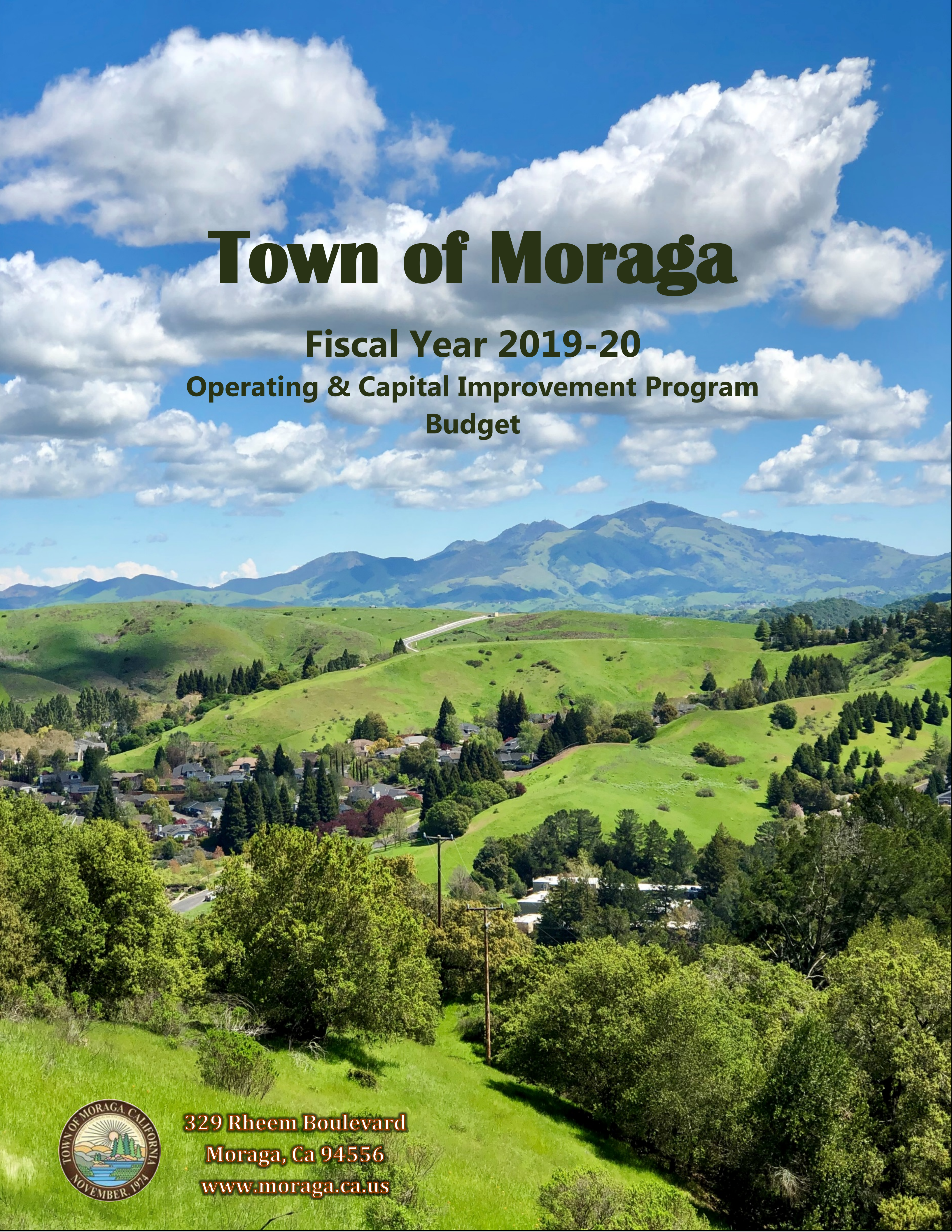
Town of Moraga

Fiscal Year 2019-20

Operating & Capital Improvement Program Budget



329 Rheem Boulevard
Moraga, Ca 94556
www.moraga.ca.us

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Fiscal Year 2019/20
Operating & Capital Improvement Program Budget

TOWN COUNCIL

Roger Wykle, Mayor
Kymberleigh Korpus, Vice Mayor
Renata Sos, Councilmember
Mike McCluer, Councilmember
Steve Woehleke, Councilmember

AUDIT AND FINANCE COMMITTEE

Bob Kennedy, Town Treasurer/Chair
Roger Wykle, Mayor
Kymberleigh Korpus, Vice Mayor
Tim Freeman, Committee Member
Phil Arth, Committee Member

TOWN MANAGER

Cynthia Battenberg

DEPARTMENT DIRECTORS

Breyana Brandt, Parks and Recreation Director
Derek Farmer, Planning Director
Jon King, Chief of Police
Edric Kwan, Public Works Director/Town Engineer
Marty McInturf, Town Clerk
Norm Veloso, Administrative Services Director

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TOWN COUNCIL AND COMMUNITY GOALS FOR 2019

Strengthening Trust and Transparency

1. **Maintain and improve fiscal discipline by adopting a balanced budget, continuing high quality fiscal reporting, building up General Fund reserves, and positioning the Town for long-term fiscal sustainability and operational efficiency, including the following priorities:**

    - Complete a detailed examination of all funds expended by the Town to identify potential savings and communicate results to the Town's citizens.
    - Identify infrastructure shortfall, if any, including funding need for streets, storm drains and asset replacement.
    - Enhance financial management systems through upgrades to deliver financial information across the organization and train Town staff.
    - Implement a work order system for parks and public works to improve staff efficiency, data collection, and transparency.

2. **Enhance Moraga's business environment and work collaboratively with the Chamber of Commerce and other stakeholders, including on the following priorities:**

    - Update the Zoning Code, as appropriate, to streamline the Town's signage ordinance.
    - Evaluate the Planned Development – Commercial process and Community Commercial zoning to simplify the process for new businesses to open in Moraga.

3. **Revise the Town's Zoning Code to implement the Moraga Center Specific Plan in collaboration with a Citizens Advisory Committee, the property owner, and other interested stakeholders.**

4. **Implement the Storm Drain System Operations and Maintenance Program, including an inspection program and selection of an asset management system, and work to develop a dedicated funding source to pay for necessary capital improvements to the storm drain system.**

5. **Work aggressively to obtain $2.9 million in reimbursements for the Town's Canyon Road bridge emergency demolition and temporary bridge costs and fully develop implementation plan for new bridge funding and construction.**

6. **Implement the 2019 Measure K Neighborhood Streets and Roads Repair Program.**

    - Prepare comprehensive 2019 Pavement Management Report to evaluate the Town's progress since 2015 and assess additional funding needs.
    - Complete construction of the 2019 $1.8 million Surface Seal Project.
    - Complete construction of the Canyon/Camino Pablo Intersection and Moraga Way "Complete Streets" (pedestrian, bicycle and pavement) improvements.
    - Complete design of 2020 Pavement Overlay Project.
    - Pursue grants and other third-party funding sources to further maintain the Town's streets and roads.

7. **Maintain and improve public safety through the provision of high quality Police and emergency response services.**

    - Work with MOFD and CERT to enhance emergency preparedness, including encouraging residents to participate in the Community Warning System, refining the existing evacuation plan and identifying temporary refuge areas.

8. **Develop written guidelines for Ad Hoc Committees and individual Town Councilmembers' roles, responsibilities, and powers.**

9. **Complete approved site improvements and develop economically feasible recommendations for commercial and other public uses of the Hacienda de las Flores property.**

10. **Identify funding needs and develop a process to re-zone the Bollinger Valley Study area.**

11. **Develop a plan and initiate a re-evaluation of the Town's three-step planned development process, development regulations and needs, and design guidelines, taking into account feedback from residents and other interested stakeholders.**

    - Evaluate the possibility of consolidating the Design Review Board with the Planning Commission to streamline the planning process, reduce staff time and costs, and enable the Town to provide an advanced level of training to Commissioners.

12. **Continue implementation of viable strategies in Moraga's Climate Action Plan to lessen the Town's impact on the environment.**

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Budget Message

Aerial View of Hacienda de las Flores

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Town of Moraga

TOWN MANAGER

June 26, 2019

Honorable Mayor and Councilmembers

I am pleased to submit the Fiscal Year (FY) 2019/20 Budget for the Town of Moraga. The total adopted budget for FY 2019/20 is $18.21 million, including a $10.24 million Operating Budget, and a $7.97 million Capital Improvement Program (CIP) budget. The budget projects a small surplus of $145,913 and a General Fund Reserve level of $4.77 million, or 50%, by year-end FY 2019/20.

In the past 18 months the Town has made significant strides towards recovery, completing the Rheem Sinkhole repair and Temporary Canyon Road bridge projects in November 2017 and receiving Federal Highway Administration Emergency Relief reimbursements in FY 2017/18 and FY 2018/19 respectively. The Town's General Fund Reserve has been restored to 50%, consistent with Town policy, and the Town has been able to fund development and implementation of a Storm Drain Operations and Maintenance (O&M) program. However, insufficient funding for infrastructure needs (storm drain system and asset replacement) continues to be a challenge.

Consistent with the 2019 goal of increasing trust and transparency, FY 2019/20 includes projects to: 1) identify any additional expenditure reductions based on the work of the Audit and Finance Committee; 2) quantify the Town's current and aging infrastructure funding needs and shortfalls based on analysis conducted by subject matter experts on storm drains and asset replacement; and 3) conduct an unfunded pension liability obligation study.

To better understand the Town's infrastructure needs, the Town completed a comprehensive 2018 Pavement Management Report in March 2019 that concluded that the Town's streets and roads are in "Good" condition. Due to Measure K, Garbage Vehicle Impact fees and the new Gas Tax (RMRA/SB1) revenue, along with the Town's implementation of an innovative pavement management approach and the success of the Town in obtaining grants to fund projects, no additional contribution is recommended at this time to maintain the Town's streets.

The Town's development of an enhanced Storm Drain O&M program this past year (which consists of annual televising, cleaning, repair and maintenance work) includes robust field inspections to accurately map the system in GIS for future decision making. The Town also identified funding for an update to the 2015 Storm Drain Master Plan to reevaluate the Town's storm drain capital and annual O&M needs in light of improved system information, maintenance records, and lower prioritization of capacity-related capital projects.

In order to better quantify the Town's ongoing asset replacement needs, the Town plans to retain the services of a consultant to reevaluate the Town's needs, which the Audit and Finance Committee in 2015 identified as more than $600,000 annually (with an estimated $1.7 million current backlog) for deferred maintenance and replacement of assets (buildings, parks, vehicles, IT, etc.). While the FY 2019/20 budget includes $233,000 in asset replacement funding thanks to the scheduled one-time receipt of the temporary bridge reimbursement, the total investment over the past four years was only $65,000.

The Town's $5.97 million unfunded CalPERS pension liability is the other significant funding need that is being evaluated. The Town is currently paying down unfunded liability based on a payment schedule updated annually by CalPERS. The FY 2019/20 budget includes a $392,000 payment towards unfunded pension liability, which is projected to escalate to $672,900 in FY 2023/24. The FY 2019/20 budget includes funding to acquire outside actuarial analysis of the Town's anticipated contribution rate projections, including an asset return sensitivity study, and the options the Town may have to accelerate and/or smooth payment of unfunded liability.

KEY BUDGET ASSUMPTIONS

The adopted budget serves as a policy document, a financial plan, a communications device, and an operations guide that sets forth resource allocations within the Town's legal funding limits reflecting the policies, goals, programs and service priorities of the Town Council and the community. It was developed based on direction provided by the Town Council during the budget development process and recommendations made by each department. The adopted budget is consistent with the Town Council and Town Manager priorities and includes reasonable assumptions for revenue forecasts.

Based on current data and economic forecasts from a range of sources, the FY 2019/20 Budget includes the following key assumptions:

- The local economy will continue to expand and the total General Fund resources (revenues and transfers in) will increase by 10.70% over the adjusted FY 2018/19 budget.
- Total General Fund use of resources (expenditures and transfers out) is proposed to be 8.73% more than the adjusted FY 2018/19 budget. The expenditures will be covered by projected resources and unreserved fund balance, without requiring the use of General Fund reserves to balance the budget.
- The $2.65 million Federal Highway Administration Emergency Relief reimbursement will be received prior to FY 2018/19 year-end for the Town's costs related to the Canyon Road Temporary bridge and this one-time funding is allocated as follows:
  - $1 million to repay the Fund 100 – One Time Developer (Palos Colorados) loan.
  - $1.65 million to repay the Fund 101- General Fund loan.
  - Restoration of the General Fund Reserve to 50% consistent with Town policy.
  - Assignment of $325,000 for the Bollinger Valley Study Area General Plan Amendment and Rezone and $195,000 to the Storm Drain Maintenance Fund.

- o Transfer of $233,000 to the Asset Replacement Fund which is budgeted for expenditure in FY 2019/20.

