			\$ 5						\$ 5
Construction			\$ 54						\$ 54
Const Mgmt/Inspection			\$ 9						\$ 9
Contingency			\$ 7						\$ 7
TOTAL	\$ 55	\$ -	\$ 90	\$ 10	\$ 10	\$ 10	\$ 10	\$ -	\$ 185

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: ADA Self-Evaluation Plan
Project Number: 14-102
Account: 700-710-062-45

CIP Type: Bldg
Dept: PWD



Status: Carry Forward Phase 1

Project Objective: Comply with Title II of the Americans with Disabilities Act (ADA) to evaluate the Town's right-of-way, facilities, and programs.

Project Description: In 1990, the Federal Government enacted the Americans with Disabilities Act (ADA). The Town recognizes its legal obligation to comply with Title II of the ADA that requires each of the Town's services, programs, and activities, when viewed in their entirety, to be readily accessible and usable by individuals with disabilities. Since the Town has less than 50 employees, the Town is only required to do a "self-evaluation" rather than a full transition plan and assigning a coordinator.

The self-evaluation identifies and corrects those policies and practices that are inconsistent with Title II's requirements. Self-evaluations should consider all of a Town's programs, activities, and services, as well as the policies and practices that the Town has put in place to implement its various programs and services. Remedial measures necessary to bring the programs, policies, and services into compliance with Title II should be specified -- including, but not limited to: (1) relocation of programs to accessible facilities; (2) offering programs in an alternative accessible manner; (3) structural changes to provide program access; (4) policy modifications to ensure nondiscrimination; and (5) auxiliary aids needed to provide effective communication.

Basis for Schedule: All municipalities were required to complete a self-evaluation of their facilities, programs, policies, and practices by January 26, 1993. When self-evaluations are not conducted, the Town is ill-equipped to implement accessibility changes required by the ADA. Without a complete assessment of the Town's various facilities, services, and programs, it is difficult to plan or budget for necessary changes, and the Town can only react to problems rather than anticipate and correct them in advance. As a result, people with disabilities cannot participate in or benefit from the Town's services, programs, and activities.

Basis for Cost: Based on other similar sized municipalities' cost of conducting a Self-Evaluation Plan.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 210: Measure J	\$ 8	\$ 22							\$ 30
Unfunded			\$ 30	\$ 30					\$ 60
TOTAL	\$ 8	\$ 22	\$ 30	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ 90

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration	\$ 1	\$ 9	\$ 10	\$ 10					\$ 30
Phase 1: Right-of-Way	\$ 7	\$ 13							\$ 20
Phase 2: Facilities			\$ 20						\$ 20
Phase 3: Programs				\$ 20					\$ 20
TOTAL	\$ 8	\$ 22	\$ 30	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ 90

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operations & Maintenance							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Canyon Road Bridge Reopening
Project Number: 17-701
Account: 700-740-062-01

CIP Type: Trans
Dept: PWD

Status: Carry Forward

Project Objective: Reopen Canyon Road after its closure on April 18, 2017 due to structural damage from adjacent moving landslide.



Project Description: On April 18, 2017 the Canyon Road Bridge was closed due to detrimental structural impacts from adjacent moving landslide to address public safety considerations. Town bridge and geotechnical engineers have installed slope inclinometers to measure lateral movement of the adjacent landslide and determined that the slide is significant and relatively deep near the bridge, up to 28 feet below the ground. The slope inclinometer readings continue to show additional land movement pushing into the bridge. On June 14, 2017, Town Council directed staff to proceed with removing the existing bridge, replacing with a specialized manufactured temporary bridge one-lane bridge, and protecting the abutment from the moving landslide.

Basis for Schedule: The bridge is a critical emergency services and commuter route for residents of Canyon and commuters from Moraga to Castro Valley and Oakland and needs to be reopened as soon as possible.

Basis for Cost: The road is a Federal-aid highway and is eligible for Emergency Relief (ER) funds in the event of damage as a direct result of a natural disaster or catastrophic failure. The Town is waiting for results of its request for ER funding from the Federal Highway Administration. On April 27, 2017, Town Council appropriated \$500K from Palos Colorados to begin work on addressing the closure.

Cost are based on Town Council's decision on June 14, 2017 to install a temporary one-lane bridge with southern abutment protection, including an additional appropriation of \$500K from Palos Colorados and \$1.06M from General Fund Reserves.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 100: Palos Colorado		\$ 1,000							\$ 1,000
Fund 101: Reserves		\$ 1,060							\$ 1,060
TOTAL	\$ -	\$ 2,060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,060

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Reopen Bridge		\$ 2,060							\$ 2,060
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
TOTAL	\$ -	\$ 2,060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,060

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

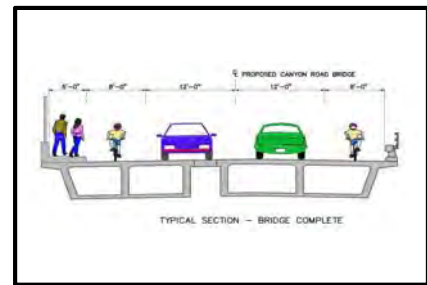
* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Canyon Road Bridge Replacement
Project Number: 14-101
Account: 700-740-062-46

CIP Type: Trans
Dept: PWD

Status: Carry Forward Project

Project Objective: The bridge is in need of structural rehabilitation and reconfiguration to address a safety issue for pedestrians and bikes due to the current deck geometry.



Project Description: The 1936 bridge is one of four critical access points to Moraga and is inspected by Caltrans every two years. The 2013 Bridge Inspection Report (BIR) has a Sufficiency Rating (SR) of 48.8 which means that it is eligible for replacement under the Federal Highway Bridge Program (HBP). The four main categories to calculate the SR are: 1) Structural adequacy and safety, 2) Serviceability and functional obsolescence, 3) Essentiality for public use 4) and Special reductions. The first two categories are weighted heaviest in the SR calculation. The bridge's low sufficiency rating is primarily due to the poor geometry and structural condition of the deck. Furthermore, the south end of the bridge has an access point to a heavily used bike/pedestrian trail that serves recreational bicyclists as well as nearby residents that walk to Joaquin Moraga Intermediate School adjacent to the north end approach to the bridge. The project will entail removing existing bridge and constructing new bridge and approaches with slope protection, channel work, detour-staging construction, and utility relocation.

Basis for Schedule: Work schedule is dependent on authorization and funding from the Federal HBP and the CCTA Measure J: Major Streets Category. The bridge is listed as a Category 5 structure which means Caltrans has determined that it is not eligible for the National Register of Historical Places, and without increasing capacity, environmental documents will likely be categorically excluded. Construction will be delayed from 2018 to 2019 to accommodate the Canyon Road Bridge Reopening project.

Basis for Cost: A preliminary engineer's estimate was developed by Nolte Verticle 5 and is on file for reference. CCTA Measure J: Major Streets Category funds serves as local match for HBP funds. Both funding sources have been approved. HBP grant fund increased due to increase radii of roadway curvature to accommodate for current design speed. Depending on the outcome of Canyon Road Bridge reopening, the costs and funding may need to be modified to accommodate a revised design of this bridge.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 700: HBP Grant	\$ 307	\$ 3,935							\$ 4,242
Fund 700: CCTA Major St	\$ 61	\$ 332							\$ 393
Fund 210: Measure J	\$ 25	\$ 210							\$ 235
									\$ -
TOTAL	\$ 393	\$ 4,477	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,870

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration	\$ 18	\$ 60							\$ 78
Prelim Engineering	\$ 375	\$ 336							\$ 711
Right-of-Way		\$ 100							\$ 100
Construction		\$ 2,843							\$ 2,843
Const Mgmt/Insp		\$ 427							\$ 427
Contingency		\$ 711							\$ 711
TOTAL	\$ 393	\$ 4,477	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,870

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Central Video Surveillance System
Project Number: 700-750-062-05
Account: 17-501

CIP Type: Trans
Dept: PD



Status: Carry Forward Pilot Project

Project Objective: Conduct pilot surveillance camera program to determine if expansion to five (5) key locations at the Town limits is warranted.

Project Description: The Central Video Surveillance system would consist of cameras installed at five (5) strategic locations at or near all entrances to the Town. Each installation would include a license plate recognition camera and high definition color overview cameras. The license plate recognition cameras would be directed at vehicles leaving or entering Moraga and can recognize and record license plate numbers. The overview cameras would provide an overall view of the roadway area so that the color, make and model of a vehicle could be identified. Initially, each camera system would work independently and allow investigators to download images through an encrypted link for use in specific investigations. However, in the future, they would have the ability to be connected by a secure wireless network and would transmit the recorded images to a secure server located at MPD.

The license plate information would be stored for one year, while the recordings from the overview cameras would be stored for 30 days before being deleted and overwritten.

Basis for Schedule: Based upon preliminary information from vendors, there is a 3-4 month project timeline from award of contract and equipment ordering to completion. The first pilot camera has been installed at one of the Town's entrances.

Basis for Cost: The Town worked with a local vendor to develop a preliminary scope of project and has reviewed systems in use or being planned by other local jurisdictions. \$5.7K to establish a pilot program was added to the budget during the FY16/17 mid-year adjustment. The Moraga Community Foundation is currently engaged in a fundraising effort to support this program with a goal of \$60,000.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 720: Public Safety Impact Fee		\$ 6							\$ 6
Undetermined								\$ 50	\$ 50
									\$ -
									\$ -
TOTAL	\$ -	\$ 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 56

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Pilot Program		\$ 6							\$ 6
Administration								\$ 4	\$ 4
Construction								\$ 40	\$ 40
Contingency								\$ 6	\$ 6
TOTAL	\$ -	\$ 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 56

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Commercial Centers Streetlighting
Project Number: 17-101
Account: 700-740-062-08

CIP Type: Trans
Dept: PWD



Status: Carry Forward

Project Objective: Determine, prioritize, and estimate capital improvement safety and street lighting needs at the two commercial centers in Town.

Project Description: The Town Council goals for 2016 identified a need for increased lighting around the Rheem and the Moraga Center areas, including outside the Town Council Chambers with funding for installation and maintenance determined through the annexation process of affected properties into the existing Street Light Assessment District. This project will determine the locations that do not meet current standards or the Town's policy for safety lighting, and estimate costs for enhancing the existing street lights or installing new street lights in these areas. Examples of streetlight improvements may include but not limited to the following:

1. Increase luminance or wattage of existing street lights
2. Relocate street lights to areas of need
3. Install new street lights

Basis for Schedule: The schedule of the process is (1) Study to determine streetlight options and associated costs; (2) Survey property owners on which options they will support if annexed into the Streetlighting Assessment District; (3) Annex property owners into District; and (4) Design and install streetlighting.

Basis for Cost: Study will determine which street light option to pursue and associated costs in FY18/19.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 500: Light Dist		\$ 60		\$ 300					\$ 360
									\$ -
									\$ -
TOTAL	\$ -	\$ 60	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 360

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration		\$ 15							\$ 15
Study, Survey, & Annexation		\$ 45							\$ 45
Design				\$ 50					\$ 50
Construction				\$ 250					\$ 250
Construction Management				\$ 25					\$ 25
Contingency				\$ 25					\$ 25
Misc.				\$ 5					\$ 5
TOTAL	\$ -	\$ 60	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 360

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Livable Moraga Road - Corridor Plan and Improvements
Project Number: 13-101 **CIP Type:** Trans
Account: 700-740-062-84 **Dept:** PLN/PWD



Status: Carry Forward (Phase 1 Environmental)

Project Objective: Improve bicycle, pedestrian, and vehicular safety and mobility along Moraga Road between the Moraga Center and Campolindo High School.

Project Description: Conduct community engagement process, plan and develop alternatives for Moraga Road for use by all modes, and beautification. Phase I includes workshops, traffic analysis, and development of alternatives for entire corridor and for major intersections (St. Mary's Road, Corliss Drive, Rheem Boulevard and Campolindo Drive). FY14/15 work included study and development of alternatives; FY15/16 work included additional outreach and community survey for Segment 3 (Donald to Corliss); FY16/17 work completed final concepts and 35% design; and FY17/18 planned work to complete CEQA.

Phase 1: Transportation for Livable Communities (TLC) grant for public outreach and 35% Design.

Phase 2: Final design of project including 100% PS&E.

Phase 3: Construction of Livable Moraga Road project

Basis for Schedule: Phase 1 timeline based on grant expenditure deadline. Phase 2 and 3 schedule depends on grant funding.

Basis for Cost: Construction cost estimates based on earlier studies and updated annually by the Construction Cost Index. A \$55K contribution from SummerHill has been secured for a portion of construction (slurry/restripe remaining Segment 3 portion that's outside the limits of the Moraga Road Resurfacing CIP #15-102). Lighting Special District (Fund 140) and Lighting Assessment District (Fund 500) funding and PG&E Rule 20A will offset the unfunded portion of the project after Phase 1's 35% design and respective engineer's estimate of three of the segments or intersections is developed for streetlighting system. Some improvements (e.g Corliss signalization, crosswalks at Skatepark, Rheem Center) may be developer funded. On March 25, 2015, Town Council appropriated an additional \$40K from Measure J to fund a community survey. This project may need to incorporate Green Infrastructure and its costs to comply with the NPDES permit.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 210: Measure J	\$ 106	\$ 34							\$ 140
Fund 700: TLC Grant	\$ 280	\$ 55							\$ 335
Fund 700: Developer		\$ 55							\$ 55
Unfunded								\$ 6,281	\$ 6,281
TOTAL	\$ 386	\$ 144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,281	\$ 6,811

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Phase 1: Public Outreach									\$ -
Administration	\$ 80	\$ 20							\$ 100
Study & Public Outreach	\$ 301	\$ 24							\$ 325
35% Design	\$ 4	\$ 11							\$ 15
Environmental	\$ 1	\$ 34							\$ 35
Phase 2: Final Design								\$ 494	\$ 494
Phase 3: Construction		\$ 55						\$ 5,787	\$ 5,842
TOTAL	\$ 386	\$ 144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,281	\$ 6,811

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Landscape Operations						\$ 3.5	\$ 3.5
Accident Clean-up/Flagging						\$ (0.5)	\$ (0.5)
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ 3

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Minor Traffic Safety Program
Project Number: 14-104
Account: 700-740-062-48

CIP Type: Trans
Dept: PWD

Status: As-Needed Program

Project Objective: This program is intended to provide traffic engineering services to complete minor traffic safety improvements.