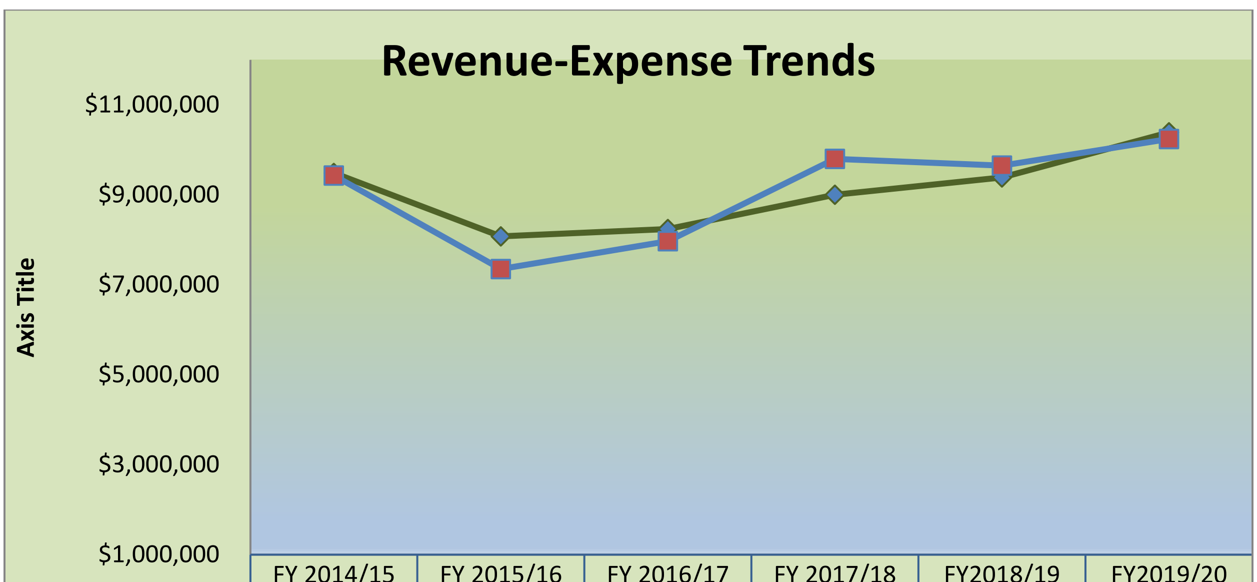
➢ Funding of the following discretionary expenditures:
- o $20,000 for legal fees to complete a comprehensive wireless Ordinance update.
- o $145,000 for the enhanced Storm Drain O&M in addition to an additional $65,000 in National Pollutant Discharge Elimination System revenue for storm drain system maintenance.
- o A $100,000 placeholder for community outreach and technical support in the event that the Council concludes, based on the analysis described above, that additional revenue sources must be pursued.
- o $36,000 for two part-time internships to assist in finance and implementation of a new website.
- o $16,000 for additional maintenance of Mulholland Ridge.

➢ Incorporation of compensation adjustments for all classes of employees, including management, based on three-year labor agreements effective July 1, 2019.

➢ A robust $7.97 million CIP program, made possible by 50% grant funding, including a $3.4 million investment in the Town's Pavement Management Program (Fund 711).

BUDGET OVERVIEW

The Budget incorporates the estimated revenues and planned expenditures for the General Fund and the Town's Capital Improvement Program. The Town's General Fund revenue has increased by an average of 2.7% over the past five years. Grant funds and other fund sources are an important source of income. Chart 1 below shows the five-year historical trend of General Fund revenue and expenditures.



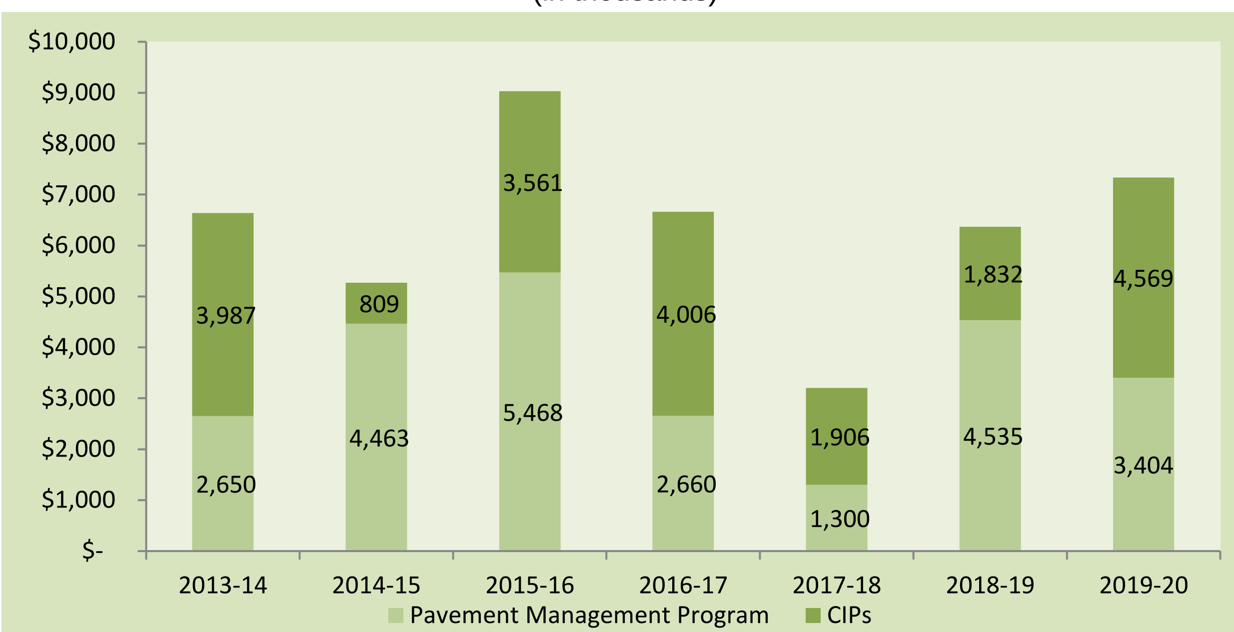
	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY2018/19	FY2019/20
Revenue	$9,485,637	$8,076,762	$8,236,817	$9,001,002	$9,383,264	$10,387,432
Expenditures	$9,425,836	$7,351,254	$7,967,672	$9,796,305	$9,651,799	$10,241,519

The FY 2019/20 General Fund operating budget is balanced, meaning that annual revenues support annual expenses[1], and fund balance (reserve funding) is used to support one-time projects. However, the annual operating surplus is small at $145,913 and the Town is not able to adequately fund its infrastructure needs. General Fund budget highlights, including details regarding major revenue and expense projections, personnel and department's operating budgets for FY 2019/20 are detailed in the General Fund Operating Budget section of the budget.

Capital Improvement Program

The Town's FY 2019/20 $7.97 million CIP budget is robust and represents 44% of the Town's $18.21 million budget. The majority of funding comes from Federal, State and local grants and dedicated fees. The annual Pavement Management Program, funded by Measure K, Garbage Vehicle Impact Fees and RMRA/SB1 Gas Tax revenue, is an important part of the Town's annual program.

Historical Trend of Capital Improvement Program
(in thousands)



The Five-Year Capital Improvement Program (CIP), 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 purchase, can be found in the Five-Year Capital Improvement Program section of the budget.

Palos Colorados

The One-Time Developer Fees/Palos Colorados Fund, Fund 100, was created following litigation with a developer related to the Palos Colorados development project. The Palos

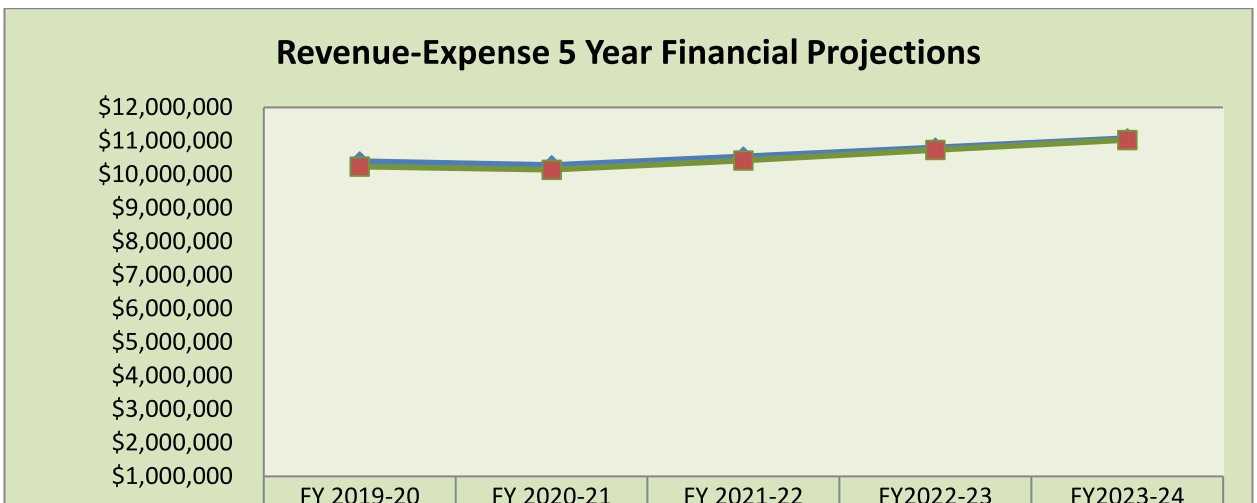
[1] For clarity, the term "expenses" refers only to actual expenses included in the budget, rather than the amount that should be spent for the long-term sustainability of the Town.

Colorados funds are unrestricted funds and the use of the funds is not limited or constrained and may be utilized for any purposes the governing body sees fit. No revenue is projected in FY 2019/20; however, a reimbursement payment of $1 million related to the Canyon Road temporary bridge is expected to be received prior to June 30, 2019 and is reflected in the $2.5 million FY 2018/19 ending fund balance. The FY 2019/20 budget includes an expense of $350,000 transfer out to the General Fund (Fund 101) for legal expenses related to the Hillside and Ridgeline Ordinance, Bollinger Valley, and EBMUD litigations. Significant one-time revenue could be available to the Town in the future, but payments are based on milestones such as grading and building permits and certificates of occupancy and it is not known when or if the homes will be constructed.

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. 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.

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.



	FY 2019-20	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
Revenue	$10,387,432	$10,278,133	$10,537,342	$10,804,327	$11,080,454
Expenditures	$10,241,519	$10,145,907	$10,420,924	$10,733,142	$11,034,680

Key assumptions built into the projections over the next five years include a 4.0% annual increase in property taxes; an average of about 2.3% annual increase for sales tax; 2.9%

increase in Measure K sales tax; 2% increase in franchise fees; and fluctuating changes in departmental revenues depending upon anticipated activity. The expenditure side assumes a 1.5-1.75% increase in operating costs across all departments (less the FY 2019/20 $350,000 in one-time legal fees funded by Fund 100 - Palos Colorados) and a 15-20% increase in non-departmental costs which includes insurance and CalPERS unfunded liability. These assumptions result in a balanced operating budget and a General Fund Reserve level of 50% for the next five years.

FUTURE CHALLENGES

The receipt of the federal reimbursements for expenses related to the Rheem sinkhole and temporary Canyon Road bridge projects enabled the Town to restore its General Fund Reserves to 50% and a cash flow crisis no longer exists. However, the Town could be one emergency away from another fiscal challenge. The Town is currently able to make choices and provide minimal government services to the community given current revenue levels. While ongoing operational needs are reasonably well met, the Town continues to fall short in infrastructure funding. Deferred maintenance and repair can lead to continued large (sinkhole) and small (Library HVAC and Rancho Laguna sewer system) infrastructure failures which deplete the Town of resources and impact the quality of life. A review of the Town's infrastructure and unfunded pension liability needs this fiscal year will enable the Town to determine its future requirements and discuss a strategy forward.

ACKNOWLEDGEMENT

I would like to thank both the Town Council and the Town staff for their strong partnership and for clear direction regarding budget priorities. I am proud of our employees, who obviously care deeply about the Town through their commitment and dedication. The Town residents should also be proud of progress that has been made with great transparency and fiscal responsibility. I, along with the Town staff, look forward to serving the community, executing the Town's ambitious capital projects and other goals, and working together to build and maintain long-term fiscal sustainability.

Respectfully Submitted,

Cynthia Battenberg

Cynthia Battenberg, Town Manager

FIVE YEAR FINANCIAL PROJECTIONS

Hacienda de las Flores

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

	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	Multiplier	Increase/ (Decrease)	ADOPTED FY 2019-20	Multiplier	PROJECTED FY 2020-21	Multiplier	PROJECTED FY 2021-22	Multiplier	PROJECTED FY 2022-23	Multiplier	PROJECTED FY 2023-24
Beginning Fund Balance	**3,391,689**	**4,117,197**	**2,309,276**	**3,378,371**			**4,360,739**		**4,772,417**		**4,904,642**		**5,021,061**		**5,092,247**
SOURCES															
General Fund Revenues															
Property Tax	3,516,305	3,732,878	3,939,215	4,317,584	-0.26%	(11,059)	4,306,525	4.00%	4,478,786	4.00%	4,657,937	4.00%	4,844,255	4.00%	5,038,025
Real Property Transfer Tax	157,140	155,746	191,293	160,000	0.00%	-	160,000	4.00%	166,400	4.00%	173,056	4.00%	179,978	4.00%	187,177
Sales Tax	1,069,161	1,006,620	1,029,173	1,045,000	5.79%	60,500	1,105,500	3.60%	1,146,000	2.40%	1,173,504	2.30%	1,200,495	2.30%	1,228,106
Franchise Fees	832,431	844,456	845,120	870,380	-8.02%	(69,812)	800,568	2.00%	816,579	2.00%	832,911	2.00%	849,569	2.00%	866,561
Garbage - Vehicle Impact Fees	174,704	179,074	234,406	432,667	46.35%	200,549	633,216	1.00%	639,548	1.00%	645,944	1.00%	652,403	1.00%	658,927
Interest	20,164	40,582	51,266	45,000	5.78%	2,600	47,600		47,600		47,600		47,600		47,600
Property Rent	89,867	92,653	95,851	98,415	3.50%	3,446	101,861	3.00%	101,367	3.00%	104,408	3.00%	107,540	3.00%	110,766
Planning Fees	535,714	476,409	812,218	616,000	-7.14%	(44,000)	572,000		572,000		572,000		572,000		572,000
Parks & Recreation Fees	387,884	436,950	381,257	382,215	57.16%	218,465	600,680	1.50%	609,690	1.50%	618,836	1.50%	628,118	1.50%	637,540
Police Fees	83,766	76,424	71,631	53,900	19.48%	10,500	64,400		64,400		64,400		64,400		64,400
Public Works Fees	259,709	231,808	221,741	251,500	38.27%	96,250	347,750		347,750		347,750		347,750		347,750
Misc Fees, Fines & Revenue, MVL	146,514	168,523	125,290	163,000	43.27%	70,536	233,536		233,536		233,536		233,536		233,536
Subtotal	7,273,359	7,442,123	7,998,461	8,435,661	6.38%	537,975	**8,973,636**	**2.79%**	**9,223,656**	**2.69%**	**9,471,881**	**2.70%**	**9,727,644**	**2.72%**	**9,992,388**
Transfers In															
Fund 100 - Palos Colorados				50,000		300,000	350,000		-						
Fund 103 - COPS / SLESF - Public Safety	103,174	103,300	105,000	102,500	36.59%	37,500	140,000		120,000		120,000		120,000		120,000
Fund 109 - Prop 172 Public Safety Sales Tax	82,970	65,892	69,107	70,400	6.39%	4,500	74,900	2.70%	76,922	2.80%	79,076	2.80%	81,290	2.70%	83,485
Fund 205 - Gas Tax	270,883	304,650	362,689	380,000	13.92%	52,896	432,896	2.00%	441,554	2.00%	450,385	2.00%	459,393	2.00%	468,581
Fund 210 - Measure C/J	107,838	58,686	14,456	105,000	4.76%	5,000	110,000		110,000		110,000		110,000		110,000
Fund 230 - Traffic Safety	35,042	36,317	19,208	17,757		2,243	20,000		20,000		20,000		20,000		20,000
Fund 500 - Lighting Assessment	-	330	330	6,000		-	6,000		6,000		6,000		6,000		6,000
Fund 510 - NPDES	191,828	214,646	194,174	214,946	30.27%	65,054	280,000		280,000		280,000		280,000		280,000
Fund 700 - CIP 16-702 Reimbursement, FY17-18 portion			235,269	-		-	-								
Fund 740 - Comm Facilities/Open Space	1,000	1,000	1,000	1,000		(1,000)	-		-		-		-		-
Fund 750 - Asset Replacement	10,668	9,873	1,308	-		-	-		-		-		-		-
Subtotal	803,403	794,694	1,002,541	947,603	49.20%	466,193	1,413,796	-25.42%	1,054,476	1.04%	1,065,461	1.05%	1,076,683	1.06%	1,088,066
Total Sources	**8,076,762**	**8,236,817**	**9,001,002**	**9,383,264**	**10.70%**	1,004,168	**10,387,432**	**-1.05%**	**10,278,133**	**2.52%**	**10,537,342**	**2.53%**	**10,804,327**	**2.56%**	**11,080,454**
USES															
Operating Programs						-									
General Government (1)	1,304,487	1,329,983	1,693,603	1,617,977	20.88%	337,766	1,955,743	1.75%	1,633,844	1.75%	1,662,436	1.50%	1,687,372	1.50%	1,712,683
Police	2,537,270	2,564,426	2,706,935	2,963,502	3.97%	117,586	3,081,088	1.75%	3,135,007	1.75%	3,189,870	1.50%	3,237,718	1.50%	3,286,283
Public Works/Engineering	918,184	1,049,269	1,049,946	1,457,713	4.58%	66,709	1,524,422	1.75%	1,551,099	1.75%	1,578,244	1.50%	1,601,917	1.50%	1,625,946
Parks & Recreation / Parks Maint	1,187,465	1,220,187	1,158,078	1,359,331	17.45%	237,235	1,596,566	1.75%	1,624,506	1.75%	1,652,935	1.50%	1,677,729	1.50%	1,702,895
Planning	550,688	686,417	554,658	745,258	-10.75%	(80,150)	665,108	1.75%	676,747	1.75%	688,590	1.50%	698,919	1.50%	709,403
Non-Departmental	304,309	345,841	496,793	572,932	16.92%	96,925	669,857	15.00%	770,336	15.00%	885,886	20.00%	1,063,063	15.00%	1,222,523
Subtotal - Operating Programs	6,802,403	7,196,123	7,660,013	8,716,713	8.90%	776,071	9,492,784		9,391,539		9,657,960		9,966,718		10,259,733
Transfers Out															
To Debt Service						-									
Fund 701 - 2010 COP Town Hall Improve	117,193	109,457	116,218	114,419	0.96%	1,100	115,519		114,820		117,020		114,020		116,020
To Capital Improvement Program						-									
Fund 700 - Capital Projects	256,954	483,018	1,785,668	155,000	-100.00%	(155,000)	-								
Pass-Through To Capital Improvement Program						-									
Fund 711 - Street Pavement Program	174,704	179,074	234,406	432,667	46.35%	200,549	633,216	1.00%	639,548	1.00%	645,944	1.00%	652,403	1.00%	658,927
Subtotal	548,851	771,549	2,136,292	702,086	6.64%	46,649	748,735	0.75%	754,368	1.14%	762,964	0.45%	766,423	1.11%	774,947
Total Uses	**7,351,254**	**7,967,672**	**9,796,305**	**9,418,799**	**8.73%**	822,720	**10,241,519**	**-0.93%**	**10,145,907**	**2.71%**	**10,420,924**	**3.00%**	**10,733,142**	**2.81%**	**11,034,680**
Operating Surplus / (Deficit)	**725,508**	**269,145**	**(795,303)**	**(35,535)**			**145,913**		**132,226**		**116,419**		**71,185**		**45,774**
Ending Fund Balance	**4,117,197**	**4,386,342**	**1,513,973**	**3,342,836**			**4,506,652**		**4,904,642**		**5,021,061**		**5,092,247**		**5,138,021**
Adjustments to Fund Balance (2)															
Fund Balance Reimbursement for CIP 17-701 Canyon Bridge				(1,658,235)			(265,765)								
Fund Balance Assignment and Reimbursement for:															
- CIP 16-702 Rheem Sinkhole		1,164,731	(1,164,731)												
- CIP 17-701 Canyon Bridge Emergency, FY 16-17 Projected		912,335	(912,335)												
- CIP 17-701 Canyon Bridge Emergency, FY 17-18 Actual			212,668	(212,668)											
Fund Balance Assignment for:															
- Storm Drain Maintenance				275,000											
- Funding for Asset Replacement to Fund 750				233,000											
- Asset Replacement Analyses				20,000											
- Bollinger Valley				325,000											
Adjusted Ending (Unassigned) Fund Balance	**4,117,197**	**2,309,276**	**3,378,371**	**4,360,739**			**4,772,417**		**4,904,642**		**5,021,061**		**5,092,247**		**5,138,021**
General Fund Reserve (3)	**60.5%**	**32.1%**	**44.1%**	**50.0%**			**50.3%**		**52.2%**		**52.0%**		**51.1%**		**50.1%**

(1) A FY 2019/20 one-time budgeted expenditure of $350,000 was removed from future projections
(2) Adjustments for non-spendable, committed and assigned fund balances; including use of General Fund balance for prior year approved capital projects.
(3) 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.

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General Fund

Redwood Trail South of Pinehurst Road

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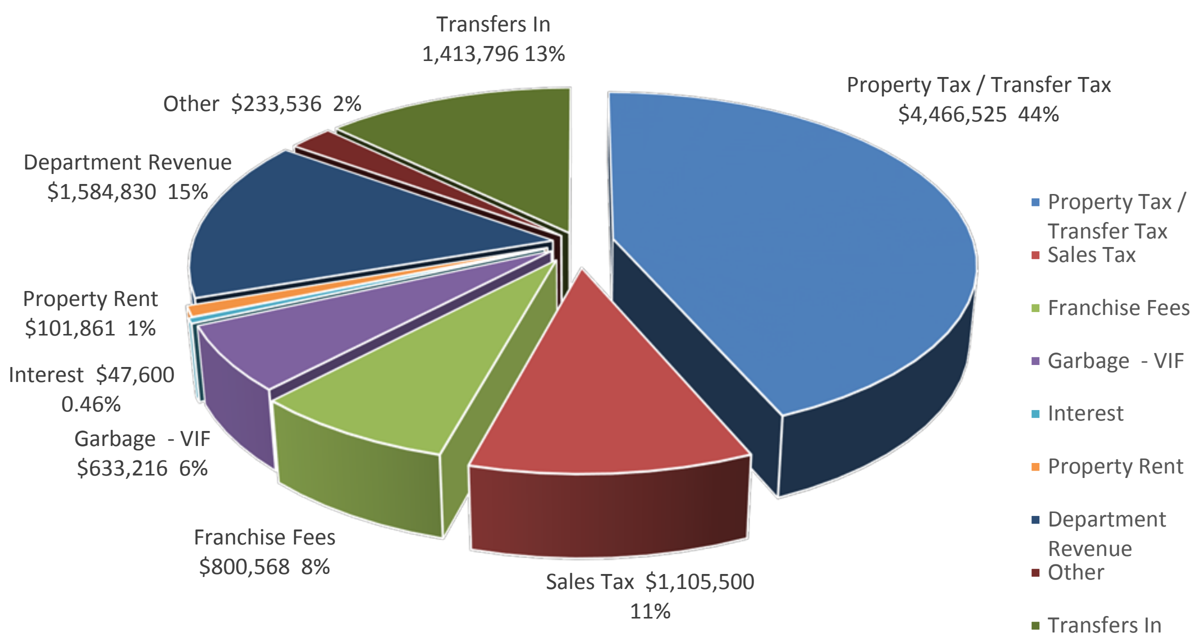
REVENUE SUMMARY

The Town's revenue sources support daily operations of all departments. The two main General Fund revenue sources, property tax and return to source (Bradley-Burns) sales tax, primarily support services such as police, public works maintenance, parks, recreation, planning, administrative services, 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. Eight other funding sources, in the amount of approximately $1,413,796 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, Contra Costa County, local and national economics, 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 prevents overspending and allows for budget adjustments during the year that will not have a negative impact on operations and delivery of critical services.

FY 2019/20 General Fund Revenue Summary by Source



General Fund revenue is projected to increase by $1,004,168, or 10.70%, to $10,387,432 in FY 2019/20. Major contributing causes of the increase include a $200,000 Increase in Garbage Vehicle Impact fees and $218,000 increase in Revenue from Parks and Recreation Department through implementation of an After School Enrichment Program and expanding Special Events rental season to include the month of April, growth in Property Taxes, Sales Tax, Public Works fees and Overhead Recovery.

The table below summarizes FY 2019/20 Revenue highlights.

General Purpose Fund Revenue Highlights FY 2019/20	
Category	Detail
Property Taxes	Assumes a 4.5% increase in Current Year Secured Property Tax allocation - per MuniServices when compared to the projected year-end revenue of $4,121,000, an amount lower than the FY 2018/19 adjusted budget of $4,317,584 due to a misclassified revenue.
Sales Tax	Bradley-Burns – Muni Services projects FY 2018/19 year-end revenue of $1,074,000 slightly higher than adjusted budget of $1,045,000. The FY 2019/20 Budget assumes a 2.9% increase over the projected year end to $1,105,500. Measure K – Tax revenue is deposited directly into the Pavement Management Program (Fund 711) and assumes an 8.3% increase from FY 2018/19 adjusted budget, totaling $1,971,000 for the fiscal year 2019/20.
Franchise Fees	Assumptions based on historical trends and actual receipts for FY 2018/19, and assumes about 8% decrease, mainly due to the reduction of revenue in PG&E Electrical franchise fee and Cable franchise fees.
Interest	Assumes 0% increase from adjusted FY 2018/19 estimate. Interest rates have increased in the past, however due to market conditions and volatility, no increase is projected. Total projected interest is $47,600.
Property Rent	Moraga Country Club and Mulberry Tree Preschool leases are adjusted annually in March based on CPI– Revenue is projected at $101,861.
Department Fees: Planning, Parks & Rec, Police, Public Works	Assumptions based on anticipated workload and associated recoverable costs, recreation program activity, and historical trends. Assumes $135,000 in new Associate Engineer cost recovery revenue and $145,000 in After School Enrichment Program revenue. All fees total $1,584,830.
Transfers In	Total Transfers In to the General Fund account for $1,413,796 including a one-time transfer of $350,000 from Fund 100 – Palos Colorados for Hillside and Ridgeline Ordinance, Bollinger Valley, and EBMUD litigations.

General Fund Revenue Categories

<u>Property Tax</u>

Property taxes are imposed on real and tangible personal property located within the Town. Valuation is determined annually on March 1 by the County Assessor. Property related taxes include regular Property Taxes, Property Taxes – In Lieu and Real Property Transfer Taxes. For FY 2019/20, property taxes are projected to generate $4,466,525 ($4,306,525 property tax and $160,000 real property transfer tax) which represents 44% of the total General Fund revenue received. This projection is based on the most recent information provided by MuniServices.

While property tax revenue is the single largest source of revenue to the General 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 colleges, and special districts. The Five-Year Financial Plan assumes a 4% future growth in property taxes, assuming a steady increase in total assessed property value, and stable average sales prices for homes and inventory.

Distribution of Property Tax Dollars

Property Tax Rate of Select Contra Costa Cities

Contra Costa County Cities	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	

Sales Tax

The sales and use tax is a tax levied on the sale of goods and services that is usually calculated as a percentage of the purchase price and collected by the seller and is distributed to the local agency on a monthly basis. The sales tax on transactions occurring in Moraga totals 9.25% comprised of the three major categories shown below:

(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)

The Bradley-Burns tax is a 'Point of Sale/Seller' based tax. Taxes collected are based on the location of the business and the Town receives point of sales regardless of where the item is shipped. The Town also receives revenue from County Pools that are disbursed based on the total receipts of the Town in relation to countywide receipts. Muni Services projects FY 2018/19 year-end revenue of $1,074,000 slightly higher than adjusted budget of $1,045,000. The FY 2019/20 Budget assumes a 2.9% increase over the projected year end to $1,105,500.