Project Description: The Town has been contracting traffic engineering services to collect traffic data like traffic volumes and speed data as a basis for making minor traffic safety improvements, such as traffic signage, controlled intersection improvements, traffic calming devices, speed signs based on re-certifying speed limits for enforcement, etc.

Basis for Schedule: Funding will allow approximately 1 to 2 minor traffic safety improvements. Additionally, conduct traffic surveys so that the Police Department may use radar as an enforcement tool for speed violations. The California Vehicle Code requires certain roads to have a current certified traffic surveys on file with the court. The surveys are valid for five years.

Basis for Cost:

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 230: Traffic Safety	\$ 18		\$ 10	\$ 10	\$ 10	\$ 10	\$ 10		\$ 68
Fund 210: Measure J	\$ 19		\$ 20	\$ 20	\$ 20	\$ 20	\$ 20		\$ 119
									\$ -
									\$ -
TOTAL	\$ 37	\$ -	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ -	\$ 187

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration	\$ 23		\$ 10	\$ 10	\$ 10	\$ 10	\$ 10		\$ 73
Traffic Safety Improvements	\$ 13		\$ 20	\$ 20	\$ 20	\$ 20	\$ 20		\$ 113
Consultant	\$ 1								\$ 1
TOTAL	\$ 37	\$ -	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ -	\$ 187

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Moraga Center Pedestrian & Bicycle Improvements
Project Number: 16-101 **CIP Type:** Trans
Account: 700-740-062-22 **Dept:** PLN

Status: Carry Forward (Planning Phase)

Project Objective: Construct new sidewalks and pedestrian path facilities to close critical gaps, install bike facilities and streetscape improvements along streets in Moraga Center Specific Plan/Planned Development Area (PDA).



Project Description: The project would construct a series of pedestrian and bicycle improvements within the Moraga Center Specific Plan Area, a designated PDA, that would close gaps in the existing ped and bike network, and provide more convenient access between existing and planned residential projects. Proposed facilities include: new pedestrian paths and sidewalks along Moraga Way between St. Andrews Drive and School Street; new sidewalks along Camino Ricardo north of Moraga Way; and sidewalk gap closure along a section of Viader Drive. In addition, the project proposes improvements to enhance the walkability/bikeability of Country Club Drive including landscaping of an existing median, closure of a sidewalk gap, and addition of a new Class III bicycle route that would connect to the Lafayette-Moraga Regional Trail. Facilities would be developed in accordance with streetscape standards included in the MCSP Zoning currently under development.

Basis for Schedule: The proposed project addresses transportation problems associated with the fragmented and discontinuous network of ped and bike facilities within the Moraga Center Area. The current pattern presents a challenging environment for safe ped and bike travel and is inconsistent with the Moraga Center Specific Plan vision for the area as a vibrant, well-connected, pedestrian-friendly mixed use "village." The project will achieve a number of key transportation goals including non-auto connections to regional transit (bus to BART), reduced congestion, and safe routes to nearby schools and between areas residential and employment centers.

Basis for Cost: Planning cost estimate from consultants. Construction cost estimates from earlier studies.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 211: Meas J 28C		\$ 60							\$ 60
Unfunded								\$ 750	\$ 750
TOTAL	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 810

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Admin - Planning		\$ 5							\$ 5
Admin - Engineering		\$ 5						\$ 20	\$ 25
Environmental								\$ 50	\$ 50
Right-of-Way								\$ 5	\$ 5
Prelim Eng/Design		\$ 50						\$ 25	\$ 75
Construction								\$ 500	\$ 500
Const Mgmt/Insp								\$ 75	\$ 75
Contingency								\$ 75	\$ 75
TOTAL	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 810

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Moraga Road (St Mary's - Draeger) Resurfacing
Project Number: 15-102 **CIP Type:** Trans
Account: 700-740-062-32 **Dept:** PWD



Status: Carry Forward (Punchlist)

Project Objective: Resurface Moraga Road from St Mary's Road to Draeger Drive.

Project Description: The Town of Moraga has identified Moraga Road from St Marys Road to Draeger Drive as a candidate for rehabilitation. This section is a two to four-lane arterial and connects the Town's two retail centers. Approximately 3,900 feet in length, this road segment is generally in poor condition, and exhibits a variety of pavement distresses including fatigue cracking, patching, moderate to severe surface undulations, and longitudinal and transverse cracking. Therefore, this section of roadway is eligible for a mill and overlay type of treatment, including pavement base repairs; mill and place 2" asphalt concrete; adjust utility frames to grade; install shoulder backing; replace striping and pavement legends and replace traffic signal loops.

However, in an effort to reduce the construction project's greenhouse gases (i.e. reducing truck trips and material production processing), the Town will focus on utilizing cold-in-place recycling and other recycle in-place technologies as an alternative treatment, possibly making this project a candidate for additional recycling grants to fund the local matching portion of the OBAG grant.

Basis for Schedule: OneBayArea Grant's Local Streets and Road Preservation (LSRP) grant approved. Work has been scheduled for the construction season of 2016.

Basis for Cost: The estimated construction cost for a mill and overlay-type project on Moraga Road from St Marys Road to Draeger Drive is approximately \$708,000, in addition to an estimated \$92,000 of project design and overhead costs.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 700: OBAG Grant	\$ 26	\$ 653							\$ 679
Fund 210: Measure J	\$ 19	\$ 102							\$ 121
TOTAL	\$ 45	\$ 755	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration	\$ 4	\$ 42							\$ 46
Design	\$ 41	\$ 19							\$ 60
Construction		\$ 565							\$ 565
Const Mgmt/Insp		\$ 57							\$ 57
Contingency		\$ 72							\$ 72
TOTAL	\$ 45	\$ 755	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800

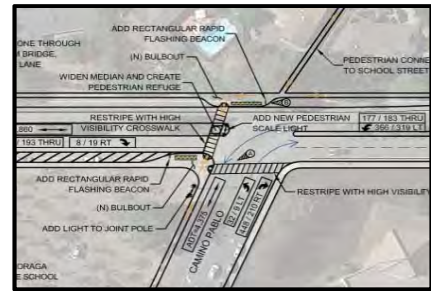
Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 2/29/16 displayed) for multi-year projects at end of FY15/16 will carryforward into FY16/17.

Project Name: Moraga Way and Canyon/Camino Pablo Improvements
Project Number: 18-101
Account: 700-740-062-69
CIP Type: Trans
Dept: PWD

Status: New Project

Project Objective: Resurface, close sidewalk gap, and improve bicycle facilities on Moraga Way and install crosswalk improvements at Canyon Road/Camino Pablo intersection.



Project Description: This project will improve several intersections and corridors within and adjacent to the Moraga Center Planned Development Area in accordance with the Town Council adopted Bike | Walk Plan.

The first part of this project improves Moraga Way from Moraga Road to Ivy Drive by completing the bicycle and pedestrian network along the corridor, extending similar improvements completed by the City of Orinda in 2014. The project resurfaces Moraga Way to provide an even surface for bicyclists and restripes the roadway with buffered Class II bicycle lanes. Additionally, the project will install sidewalks and pedestrian pathways and replace curb ramps and driveways to provide an accessible path of travel linking Miramonte High School, residents, County Connection transit stops, and the Moraga Center.

The second part of this project improves the intersection of Camino Pablo and Canyon Road, which is a key route for students walking to Joaquin Moraga Intermediate School. At this location, there is a large pedestrian demand to cross Canyon Road but parents' report vehicles traveling at high rates of speed as they approach the intersection. The project reduces the through travel lanes from two to one in each direction and assign the remaining area to bulb-outs while adding a pedestrian refuge reducing the crossing distance and narrowing the roadway to calm traffic. Additional improvements at the intersection include rectangular rapid flash beacons, improved intersection lighting, and a speed feedback sign in the northbound direction to advise drivers of their speed as they enter the Town's inhabited limits. Finally, the project provides green street elements within the bulb-outs to meet cleanwater requirements.

Basis for Schedule: The Town has been notified that the OneBayArea Grant application funding from Safe Routes to School (SR2S), Local Streets & Roads (LS&R), and Transportation for Livable Communities (TLC) is being recommended for award by the Contra Costa Transportation Authority and was approved on June 21, 2017. Construction is estimated to start in 2019,

Basis for Cost: Based on a preliminary engineer's estimate. Note that the 2019 Surface Seal Project transferred \$822K towards leveraging grant funding for this project.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 700: MTC SRTS				\$ 607					\$ 607
Fund 700: MTC LS&R				\$ 596					\$ 596
Fund 700: CCTA TLC			\$ 253	\$ 350					\$ 603
Fund 711: 1¢ Sales Tax (Unlvrgd)					\$ 822				\$ 822
TOTAL	\$ -	\$ -	\$ 253	\$ 1,553	\$ 822	\$ -	\$ -	\$ -	\$ 2,628

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration			\$ 63						\$ 63
Design			\$ 190						\$ 190
Construction				\$ 1,078	\$ 822				\$ 1,900
Const Mgmt/Insp				\$ 190					\$ 190
Contingency				\$ 285					\$ 285
TOTAL	\$ -	\$ -	\$ 253	\$ 1,553	\$ 822	\$ -	\$ -	\$ -	\$ 2,628

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Municipal Wayfinding Signage Program
Project Number: 15-601 **CIP Type:** Trans
Account: 700-910-062-31 **Dept:** PWD

Status: Carry Forward

Project Objective: Develop a comprehensive vehicular, pedestrian, bicycle wayfinding signage program.



Project Description: Develop and implement all phases of a municipal wayfinding program, including identification of desired signage locations and types, development of design specifications for new signage, and installation of signage throughout Town. Scope of work includes vehicular, pedestrian and bicycle signage (including replacing existing placards and consolidating existing inconsistent or confusing signs). The Wayfinding Plan will be coordinated with the Pedestrian Bicycle Master Plan Update (CIP 13-102) to achieve efficiencies and better integration of the two projects. Work on planning and design phase was initiated in FY 15/16.

Basis for Schedule: Five year program, based on projects in similar communities and includes approximately one year for planning and design development and four years for installation.

Basis for Cost: Consultant proposal for signage plan and development of design specifications. Cost of installation based on consultant estimate for planned number and type of signs.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 211: Meas J 28C	\$ 16	\$ 54							\$ 70
Unfunded			\$ 35	\$ 35	\$ 35				\$ 105
									\$ -
									\$ -
TOTAL	\$ 16	\$ 54	\$ 35	\$ 35	\$ 35	\$ -	\$ -	\$ -	\$ 175

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration	\$ 1	\$ 4							\$ 5
Study									\$ -
Environmental									\$ -
Right-of-Way									\$ -
Design									\$ -
Construction	\$ 15	\$ 50	\$ 35	\$ 35	\$ 35				\$ 170
Const Mgmt/Inspection									\$ -
Contingency									\$ -
Other:									\$ -
TOTAL	\$ 16	\$ 54	\$ 35	\$ 35	\$ 35	\$ -	\$ -	\$ -	\$ 175

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Pavement Management Program
Project Number: 08-106 **CIP Type:** Trans
Account: 711-740-062-73 **Dept:** PWD

Status: 1017 Pavement Overlay Project in Construction

Project Objective: Annually review Pavement Management System analysis, assess current needs, and allocate appropriate funds to provide cost-effective pavement maintenance.

Project Description: 2017 is scheduled for roads in need of an overlay treatment.

Basis for Schedule: The Town utilizes StreetSaver, an industry standard pavement asset management software to preliminarily select candidate street segments to repair because it is objective and it is a valuable tool to guide the Town on how to invest the Town's limited pavement funds to maintain the Town's entire pavement network in the best possible condition. Furthermore, the Town's pavement maintenance strategy is to focus on one type of treatment per year rather than multiple treatments so that the Town may receive lower bid prices due to increased treatment quantities when pavement projects go out to bid.

Basis for Cost: According to the 2015 Pavement Management Report, approximately 17%, 33%, and 50% of funding should be allocated to overlay, reconstruction, and surface seal treatments respectively to maximize the overall pavement condition network. The report also recommends partnering with other agencies to combine projects as a way to reduce costs. In these cost saving occasions, funding from regularly scheduled projects may be shifted to these partnering opportunities. The report also calculated the deferred maintenance needs at end of Measure K, assuming current funding levels. Note that the 2019 Surface Seal Project transferred \$822K towards leveraging grant funding for the resurfacing portion of the Moraga Way and Canyon/Camino Pablo Improvements project.



Fund Source (in 1000's)		Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 711: Street	Fund 205: Gas Tax	\$ 550								\$ 550
	Fund 210: Measure J	\$ 200								\$ 200
	Fund 220: Traf Congest	\$ 1								\$ 1
	EBMUD Reimburse	\$ 57								\$ 57
	Garbage Vehicle Impact	\$ 572		\$ 185	\$ 185	\$ 185	\$ 185	\$ 185		\$ 1,497
	1c Sales Tax (Unlvrgd)	\$ 1,710	\$ 1,515	\$ 1,061	\$ 1,093	\$ 304	\$ 1,160	\$ 1,195		\$ 8,038
	1c Sales Tax (Lvrgd)	\$ 6,921	\$ 493							\$ 7,414
	CalRecycle Grant	\$ 126	\$ 84	\$ 54						\$ 264
2032 Deferred Maintenance									\$ 36,000	\$ 36,000
TOTAL		\$ 10,137	\$ 2,092	\$ 1,300	\$ 1,278	\$ 489	\$ 1,345	\$ 1,380	\$ 36,000	\$ 54,021

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Past Projects as of 2013	\$ 8,269	\$ 10							\$ 8,279
2016 Full Depth Reclamation	\$ 1,807	\$ 1,191	\$ 27						\$ 3,025
2017 Overlay (17%)	\$ 61	\$ 747	\$ 27						\$ 835
2018 Reconstruct (33%)		\$ 144	\$ 1,246	\$ 190					\$ 1,580
2019 Surface Seal (50%)				\$ 1,088	\$ 489				\$ 1,577
2020 Overlay (17%)						\$ 717			\$ 717
2021 Reconstruct (33%)						\$ 628	\$ 764		\$ 1,392
2022 Surface Seal (50%)							\$ 616		\$ 616
Deferred Maintenance								\$ 36,000	\$ 36,000
TOTAL	\$ 10,137	\$ 2,092	\$ 1,300	\$ 1,278	\$ 489	\$ 1,345	\$ 1,380	\$ 36,000	\$ 54,021

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: PG&E Undergrounding
Project Number: 16-104
Account: 700-740-062-25

CIP Type: Trans
Dept: PWD



Status: Carry Forward (Poles to be removed)

Project Objective: Underground overhead utilities along portions of Moraga Road.