The Transactions and Use Tax or Measure K (local funding measure) Tax is a “Destination” based tax. Taxes are collected from residents regardless of where they are purchased. Construction, auto sales and catering are calculated on the location of the buyer. While technically a General Fund revenue source, these funds are not included in the General Fund calculations noted above. Revenue collected from Measure K is deposited directly into the Pavement Management Program account (Fund 711) per Town Council Resolution #98-2015. Comparable to past fiscal years, receipts are expected to remain strong, generating approximately $1.97 million in locally controlled revenue.

Franchise Fees

A franchise fee is imposed on various utilities 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. Franchise Fees are projected at $800,568 for FY 2019/20 (or 7.8% of total General Fund revenue) and assume a decrease of $69,812 from the previous year mainly due to the reduction of PG&E Electrical Franchise Fees as a result of consumers opting into the Marin Clean Energy program.

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

All receipts from the Garbage Vehicle Impact Fee (VIF) are deposited to the General Fund and transferred directly to the Town’s Pavement Management Program (Fund 711) for repair and maintenance of local streets and roads. The projected revenue is scheduled to be $633,216 which is an increase of $200,549 from FY 2018/19. The impact fee study was updated in FY 2018/19 and an adjustment was made to recover a larger portion of the associated impact.

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

Departmental fees are imposed upon the user of a service provided by the Town. Generally, a service charge can be levied when the service can be measured and sold to an identified user. 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 $1,584,830 for FY 2019/20. These revenues are reflective of the local economy and can fluctuate from year to year. FY 2019/20 departmental revenue estimates are projected to remain relatively flat except for an estimated $218,000 increase in Parks and Recreation Fees which is attributable to the Town taking over the After School Enrichment Program and expanding the Special Events rental season to include the month of April and a $135,000 increase of recoverable costs in Public Works from Associate Engineer position.

Transfers In/Special Funds /Restricted Use Funds

Other funds are established to track fees received for specific activities. Money in these accounts can only be spent on specific programs. Generally, special or restricted funds cannot be spent for general purpose items unless there is a specific cost reimbursement or administrative fee associated with a project or program. For example, Citizens Option for Public Safety (COPS), Proposition 172 Public Safety Sales Tax and Traffic Safety (vehicle code fines) revenue is used to fund some of the activities of the Moraga Police Department. Similarly, Gas Tax, Measure J and National Pollutant Discharge Elimination System (NPDES) funds support the Public Works Department's implementation of the Town's storm drain program, crosswalks, and street maintenance. The FY 2019/20 Operating Budget projects revenues of $1,413,796, from eight (8) sources of funding (including the one-time transfer of $350,000 from Fund 100- Palos Colorados for anticipated one-time litigation costs). Without these funding sources, the Town would need to rely on General Fund reserves to maintain daily operations.

Canyon Road Temporary Bridge Reimbursement

The Federal Highway Administration Emergency Relief reimbursement of $2.65 million for the Town's costs related to the Canyon Road Temporary bridge is scheduled to be received prior to June 30, 2019.

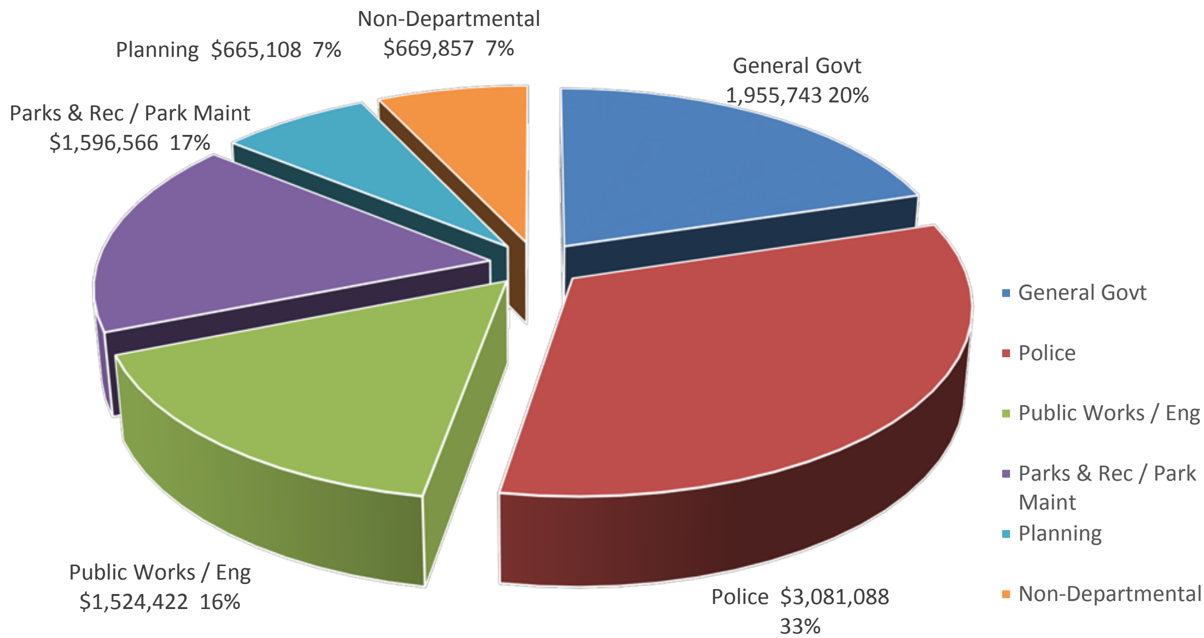
$1 million will be used to repay Fund 100 One-Time Developer Fees (Palos Colorados Settlement Funds) and the remaining $1.65 million will be used to repay a portion of the cost incurred by the General Fund. An additional $265,000 is anticipated in FY 2019/20 and will also be used to repay a portion of the remaining General Fund costs incurred for the project.

$745,000 of the $1.65 million to be repaid to the General Fund will be used to restore the General Fund Reserve to 50%. Out of the remaining $905,000, $50,000 will be appropriated for a 2019 Storm Drain Master Plan Update, $22,000 for an Asset Replacement Study, $325,000 for the Bollinger Study Area Rezone, $195,000 for Storm Drain Maintenance, $233,000 for Asset Replacement, and $80,000 for the previously authorized appropriation to Department 730 Storm Drain Maintenance to provide initial technical support necessary to protect improvements to the Town's storm drain infrastructure.

EXPENDITURE SUMMARY

The Town's General Fund operating budget expenditures are projected to be $9,492,784. Budget expenditures in this document are categorized by department. The allocation of expenditures across Town departments is illustrated in the chart below.

General Fund Expenditure Summary by Department



General Fund expenses are projected to increase by $776,071 or 8.9%, to total $9,492,784. Town staff was directed to hold the line on costs. Personnel costs, including salary and benefits for all employees, increased by 3% which includes the addition of a full-time Associate Engineer and the reduction of a full-time Assistant Planner to a half time position. Unfortunately, some costs which are outside of the Town's control also increased. This includes the cost for litigation, Police Dispatch Services, Animal Control Services, gas and utilities, and CalPERS Unfunded Liability payments.

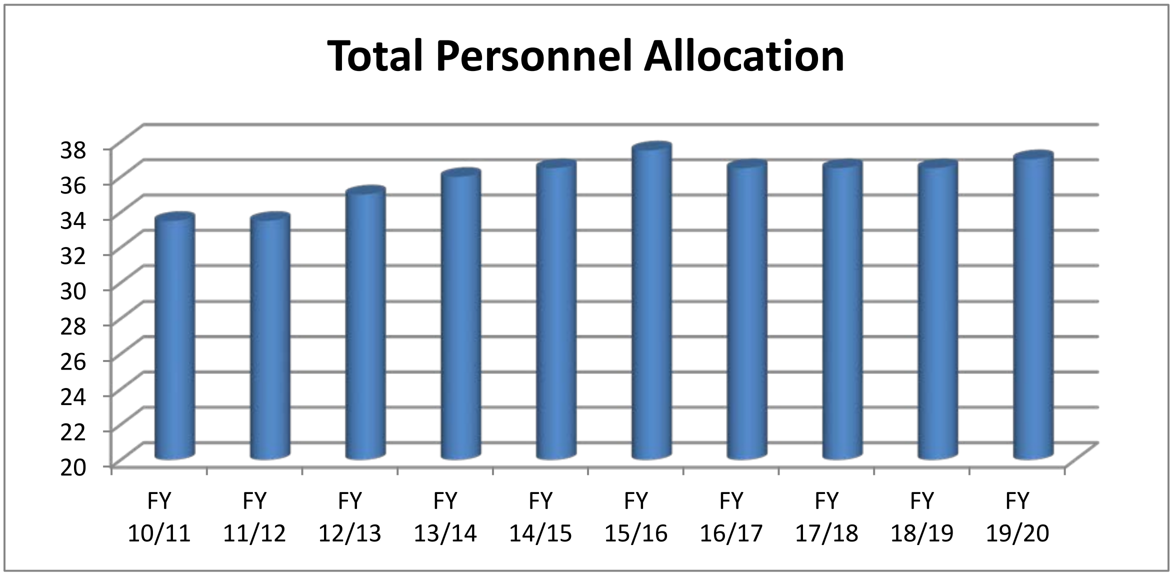
The increase in revenue enables the Town to absorb the above expenditure increases and fund some of the many outstanding needs including the enhanced storm drain operations and maintenance program, an unfunded pension liability study, two internship positions and a placeholder of $100,000 for costs associated with a potential revenue measure.

The table below summarizes information about the FY 2019/20 expenditure highlights.

General Purpose Fund Expenditure Highlights FY 2019/20	
Category	Detail
Insurance Premiums	Insurance Premiums, classified as a Non-Departmental expense, are projected to increase by $23,665 to $226,404
Personnel Costs	Personnel Costs, including salary and benefits for all Town employees, are projected to increase $306,159 (5.27%) to $5,883,630. The net increase, excluding the addition of an Associate Engineer position which is being offset by new revenue, is $165,928 which equates to a 2.97% increase.
CalPERS Unfunded Liability payments	CalPERS unfunded liability increased by $80,760 to $392,953.
Storm Water System	A $144,940 General Fund contribution, (along with a $65,000 increase in NPDES funding from $214,946 to $280,000), resulting in total Storm Drain Maintenance funding of $425,000 to continue the enhanced Storm Drain O&M program.
Legal Fees	The adopted budget includes $558,000 for legal fees ($208,000 for legal support and $350,000 for continued Hillside and Ridgeline Ordinance, Bollinger Valley, and EBMUD litigation costs funded by a transfer in from the Palos Colorados account) as compared to the FY 2018/19 adjusted budget of $341,000 for legal fees ($291,000 for legal support and $50,000 for litigation funded from Palos Colorados).
Potential Revenue Measure	A placeholder of $100,000 (which includes $33,000 for legal fees reported above, $25,000 for community outreach and $42,000 for a public opinion poll), is included in the budget but will not be expended until analysis to determine need is performed and direction from the Council is provided.
Miscellaneous	• $16,000 for an unfunded pension liability study • $36,000 for two internships to support Finance and the implementation of a new website • $16,000 for maintenance of Mullholland Ridge

Personnel Allocation

The Town budgeted $5,883,630 for personnel expenditures (such as salaries and benefits). As is typical in any service organization, expenditures associated with personnel constitute the largest, single expenditure in the operating budget. Over the years staffing levels have remained relatively consistent despite the growing demand for services and increasing community and legal mandates, shifting between 33.5 and 37.5 Full-Time Equivalent employees over the past ten years.



As is typical in municipal agencies, the largest expense is in the Police Department, followed by Public Works/Engineering and Planning.

Personnel Cost by Department FY 2019/20			
Department	**Personnel Costs**	**% of Total Personnel Costs**	**% of Total Operating Budget**
General Government	$518,140	8.81%	5.46%
Administrative Services	$500,094	8.50%	5.30%
Police	$2,522,557	42.87%	26.57%
Public Works /Engineering	$1,299,849	22.09%	13.69%
Parks & Recreation /Parks Maint.	$433,832	7.37%	4.57%
Planning	$609,158	10.35%	6.42%
TOTAL Personnel Costs	**$5,883,630**	**100.00%**	**61.98%**

CalPERS Unfunded Liability.

According to the most recent information provided by CalPERS (Actuarial Valuation Report as of June 30, 2017 for FY 2019/20) the Town's total unfunded liability is $5.97 million and the Town's pension plan is funded at 76.4% (funding ratio). Compared to other agencies, the Town is in a relatively good position. If the Town were to exit CalPERS the estimated cost would be $51.4 million dollars.

Since the economic downturn and to assure pension sustainability, the CalPERS Board has periodically reviewed specific factors and policies to determine if adjustments to municipalities unfunded liability payments are necessary. Adjustments have been made to demographic assumptions such as higher salaries and retirement rates, and the expectation that retired employees are living longer. Since these assumptions ultimately impact employer pension costs, the Board also developed a strategic plan to spread out costs to local public agencies over 20 years, with increases phased in over five years beginning in Fiscal Year 2016/17. The CalPERS Board has also recently adjusted the discount rate (assumed rate of return), which will also impact public agencies. The discount rate will be incrementally lowered from 7.5% to 7.0% within the next three years, beginning in Fiscal Year 2018/19. Lowering the discount rate lowers the Town's funding ratio and increases the Town's unfunded liability. CalPERS is also decreasing their amortization payment schedule from 30 years to 20 years for agencies to pay off their unfunded liabilities. This change in methodology will increase the Town's unfunded liability payment schedule. The estimated future CalPERS unfunded liability payments are outlined below.

Fiscal Year	2019/20	2020/21	2021/22	2022/23	2023/24
Est. Payment	$406,949	$469,900	$543,900	$637,300	$672,900

The Town makes a one-time prepayment for unfunded liabilities in July of each year in order to receive a 3% discount. The FY 2019/20 budget includes the discounted payment expense.