Project Description: Conversion of overhead utilities to underground along Moraga Road, between St. Mary's Road and Devin Drive. Established the Moraga Road Underground Utility District, Phases 1A and 1B, from St. Mary's Road to Devin Drive. Future Phase 2 will be from Devin Drive to Ascot Drive.

Basis for Schedule: Town is lead agency and anticipates construction to begin in 2016.

Basis for Cost: Costs based on consultant engineer's estimate. As of May 31, 2014, the Town's allocation of credits was \$1,497,113, plus 5 years of borrowed future allocations, the total available Rule 20A funds is \$1,717,573. Based on PG&E, there is sufficient Rule 20A to underground from Devin Drive to Corliss Drive.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Rule 20A Funds		\$ 1,718							\$ 1,718
Fund 500: Light Asmt Dist	\$ 18	\$ 197							\$ 215
Fund 140: SL Spec Dist	\$ 18	\$ 197							\$ 215
Fund 100: General Fund		\$ 24							\$ 24
									\$ -
TOTAL	\$ 36	\$ 2,136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,172

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration	\$ 1	\$ 49							\$ 50
Study		\$ -							\$ -
Environmental		\$ -							\$ -
Private Property Conversion		\$ 24							\$ 24
Design	\$ 35	\$ 65							\$ 100
Construction		\$ 1,490							\$ 1,490
Const Mgmt/Inspection		\$ 120							\$ 120
Contingency		\$ 220							\$ 220
Other:		\$ 168							\$ 168
TOTAL	\$ 36	\$ 2,136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,172

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 2/29/16 displayed) for multi-year projects at end of FY15/16 will carryforward into FY16/17.

Project Name: St Mary's Rd/Rheem/Bollinger Canyon Roundabouts
Project Number: 14-604 **CIP Type:** Trans
Account: 700-910-062-44 **Dept:** PWD



Status: Carry Forward & Seek Construction Grant Funding

Project Objective: Construct two roundabouts on St. Mary's Road at Rheem Boulevard and Bollinger Canyon Road and relocate trail to create safer pedestrian and bicycle crossing.

Project Description: A traffic study was conducted in 2008 that considered a number of potential improvements to address the high number of accidents at St. Mary's Road and Rheem Boulevard and concluded that a roundabout was the preferred option. Improvements at this intersection are also necessary to accommodate projected growth of the SMC campus, and to address safety issues at the intersection.

In FY14/15 the Town conducted a Feasibility Analysis to incorporate the neighboring intersection at Bollinger Canyon Road to identify fatal flaws, provide cost estimates, and conduct a detailed survey of the project site. Due to the topography and short distance between the Rheem and Bollinger Canyon Intersections, the consultant suggests that a pair of roundabouts would most effectively address the issues, and could be constructed to minimize encroachments into nearby creeks.

Basis for Schedule: A 2016 Town Council goal is to complete the design of the two roundabouts. Due to required lengthy environmental studies, conceptual plans equivalent to a 35% design can be partially completed in 2016. Partial funding has been secured through the Measure J 2013 Strategic Plan: Major Streets category. On November 9, 2016, Town Council approved a design contract to complete preliminary engineering.

Basis for Cost: An analysis of the Return on Investment for a 20-year design life will be conducted to better position the project to compete for restricted transportation grant funds. Preliminary estimate for a mini-roundabout instead of a full-sized one at Bollinger Canyon Road may reduce remaining project costs to \$3.7M.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded				\$ 384	\$ 5,994				\$ 6,378
Fund 210: Measure J	\$ 17								\$ 17
Fund 211: Meas J 28C	\$ 25								\$ 25
Fund 700: CCTA Major Street	\$ 14	\$ 236	\$ 214						\$ 464
Fund 799: LFFA		\$ 141							\$ 141
TOTAL	\$ 56	\$ 377	\$ 214	\$ 384	\$ 5,994	\$ -	\$ -	\$ -	\$ 7,025

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration		\$ 10	\$ 5	\$ 11	\$ 200				\$ 226
Feasibility Analysis	\$ 42								\$ 42
Preliminary Engineering	\$ 14	\$ 367	\$ 209						\$ 590
Design				\$ 323					\$ 323
Right-of-Way				\$ 50					\$ 50
Construction					\$ 4,475				\$ 4,475
Const Mgmt/Insp					\$ 648				\$ 648
Contingency					\$ 671				\$ 671
TOTAL	\$ 56	\$ 377	\$ 214	\$ 384	\$ 5,994	\$ -	\$ -	\$ -	\$ 7,025

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Landscape Operations				\$ 3.5	\$ 3.5	\$ 3.5	\$ 10.5
Accident Clean-up/Flagging				\$ (0.5)	\$ (0.5)	\$ (0.5)	\$ (1.5)
TOTAL	\$ -	\$ -	\$ -	\$ 3	\$ 3	\$ 3	\$ 9

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Street Light Master Plan
Project Number: 14-103
Account: 700-740-062-47

CIP Type: Trans
Dept: PWD

Status: Carry Forward

Project Objective: Determine, prioritize, and estimate capital improvement needs of the Town's streetlight system.



Project Description: The Town has approximately 1,100 Town-owned streetlights. This Master Plan is a proactive approach to determine needs, costs, and priorities associated with streetlight improvements for staff to program future capital improvement projects. Examples of streetlight improvements may include but not limited to the following:

1. Convert remaining Town-owned streetlights to energy-efficient LED
2. Replace existing streetlights as part of the Livable Moraga Road project
3. Revisit previous study acquiring street lights from PG&E and update analysis and decision
4. Inventory and develop a GIS layer for streetlights
5. Identify and replace deteriorated streetlight poles
6. Evaluate Town's streetlight system and determine if additional streetlights and/or energy-efficient LED lighting is desirable or required

Basis for Schedule: Based on proposal from consultant. Pending incorporation of streetlight standards from the Livable Moraga Road project.

Basis for Cost: Based on proposal from consultant.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 500: Light Dist	\$ 46	\$ 9							\$ 55
									\$ -
									\$ -
TOTAL	\$ 46	\$ 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration	\$ 5	\$ 5							\$ 10
Study	\$ 41	\$ 4							\$ 45
TOTAL	\$ 46	\$ 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Art in Public Spaces Program
Project Number: 17-302
Account: 700-750-062-07

CIP Type: Gov't
Dept: P&R

Status: On-Going Program

Project Objective: Install public art in accordance with direction of the Art in Public Spaces Committee.



Project Description: Since public art is a cultural reflection of a community and its residents, it is important that procedures be in place for the acquisition and acceptance of art by the Town of Moraga to further the education and appreciation of art. The Art in Public Spaces Policy is to set forth procedures for the following:
A. selection and acceptance of loaned, commissioned or donated artwork;
B. placement or site selection;
C. funding project installation and maintenance; and
D. deaccessioning or removal of artwork.
The Town's intention is to create a limited public forum for the display of artwork that meets the Town's standards as set forth herein.

Basis for Schedule: The Art in Public Spaces Committee installed art pieces in FY 2016/17.

Basis for Cost: Funding is based on fund accruals in the Art in Public Spaces Fund (Fund 134).

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 134: Public Spaces Art	\$ 1	\$ 4							\$ 5
									\$ -
									\$ -
TOTAL	\$ 1	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Installation	\$ 1	\$ 4							\$ 5
Planning Consultant									\$ -
Legal									\$ -
Public Outreach Consultant									\$ -
Geotech Consultant									\$ -
Study									\$ -
Contingency									\$ -
TOTAL	\$ 1	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 2/29/16 displayed) for multi-year projects at end of FY15/16 will carry forward into FY16/17.

Project Name: Hillsides and Ridgelines Regulations Update
Project Number: 14-603 **CIP Type:** Gov't
Account: 700-810-062-40 **Dept:** PLN



Status: Carry Forward

Project Objective: Update ordinance and regulations for development and preservation of hillsides and ridgelines.

Project Description: This project implements a 2013 Town Council Goal to comprehensively review existing ridgeline and hillside policies and regulations, consider updates that create better and more consistent methodology for measuring slope, and engage the public in a robust community participation program as part of the effort. FY 14/15 and FY 15/16 included work with Steering Committee, public workshops, and review with Planning Commission and Town Council to identify key issues and develop and select preferred policy options. The consultant team started in FY 16/17 and will complete in FY 17/18 the draft regulations for Town Council adoption.

Basis for Schedule: Consultant contract awarded on January 22, 2014; first phase of work including issues identification completed in 2014. Council approved a revised/updated scope of work in March/April 2015, reflecting necessary work to study options and update policies, and conduct an enhanced public outreach process.

Basis for Cost: Request for Proposal process and negotiated contract price. On April 8, 2015, Town Council appropriated an additional \$123K for additional public outreach and associated work. An additional \$25K was added to the budget during the FY16/17 mid-year budget adjustment. On June 28, 2017, Town Council will be asked to appropriate an additional \$100K to complete the project.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 100: Palos Colorado	\$ 560	\$ 90							\$ 650
									\$ -
									\$ -
TOTAL	\$ 560	\$ 90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Admin	\$ 40	\$ 20							\$ 60
Planning Consultant	\$ 51	\$ 40							\$ 91
Legal	\$ 25	\$ 20							\$ 45
Public Outreach Consultant	\$ 23								\$ 23
Geotech Consultant	\$ 25								\$ 25
Study	\$ 224								\$ 224
Contingency	\$ 30	\$ 10							\$ 40
TOTAL	\$ 418	\$ 90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 508

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Information Technology Infrastructure Program
Project Number: 14-306 **CIP Type:** Gov't
Account: 700-525-069-40 **Dept:** ASD



Status: On-Going Program

Project Objective: Provide Information Technology (IT) infrastructure that supports the efficient and effective operation of Town business.

Project Description: Maintain the Information Technology (IT) environment that provides the following primary functions: (1) PC-based productivity applications (i.e., Microsoft Office), printing, e-mail and file sharing; (2) specialized department applications such as Springbrook, EIS Case Management, ARIES, CCTV and Geomedia; (3) Interconnectivity to the Department of Justice and County regional network; (4) telephone services; and (4) secure, encrypted remote access.

Basis for Schedule: The schedule is based on estimated life-cycle of hardware (including laptop and desktop computers, servers, switches, etc.), hardware warranties, and expected updates to network and software security tools.

Software licenses and maintenance agreements are provided for in the annual operating budget.

Basis for Cost: The cost schedule is based on the replacement and upgrade schedule provided by the Town's contracted IT firm (Silicon Connections, LLC) and adjusted annually by the Construction Cost Index. \$12,500 of the needed \$25,000 for FY 2016/17 was appropriated during the mid-year adjustment with the remaining needed amount deferred, inflated, and added to FY 2017/18 unfunded needs.

This annual program started in FY 2013/14. Actuals to Date are cumulative. Unspent budget is returned to fund balance each year.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 101: General Purpose		\$ 13	\$ 12						\$ 25
Fund 750: Asset Replace	\$ 56	\$ 21							\$ 77
Undetermined		\$ 21	\$ 26	\$ 25	\$ 26	\$ 27	\$ 29		\$ 154
TOTAL	\$ 56	\$ 42	\$ 38	\$ 25	\$ 26	\$ 27	\$ 29	\$ -	\$ 230

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration									\$ -
Equipment	\$ 56	\$ 42	\$ 38	\$ 25	\$ 26	\$ 27	\$ 29		\$ 242
Contingency									\$ -
TOTAL	\$ 56	\$ 42	\$ 38	\$ 25	\$ 26	\$ 27	\$ 29	\$ -	\$ 242

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation (increases or decreases)							\$ -
Maintenance (increases or decreases)							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Vehicle & Operating Equipment Program
Project Number: 14-501 **CIP Type:** Gov't
Account: 700-610-062-49 **Dept:** PWD/PD

Status: On-Going Program

Project Objective: Provide reliable Town vehicles and operating equipment to prevent disruption in service and to minimize excessive maintenance costs.



Project Description: To purchase replacement vehicles (Police and Maintenance) and operating equipment (cherry picker, fork lift, etc.) for Town fleet at the end of service life on an as-needed basis.

FY17/18 has scheduled to replace Police vehicles #135 and #137 (2006 Chevy Malibu and 2011 Ford Crown Victoria) and Public Works vehicle (1997 Ford Explorer) and includes deferred replacements from FY16/17 for Police vehicles #134 (2005 Ford Crown Victoria) and Public Works vehicle/equipment (1991 Ford Superduty and 2002 John Deere 1445 Mower).

Basis for Schedule: State of vehicles and equipment are reviewed annually to determine the appropriate candidate(s) for replacement, based upon age, mileage, and current/anticipated service expenditures.

Basis for Cost: Estimate provided by dealership and past costs for strip and installation of equipment and adjusted annually by the Construction Cost Index. Costs include required vehicle equipment. Insufficient funding to replace vehicles; however, \$30K of COPS funding is programmed with the intent of carrying forward the amount into the following FY to accrue until sufficient funding is acquired to replace Police vehicle.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 103: COPS	\$ 74	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30		\$ 254
Fund 750: Asset Replace	\$ 176								\$ 176
Undetermined			\$ 170	\$ 80	\$ 59		\$ 83		\$ 392
									\$ -
TOTAL	\$ 250	\$ 30	\$ 200	\$ 110	\$ 89	\$ 30	\$ 113	\$ -	\$ 822

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Vehicles (Police)	\$ 189	\$ 30	\$ 111	\$ 77	\$ 56	\$ 30	\$ 58		\$ 551
Equipment (PWD)	\$ 61		\$ 89	\$ 33	\$ 33		\$ 55		\$ 271
Other:									\$ -
TOTAL	\$ 250	\$ 30	\$ 200	\$ 110	\$ 89	\$ 30	\$ 113	\$ -	\$ 822

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

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**UNFUNDED
CAPITAL IMPROVEMENT PROJECTS**

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Project Name: ADA Compliance Facilities Program
Project Number: 13-301 **CIP Type:** Bldg
Account: 700-750-062-54 **Dept:** PWD

Status: Dependent on Funding

Project Objective: To construct minor ADA improvements on Town facilities.



Project Description: An Americans with Disabilities Act (ADA) Self-Evaluation Plan (CIP 14-102) has not been developed due to lack of funding. Upon completion of the plan, this program will begin to implement ADA improvements as it relates to Town facilities. ADA Facility improvements may be required from sidewalks adjacent to Town-owned buildings along the street, to the path of travel from the site's various access points, to building entrance(s), and the accessible parking at Town buildings.

FY17/18: Commons Park restroom and onsite ADA improvements
 FY18/19: Regrade picnic areas at the Commons Park
 FY19/20: Regrade pathway between upper and lower playgrounds at the Commons Park
 FY20/21: Miscellaneous As-Needed ADA Upgrades
 FY21/22: Miscellaneous As-Needed ADA Upgrades

Basis for Schedule: Dependent on funding.

Basis for Cost: Based on similar plans prepared for other agencies.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded			\$ 200	\$ 57	\$ 57	\$ 20	\$ 20		\$ 354
									\$ -
TOTAL	\$ -	\$ -	\$ 200	\$ 57	\$ 57	\$ 20	\$ 20	\$ -	\$ 354

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration			\$ 7	\$ 2	\$ 2	\$ 2	\$ 2		\$ 15
Design			\$ 20	\$ 4	\$ 4	\$ 2	\$ 2		\$ 32
Environmental									\$ -
Right-of-Way									\$ -
Construction			\$ 130	\$ 40	\$ 40	\$ 16	\$ 16		\$ 242
Const Mgmt/Inspection			\$ 20	\$ 4	\$ 4				\$ 28
Contingency			\$ 20	\$ 6	\$ 6				\$ 32
Other:			\$ 3	\$ 1	\$ 1				\$ 5
TOTAL	\$ -	\$ -	\$ 200	\$ 57	\$ 57	\$ 20	\$ 20	\$ -	\$ 354

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Hacienda Building Exterior & Interior Light Replacement
Project Number: TBD **CIP Type:** Bldg
Account: TBD **Dept:** P&R

Status: Unfunded

Project Objective: Replace lighting at the end of its life cycle that shows signs of disrepair with more efficient lighting while maintaining historical characteristics.



Project Description: Replace both interior and exterior lighting attached to the building to address inefficiencies in the current system. This includes new fixtures and time clocks but does not address landscape lighting.

Basis for Schedule: Use Asset Replacement schedule as an initial decision-making tool.

Basis for Cost: Based on lighting contractor estimates and inflated annually by the Construction Cost Index. Potential sources of funds are Asset Replacement, Palos Colorados, General Fund, or any combination thereof.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Undetermined			\$ 99						\$ 99
									\$ -
									\$ -
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ 99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99

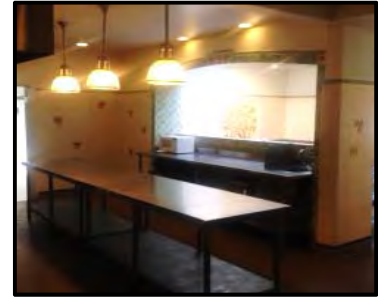
Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration			\$ 3						\$ 3
Study									\$ -
Environmental									\$ -
Right-of-Way									\$ -
Design			\$ 7						\$ 7
Construction			\$ 68						\$ 68
Const Mgmt/Inspection			\$ 7						\$ 7
Contingency			\$ 11						\$ 11
Other: Permits			\$ 3						\$ 3
TOTAL	\$ -	\$ -	\$ 99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Labor		\$ (6)	\$ (6)	\$ (6)	\$ (6)		\$ (24)
Materials		\$ (0.5)	\$ (0.5)	\$ (0.5)	\$ (0.5)		\$ (2.0)
Other:							\$ -
TOTAL	\$ -	\$ (7)	\$ (6.5)	\$ (6.5)	\$ (6.5)	\$ -	\$ (26.0)

Project Name: Hacienda Building Kitchen Refurbishment
Project Number: TBD **CIP Type:** Bldg
Account: TBD **Dept:** P&R

Status: Unfunded

Project Objective: Provide a well maintained commercial grade kitchen facility.



Project Description: Maintain the commercial grade kitchen facilities at the Hacienda for continued use by the community, private rentals and the Parks and Recreation Department. The kitchen was last upgraded (equipment included) in 2003. Commercial freezer was replaced in 2015.

Basis for Schedule: Used Asset Replacement schedule as an initial decision-making tool to identify the need.

Basis for Cost: Based on kitchen remodel estimates provided by a contractor and inflated annually by the Construction Cost Index. Potential sources of funds are Asset Replacement, Palos Colorados, General Fund, or any combination thereof.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Undetermined					\$ 177				\$ 177
									\$ -
									\$ -
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 177	\$ -	\$ -	\$ -	\$ 177

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration					\$ 6				\$ 6
Study									\$ -
Environmental									\$ -
Right-of-Way									\$ -
Design					\$ 12				\$ 12
Construction					\$ 124				\$ 124
Const Mgmt/Inspection					\$ 12				\$ 12
Contingency					\$ 18				\$ 18
Other: Permits					\$ 5				\$ 5
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 177	\$ -	\$ -	\$ -	\$ 177

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other: Stove/Fridge/Freezer Calls for Repair				\$ (0.5)	\$ (0.5)		\$ (1.0)
TOTAL	\$ -	\$ -	\$ -	\$ (0.5)	\$ (0.5)		\$ (1.0)

Project Name: Hacienda Building Window Replacement
Project Number: TBD **CIP Type:** Bldg
Account: TBD **Dept:** P&R



Status: Unfunded

Project Objective: Replace the majority of windows in the Hacienda building at the end of their life cycle that show signs of disrepair.

Project Description: There is currently a mix of steel, wooden, and aluminum framed windows. The Hacienda Site Assessment recommends replacing all of the windows to match the steel windows to maintain the historical integrity.

Basis for Schedule: Used the Hacienda Site Assessment as an initial decision-making tool to identify priority projects to address maintenance items. The majority of windows are not up to current energy standards.

Basis for Cost: Based on Asset Replacement schedule costs and inflated annually by the Construction Cost Index. Potential sources of funds are Asset Replacement, Palos Colorados, General Fund, or any combination thereof.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Undetermined			\$ 177						\$ 177
									\$ -
									\$ -
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ 177	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 177

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration			\$ 6						\$ 6
Study									\$ -
Environmental									\$ -
Right-of-Way									\$ -
Design			\$ 12						\$ 12
Construction			\$ 124						\$ 124
Const Mgmt/Inspection			\$ 12						\$ 12
Contingency			\$ 18						\$ 18
Other: Permits			\$ 5						\$ 5
TOTAL	\$ -	\$ -	\$ 177	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 177

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Hacienda de las Flores Conceptual Plan
Project Number: 15-306 **CIP Type:** Bldg
Account: 700-751-062-28 **Dept:** P&R

Status: Pending Town Council Direction

Project Objective: Develop a conceptual plan to enhance and preserve the Hacienda de las Flores and identify potential public-private partnerships for future development.



Project Description: The Gould Evans firm was approved by Town Council on May 20, 2015 to complete the conceptual plan project with the following objectives:

- 1) Improve unique mixed-use area as a community asset with increased property usage
- 2) Develop/improve facilities based on high quality design standards
- 3) Establish consistent design principles throughout the property
- 4) Provide public cultural, recreational and entertainment space
- 5) Attract quality commercial operations to create revenue to be financially sustainable
- 6) Address existing and future needs for community events
- 7) Be consistent with the Town's General Plan

The development of the conceptual plan will follow the following guiding principles:

- 1) Think creatively with the entire 9.6 acre parcel
- 2) Optimize the uses of the property and increase revenue opportunities
- 3) Display an ability to work successfully with developers and investors
- 4) Optimize the public-private partnership opportunities
- 5) Create balance between a community center destination and income-generating activities
- 6) Retain the historical and architectural characteristics of the property even if some structures are significantly remodeled or demolished

In April of 2016 Town Council voted to appoint an Ad Hoc Committee of Councilmembers Onoda and Trotter and expressed a desire to refine cost analysis for a restaurant/inn concept and to look at a permanent versus tented Garden Room for banquet style events on the Hacienda grounds. Upon Ad Hoc Committee review, the Gould Evans Final Feasibility Study Report will return to Town Council for acceptance.

Basis for Schedule: Since the early 2000's the Town has attempted to identify how to maximize the use of the nine acre Hacienda de las Flores property. The Hacienda is known region-wide as a top outdoor special event venue, but since the early 1990's it has struggled to function as the community center it once was in the late 70's and through the better part of the 80's.

Basis for Cost: Based on Gould Evan cost proposal.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 100: Palos Colorados	\$ 151								\$ 151
TOTAL	\$ 151	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Conceptual Plan	\$ 131								\$ 131
Contingency	\$ 20								\$ 20
TOTAL	\$ 151	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Hacienda de las Flores Improvement Program
Project Number: 14-302 **CIP Type:** Bldg
Account: 700-751-062-57 **Dept:** P&R



Status: On-Going Program with Funding Undetermined

Project Objective: Provide minor improvements to the Hacienda buildings and grounds aimed at improving customer safety and enjoyment.

Project Description: The following are potential projects:

- FY17/18: Hacienda: repair fireplace/chimney (scheduled) and assessment of entire HVAC system to address inefficiencies with ducting and thermostat controls (note 2 new furnaces installed in 2012) (deferred from FY 16/17)
Pavilion: repair fireplace (scheduled)
 FY18/19: Hacienda: replace carpet
 FY19/20: Hacienda: replace sewer lateral from La Sala
 FY20/21: Pavilion: replace water heater (gas)
 FY21/22: Casita: replace HVAC (gas) and water heater (electric)
Pavilion: replace HVAC

Site Assessment Plan includes work such as fixing roof leaks in Hacienda and La Sala, repairing Hacienda downspouts and connecting to new subdrain system to convey water away from foundation, etc.

Basis for Schedule: On-going program to make improvements and attract more facility users.

Basis for Cost: Cost estimates are based on contractor and staff estimates and inflated annually by the Construction Cost Index. Major capital improvements will be separated as their own CIP. Potential sources of funds are Asset Replacement, Palos Colorados, or General Fund. Conversion of the two fireplaces from woodburning to gas is currently unfunded with potential funding from the Hacienda Foundation.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 100: Palos Colorados	\$ 75	\$ 16							\$ 91
Undetermined			\$ 82	\$ 16	\$ 20	\$ 2	\$ 15		\$ 135
TOTAL	\$ 75	\$ 16	\$ 82	\$ 16	\$ 20	\$ 2	\$ 15	\$ -	\$ 226

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Pavilion Exterior Lights		\$ 16							\$ 16
Construction/Installation	\$ 49		\$ 71	\$ 14	\$ 16	\$ 2	\$ 12		\$ 164
Administration	\$ 7		\$ 4	\$ 1	\$ 2		\$ 2		\$ 16
Study/Design	\$ 19								\$ 19
Contingency			\$ 7	\$ 1	\$ 2		\$ 1		\$ 11
TOTAL	\$ 75	\$ 16	\$ 82	\$ 16	\$ 20	\$ 2	\$ 15	\$ -	\$ 226

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Pavilion Lighting Calls for Repair	\$ (0.5)	\$ (0.5)	\$ (0.5)	\$ (0.5)	\$ (0.5)		\$ (2.5)
TOTAL	\$ (0.5)	\$ (0.5)	\$ (0.5)	\$ (0.5)	\$ (0.5)		\$ (2.5)

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Moraga Library Improvement Program
Project Number: 08-308 **CIP Type:** Bldg
Account: 700-752-062-70 **Dept:** P&R



Status: On-Going Program with Funding Undetermined

Project Objective: Provide minor improvements to the Moraga Library building and grounds aimed at improving customer safety and enjoyment.

Project Description: The following are potential projects:
 FY17/18: replace aggregate patio (scheduled) and replace carpet (deferred from FY16/17)
 FY18/19: replace exterior lighting
 FY19/20: replace interior lighting
 FY20/21: replace landscape along the roadway frontage
 FY21/22: none

Basis for Schedule: On-going program to make improvements and attract more facility users.

Basis for Cost: Costs estimates are based on contractor and staff estimates and inflated annually by the Construction Cost Index. Potential sources of funds are Asset Replacement, Palos Colorados, or General Fund.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Undetermined			\$ 89	\$ 26	\$ 81	\$ 59			\$ 255
									\$ -
									\$ -
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ 89	\$ 26	\$ 81	\$ 59	\$ -	\$ -	\$ 255

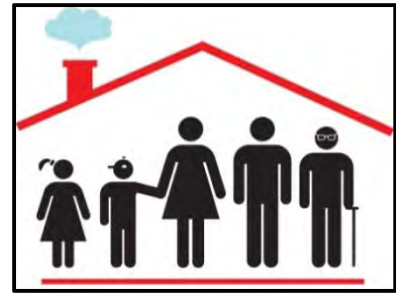
Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration			\$ 4	\$ 2	\$ 4	\$ 3			\$ 13
Construction/Installation			\$ 77	\$ 22	\$ 70	\$ 51			\$ 220
Contingency			\$ 8	\$ 2	\$ 7	\$ 5			\$ 22
TOTAL	\$ -	\$ -	\$ 89	\$ 26	\$ 81	\$ 59	\$ -	\$ -	\$ 255

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Multi-Generational Community Center
Project Number: TBD **CIP Type:** Bldg
Account: TBD **Dept:** P&R

Status: Unfunded & Unscheduled

Project Objective: Pursue land acquisition and development of a multi-generational community center to meet recreation needs identified in the 2007 Parks & Recreation Master Plan.



Project Description: Through the planning process of the 2007 Parks & Recreation Master Plan, Moraga residents identified a number of recreational needs which can be accommodated through the development of a community center in a central location of Town. This new community center will be designed as a 30,000 square foot state-of-the-art facility that acts as a magnet and gathering place for community activities, including gymnasiums; multi-purpose classrooms and meeting space; specialized activity areas, such as a dance studio, stages, youth/teen rooms, space for programs for older adults; places for large group gatherings; art venues, such as gallery space and outdoor sculpture area; and social gathering space, such as coffee shop or lounge.