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Authorized Positions by Department

Full Time Equivalents (FTE)

	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	
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	0.75	0.75	
Clerk Assistant	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**	**5.75**	**5.75**	**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	1.00	
Senior Planner / Economic Dev Coord	1.00	-	-	-	-	
Associate Planner	1.00	2.00	2.00	1.00	1.00	
Assistant Planner	1.00	-	-	1.00	0.50	
Administrative Assistant, Senior	1.00	1.00	1.00	1.00	1.00	
Subtotal	**5.00**	**5.00**	**5.00**	**5.00**	**4.50**	
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	-	-	-	
Police Corporal	3.00	3.00	4.00	4.00	4.00	
Police Officer	6.00	6.00	6.00	6.00	6.00	
Administrative Assistant	-	-	-	-	-	
Support Services Coordinator	1.00	1.00	1.00	1.00	1.00	
Police Services Technician	-	0.75	0.75	0.75	0.75	
Community Services Officer	0.50	-	-	-	-	(1)
Clerk I, PT	0.50	-	-	-	-	
Subtotal	**14.00**	**13.75**	**13.75**	**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	
Associate Civil Engineer	-	-	-	-	1.00	
Senior Construction Inspector	1.00	-	-	-	-	(2)
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	0.62	0.62	
Lead, Maintenance Worker	0.15	0.69	0.69	0.69	0.69	
Senior, Maintenance Worker	0.85	0.15	0.15	0.15	0.15	
Maintenance Worker	0.30	0.40	0.40	0.40	0.40	
Subtotal	**6.80**	**5.86**	**5.86**	**5.86**	**6.86**	
Parks & Recreation						
Parks & Recreation Director	1.00	1.00	1.00	1.00	1.00	
Recreation Coordinator I/II	1.00	2.00	2.00	2.00	2.00	
Recreation Assistant	1.00	-	-	-	-	
Superintendent of Public Works	-	-	-	-	-	
Manager, Public Works/Parks Maint	0.50	0.38	0.38	0.38	0.38	
Lead, Maintenance Worker	0.85	0.31	0.31	0.31	0.31	
Senior, Maintenance Worker	0.15	0.85	0.85	0.85	0.85	
Maintenance Worker	1.70	1.60	1.60	1.60	1.60	
Subtotal	**6.20**	**6.14**	**6.14**	**6.14**	**6.14**	
TOTAL PERSONNEL	**37.50**	**36.50**	**36.50**	**36.50**	**37.00**	

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

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

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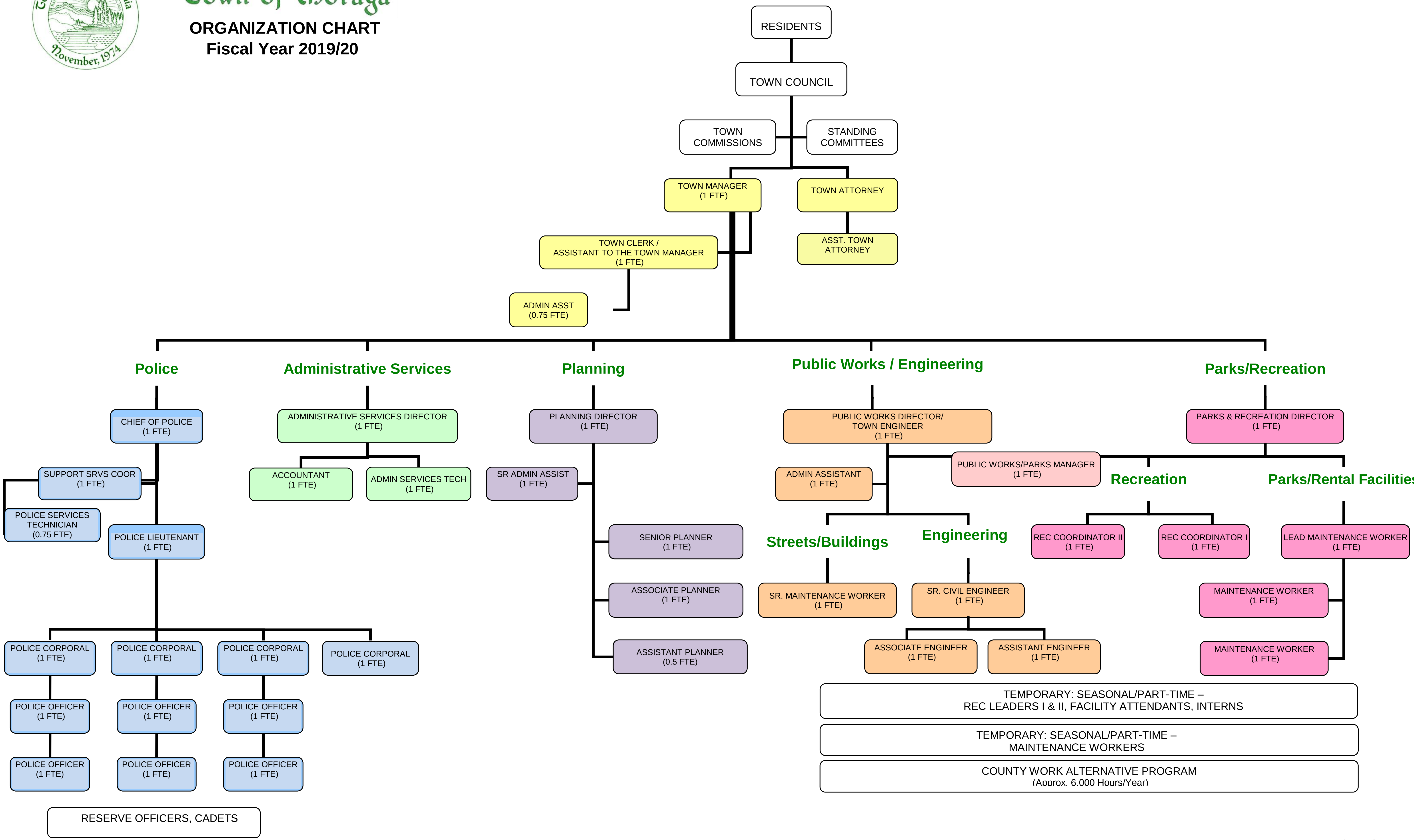
Town of Moraga

ORGANIZATION CHART
Fiscal Year 2019/20



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OPERATING BUDGET
REVENUE & EXPENDITURE SUMMARY

	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
Sources					
General Fund Revenues					
Property Tax	3,516,305	3,732,878	3,939,215	4,317,584	**4,306,525**
Real Property Transfer Tax	157,140	155,746	191,293	160,000	**160,000**
Sales & Use Tax	867,823	1,006,620	1,029,173	1,045,000	**1,105,500**
Franchise Fees	832,431	844,456	845,120	870,380	**800,568**
Garbage - Vehicle Impact Fees	174,704	179,074	234,406	432,667	**633,216**
Interest	20,164	40,582	51,266	45,000	**47,600**
Property Rent	89,867	92,653	95,851	98,415	**101,861**
Planning Fees	535,714	476,409	812,218	616,000	**572,000**
Parks & Recreation Fees	387,884	436,950	381,257	382,215	**600,680**
Police Fees	83,766	76,424	71,631	53,900	**64,400**
Public Works Fees	259,709	231,808	221,741	251,500	**347,750**
Misc Fees, Fines & Revenue	146,514	168,523	125,290	163,000	**233,536**
Subtotal	7,273,359	7,442,123	7,998,461	8,435,661	**8,973,636**
Transfers In (from other funds)					
Fund 100 - Palos Colorados				50,000	**350,000**
Fund 103 - COPS / SLESF - Public Safety	103,174	103,300	105,000	102,500	**140,000**
Fund 109 - Prop 172 Public Safety Sales Tax	82,970	65,892	69,107	70,400	**74,900**
Fund 205 - Gas Tax	270,883	304,650	362,689	380,000	**432,896**
Fund 210 - Measure C/J	107,838	58,686	14,456	105,000	**110,000**
Fund 230 - Traffic Safety	35,042	36,317	19,208	17,757	**20,000**
Fund 500 - Lighting Assessment		330	330	6,000	**6,000**
Fund 510 - NPDES	191,828	214,646	194,174	214,946	**280,000**
Fund 700 - CIP 16-702 Reimbursement, FY17-18 portion			235,269		
Fund 716 - Comcast PEG					
Fund 740 - Comm Facilities/Open Space	1,000	1,000	1,000	1,000	
Fund 750 - Asset Replacement	10,668	9,873	1,308		
Fund 7xx - Development Impact Fees	-	-			
Subtotal	803,403	794,694	1,002,541	947,603	**1,413,796**
Total Sources	**8,076,762**	**8,236,817**	**9,001,002**	**9,383,264**	**10,387,432**
Uses					
General Fund Expenditures					
General Government	1,304,487	1,329,983	1,693,603	1,617,977	**1,955,743**
Police	2,537,270	2,564,426	2,706,935	2,963,502	**3,081,088**
Public Works / Engineering	918,184	1,049,269	1,049,946	1,457,713	**1,524,422**
Parks & Recreation / Parks Maint	1,187,465	1,220,187	1,158,078	1,359,331	**1,596,566**
Planning	550,688	686,417	554,658	745,258	**665,108**
Non-Departmental	304,309	345,841	496,793	572,932	**669,857**
Subtotal	6,802,403	7,196,123	7,660,013	8,716,713	**9,492,784**
Transfers Out (from General Fund) for Debt Service					
Fund 701 - 2010 COP Town Hall Improve	117,193	109,457	116,218	114,419	**115,519**
Pass-Through from General Fund (Transfer Out) for Capital Improvement Programs					
Fund 100 - One-Time Developer Fee					
Fund 700 - Capital Projects	256,954	483,018	1,785,668	155,000	
Fund 711 - Pavement Management Program	174,704	179,074	234,406	432,667	**633,216**
Fund 750 - Asset Replacement				233,000	
Subtotal	548,851	771,549	2,136,292	935,086	**748,735**
Total Uses	**7,351,254**	**7,967,672**	**9,796,305**	**9,651,799**	**10,241,519**
Operating Surplus / (Deficit)	**725,508**	**269,145**	**(795,303)**	**(268,535)**	**145,913**

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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, or incrementally throughout the year by asking for a particular item to be placed on a future Council agenda for public discussion.

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.

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, draft Ordinances, and lawsuits, and provided legal advice on both internal and external issues.

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. Additionally, the Town Clerk provides support and administrative service to the Town Council and Town 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: 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.

ACCOMPLISHMENTS FOR FY 2018-19

- Advocated for and are scheduled to receive $2.65 million Federal Highway Administration (FHWA) Emergency Relief Program reimbursement for the Temporary Canyon Road Bridge project.
- Completed review of the 126-unit Bollinger Valley subdivision and brought the project to the Planning Commission and Town Council for consideration in October and November 2018.
- Completed report for policy discussion of Fund 100, One Time Developer Fees (Palos Colorados Fund).
- Maintained high standards of financial reporting including developing a balanced FY 2018-19 budget and completing the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ended June 30, 2018.
- Completed labor negotiations with four bargaining groups, adopting three-year agreements.
- Adopted an ordinance amending several sections of the Moraga Municipal Code to regulate the sale of firearms throughout the Town.
- Initiated a project to create and maintain an online Geographic Information System (GIS) for the Town to provide a quick reference for property-related information, such as parcel size, zoning and easements.
- Prepared an urgency Ordinance and a standard Ordinance amending various sections of Moraga Municipal Code Chapter 8.144 to add general development standards, procedures and aesthetic criteria for small cell wireless facilities.
- Continued processing an application seeking amendments to the vesting tentative map and hillside development permit conditions of approval, revisions to grading design, design review for ten homes and consideration of design guideline exceptions for the Los Encinos subdivision, approved by the Planning Commission on June 3, 2019.
- Updated the Emergency Operations Plan for the Town and conducted training exercises including an emergency evacuation drill.
- The Moraga Police Department issued over 1,300 citations, made 100 arrests, wrote 1047 incident reports during the year, and recorded 112 Part 1 crimes, the lowest level in over 15 years.
- Expanded the Town's social media presence on both Facebook and Instagram , and promoted Nixle community notification system participation, increasing registered SMS users from 8,250 to over 10,500 and email users from 3,672 to 4,320.
- Obtained multiple grants including a $110,000 Transportation Development Act grant for Moraga Road/Alta Mesa Intersection Improvements, an $80,000 Community Development Block Grant for ADA pathway upgrades and an ADA restroom at the Hacienda, and two CalRecycle grants for rubberized asphalt totaling $165,000.
- Completed a Comprehensive 2018 Pavement Management Program Report which includes the positive results from the 2018 P-TAP survey indicating the Town's PCI increased from 70 in 2015 to 74 in 2018.
- Launched Mobile Moraga, the Town's work order system and all-town mobile application.
- Completed the Moraga Trails Map and partnered with Lafayette and Orinda to launch the Lamorinda Trails Challenge.
- Co-Sponsored the Hacienda Foundation Hacienda Craft Faire.
- Completed renovations at the Casita building at the Hacienda with a generous $120,000 donation from the Hacienda Foundation.