Basis for Schedule: Currently unscheduled.

Basis for Cost: Based on 30,000 SF community center estimate from Master Plan (inflated from 2014 costs) and similar projects. Potential funding from developer impact fees and contributions.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 9,043	\$ 9,043
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,043	\$ 9,043

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 267	\$ 267
Study								\$ 267	\$ 267
Land Acquisition								\$ 1,039	\$ 1,039
Environmental								\$ 267	\$ 267
Design								\$ 534	\$ 534
Construction								\$ 5,335	\$ 5,335
Const Mgmt/Inspection								\$ 534	\$ 534
Contingency								\$ 800	\$ 800
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,043	\$ 9,043

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation (6.5 FTE)						\$ 385	\$ 385
Maintenance						\$ 316	\$ 316
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 701	\$ 701

Project Name: Municipal Building Restrooms Refurbishment Program
Project Number: TBD **CIP Type:** Bldg
Account: TBD **Dept:** P&R



Status: On-Going Program with Partial Funding

Project Objective: Refurbish municipally owned restrooms at the end of their life cycle that show signs of disrepair.

Project Description: Refurbishment and potential Americans with Disabilities Act (ADA) compliance of restrooms may entail replacing all fixtures, appurtenances, lighting, new paint, and flooring for the following locations:

FY17/18: Rancho Laguna Park's restroom including roof

FY18/19: Commons Park's 7 restrooms including roofs

FY19/20 Library Staff restroom and Hacienda building's 3 restrooms (requires upgrades for ADA compliance) located on first floor and Hacienda building's 3 restrooms

FY20/21: None

FY21/22: None

Basis for Schedule: Used Asset Replacement schedule as an initial tool.

Basis for Cost: Cost estimates based on per square foot cost for the 2015 Moraga Library public restroom renovation project (\$900/SF) or consultant budget-level estimates and inflated annually by the Construction Cost Index. Potential sources of funds are Asset Replacement, Palos Colorados, General Fund, or any combination thereof.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Undetermined			\$ 29	\$ 100	\$ 233				\$ 362
TOTAL	\$ -	\$ -	\$ 29	\$ 100	\$ 233	\$ -	\$ -	\$ -	\$ 362

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration			\$ 2	\$ 4	\$ 7				\$ 13
Right-of-Way									\$ -
Design			\$ 2	\$ 7	\$ 16				\$ 25
Construction			\$ 19	\$ 67	\$ 158				\$ 244
Const Mgmt/Inspection			\$ 2	\$ 7	\$ 16				\$ 25
Contingency			\$ 3	\$ 10	\$ 24				\$ 37
Other: Permits			\$ 1	\$ 5	\$ 12				\$ 18
TOTAL	\$ -	\$ -	\$ 29	\$ 100	\$ 233	\$ -	\$ -	\$ -	\$ 362

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Labor		\$ (5)	\$ (10)	\$ (18)	\$ (18)		\$ (51)
Material		\$ (1)	\$ (2)	\$ (3)	\$ (3)		\$ (9)
Other:							\$ -
TOTAL	\$ -	\$ (6)	\$ (12)	\$ (21)	\$ (21)	\$ -	\$ (60)

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Municipal Parking Lots & Pathways Resurfacing Program
Project Number: 16-303 **CIP Type:** Bldg/Park
Account: 700-753-062-20 **Dept:** P&R/PWD



Status: On-Going Program with Funding Undetermined

Project Objective: Provide well maintained municipal parking lots and pathways.

Project Description: Maintain municipal parking lots and pathways with appropriate resurfacing treatments to extend the life of pavement through seal coats, overlays, and reconstruction. All resurfacing work shall include as-needed base repairs, crack sealing, asphalt grinding, adjustment of utility covers, and restriping.

FY17/18: Seal coat 329 Rheem Boulevard Parking Lot (scheduled); Seal coat Commons Park main parking lot off St. Mary's Road (scheduled); Overlay Library Parking Lot (deferred from FY16/17); and Overlay Hacienda interior pathway/service road (deferred from FY16/17).

FY18/19: Seal Coat Hacienda parking lot.

FY19/20: Seal Coat Rancho Laguna Park parking lot and seal coat Commons Park skatepark parking lot off of Moraga Road.

FY20/21: Seal coat Rancho Laguna Park pathway

FY21/22: Overlay Commons Park main parking lot off St. Mary's Road; Seal coat Library parking lot; and Seal coat Commons Park pathway

Basis for Schedule: Use Asset Replacement schedule as an initial decision making tool to identify parking lot and pathway locations then refine actual year of treatment based on staff experience.

Basis for Cost: Based on unit costs from the Commons Park interior and exterior pathways seal coat project completed in FY 2013/14 and FY 2014/15. All costs inflated annually by the Construction Cost Index. Potential sources of funds are Asset Replacement, Palos Colorados, General Fund, or any combination thereof.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 100: Palos Colorados		\$ 37							\$ 37
Undetermined			\$ 242	\$ 70	\$ 50	\$ 47	\$ 231		\$ 640
									\$ -
TOTAL	\$ -	\$ 37	\$ 242	\$ 70	\$ 50	\$ 47	\$ 231	\$ -	\$ 677

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Rancho Laguna Pathway		\$ 37				\$ 47			\$ 84
Commons Main Parking			\$ 41				\$ 94		\$ 135
Hacienda Pathway			\$ 76						\$ 76
Library Parking			\$ 94				\$ 44		\$ 138
329 Rheem Parking			\$ 32						\$ 32
Hacienda Parking				\$ 70					\$ 70
Rancho Laguna Parking					\$ 31				\$ 31
Commons Skate Parking					\$ 19				\$ 19
Commons Pathway							\$ 93		\$ 93
TOTAL	\$ -	\$ 37	\$ 242	\$ 70	\$ 50	\$ 47	\$ 231	\$ -	\$ 677

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Pavilion Building Flagstone Staircase Replacement
Project Number: TBD **CIP Type:** Bldg
Account: TBD **Dept:** P&R

Status: Unfunded

Project Objective: Provide safer access to and from the Pavilion.



Project Description: Replace existing exterior flagstone staircase between Hacienda and Pavilion Garden entrance.

Basis for Schedule: Staircase riser and run is currently uneven after many years of settling. A trip and fall claim was submitted to the Town in FY15/16. Replacement originally scheduled for FY16/17 but deferred to FY17/18.

Basis for Cost: Based on a quote received from an on-call architect for project costs based on similar projects for other agencies and inflated annually by the Construction Cost Index. Potential sources of funds are Asset Replacement, Palos Colorados, or General Fund.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Undetermined			\$ 174						\$ 174
									\$ -
									\$ -
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ 174	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174

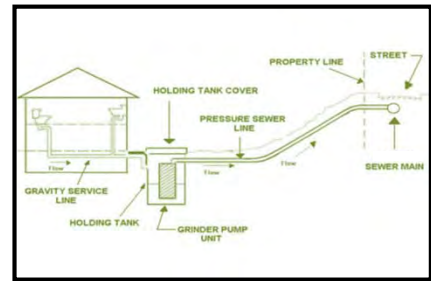
Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration			\$ 10						\$ 10
Design			\$ 15						\$ 15
Construction			\$ 102						\$ 102
Const Mgmt/Inspection			\$ 16						\$ 16
Contingency			\$ 16						\$ 16
Other: Permits			\$ 16						\$ 16
TOTAL	\$ -	\$ -	\$ 174	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Rancho Laguna Park Sewer System Replacement
Project Number: TBD **CIP Type:** Bldg
Account: TBD **Dept:** P&R

Status: Unfunded

Project Objective: Replace Rancho Laguna Park's sewer system at the end of its life cycle that show signs of disrepair.



Project Description: Replace grinder pump, sewer overflow tank, and sewer lateral.

Basis for Schedule: Current list is based on deferred maintenance and asset replacement list.

Basis for Cost: Cost estimates are based on contractor and staff estimates and inflated annually by the Construction Cost Index. Potential sources of funds are Asset Replacement, Palos Colorados, or General Fund.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Undetermined			\$ 72						\$ 72
									\$ -
									\$ -
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ 72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration			\$ 3						\$ 3
Design			\$ 5						\$ 5
Construction			\$ 47						\$ 47
Const Mgmt/Inspection			\$ 5						\$ 5
Contingency			\$ 8						\$ 8
Other: Permits			\$ 3						\$ 3
TOTAL	\$ -	\$ -	\$ 72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72

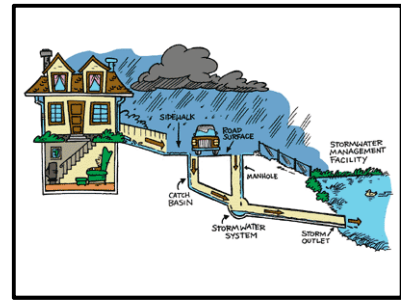
Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Storm Drain Improvement Program
Project Number: TBD
Account: TBD

CIP Type: Storm
Dept: PWD

Status: Unfunded and Unscheduled

Provide well maintained storm drain system.



Project Description: The Storm Drain Master Plan, adopted by Town Council on July 8, 2015 identifies \$25.9M in capital improvement projects such as replacing, upsizing, and rerouting storm drain pipelines and culverts. The improvements are further defined into \$12.1M of culvert projects, \$10.1M of capacity projects, and remaining \$2.9M of condition-related projects. These costs have been increased by the Construction Cost Index.

Basis for Schedule: The 2015 Master Plan has prioritized the projects with \$8.9M as high priority, \$10.9M as medium priority, and the remaining \$6.1M as low priority. These costs have been increased by the Construction Cost Index.

Basis for Cost: The Master Plan provided estimates for all project costs. Also provided is a recommended annual \$240K to maintain, clean, and inspect the storm drain system. These costs have been increased by the Construction Cost Index.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Undetermined								\$ 26,910	\$ 26,910
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,910	\$ 26,910

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
High Priority Projects								\$ 9,247	\$ 9,247
Medium Priority Projects								\$ 11,325	\$ 11,325
Low Priority Projects								\$ 6,338	\$ 6,338
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,910	\$ 26,910

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation & Maintenance						\$ 249	\$ 249
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249	\$ 249

Project Name: Buckingham Trail (Moraga Rd to Fayhill)
Project Number: TBD **CIP Type:** Parks
Account: TBD **Dept:** P&R

Status: Unfunded & Unscheduled

Project Objective: Implement recommendations from adopted 2004 Moraga Bicycle and Pedestrian Plan - develop off-street trail from Moraga Road to Fayhill Reservoir.



Project Description: Both the 2004 Moraga Bicycle and Pedestrian Plan and the 2007 Parks and Recreation Master Plan recommend the development and improvement of the trail system in Town to connect neighborhoods and improve access to major destinations. This project will develop a trail from Moraga Road, located just south of the homes on the south side of Buckingham Drive, continuing easterly to connect to the proposed Rheem hiking trail near the EBMUD Fayhill Reservoir, approximately 0.4 mile.

Basis for Schedule: Currently unscheduled; however, as development is proposed on property to the south of Buckingham Drive, improvements and dedication of trail access easements may be required as a condition of project approval.

Basis for Cost: Based on cost estimates provided in the adopted 2004 Moraga Bicycle and Pedestrian Plan (escalated). Potential funding from developer impact fees and contributions.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 265	\$ 265
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265	\$ 265

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 2	\$ 2
Study									\$ -
Environmental								\$ 8	\$ 8
Design								\$ 10	\$ 10
Right of Way								\$ 176	\$ 176
Construction								\$ 53	\$ 53
Const Mgmt/Inspection								\$ 8	\$ 8
Contingency								\$ 8	\$ 8
Other:									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265	\$ 265

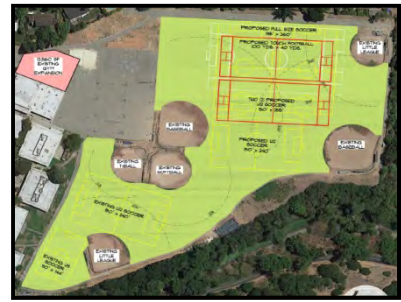
Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Community Sports Field
Project Number: TBD
Account: TBD

CIP Type: Parks
Dept: P&R

Status: Unfunded & Unscheduled

Project Objective: Pursue development of a 5 acre community sports field.



Project Description: As recommended by the 2007 Parks and Recreation Master Plan, provide development of additional sports fields and/or partner with the Moraga School District to consider reconfiguring the Joaquin Moraga Intermediate School fields to increase capacity.

Basis for Schedule: Currently unscheduled.

Basis for Cost: Construction costs are based on estimates provided by SSA Landscape Architects for developing Joaquin Moraga Intermediate School (9.9 acres scaled down to 5 acres). Land acquisition costs are based on \$1.3M per acre per the Nexus Study/Update Development Impact Fee project (CIP 14-602). Maintenance costs are based on similar costs for maintaining neighborhood parks at \$5K per acre per year from the 2007 Parks and Recreation Master Plan. Costs are inflated annually by the Construction Cost Index.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 10,780	\$ 10,780
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,780	\$ 10,780

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 130	\$ 130
Study								\$ 130	\$ 130
Environmental								\$ 130	\$ 130
Design								\$ 260	\$ 260
Land Acquisition								\$ 6,754	\$ 6,754
Construction								\$ 2,598	\$ 2,598
Const Mgmt/Inspection								\$ 260	\$ 260
Contingency								\$ 520	\$ 520
Other:									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,780	\$ 10,780

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance						\$ 26	\$ 26
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26	\$ 26

Project Name: Heritage Trail (Library to Moraga Rd)
Project Number: TBD
Account: TBD

CIP Type: Parks
Dept: P&R



Status: Unfunded & Unscheduled

Project Objective: Implement recommendations from adopted 2004 Moraga Bicycle and Pedestrian Plan - develop off-street trail from the Library to Moraga Road Trail.

Project Description: Both the 2004 Moraga Bicycle and Pedestrian Plan and the 2007 Parks and Recreation Master Plan recommend the development and improvement of the trail system in Town to connect neighborhoods and improve access to major destinations. This project will complete the trail from the Library on St. Mary's Road, through the Commons Park, continuing around the backside of the park, past the disc golf course, joining the paved trail along Moraga Road, approximately 0.2 mile.

Basis for Schedule: Currently unscheduled.

Basis for Cost: Based on cost estimates provided in the adopted 2004 Moraga Bicycle and Pedestrian Plan (escalated).

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 91	\$ 91
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91	\$ 91

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 5	\$ 5
Study									\$ -
Environmental								\$ 7	\$ 7
Design								\$ 12	\$ 12
Right of Way									\$ -
Construction								\$ 50	\$ 50
Const Mgmt/Inspection								\$ 7	\$ 7
Contingency								\$ 10	\$ 10
Other:									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91	\$ 91

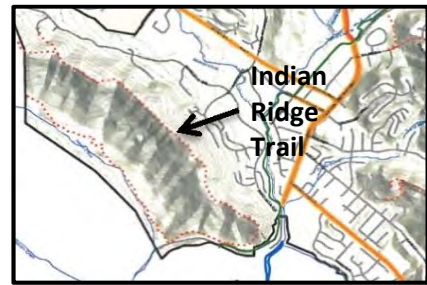
Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Indian Ridge Trail
Project Number: TBD
Account: TBD

CIP Type: Parks
Dept: P&R

Status: Unfunded & Unscheduled

Project Objective: Implement recommendations from adopted 2004 Moraga Bicycle and Pedestrian Plan - develop off-street trail along the Indian Ridge off of Canyon Road.



Project Description: Both the 2004 Moraga Bicycle and Pedestrian Plan and the 2007 Parks and Recreation Master Plan recommend the development and improvement of the trail system in Town to connect neighborhoods and improve access to major destinations. This project will develop a trail to connect the EBMUD Valle Vista staging area and the EBRPD Lafayette-Moraga Trail to trails within Orinda to Gateway Boulevard. This proposed trail will begin at the foot of Indian Ridge off of Canyon Road and continue northwesterly along the top of the ridge overlooking the Moraga Country Club and into Orinda, approximately 2.1 miles. There are also potential spur trails off of the ridge down to Augusta Drive and Westchester Drive which reconnects with the EBRPD Lafayette-Moraga Regional Trail.

Basis for Schedule: Currently unscheduled.

Basis for Cost: Based on cost estimates provided in the adopted 2004 Moraga Bicycle and Pedestrian Plan (escalated). Potential funding from developer impact fees and contributions.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 1,243	\$ 1,243
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,243	\$ 1,243

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 9	\$ 9
Study									\$ -
Environmental								\$ 30	\$ 30
Design								\$ 49	\$ 49
Right of Way								\$ 883	\$ 883
Construction								\$ 203	\$ 203
Const Mgmt/Inspection								\$ 30	\$ 30
Contingency								\$ 39	\$ 39
Other:									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,243	\$ 1,243

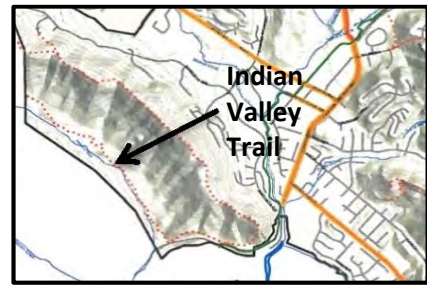
Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Indian Valley Trail
Project Number: TBD
Account: TBD

CIP Type: Parks
Dept: P&R

Status: Unfunded & Unscheduled

Project Objective: Implement recommendations from adopted 2004 Moraga Bicycle and Pedestrian Plan - develop off-street trail connecting the Lafayette-Moraga Regional Trail to Huckleberry Botanical Regional Preserve.



Project Description: Both the 2004 Moraga Bicycle and Pedestrian Plan and the 2007 Parks and Recreation Master Plan recommend the development and improvement of the trail system in Town to connect neighborhoods and improve access to major destinations. This project will develop a trail to extend the EBRPD Lafayette-Moraga Regional Trail west into Canyon, Orinda, and eventually meeting the EBRPD Huckleberry Botanical Regional Preserve. This trail will begin at the EBMUD Valle Vista staging area, cross Canyon Road, continue northwesterly through Indian Valley, generally following Indian Creek, to the Orinda city line. The trail will also continue easterly meeting the proposed Indian Ridge Trail, totaling approximately 1.6 miles.

Basis for Schedule: Currently unscheduled.

Basis for Cost: Based on cost estimates provided in the adopted 2004 Moraga Bicycle and Pedestrian Plan (escalated). Potential funding from developer impact fees and contributions.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 945	\$ 945
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 945	\$ 945

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 7	\$ 7
Study									\$ -
Environmental								\$ 23	\$ 23
Design								\$ 38	\$ 38
Right of Way								\$ 671	\$ 671
Construction								\$ 154	\$ 154
Const Mgmt/Inspection								\$ 23	\$ 23
Contingency								\$ 30	\$ 30
Other:									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 945	\$ 945

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Mulholland Open Space Preserve Improvements
Project Number: TBD **CIP Type:** Parks
Account: TBD **Dept:** P&R

Status: Unfunded & Unscheduled

Project Objective: Implement recommendations from the 2007 Parks and Recreation Master Plan.



Project Description: The Mulholland Open Space Preserve is a natural area spanning 250 acres adjacent to Orinda on Moraga's west side, and is used by the public primarily for walking, hiking, and running. As recommended in the 2007 Parks & Recreation Master Plan, improvements may include removal of invasive species, restoration of natural areas, and developing trails and amenities as permitted by the Moraga Open Space Ordinance and with consideration of environmental impacts.

Basis for Schedule: Currently unscheduled.

Basis for Cost: Based on cost estimates provided in the adopted 2004 Moraga Bicycle and Pedestrian Plan (escalated). Potential funding from developer impact fees and contributions.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 369	\$ 369
									\$ -
									\$ -
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 369	\$ 369

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 6	\$ 6
Environmental								\$ 12	\$ 12
Design								\$ 37	\$ 37
Construction								\$ 251	\$ 251
Const Mgmt/Inspection								\$ 37	\$ 37
Contingency								\$ 24	\$ 24
Other:									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 369	\$ 369

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Municipal Fence Replacement Program
Project Number: TBD **CIP Type:** Park/Bldg
Account: TBD **Dept:** P&R

Status: On-Going Program with Undetermined Funding

Project Objective: Replace fences at the end of their life cycle that show signs of disrepair.



Project Description:

- FY17/18: Hacienda fence portion along Casita and Rancho Laguna Park frontage fence (deferred from FY16/17)
- FY18/19: Mulholland lower gate and chainlink fence leading up to entrance gate and Hacienda wrought iron gate and fence at entrance
- FY19/20: Rancho Laguna Park playground perimeter fence
- FY20/21: 335 Rheem wooden fence
- FY21/22: None

Basis for Schedule: Used Asset Replacement schedule as an initial decision-making tool to identify fence locations then refine actual year of treatment based on staff experience.

Basis for Cost: Costs based on similar fence repair costs and inflated annually by Construction Cost Index. Potential sources of funds are Asset Replacement, Palos Colorados, General Fund, or any combination thereof.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Undetermined			\$ 33	\$ 54	\$ 24	\$ 9			\$ 121
									\$ -
									\$ -
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ 33	\$ 54	\$ 24	\$ 9	\$ -	\$ -	\$ 121

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration			\$ 2	\$ 3	\$ 2	\$ 1			\$ 8
Construction			\$ 28	\$ 46	\$ 20	\$ 7			\$ 101
Contingency			\$ 3	\$ 5	\$ 2	\$ 1			\$ 11
									\$ -
TOTAL	\$ -	\$ -	\$ 33	\$ 54	\$ 24	\$ 9	\$ -	\$ -	\$ 121

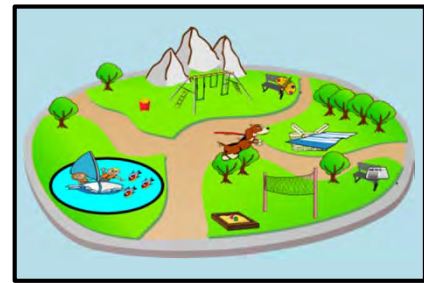
Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Neighborhood Parks
Project Number: TBD
Account: TBD

CIP Type: Parks
Dept: P&R

Status: Unfunded & Unscheduled

Project Objective: Pursue development of two new neighborhood parks to service underserved areas in Town.



Project Description: The 2007 Parks & Recreation Master Plan identified two areas in Town that were underserved. This project will pursue development of neighborhood parks to serve these two areas, generally described as (1) area west of Rheem Boulevard, known as Rheem Valley Manor, and (2) the area located northeast of Bollinger Canyon Road, known as The Bluffs. Neighborhood parks are generally 2 to 5 acres, are located within walking and bicycling distance of the neighborhood it serves, and provides basic recreation opportunities (i.e. benches, drinking fountain, bike storage, open turf area, landscaping, playground equipment, accessible pathways, basketball court).

Basis for Schedule: Currently unscheduled.

Basis for Cost: Table 1 (page 34) from 2007 Park & Recreation Master Plan is used for cost estimate. Costs based on two average 2.5 acre sized parks.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 4,805	\$ 4,805
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,805	\$ 4,805

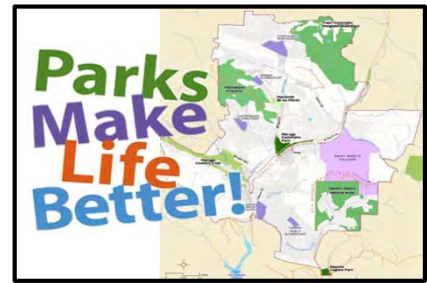
Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 28	\$ 28
Study								\$ 21	\$ 21
Environmental								\$ 47	\$ 47
Design								\$ 47	\$ 47
Right of Way								\$ 4,416	\$ 4,416
Construction								\$ 191	\$ 191
Const Mgmt/Inspection								\$ 28	\$ 28
Contingency								\$ 28	\$ 28
Other:									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,805	\$ 4,805

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance						\$ 32	\$ 32
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32	\$ 32

Project Name: Parks, Trails, Hacienda, Open Space Survey
Project Number: 16-304 **CIP Type:** Parks
Account: 700-753-062-21 **Dept:** P&R

Status: Unfunded

Project Objective: Measure community interest and threshold for additional funding for current and future parks, recreational facilities, trails and open space.



Project Description: Lead community-wide outreach to measure community interest in maintaining, improving, and funding park, trails, Hacienda, and open space improvements.

Basis for Schedule: Schedule assumes there is enough community interest given the community-wide study to develop projects, set priorities, and/or purchase or accept donated land to build upon.

Basis for Cost: Costs based on Measure K experience.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded			\$ 15						\$ 15
									\$ -
									\$ -
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Survey			\$ 15						\$ 15
Contingency									\$ -
Other:									\$ -
TOTAL	\$ -	\$ -	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Rancho Laguna Park Master Plan Update
Project Number: TBD **CIP Type:** Parks
Account: TBD **Dept:** P&R

Status: Unfunded & Unscheduled

Project Objective: Complete a comprehensive site specific Rancho Laguna Park Master Plan, which was a part of the 2007 Parks & Recreation Master Plan (Town-wide).



Project Description: As recommended in the 2007 Parks & Recreation Master Plan, this update will be site specific and focus on the Rancho Laguna Park. The Plan could include the following 2007 recommended elements: create monument entrance signage consistent with all Moraga parks, expand bike amenities, renovate restrooms, create a new central ADA accessible play area that incorporates historical, cultural, environmental, and age-specific elements, develop a central plaza area and use as amphitheater, consider multi-use, synthetic turf sports fields in the existing turf areas, renovate and provide new picnic areas, provide small scale sports activities, such as sand volleyball and basketball adjacent to picnic areas, ADA accessible pathways, interpretive signage, and benches.

Basis for Schedule: Currently unscheduled; however, it is typical to update master plans every 5 years.

Basis for Cost: Based on cost provided by consultant of the 2007 master plan (escalated).

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 63	\$ 63
									\$ -
									\$ -
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63	\$ 63

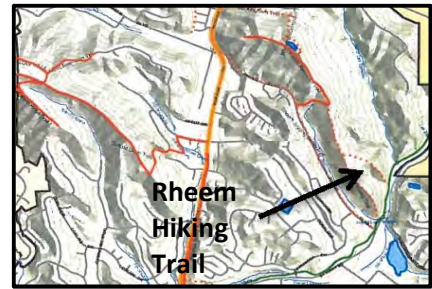
Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 7	\$ 7
Study (consultant)								\$ 47	\$ 47
Contingency								\$ 9	\$ 9
Other:									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63	\$ 63

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Rheem Hiking Trail (Coyote Creek)
Project Number: TBD **CIP Type:** Parks
Account: TBD **Dept:** P&R

Status: Unfunded & Unscheduled

Project Objective: Implement recommendations from adopted 2004 Moraga Bicycle and Pedestrian Plan - develop off-street hiking trail from southeast end of Rheem Ridge Trail to Lafayette-Moraga Regional Trail.



Project Description: Both the 2004 Moraga Bicycle and Pedestrian Plan and the 2007 Parks and Recreation Master Plan recommend the development and improvement of the trail system in Town to connect neighborhoods and improve access to major destinations. This project will develop a hiking trail from the southeastern end of the proposed Rheem Ridge Trail toward Coyote Creek, continuing southeasterly to connect to the EBRPD Lafayette-Moraga Regional Trail, totaling approximately 0.3 mile.

Basis for Schedule: Currently unscheduled.

Basis for Cost: Based on cost estimates provided in the adopted 2004 Moraga Bicycle and Pedestrian Plan (escalated). Potential funding from developer impact fees and contributions.