REVENUE
General Government

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PROPERTY TAX								
101-000-310-01	Property Tax - Secured	1,849,637	1,963,001	2,086,120	2,395,693	2,263,074	(132,619)	-6%
101-000-310-04	Property Tax - Unsecured	58,822	57,746	58,513	59,342	58,881	(461)	-1%
101-000-310-07	Property Tax - Supplemental	42,882	52,398	44,841	13,176	50,000	36,824	279%
101-000-310-09	Property Tax - Unitary	24,632	25,407	27,262	28,119	27,225	(894)	-3%
101-000-310-11	Property Tax Prior Year Secure	(5,975)	(4,471)	(4,188)	(7,739)	-	7,739	-100%
101-000-310-14	Property Tax Prior Year Unsecure	(2,189)	1,869	(111)	1,984	-	(1,984)	-100%
101-000-360-05	Homeowner's Property Tax Relief	15,150	14,899	14,729	15,196	14,000	(1,196)	-8%
101-000-310-12	Property Tax - In Lieu	1,533,346	1,622,029	1,712,049	1,811,813	1,893,345	81,532	5%
	SUBTOTAL PROPERTY TAX	3,516,305	3,732,878	3,939,214	4,317,584	4,306,525	(11,059)	0%
101-000-320-14	Real Property Transfer Tax	157,140	155,746	191,293	160,000	160,000	-	0%
SALES TAX							-	
101-000-320-01	Sales & Use Tax	867,823	1,006,620	1,029,173	1,045,000	1,105,500	60,500	6%
101-000-320-03	Sales & Use Tax - In Lieu	201,338	-	-	-	-	-	-
	SUBTOTAL SALES TAX	1,069,161	1,006,620	1,029,173	1,045,000	1,105,500	60,500	6%
FRANCHISE FEES							-	
101-000-320-04	Franchise Fees - Garbage	324,025	322,724	319,957	338,214	338,568	354	0%
101-000-320-05	Franchise Fees - PG&E/Electric	130,556	136,250	142,856	138,975	100,000	(38,975)	-28%
101-000-320-06	Franchise Fees - PG&E/Gas	50,897	53,223	64,959	54,287	57,000	2,713	5%
101-000-320-07	Franchise Fees - Cable	326,953	332,259	317,348	338,904	305,000	(33,904)	-10%
	SUBTOTAL FRANCHISE FEES	832,431	844,456	845,120	870,380	800,568	(69,812)	-8%

REVENUE
General Government

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
101-000-320-08	Garbage - Vehicle Impact Fees	174,704	179,074	234,406	432,667	633,216	200,549	46%
101-000-350-01	Interest - General Fund	20,164	40,582	51,266	45,000	47,600	2,600	6%
PROPERTY RENT								
101-510-351-01	Property Rent - Moraga Country Club	63,726	65,701	67,969	69,787	72,230	2,443	4%
101-510-351-07	Property Rent - Mulberry Tree	26,141	26,952	27,882	28,628	29,631	1,003	4%
	SUBTOTAL PROPERTY RENT	89,867	92,653	95,851	98,415	101,861	3,446	4%
OTHER								
101-000-360-01	Motor Vehicle License Fees[2]	6,644	7,398	9,365	2,000	7,000	5,000	250%
101-510-380-01	Overhead Recovery	133,971	124,768	115,788	160,000	225,536	65,536	41%
101-510-380-10	Other Revenue - Admin	12,543	43,745	139	1,000	1,000	-	0%
101-510-385-01	Reimb-Mandated Costs SB90	-	-	-	-	-	-	-
	SUBTOTAL OTHER	153,158	175,911	125,292	163,000	233,536	70,536	43%
	TOTAL REVENUES	**6,012,930**	**6,227,920**	**6,511,615**	**7,132,046**	**7,388,805**	**256,759**	**4%**

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. Proposed FY 2018-19 revenue: $1,820,000

2 Motor Vehicle License Fees eliminated effective FY 2011-12. Motor Vehicle License Fee in Excess only is allocated annually to General Fund. State revenue used to provide for continued COPS / AVA funding for public safety (Fund 103).

REVENUE
General Government

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	6,012,930	6,227,920	6,511,615	7,132,046	7,388,805
	Fund 500: Lighting Assess Dist	-	6,000	6,000	6,000	6,000
750-000-099-01	Fund 750: Asset Replacement	-	-	-	-	-
	Fund 770: Storm Drain Impact Fees	-	-	-	-	-
	TOTAL SOURCES	**6,012,930**	**6,233,920**	**6,517,615**	**7,138,046**	**7,394,805**

Transfers Out:	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
Fund 700: Capital Projects					
13-601 General Plan Projects	7,898	1,553	-	-	-
14-601 Housing Element Update	-	-	-	-	-
14-301 Hacienda ADA Accessibility to Upper Floors	309	-	-	-	-
14-602 Nexus Study/Update Dev Impact Fees	46,050	-	-	-	-
12-303 Springbrook Financial System Upgrade	-	-	-	-	-
10-303 335 (331) Rheem - Community Room Improveme	183,604	-	-	-	-
15-305 Community Priorities	-	-	-	-	-
16-601 Local Hazard Mitigation Plan Update	-	-	-	-	-
16-306 Library HVAC Uograde		8,101	-	-	
16-602 Municipal Code Updates	19,093	44,242	-	-	-
14-104 PG&E Undergrounding - Moraga Road	-	-	-	-	-
13-302 Minor Capital Improvement Program	-	-	-	30,000	-
15-103 Moraga Rd Pedestrian Improvements	-	23,889	-	-	-
14-306 IT Infrastructure Program	-	12,407	-	20,000	-
14-501 Vehicles and Operating Equipment	-	9,892	-	55,000	-
16-702 Sinkhole Repair: Rheem Blvd at Center St	-	235,269	-	-	-
17-701 Canyon Road Bridge Reopening	-	147,665	-	-	-
Fund 701: COP 329 Rheem Renovation	117,194	109,458	116,218	114,419	115,519
Fund 711: Street Pavement Program	174,704	179,074	234,406	432,667	633,216
TOTAL TRANSFERS OUT	**548,852**	**771,549**	**350,624**	**652,086**	**748,735**

Department:
500 Town Council

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
SERVICES & SUPPLIES								
101-500-022-01	Supplies and Materials	6,257	1,339	884	1,200	1,400	200	17%
101-500-025-01	Rents/Leases/Taxes	1,100	-	-	500	500	-	0%
101-500-026-01	Contractual Svcs/Prof-Minutes	24,477	22,473	20,263	20,400	20,400	-	0%
101-500-040-01	Memberships & Dues	12,860	11,024	13,607	13,400	14,850	1,450	11%
	Association of Bay Area Govts (ABAG)	3,938	-	-	-	4,400	-	-
	Local Agency Formation Comm (LAFCO)	1,619	-	-	-	2,800	-	-
	Moraga Chamber of Commerce	-	-	-	-	150	-	-
	League of California Cities	6,728	-	-	-	6,900	-	-
	League of California Cities, East Bay	575	-	-	-	600	-	-
101-500-040-04	Mayors' Conference	1,272	2,211	1,696	3,100	2,610	(490)	-16%
	Mayors' Conference Registration	-	-	-	-	660	-	-
	CCC Mayors' Conference - Annual Dues	-	-	-	-	1,950	-	-
	Town of Moraga Hosted Mayors' Conf	-	-	-	-	-	-	-
101-500-041-xx	Travel & Conferences	1,723	3,594	1,393	3,150	3,150	-	0%
101-500-050-01	Community Promotions	1,891	-	-	2,000	1,000	(1,000)	-50%
101-500-055-01	Moraga Chamber of Commerce	-	9,000	-	-	-	-	-
101-500-055-05	Special Contributions	-	14,458	-	-	-	-	-
	TOTAL SERVICES & SUPPLIES	**49,580**	**64,099**	**37,843**	**43,750**	**43,910**	**160**	**0%**
	TOTAL OPERATING EXPENSE	**49,580**	**64,099**	**37,843**	**43,750**	**43,910**	**160**	**0%**

Department:
500 Town Council

Source Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
Fund 101: General Purpose Fund	49,580	64,099	37,843	43,750	43,910
TOTAL SOURCES	**49,580**	**64,099**	**37,843**	**43,750**	**43,910**

Personnel Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
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 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-510-001-01	Salaries	249,140	213,064	222,945	214,699	235,522	20,823	10%
101-510-001-04	Salaries - Temporary	-	-	56,356	-	-	-	-
101-510-002-01	Retirement - PERS	21,173	17,220	9,057	10,372	13,212	2,840	27%
101-510-002-03	Retirement - In Lieu DC	-	-	1,800	7,200	7,200	-	0%
101-510-002-07	Retirement - 401a	19,477	7,125	4,841	-	-	-	-
101-510-003-01	Health Insurance	9,368	20,881	11,113	-	-	-	-
101-510-003-02	Dental Insurance	1,794	1,211	1,119	1,341	1,976	635	47%
101-510-003-07	Vision Insurance	294	194	185	203	332	129	64%
101-510-003-03	Life Insurance	258	242	160	192	384	192	100%
101-510-003-04	Workers' Compensation	7,379	7,148	7,775	9,331	9,606	275	3%
101-510-003-05	Disability Insurance	1,087	1,056	471	1,759	1,968	209	12%
101-510-004-01	Social Security - FICA		-	3,494	-	-	-	-
101-510-004-02	Medicare	2,361	-	1,736	3,074	3,373	299	10%
101-510-005-01	Auto Allowance	3,692	4,385	4,714	6,000	6,000	-	0%
101-510-005-02	Uniform Allowance	426	283	-	-	-	-	-
101-510-005-04	Cell Phone Allowance	369	-	102	-	-	-	-
101-510-007-01	Employee Assistance Program	50	44	36	48	48	-	0%
	TOTAL PERSONNEL COSTS	**316,868**	**272,852**	**325,902**	**254,219**	**279,621**	**25,402**	**10%**
SERVICES & SUPPLIES								
101-510-021-01	Communications	58	760	584	1,580	1,080	(500)	-32%
101-510-022-01	Supplies and Materials	418	331	786	500	500	-	0%
101-510-026-01	Contract Services	2,540	7,642	7,011	-	42,000	42,000	-
101-510-031-04	Copier Charges	31	37	82	-	100	100	-
101-510-040-01	Memberships & Dues	1,670	330	1,805	1,800	1,875	75	4%
101-510-041-01	Travel/Conf/Meetings/Training	3,633	1,550	588	2,250	2,250	-	0%
101-510-042-01	Subscriptions	422	557	643	650	650	-	0%
101-510-050-01	Manager's Contingency	16,067	30,142	40,108	30,519	25,000	(5,519)	-18%
101-510-050-10	Community Promotions	-	-	-	-	25,000	25,000	-
101-510-050-11	Property Taxes	631	1,155	3,071	1,200	-	(1,200)	-100%
101-510-060-01	Capital Outlay (Non-Capitalized)	-	-	-	-	-	-	-
	TOTAL SERVICES & SUPPLIES	**25,470**	**42,504**	**54,679**	**38,499**	**98,455**	**59,956**	**156%**
	TOTAL OPERATING EXPENSE	**342,338**	**315,356**	**380,581**	**292,718**	**378,076**	**85,358**	**29%**

Department:
510 Town Manager

Source Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
Fund 101: General Purpose Fund	342,338	315,356	380,581	292,718	378,076
TOTAL SOURCES	**342,338**	**315,356**	**380,581**	**292,718**	**378,076**

Personnel Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
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 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-515-001-01	Salaries	130,972	147,707	160,062	170,158	174,985	4,827	3%
101-515-001-06	Overtime	-	35	63	-	-	-	-
101-515-002-01	Retirement - PERS	8,944	9,527	9,044	8,735	10,309	1,574	18%
101-515-002-03	Retirement - ICMA / In Lieu	-	-	-	-	-	-	-
101-515-002-06	Medical - In Lieu	3,600	5,175	5,400	5,400	5,400	-	0%
101-515-003-01	Health Insurance	23,884	21,424	22,921	25,773	27,443	1,670	6%
101-515-003-02	Dental Insurance	2,006	1,309	1,234	2,170	1,223	(947)	-44%
101-515-003-07	Vision Insurance	330	211	203	332	203	(129)	-39%
101-515-003-03	Life Insurance	363	363	357	336	600	264	79%
101-515-003-04	Workers' Compensation	4,208	5,048	6,002	7,117	7,062	(55)	-1%
101-515-003-05	Disability Insurance	1,132	1,394	936	1,383	1,516	133	10%
101-515-004-02	Medicare	2,026	2,296	2,463	2,345	2,480	135	6%
101-515-005-01	Auto Allowance	5,769	6,000	6,000	6,000	6,000	-	0%
101-515-005-04	Cell Phone Allowance	577	600	600	600	600	-	0%
101-515-007-01	Employee Assistance Program	96	88	96	96	96	-	0%
	TOTAL PERSONNEL COSTS	**183,907**	**201,176**	**215,382**	**230,445**	**237,917**	**7,472**	**3%**
SERVICES & SUPPLIES								
101-515-021-01	Communications	511	507	516	500	500	-	0%
101-515-022-01	Supplies and Materials	1,495	742	789	1,200	1,200	-	0%
101-515-026-01	Contract Services	1,832	125	145	1,892	250	(1,642)	-87%
101-515-030-03	Postage	163	154	32	150	150	-	0%
101-515-031-04	Copier Charges	2,900	3,786	3,898	2,500	2,750	250	10%
101-515-038-01	Advertising & Legal	538	476	-	500	500	-	0%
101-515-040-01	Memberships & Dues	613	420	370	200	385	185	93%
101-515-041-01	Travel/Conferences/Training	1,209	-	-	1,800	1,800	-	0%
101-515-050-13	Subscriptions - Code Update	6,407	3,699	4,244	2,000	2,300	300	15%
101-515-053-01	Elections	-	10,456	149	15,000	-	(15,000)	-100%
	TOTAL SERVICES & SUPPLIES	**15,668**	**20,365**	**10,143**	**25,742**	**9,835**	**(15,907)**	**-62%**
	TOTAL OPERATING EXPENSE	**199,575**	**221,541**	**225,525**	**256,187**	**247,752**	**(8,435)**	**-3%**

Department:
515 Town Clerk

Source Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
Fund 101: General Purpose Fund	199,575	221,541	225,525	256,187	247,752
TOTAL SOURCES	**199,575**	**221,541**	**225,525**	**256,187**	**247,752**

Personnel Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
Town Clerk/Asst to Town Manager	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	-	0.75	0.75	0.75	0.75
Clerk	0.50	-	-	-	
TOTAL PERSONNEL	**1.50**	**1.75**	**1.75**	**1.75**	**1.75**

Department:
520 Legal Services

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
SERVICES & SUPPLIES								
101-520-026-14	Legal Fees - General	150,686	111,576	277,913	197,000	178,000	(19,000)	-10%
101-520-026-15	Legal Fees - Litigation	-	46,232	115,806	120,000	360,000	240,000	200%
101-520-026-26	Legal Fees - Personnel Issues	26,921	22,618	74,196	24,000	20,000	(4,000)	-17%
	TOTAL SERVICES & SUPPLIES	**177,607**	**180,427**	**467,915**	**341,000**	**558,000**	**217,000**	**64%**

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
100-000-099-01	Fund 100: One Time Developer's Fees				50,000	350,000
	Fund 101: General Purpose Fund	177,607	180,427	467,915	291,000	208,000
	TOTAL SOURCES	**177,607**	**180,427**	**467,915**	**291,000**	**208,000**

Personnel Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Contract Service	-	-	-	-	-
	TOTAL PERSONNEL	**-**	**-**	**-**	**-**	**-**

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ADMINISTRATIVE SERVICES DEPARTMENT

MISSION

The Administrative Services Department provides high quality and transparent financial, payroll, human resources, risk management, and information technology services to other Town Departments, our vendors and consultants and the community. Staff focuses on providing exceptional 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: a Director, Accountant and Administrative Services Technician. In April 2019, the Town established a part-time finance intern to provide basic support. An outline of the various responsibilities of this department follows.