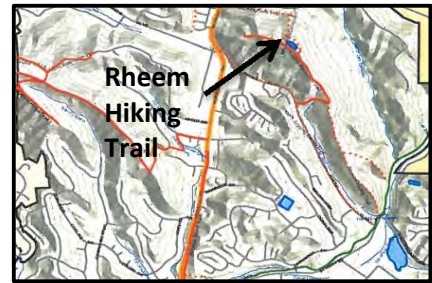
Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 188	\$ 188
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188	\$ 188

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 5	\$ 5
Study									\$ -
Environmental								\$ 7	\$ 7
Design								\$ 7	\$ 7
Right of Way								\$ 127	\$ 127
Construction								\$ 29	\$ 29
Const Mgmt/Inspection								\$ 7	\$ 7
Contingency								\$ 6	\$ 6
Other:									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188	\$ 188

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Rheem Hiking Trail (Fayhill)
Project Number: TBD
Account: TBD

CIP Type: Parks
Dept: P&R



Status: Unfunded & Unscheduled

Project Objective: Implement recommendations from adopted 2004 Moraga Bicycle and Pedestrian Plan - develop off-street hiking trail from Rheem Ridge near Fayhill Reservoir to Buckingham Trail.

Project Description: Both the 2004 Moraga Bicycle and Pedestrian Plan and the 2007 Parks and Recreation Master Plan recommend the development and improvement of the trail system in Town to connect neighborhoods and improve access to major destinations. This project will develop a hiking trail from Fayhill Road near the EBMUD reservoir, through rolling grassland, to a flat area to the west of the reservoir, connecting to proposed Palos Colorado Trails and linking to the end of Buckingham Drive on the west, totaling approximately 0.3 mile. The hiking trail will connect to the proposed Rheem Ridge Trail continuing southeasterly along the minor ridgeline to connect to other proposed Palos Colorado Trails near Coyote Creek.

Basis for Schedule: Currently unscheduled; however, as development is proposed on property to the west of the Fayhill Reservoir, improvements and dedication of trail access easements may be required as a condition of project approval.

Basis for Cost: Based on cost estimates provided in the adopted 2004 Moraga Bicycle and Pedestrian Plan (escalated). Potential funding from developer impact fees and contributions.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 188	\$ 188
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188	\$ 188

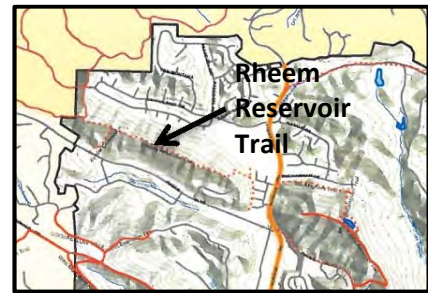
Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 5	\$ 5
Study									\$ -
Environmental								\$ 7	\$ 7
Design								\$ 7	\$ 7
Right of Way								\$ 127	\$ 127
Construction								\$ 29	\$ 29
Const Mgmt/Inspection								\$ 7	\$ 7
Contingency								\$ 6	\$ 6
Other:									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188	\$ 188

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Rheem Reservoir Trail (Campolindo Ridge)
Project Number: TBD **CIP Type:** Parks
Account: TBD **Dept:** P&R

Status: Unfunded & Unscheduled

Project Objective: Implement recommendations from adopted 2004 Moraga Bicycle and Pedestrian Plan - develop off-street trail from Carroll Ranch to Rheem Reservoir.



Project Description: Both the 2004 Moraga Bicycle and Pedestrian Plan and the 2007 Parks and Recreation Master Plan recommend the development and improvement of the trail system in Town to connect neighborhoods and improve access to major destinations. This project will develop a trail to connect the Rheem Boulevard and Carroll Ranch area with the EBMUD Rim Trail that leads to the Lafayette Reservoir along the Campolindo Ridge. This trail will begin at either behind the Public Works Maintenance Corp Yard (335 Rheem Blvd) or at the end of Hanson Court, and will go to the top of the Campolindo Ridge paralleling Rheem Blvd, to the EBMUD Rheem Reservoir water tank in Orinda, eventually connecting to the Rim Trail and the Lafayette Reservoir, approximately 1.4 miles. Additional spur trails can connect from the ridge to Zander Drive and La Salle Drive, and using surface streets, the trail can continue across Rheem Blvd to Alice Court/Goodfellow Drive and into Mulholland Open Space Preserve.

Basis for Schedule: Currently unscheduled.

Basis for Cost: Based on cost estimates provided in the adopted 2004 Moraga Bicycle and Pedestrian Plan (escalated). Potential funding from developer impact fees and contributions.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 848	\$ 848
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 848	\$ 848

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 7	\$ 7
Study									\$ -
Environmental								\$ 20	\$ 20
Design								\$ 33	\$ 33
Right of Way								\$ 601	\$ 601
Construction								\$ 135	\$ 135
Const Mgmt/Inspection								\$ 20	\$ 20
Contingency								\$ 33	\$ 33
Other:									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 848	\$ 848

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -

Project Name: Turf Improvements Program
Project Number: 15-303
Account: 700-753-062-36

CIP Type: Parks
Dept: P&R

Status: Unfunded

Project Objective: Improvements to turf at various park facilities.



Project Description:
 Phase 1: Pavilion Irrigation, Turf, Drainage, and Rodent Barrier (Completed FY 14/15)
 Phase 2: Hacienda Irrigation, Turf Replacement, and Rodent Barrier
 Phase 3: Rancho Laguna Irrigation, Drainage, and Turf Replacement

Basis for Schedule: The 2007 Parks and Recreation Master Plan's Recommendations chapter suggests renovating Hacienda's turf. Existing Hacienda irrigation is at the end of its life cycle and requires constant spot repairs. Spot watering is also required due to the inefficiently designed irrigation system. Existing Hacienda turf has a patch work of different types of grasses which require different water needs and is affected by inefficient (different sun exposure) and non-reliable (waterline breaks) irrigation.

Basis for Cost: Potential sources of funds are Palos Colorados or General Fund. Cost estimates are based on contractor estimates and staff estimates and adjusted annually by the Construction Condition Index.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 750: Asset Replace	\$ 50								\$ 50
Fund 100: Palos Colorados	\$ 16	\$ 5							\$ 21
Undetermined				\$ 246		\$ 671			\$ 917
									\$ -
									\$ -
TOTAL	\$ 66	\$ 5	\$ -	\$ 246	\$ -	\$ 671	\$ -	\$ -	\$ 988

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Phase 1	\$ 66	\$ 5							\$ 71
Phase 2									\$ -
Administration				\$ 5					\$ 5
Design				\$ 19					\$ 19
Construction				\$ 193					\$ 193
Contingency				\$ 29					\$ 29
Phase 3						\$ 671			\$ 671
TOTAL	\$ 66	\$ 5	\$ -	\$ 246	\$ -	\$ 671	\$ -	\$ -	\$ 988

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fix Breaks, Repairs, Adjustments to Irrigation			\$ (11.0)	\$ (11.0)	\$ (19.0)		\$ (41.0)
Maintenance Savings for Turf & Rodent Control			\$ (1)	\$ (1)	\$ (3)		\$ (5.0)
Other:							\$ -
TOTAL	\$ -	\$ -	\$ (12.0)	\$ (12.0)	\$ (22)	\$ -	\$ (46)

* Unspent remaining budget (as of 2/29/16 displayed) for multi-year projects at end of FY15/16 will carry forward into FY16/17.

Project Name: Utah Easement Trail (Library to Old Moraga Ranch Trail)
Project Number: TBD **CIP Type:** Parks
Account: TBD **Dept:** P&R

Status: Unfunded & Unscheduled

Project Objective: Implement recommendations from adopted 2004 Moraga Bicycle and Pedestrian Plan - develop off-street trail to connect Commons Park to Old Moraga Ranch Trail.



Project Description: Both the 2004 Moraga Bicycle and Pedestrian Plan and the 2007 Parks and Recreation Master Plan recommend the development and improvement of the trail system in Town to connect neighborhoods and improve access to major destinations. This project will develop a trail to connect the Commons Park to the Old Moraga Ranch Trail, and would begin behind the Library on St. Mary's Road, continuing uphill following the PG&E power lines, through walnut orchards and connecting to the Old Moraga Ranch Trail, approximately 1.1 miles.

Basis for Schedule: Currently unscheduled; however, as development is proposed on properties off of Country Club Drive and Alta Mesa, improvements and dedication of trail access easements may be required as a condition of project approval.

Basis for Cost: Based on cost estimates provided in the adopted 2004 Moraga Bicycle and Pedestrian Plan (escalated). Potential funding from developer impact fees and contributions.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 648	\$ 648
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 648	\$ 648

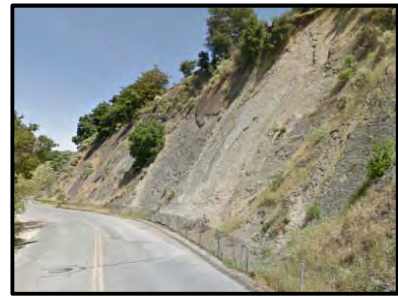
Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 5	\$ 5
Study									\$ -
Environmental								\$ 15	\$ 15
Design								\$ 26	\$ 26
Right of Way								\$ 459	\$ 459
Construction								\$ 106	\$ 106
Const Mgmt/Inspection								\$ 15	\$ 15
Contingency								\$ 21	\$ 21
Other:									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 648	\$ 648

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Bollinger Canyon Road Hillside Stabilization
Project Number: 16-102 **CIP Type:** Trans
Account: 700-740-062-23 **Dept:** PWD

Status: Unfunded

Project Objective: Stabilize hillside on Bollinger Canyon Road.



Project Description: Complete assessment of Bollinger Canyon Road hillside. Implement stabilization of hillside. In 2016, a short-term solution was implemented to remove areas that have a high potential for failure by removing potentially unstable materials and trees from the slope face, especially where the bedrock has been undermined or where tree roots have been exposed. Permanent stabilization is unfunded.

Basis for Schedule: If a Bollinger Canyon Road connector road to the Rheem Boulevard/St. Mary's Road Roundabout project becomes a condition of approval of a number of pending or future land use applications, this Bollinger Canyon Road Hillside project may no longer be necessary.

Basis for Cost: Cost based on estimates from consultant based on recommendations from a preliminary study in 2012. These costs have been increased by the Construction Cost Index.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 210: Measure J	\$ 65							\$ 480	\$ 545
									\$ -
									\$ -
									\$ -
									\$ -
TOTAL	\$ 65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 480	\$ 545

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration									\$ -
Study (Geotech Assmt)	\$ 17								\$ 17
Environmental								\$ 2	\$ 2
Right-of-Way									\$ -
Design									\$ -
Construction	\$ 48							\$ 416	\$ 464
Const Mgmt/Inspection								\$ 21	\$ 21
Contingency								\$ 42	\$ 42
Other: Title Reports									\$ -
TOTAL	\$ 65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 480	\$ 545

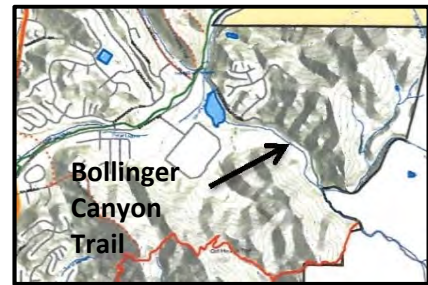
Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation (Staff Savings for minor clean-ups)						\$ (2)	\$ (2)
Maintenance (Contract Savings for major cleanups)						\$ (18)	\$ (18)
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (20)	\$ (20)

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Bollinger Canyon Trail (to Las Trampas Wilderness)
Project Number: TBD **CIP Type:** Trans
Account: TBD **Dept:** PWD

Status: Unfunded & Unscheduled

Project Objective: Implement recommendations from adopted 2004 Moraga Bicycle and Pedestrian Plan - develop off-street trail to Las Trampas Wilderness.



Project Description: Both the 2004 Moraga Bicycle and Pedestrian Plan and the 2007 Parks and Recreation Master Plan recommend the development and improvement of the trail system in Town to connect neighborhoods and improve access to major destinations. This project will develop a trail along Bollinger Canyon Road to connect to the East Bay Regional Park District Las Trampas Wilderness, and is consistent with a trail connection shown in the EBRPD Master Plan of Trails, approximately 0.3 mile. An alternative is to install on-street facilities (i.e. sidewalk for pedestrians and widened shoulder for bicycles).

Basis for Schedule: Currently unscheduled; however, as development is proposed on properties along Bollinger Canyon Road, improvements and dedication of trail access easements may be required as a condition of project approval.

Basis for Cost: Based on cost estimates provided in the adopted 2004 Moraga Bicycle and Pedestrian Plan (inflated to 2017 dollars). Potential funding from developer impact fees and contributions.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 1,878	\$ 1,878
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,878	\$ 1,878

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 35	\$ 35
Study								\$ -	\$ -
Environmental								\$ 43	\$ 43
Design								\$ 170	\$ 170
Right of Way								\$ 14	\$ 14
Construction								\$ 1,091	\$ 1,091
Const Mgmt/Inspection								\$ 113	\$ 113
Contingency								\$ 327	\$ 327
Other:								\$ 14	\$ 14
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,808	\$ 1,808

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Canyon Rd Bicycle Improvements (County to Constance Pl)
Project Number: TBD **CIP Type:** Trans
Account: TBD **Dept:** PWD

Status: Unfunded & Unscheduled

Project Objective: Implement recommendations from adopted 2004 Moraga Bicycle and Pedestrian Plan - improve bicycle facilities along Canyon Road.



Project Description: Canyon Road is a narrow, windy, hilly, rural roadway spanning multiple jurisdictions that is a popular route for recreational bicyclists connecting central Contra Costa County to the Oakland-Berkeley hills. The portion within the Town is from the County line to Moraga Way. Some improvements outlined in the 2004 Moraga Bicycle and Pedestrian Plan are: install advisory and warning signs, shoulder widening or new shoulders, re-striping travel lane, new or improved turnouts, and enhanced roadway surfacing. There are existing Class II facilities (on-street bike lanes) along Canyon Road from Constance Place to Moraga Way, but the lack of adequate shoulder width from the County line to Constance Place prohibits the continuation of the bike lanes.

Basis for Schedule: Currently unscheduled.

Basis for Cost: Based on cost estimates provided in the adopted 2004 Moraga Bicycle and Pedestrian Plan (escalated).

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 615	\$ 615
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 615	\$ 615

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 9	\$ 9
Study									\$ -
Environmental								\$ 34	\$ 34
Right-of-Way								\$ 17	\$ 17
Design								\$ 86	\$ 86
Construction								\$ 343	\$ 343
Const Mgmt/Inspection								\$ 51	\$ 51
Contingency								\$ 51	\$ 51
Other:									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 592	\$ 592

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Moraga Pedestrian & Bicycle Master Plan Improvements
Project Number: 13-102 **CIP Type:** Trans
Account: 700-740-062-86 **Dept:** PWD



Status: Town Council adopted MPBP; Improvements Unfunded

Project Objective: Complete comprehensive update of 2004 MPBP, to identify needed bicycle and pedestrian facilities improvements Town-wide including implementation of recommended system improvements.

Project Description: The project will comprehensively update the existing MPBP to create the "Moraga Walk | Bike Plan," including new mapping of existing conditions and assessed needs, work with an Advisory Committee to identify desired facilities, development of a future Town-wide system of pedestrian and bicycle needs and priorities, and a program of implementation strategies. The Town Council adopted the MPBP on November 9, 2016.

All recommended improvements are included in this CIP (except wayfinding improvements, see CIP 15-601). Recommended programs (\$345K) are not included in the CIP and will be shown in the operation budget when funds become available.

Basis for Schedule: Construction schedule to be determined based on available funding and priorities identified in plan. Once funded, a separate CIP will be developed with associated costs removed from this CIP.

Basis for Cost: Cost for plan update based on approved consultant contract and estimate of related staff hours. Construction cost estimates based on the MPBP will be adjusted annually by the Construction Cost Index.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 700: TDA Grant	\$ 34	\$ 16							\$ 50
Fund 210: Measure J	\$ 22	\$ 11							\$ 33
Undetermined								\$ 3,092	\$ 3,092
									\$ -
									\$ -
TOTAL	\$ 56	\$ 27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,092	\$ 3,175

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration	\$ 11	\$ 9							\$ 20
Study	\$ 45	\$ 12							\$ 57
Environmental		\$ 6							\$ 6
Crossing Improvements								\$ 1,325	\$ 1,325
Sidewalk Improvements								\$ 1,276	\$ 1,276
Bike Route Improvements								\$ 213	\$ 213
Bike Lane Improvements								\$ 278	\$ 278
TOTAL	\$ 56	\$ 27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,092	\$ 3,175

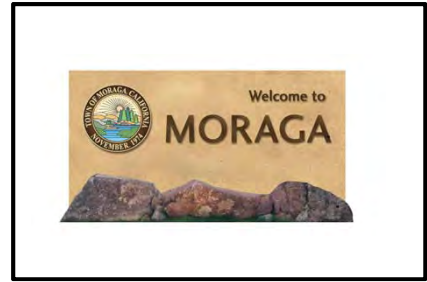
Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Municipal Monument Gateway Signage Program
Project Number: 16-311 **CIP Type:** Trans
Account: 700-510-062-11 **Dept:** PLN/PWD

Status: Unfunded

Project Objective: Replace four existing gateway signs along arterial roads new the Town limits.



Project Description: The Town has four existing gateway signs located along arterial roads near the Town limits. Each sign is located adjacent to a designated Scenic Corridor. The existing wooden signs are showing signs of age, and are increasingly difficult to maintain and repair. The signs are also situated fairly low to the ground and, therefore are often obscured by vegetation growing nearby. Overall, their size, height, and faded appearance make them difficult to see, reducing their ability to effectively demarcate the Town gateways.

Basis for Schedule: Schedule two monument gateway signs to replace each fiscal year.

Basis for Cost: Cost based on consultant estimate. \$10K community donation from Moraga Movers was reimbursed by Resolution 23-2017 from the budget since the improvements were not completed in FY16/17.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded			\$ 40	\$ 40					\$ 80
									\$ -
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ 40	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ 80

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration			\$ 1	\$ 1					\$ 2
Manufacturing			\$ 18	\$ 18					\$ 36
Installation			\$ 18	\$ 18					\$ 36
Boulders			\$ 3	\$ 3					\$ 6
Contingency									\$ -
Other:									\$ -
TOTAL	\$ -	\$ -	\$ 40	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ 80

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

Project Name: Rheem Blvd Bike & Pedestrian (Moraga Rd to St. Mary's Rd)
Project Number: TBD **CIP Type:** Trans
Account: TBD **Dept:** PWD

Status: Unfunded & Unscheduled

Project Objective: Implement recommendations from adopted 2004 Moraga Bicycle and Pedestrian Plan - Develop bicycle and pedestrian improvements west of St. Mary's Rd.



Project Description: Both the 2004 Moraga Bicycle and Pedestrian Plan and the 2007 Parks and Recreation Master Plan recommend the development and improvement of the trail system in Town to connect neighborhoods and improve access to major destinations. Rheem Boulevard is a popular east-west connector. The portion between Moraga Road and St. Mary's Road currently has sidewalk on one side (from Moraga Road to Fayhill Road) and shoulders on both sides of the street acting as a Class III facility (on-street bike route). This project will improve the pedestrian and bicycle facilities just northwest of St. Mary's Road, approximately 0.3 mile.

Basis for Schedule: Currently unscheduled; however, in 2016, the Rancho Laguna II developer constructed bike/pedestrian facilities along the north side of the street from Fayhill Road to approximately 1,700 feet east and dedicated any necessary access easements as required by their Precise Development Plan.

Basis for Cost: Based on cost estimates provided in the adopted 2004 Moraga Bicycle and Pedestrian Plan (escalated). Potential funding from developer impact fees and contributions.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 281	\$ 281
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 281	\$ 281

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 5	\$ 5
Study									\$ -
Environmental								\$ 12	\$ 12
Design								\$ 20	\$ 20
Right of Way								\$ 127	\$ 127
Construction								\$ 82	\$ 82
Const Mgmt/Inspection								\$ 16	\$ 16
Contingency								\$ 8	\$ 8
Other:									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 271	\$ 271

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Rheem Boulevard High Visibility Crosswalk
Project Number: 16-105 **CIP Type:** Trans
Account: TBD **Dept:** PWD

Status: Unfunded & Unscheduled

Project Objective: Install a high visibility crosswalk on Rheem Blvd from the Council Chambers at 335 Rheem Blvd to the private businesses across the street.



Project Description: Improve Rheem Blvd by providing ADA compliant curb ramps, a striped crosswalk with high visibility pavement markings, pedestrian actuated rapid rectangular flashing beacons (RRFB), and advanced warning signs.

Basis for Schedule: Currently unscheduled.

Basis for Cost: Based on cost of similar high visibility crosswalk on Moraga Road at Woodford Drive and at Corliss Drive. These costs have been increased by the Construction Cost Index.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Unfunded								\$ 208	\$ 208
									\$ -
									\$ -
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 208	\$ 208

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration								\$ 2	\$ 2
Study								\$ 2	\$ 2
Environmental								\$ 2	\$ 2
Right-of-Way								\$ 31	\$ 31
Design								\$ 21	\$ 21
Construction								\$ 119	\$ 119
Const Mgmt/Inspection								\$ 16	\$ 16
Contingency								\$ 16	\$ 16
Other:								\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 208	\$ 208

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation							\$ -
Maintenance							\$ -
Other:							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Name: Electronic Community Informational Signs
Project Number: 15-302 **CIP Type:** Gov't
Account: 700-810-062-35 **Dept:** P&R

Status: Unfunded & Unscheduled

Project Objective: Improve public notification program for community information, emergency notification, public safety, community events, etc.



Project Description: In FY 15/16, installation of Moraga Road Electronic Community Information Sign was complete. Seeking partnerships with other entities within Town (i.e. Saint Mary's College, Moraga-Orinda Fire District, etc.) to install additional electronic community information boards throughout Moraga: St. Mary's Road, Moraga Way, and Rheem Boulevard.

Basis for Schedule: All other potential signs are currently unscheduled.

Basis for Cost: Costs based on actual cost for the Moraga Road Electronic Community Information Sign and adjusted annually by the Construction Cost Index.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Fund 700: Kiwanis	\$ 2								\$ 2
Fund 715: Comcast Unrestricted	\$ 67	\$ 20							\$ 87
Fund 750: Asset Replace	\$ 17								\$ 17
Unfunded Future Signs								\$ 281	\$ 281
TOTAL	\$ 86	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 281	\$ 387

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Administration	\$ 3	\$ 1							\$ 4
PG&E Coordination		\$ 3							\$ 3
Design		\$ 6							\$ 6
Construction	\$ 66								\$ 66
Const Mgmt/Inspection		\$ 7							\$ 7
Contingency	\$ 10	\$ 3							\$ 13
Other: Bldg Permit, PG&E Meeting	\$ 7								\$ 7
Future Signs								\$ 281	\$ 281
TOTAL	\$ 86	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 281	\$ 387

Maintenance Costs (in 1000's)	FY17/18 Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	TBD	Project Total
Operation	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1		\$ 5
Maintenance	\$ (5)	\$ (5)	\$ (5)	\$ (5)	\$ (5)		\$ (25)
Other:							\$ -
TOTAL	\$ (4)	\$ (4)	\$ (4)	\$ (4)	\$ (4)	\$ -	\$ (20)

* Unspent remaining budget (as of 5/4/17 displayed) for multi-year projects at end of FY16/17 will carry forward into FY17/18.

CAPITAL IMPROVEMENT PROJECT REFERENCE INDEX

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ACTIVE (FUNDED OR CARRY FORWARD) CAPITAL IMPROVEMENT PROJECTS

Buildings & Facilities (Municipal Facilities)

CIP-13	14-301	Hacienda Building ADA Accessibility to Upper Floors
CIP-14	13-302	Minor Capital Improvement Program
CIP-15	16-305	Minor Improvements to Government Facilities Program
CIP-16	14-303	Municipal Building Repainting Program
CIP-17	18-301	Town Hall Backup Generator Replacement

Creeks & Drainage (Storm Drain System)

CIP-18	16-201	Laguna Creek Restoration at Hacienda de las Flores
CIP-19	14-202	Minor Corrugated Metal Pipe Repair Program
CIP-20	16-702	Sinkhole Repair on Rheem Boulevard at Center Street
CIP-21	17-201	Storm Drain Funding Initiative
CIP-22	14-201	Storm Drain Master Plan
CIP-23	16-202	Trash Load Reduction Program

Parks & Open Space

CIP-24	14-304	Commons Park Improvement Program
CIP-25	17-311	Lamorinda All-Access Playground at Moraga Commons

Transportation

CIP-26	08-101	ADA Compliance Streets Program
CIP-27	14-102	ADA Self-Evaluation Plan
CIP-28	17-701	Canyon Road Bridge Reopening
CIP-29	14-101	Canyon Road Bridge Replacement
CIP-30	17-501	Central Video Surveillance System
CIP-31	17-101	Commercial Centers Streetlighting
CIP-32	13-101	Livable Moraga Road - Corridor Plan and Improvements
CIP-33	14-104	Minor Traffic Safety Program (Annual)
CIP-34	16-101	Moraga Center Pedestrian & Bicycle Improvements
CIP-35	15-102	Moraga Road (St Mary's - Draeger) Resurfacing
CIP-36	18-101	Moraga Way and Canyon/Camino Pablo Improvements
CIP-37	15-601	Municipal Wayfinding Signage Program
CIP-38	08-106	Pavement Management Program
CIP-39	16-104	PG&E Undergrounding
CIP-40	14-604	St Mary's Rd/Rheem/Bollinger Canyon Roundabouts
CIP-41	14-103	Street Light Master Plan

General Government

CIP-42	17-302	Art in Public Spaces Program
CIP-43	14-603	Hillsides and Ridgelines Regulations Update
CIP-44	14-306	Information Technology Infrastructure Program
CIP-45	14-501	Vehicle & Operating Equipment Program

UNFUNDED CAPITAL IMPROVEMENT PROJECTS

Buildings & Facilities (Municipal Facilities)

CIP-49	13-301	ADA Compliance Facilities Program
CIP-50	TBD	Hacienda Building Exterior & Interior Light Replacement
CIP-51	TBD	Hacienda Building Kitchen Refurbishment
CIP-52	TBD	Hacienda Building Window Replacement
CIP-53	14-302	Hacienda de las Flores Improvement Program
CIP-54	08-308	Moraga Library Improvement Program
CIP-55	TBD	Multi-Generational Community Center
CIP-56	14-303	Municipal Building Repainting Program
CIP-57	TBD	Municipal Building Restrooms Refurbishment Program
CIP-58	16-303	Municipal Parking Lots & Pathway Resurfacing Program
CIP-59	TBD	Pavilion Building Flagstone Staircase Replacement
CIP-60	TBD	Rancho Laguna Park Sewer System Replacement

Creeks & Drainage (Storm Drain System)

CIP-61	TBD	Storm Drain Improvement Program
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Parks & Open Space

CIP-62	TBD	Buckingham Trail (Moraga Road to Fayhill)
CIP-63	TBD	Community Sports Field
CIP-64	TBD	Heritage Trail (Library to Moraga Road)
CIP-65	TBD	Indian Ridge Trail
CIP-66	TBD	Indian Valley Trail
CIP-67	TBD	Mulholland Open Space Preserve Improvements
CIP-68	TBD	Municipal Fence Replacement Program
CIP-69	TBD	Neighborhood Parks
CIP-70	16-304	Parks, Trails, Hacienda, Open Space Survey
CIP-71	TBD	Rancho Laguna Park Master Plan Update
CIP-72	TBD	Rheem Hiking Trail (Coyote Creek)
CIP-73	TBD	Rheem Hiking Trail (Fayhill)
CIP-74	TBD	Rheem Reservoir Trail (Campolindo Ridge)
CIP-75	15-303	Turf Improvements Program
CIP-76	TBD	Utah Easement Trail (Library to Old Moraga Ranch Trail)

Transportation

CIP-77	16-102	Bollinger Canyon Road Hillside Stabilization
CIP-78	TBD	Bollinger Canyon Trail (to Las Trampas Wilderness)
CIP-79	TBD	Canyon Road Bicycle Improvements (County to Constance Place)
CIP-80	13-102	Moraga Pedestrian & Bicycle Master Plan (MPBP) Improvements
CIP-81	16-311	Municipal Monument Gateway Signage Program
CIP-82	TBD	Rheem Boulevard Bike & Pedestrian (Moraga Road to St. Mary's Road)
CIP-83	16-105	Rheem Boulevard High Visibility Crosswalk

General Government

CIP-84	15-302	Electronic Community Informational Signs
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