Finance

- Accounting—accounts payable, accounts receivable, payroll, general ledger, and grants administration
- 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, state and federal agencies, and others as needed
- Provide staff support to the Audit and Finance Committee and Local Sales Tax Oversight Committee

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. The yearly audit process takes about six months to complete. For the most recent audit year, ended June 30, 2018, Maze & Associates opined that the Town's financial statements are clean and conform to generally accepted accounting principles. In addition, for the fifth consecutive year, the Town has received the prestigious Certificate of Achievement for Excellence in Financial Reporting from the national Government Finance Officers Association (GFOA).

Each year, the Adopted Budget includes five-year projections of General Fund revenues and expenditures. The projections are an important strategic tool for maintaining the fiscal sustainability of the Town's limited resources.

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
- Workers' 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 workers' 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 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. Any downtime to the IT infrastructure often translates to unproductive time at work. 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 2018-19

- Updated Five-Year Financial Plan and developed balanced FY 2018-19 budget.
- Completed Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ended June 30, 2018.
- Submitted for Certificate of Achievement for Excellence in Financial Reporting from the national Government Finance Officers Association (GFOA) for Fiscal Year ended June 30, 2018.
- Completed Federal, State, regional and local financial reporting, such as: Cities Annual State Controller's Report, Street and Road Annual Report, Special District Report, Single Audit Report, and Employee Compensation Report).
- Completed implementation of employee bargaining unit contracts for all bargaining groups
- Conducted operational reviews to utilize existing staffing levels to accommodate growing service demands
- Coordinated the Town-wide internship program in partnerships with St. Mary's College and other universities to support various Town departments.
- Conducted several recruitments including the hiring of a director, police officer, police technician, engineering assistant and admin services technician.
- Worked with Silicon Connections, LLC to develop a comprehensive long-term computer replacement schedule.
- Processed and managed Family Medical Leave Act and other leave for employees and workers' compensation claims.
- Coordinated risk management training and wellness program for the Town.
- Provided regular updates on the status of Revenue and Expenditure, Mid-year Budget Review, and other financial matters to the Audit and Finance Committee and Town Council.
- Timely completion and implementation of the master fee schedule.
- Provided comprehensive Policy discussion on the Fund 100, One Time Developer Fee (Palos Colorados Fund).
- Supported the Measure K Local Sales Tax Oversight Committee administering finances related to the $7.72 million 2013 Certificates of Participation.
- Maintained the Town's Injury and Illness Prevention Program (IIPP).
- Administered Town's debt programs, including the 2010 and 2013 Certificates of Participation, ensuring the Town's strong AA+ rating for existing Certificates of Participation and other financing programs.
- Provided financial information and reporting to the Town Council, State Controller's Office, staff, and community.

GOALS FOR FY 2019-20

- Develop balanced budget for FY 2019-20, building up General Fund reserves, and positioning the Town for long-term fiscal sustainability and operational efficiency.
- Prepare a Budget-at-a-Glance document to provide an overview of the Town's budget and summary highlights of revenues and expenditures to promote government transparency between the Town and its citizens.
- Support the Audit and Finance Committee's detailed examination of all funds expended by the Town to identify potential savings and communicate results to the Town's citizens

- Complete the Comprehensive Annual Financial Report for the year ending June 30, 2019 meeting the requirements for Certificate of Achievement for Excellence in Financial Reporting from the national Government Finance Officers Association (GFOA), including compliance with Governmental Accounting Standards Board (GASB) pronouncements.
- Evaluate and enhance financial management systems and internal processes through upgrades to deliver financial information across the organization and continuous training of Town staff.
- Update personnel rules, regulations and procedures to ensure consistency with the current legislation and MOUs, employment resolutions and current practices.
- Evaluate asset replacement annual funding needs for the Town's facilities, infrastructure, Information technology, and vehicle fleet.
- Complete a CalPERS unfunded pension liability study.
- 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).

Department:
525 Administrative Services

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-525-001-01	Salaries - Regular	279,362	308,702	264,154	351,239	374,543	23,304	7%
101-525-001-04	Salaries - Temporary	16,938	-	46,920	-	36,000	36,000	-
101-525-001-06	Salaries - Overtime	107	-	829	-	2,000	2,000	-
101-525-002-01	Retirement - PERS	17,351	19,743	13,599	21,677	22,068	391	2%
101-525-002-03	Retirement - ICMA / In Lieu	3,900	6,900	3,600	-	7,200	7,200	-
101-525-002-06	Medical - In Lieu	1,200	-	-	-	-	-	-
101-525-003-01	Health Insurance	19,922	21,612	19,029	46,194	22,487	(23,707)	-51%
101-525-003-02	Dental Insurance	3,211	3,634	2,672	4,851	3,668	(1,183)	-24%
101-525-003-07	Vision Insurance	528	587	465	742	612	(130)	-18%
101-525-003-03	Life Insurance	668	725	462	676	960	284	42%
101-525-003-04	Workers' Compensation	9,888	10,382	12,629	15,119	15,255	136	1%
101-525-003-05	Disability Insurance	2,204	2,572	1,259	2,909	3,202	293	10%
101-525-003-06	Unemployment Claims1	-	-	-	-	-	-	-
101-525-004-01	Social Seciruty - FICA	-	-	-	-	2,232	2,232	-
101-525-004-02	Medicare	4,344	4,547	3,772	4,981	5,356	375	8%
101-525-005-01	Auto Allowance	4,001	6,000	4,022	6,000	6,000	-	0%
101-525-005-04	Cell Phone Allowance	400	600	402	600	600	-	0%
101-525-007-01	Employee Assistance Program	132	132	104	144	144	-	0%
	TOTAL PERSONNEL COSTS	**364,156**	**386,134**	**373,918**	**455,132**	**502,327**	**47,195**	**10%**

Department:
525 Administrative Services

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
SERVICES & SUPPLIES								
101-525-021-01	Communications	264	256	249	415	300	(115)	-28%
101-525-022-01	Supplies and Materials	2,555	2,038	3,202	3,000	3,000	-	0%
101-525-026-01	Contract Services	11,410	17,168	28,468	17,000	33,000	16,000	94%
101-525-026-03	Contract Services - Audit	27,339	29,949	32,538	40,610	42,000	1,390	3%
101-525-030-03	Postage	1,185	640	854	1,500	1,000	(500)	-33%
101-525-031-04	Copier Charges	4,574	2,883	3,313	4,000	4,000	-	0%
101-525-033-01	Mileage Reimbursement	266	516	75	500	500	-	0%
101-525-038-01	Advertising/Legal Notices	944	722	1,061	800	600	(200)	-25%
101-525-039-01	Insurance - Liability[1]	-	-	-	-	-	-	-
101-525-039-02	Insurance - Vehicles[1]	-	-	-	-	-	-	-
101-525-039-03	Insurance - Property[1]	-	-	-	-	-	-	-
101-525-039-04	Insurance - Employee Bond[1]	-	-	-	-	-	-	-
101-525-039-05	Insurance - ERMA[1]	-	-	-	-	-	-	-
101-525-039-13	Claims Paid[1]	-	-	-	-	-	-	-
101-525-039-15	Wellness Program	484	707	387	900	1,100	200	22%
101-525-040-01	Membership & Dues	1,064	1,120	1,010	1,310	1,275	(35)	-3%
101-525-041-01	Travel/Conf/Meetings/Training	2,198	2,681	671	2,700	3,650	950	35%
101-525-050-12	Springbrook Software Maintenance	16,647	17,479	18,353	29,500	20,475	(9,025)	-31%
101-525-050-15	Safety Program	-	-	-	-	-	-	-
101-525-053-02	Recruitment	10,811	7,544	33,897	7,500	9,500	2,000	27%
101-525-053-10	Banking Fees	794	50	104	-	150	150	-
101-525-053-11	Merchant Card Processing Fees	-	-	81	-	-	-	-
101-525-059-02	Employee Appreciation	361	-	965	600	800	200	33%
101-525-060-01	Capital Outlay (Non-Capitalized)	2,126	361	-	1,500	2,000	500	33%
	TOTAL SERVICES & SUPPLIES	**83,022**	**84,114**	**125,228**	**111,835**	**123,350**	**11,515**	**10%**
	TOTAL OPERATING EXPENSE	**447,178**	**470,248**	**499,146**	**566,967**	**625,677**	**58,710**	**10%**

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 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	447,178	464,248	493,145	560,967	619,677
500-000-099-01	Fund 500: Lighting Assessment Offset for Administrative Costs	-	6,000	6,001	6,000	6,000
	TOTAL SOURCES	**447,178**	**470,248**	**499,146**	**566,967**	**625,677**

Personnel Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
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 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
SERVICES & SUPPLIES								
101-540-021-01	Communication	30,447	29,939	29,939	34,840	36,582	1,742	5%
101-540-026-01	Contractual Services	40,259	35,424	39,192	56,475	38,299	(18,176)	-32%
101-540-026-02	Network Services	12,943	12,488	13,462	20,060	21,063	1,003	5%
101-540-026-17	Hardware and Software	1,080	-	-	1,080	1,134	54	5%
101-540-060-01	Capital Outlay (Non-Capitalized)	3,482	-	-	5,000	5,250	250	5%
	TOTAL SERVICES & SUPPLIES	**88,211**	**77,851**	**82,593**	**117,455**	**102,328**	**(15,127)**	**-13%**
	TOTAL OPERATING EXPENSE	**88,211**	**77,851**	**82,593**	**117,455**	**102,328**	**(15,127)**	**-13%**

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	88,211	77,851	82,593	117,455	102,328
	Fund 716: Comcast, PEG	-	-	-	-	-
	TOTAL SOURCES	**88,211**	**77,851**	**82,593**	**117,455**	**102,328**

Personnel Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Contract Service	-	-	-	-	-
	TOTAL PERSONNEL	**-**	**-**	**-**	**-**	**-**

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 the 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, criminal investigations, 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 officers, 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 six reserve officers who volunteer their services to the department and assist in community events. The department also offers a cadet program that supports the officers and administrative staff.

ACCOMPLISHMENTS FOR FY 2018-19

- Conducted training exercises in the Town's Emergency Operations Center (EOC) at the council chambers (335 Rheem) with the Moraga Orinda Fire District (MOFD), CERT, the Radio Amateur Civil Emergency Service (RACES) volunteers and purchased new equipment for the EOC.
- Updated and published an updated Emergency Operations Plan for the Town, including an Emergency Evacuation Plan, in conjunction with MOFD.
- Conducted an emergency evacuation drill of the Moraga Country Club neighborhood in conjunction with MOFD and participated in other drills in Lamorinda
- Issued over 1,300 citations, made 100 arrests and wrote 1047 incident reports during the year.
- Recorded 112 Part 1 crimes, which is the lowest level in over 15 years.
- Expanded MPD's social media presence on both Facebook and Instagram to provide information to the community.
- Continued to upgrade and add systems to the Town's Video Surveillance program, funded by a grant from the Moraga Community Foundation.
- Participated in regional Active Shooter training exercises with Lafayette and Orinda Police Departments, MOFD, and other EMS personnel.
- Promoted Nixle community notification system participation, increasing registered SMS users from 8,250 to over 10,750 and email users from 3,672 to 4,500.
- Held Coffee with a Cop and other programs to interact with a variety of citizens in an informal setting.
- Continued the "Lunch with the Law" program in which officers have lunch with elementary and middle school students in the school cafeteria, providing younger community members an opportunity to meet and talk with officers.
- Continued training of Town Staff in disaster preparedness, including NIMS/SEMS, FEMA ICS, and Emergency Operation Center (EOC) functions.
- Established a Naloxone program and trained officers to intervene and administer Naloxone to persons suffering from opioid overdoses.
- 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), Department of Justice (DOJ), and county compliance audits.
- Continued to provide officers with Crisis Intervention Training to improve the ability to communicate with and appropriately assist persons who are suffering from mental health issues or who are in crisis.
- Hired and trained new officers and a new Police Services Technician.
- Participated on the Moraga School District Safety Committee, participated in school emergency and evacuation drills and assisted in training school staff regarding active shooting response.
- Provided presentations to schools and community groups on internet safety, crime prevention, and personal safety.
- Maintained involvement with several county-wide committees, the California Police Chiefs Association, Contra Costa County Emergency Medical Care Committee, the Contra Costa County Chiefs Association, and the East Bay Regional Communications System Authority.
- Maintained the Pharmaceutical Disposal Bin in the police lobby, disposing of over 10,335 pounds of pharmaceuticals since inception of the program in 2010.

- Continued working with Saint Mary's College to reduce domestic violence, dating violence, sexual assault, and stalking.
- Continued support of community events such as the July 4th Celebration, Campolindo Fun Run, Pear and Wine Festival and the Moraga Community Faire.
- Continued participation in, and support of, regional enforcement programs, such as the Vehicle Suppression Enforcement Team (VSET) and the Internet Crimes Against Children (ICAC) task force, as well as the Contra Costa Mutual Aid Mobile Field Force.
- Continued to improve the MPD website to expand community interaction and provide on-line services such as requests for extra patrol, vacation house watch, and personnel complaints.
- Participated with other Town departments to review new planned developments in Moraga and to provide traffic safety coordination with and information to neighborhood groups.
- In conjunction with the Moraga Police Officers Association, participated in the Bike to Bridges event supporting the Special Olympics and sponsored a Christmas Toys for Tots event, collecting over 5 barrels filled with toys.

GOALS FOR FY 2019-20

- Continue to support the Lamorinda Community Court with Lafayette and Orinda to provide a non-criminal alternative for some non-violent misdemeanor offenders and the Department's Juvenile Diversion Program to provide a non-judicial alternative for juvenile traffic offenders.
- Continue community outreach efforts and meetings, such as Coffee with a Cop, Lunch with the Law and Eagle Scout Boards and research programs to reach other parts of our community.
- Continue training staff in their EOC roles and responsibilities and conduct another simulated disaster exercise at 335 Rheem Blvd.
- Coordinate with MOFD to enhance and improve the evacuation plan for the Town, including publicizing information about the Community Warning System.
- Continue to work with MOFD, SMC, Lafayette and Orinda on regional disaster training.
- Maintain the Department's policy manual and continue to provide daily training on policies and procedures.
- Continue participation with CERT, ADAPT, 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.
- Continue participation in, and support of, regional enforcement programs, such as the Vehicle Suppression Enforcement Team (VSET) and Internet Crimes Against Children (ICAC) task force.
- Commemorate the 40th anniversary of the Moraga Police Department in December 2019.
- Increase traffic and municipal code enforcement and work with neighborhoods to address traffic concerns using directed patrols and informational communications.
- Promote and participate in Moraga's National Night Out on August 6th, to promote crime prevention.

REVENUE
Police

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
101-610-330-33	Licenses and Other Permits	850	380	605	500	500	-	0%
101-610-340-03	Municipal Code Fines	10,825	9,903	10,776	6,000	10,000	4,000	67%
101-610-340-05	Alarm Ordinance Fines	7,900	9,100	8,605	7,000	7,000	-	0%
101-610-360-11	POST - Police Training	1,626	6,977	10,688	2,500	5,000	2,500	100%
101-610-360-16	Abandoned Vehicle Abatement	7,083	7,810	7,911	7,000	7,000	-	0%
101-610-370-03	Police - Staff Time Special Projects	-	-	-	-	-	-	-
101-610-370-12	Police - Special Services	-	-	-	-	-	-	-
101-610-370-16	Police - Fingerprinting	3,595	4,703	3,872	4,000	4,000	-	0%
101-610-370-17	Police - Vehicle Impound	2,900	1,425	2,550	1,500	2,000	500	33%
101-610-370-18	Police - Crossing Guards	15,867	16,317	17,827	18,000	20,000	2,000	11%
101-610-370-20	Police - Juvenile Diversion	605	1,100	1,500	1,000	1,000	-	0%
101-610-370-21	Citations - Community Court	-	600	-	1,000	1,000	-	0%
101-610-370-25	Police - Booking Fees	2,356	1,154	1,154	1,000	1,000	-	0%
101-610-370-41	Sale of Documents / Police	4,227	2,027	1,670	1,400	1,400	-	0%
101-610-370-50	Sale of Property	3,000	-	-	-	1,500	1,500	-
101-610-380-11	Other Revenue - Police	11,054	7,530	4,473	3,000	3,000	-	0%
101-610-385-01	Reimburse - Mandated Cost SB90	11,878	-	-	-	-	-	-
	TOTAL REVENUES	**83,766**	**69,026**	**71,631**	**53,900**	**64,400**	**10,500**	**19%**

Source Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
Fund 101: General Purpose Fund	83,766	68,426	71,631	53,900	64,400
Fund 103: COPS	103,174	103,300	103,300	102,500	140,000
Fund 109: Prop 172 Public Safety Sales Tax	82,970	65,892	65,892	48,000	74,900
Fund 230: Traffic Safety	35,042	36,317	36,317	17,757	20,000
TOTAL SOURCES	**304,952**	**273,935**	**277,140**	**222,157**	**299,300**

Department:
Police - Summary

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-***-001-01	Salaries	1,313,552	1,349,982	1,447,923	1,581,540	1,623,974	42,434	3%
101-***-001-06	Salaries - Overtime	237,407	231,446	292,051	245,000	250,000	5,000	2%
101-620-001-07	Salaries - Court Time	21,148	33,796	24,074	38,000	40,000	2,000	5%
101-620-001-08	Salaries - Detective Differential	2,108	829	2,122	2,169	2,234	65	3%
101-620-001-09	Salaries - Education Incentive	13,813	14,887	14,205	12,826	16,368	3,542	28%
101-620-001-10	Salaries - Pager Pay	3,162	893	-	-	-	-	-
101-620-001-11	Salaries - Shift Differential	14,079	14,797	11,726	15,370	21,299	5,929	39%
101-610-002-01	Retirement - PERS	164,293	168,767	159,586	187,269	203,864	16,595	9%
101-630-002-06	Medical - In Lieu	300	-	-	-	-	-	-
101-***-002-03	Retirement - ICMA / In Lieu	28,238	30,600	32,400	28,800	28,800	-	0%
101-***-003-01	Health Insurance	113,165	101,946	110,827	162,572	189,068	26,496	16%
101-***-003-02	Dental Insurance	20,080	19,949	21,386	24,772	22,986	(1,786)	-7%
101-***-003-07	Vision Insurance	3,274	3,230	3,447	3,700	3,725	25	1%
101-***-003-03	Life Insurance	3,110	3,061	2,726	2,640	4,056	1,416	54%
101-***-003-04	Workers' Compensation	44,365	48,170	55,437	63,936	64,775	839	1%
101-***-003-05	Disability Insurance	10,107	11,760	7,895	12,713	13,593	880	7%
101-***-004-02	Medicare	22,154	24,418	26,616	21,723	22,743	1,020	5%
101-***-005-02	Uniform Allowance	11,648	12,033	13,522	14,400	14,400	-	0%
101-***-007-01	Employee Assistance Program	634	564	636	672	672	-	0%
	TOTAL PERSONNEL COSTS	**2,026,637**	**2,071,128**	**2,226,580**	**2,418,102**	**2,522,557**	**104,455**	**5%**

Department:
Police - Summary

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
SERVICES & SUPPLIES								
101-610-021-01	Communications	18,886	18,090	18,341	20,170	21,200	1,030	5%
101-***-022-01	Supplies and Materials	15,513	17,996	26,108	19,900	20,900	1,000	5%
101-610-026-01	Contract Svcs - Dispatch	147,450	158,193	157,924	170,000	170,000	-	0%
101-610-026-02	Contract Svcs - Animal Control	90,895	94,515	98,087	101,900	107,000	5,100	5%
101-610-026-03	Contract Svcs - Other	134,756	105,628	89,968	122,000	126,000	4,000	3%
101-610-030-03	Postage	869	720	1,118	750	750	-	0%
101-610-031-04	Copier Charges	3,589	3,769	3,559	4,200	4,200	-	0%
101-620-031-02	Maintenance - Equipment	933	340	736	1,500	1,500	-	0%
101-620-036-02	Equipment Maint - Vehicles	15,540	14,652	17,087	15,000	15,000	-	0%
101-620-037-01	Gas and Oil	23,817	26,116	28,026	41,000	41,000	-	0%
101-610-038-01	Advertising and Legal	332	-	847	1,000	1,000	-	0%
101-***-040-01	Memberships & Dues	1,552	1,600	818	1,600	1,600	-	0%
101-***-041-01	Travel/Conf/Meetings/Training	5,173	2,216	2,624	2,280	2,280	-	0%
101-610-041-10	Tuition Reimbursement	-	-	-	-	1,050	1,050	-
101-620-042-01	Subscriptions	698	627	682	750	750	-	0%
101-620-043-02	POST Training	18,845	27,178	17,593	20,000	20,000	-	0%
101-610-050-01	Community Promotions	588	1,544	672	1,500	1,500	-	0%
101-610-051-08	Emergency Preparedness	5,418	5,599	4,244	8,000	8,000	-	0%
101-620-051-12	Special Investigations	11,343	-	102	1,500	1,500	-	0%
101-620-053-01	Booking Fees	2,820	3,948	-	3,000	5,000	2,000	67%
101-610-053-04	Reserve Program/Volunteers	698	1,740	1,959	1,250	1,250	-	0%
101-620-053-11	Safety Compliance	-	-	-	750	750	-	0%
101-***-060-01	Capital Outlay (Non-Capitalized)	10,918	8,826	8,811	6,300	6,300	-	0%
	TOTAL SERVICES & SUPPLIES	**510,633**	**493,296**	**479,305**	**544,350**	**558,530**	**14,180**	**3%**
	TOTAL OPERATING EXPENSE	**2,537,270**	**2,564,424**	**2,705,886**	**2,962,452**	**3,081,087**	**118,635**	**4%**

Department:
Police - Summary

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	2,316,083	2,365,700	2,534,728	2,772,845	2,846,187
103-000-099-01	Fund 103: COPS	103,174	103,300	105,000	102,500	140,000
109-000-099-01	Fund 109: Prop 172	82,970	59,085	48,000	70,400	74,900
230-000-099-01	Fund 230: Traffic Safety	35,043	36,339	19,208	17,757	20,000
	TOTAL SOURCES	**2,537,270**	**2,564,424**	**2,706,936**	**2,963,502**	**3,081,087**

Personnel Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
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	-	-	-	-	-
Support Services Technician	1.00	1.00	1.00	1.00	1.00
Police Services Technician	-	0.75	0.75	0.75	0.75
Community Services Officer	0.50	-	-	-	-
Clerk I, PT	0.50	-	-	-	-
TOTAL PERSONNEL	**14.00**	**13.75**	**13.75**	**13.75**	**13.75**

Department:
610 Police Administration

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-610-001-01	Salaries - Regular Sworn	249,992	258,399	331,393	354,757	379,063	24,306	7%
101-610-002-01	Retirement - PERS Safety	32,301	33,355	30,200	42,452	46,785	4,333	10%
101-610-002-03	Retirement - ICMA / In Lieu	7,135	6,900	3,600	-	-	-	-
101-610-003-01	Health Insurance	11,004	11,498	19,916	44,688	48,229	3,541	8%
101-610-003-02	Dental Insurance	2,688	3,409	3,992	4,339	3,952	(387)	-9%
101-610-003-07	Vision Insurance	441	554	665	665	665	-	0%
101-610-003-03	Life Insurance	373	420	420	384	672	288	75%
101-610-003-04	Workers' Compensation	10,533	11,173	12,168	14,962	15,191	229	2%
101-610-003-05	Disability Insurance	1,316	2,060	1,513	2,838	3,127	289	10%
101-610-004-02	Medicare	2,179	3,876	4,897	4,929	5,334	405	8%
101-610-005-02	Uniform Allowance	1,593	1,817	2,400	2,400	2,400	-	0%
101-610-007-01	Employee Assistance Program	74	76	96	96	96	-	0%
	TOTAL PERSONNEL COSTS	**319,629**	**333,536**	**411,262**	**472,510**	**505,514**	**33,004**	**7%**
SERVICES & SUPPLIES								
101-610-021-01	Communications	18,886	18,090	18,341	20,170	21,200	1,030	5%
101-610-022-01	Supplies and Materials	6,580	5,718	10,264	7,000	8,000	1,000	14%
101-610-026-01	Contract Services - Dispatch	147,450	158,193	157,924	170,000	170,000	-	0%
101-610-026-02	Contract Services - Animal Control	90,895	94,515	98,087	101,900	107,000	5,100	5%
101-610-026-03	Contract Services - Other	134,756	105,628	89,968	122,000	126,000	4,000	3%
101-610-030-03	Postage	869	720	1,118	750	750	-	0%
101-610-031-04	Copier Charges	3,589	3,769	3,559	4,200	4,200	-	0%
101-610-038-01	Advertising & Legal	332	-	847	1,000	1,000	-	0%
101-610-040-01	Memberships & Dues	1,106	1,106	348	1,100	1,100	-	0%
101-610-041-01	Travel/Conf/Meetings/Training	2,534	1,757	2,505	1,600	1,600	-	0%
101-610-041-10	Tuition Reimbursement					1,050	1,050	-
101-610-050-01	Community Promotions	588	1,544	672	1,500	1,500	-	0%
101-610-051-08	Emergency Preparedness	5,418	5,599	4,244	8,000	8,000	-	0%
101-610-053-04	Reserve Program/Volunteers	698	1,740	1,959	1,250	1,250	-	0%
101-610-060-01	Capital Outlay (Non-Capitalized)	-	-	-	-	-	-	-
	TOTAL SERVICES & SUPPLIES	**413,701**	**398,377**	**389,836**	**440,470**	**452,650**	**12,180**	**3%**
	TOTAL OPERATING EXPENSE	**733,330**	**731,914**	**801,098**	**912,980**	**958,164**	**45,184**	**5%**

Department:
610 Police Administration

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	714,289	715,575	782,940	896,273	938,164
103-000-099-01	Fund 103: COPS					
750-000-099-01	Capital Outlay	3,174	-	-	-	-
230-000-099-01	Fund 230: Traffic Safety					
	School Crossing Guards	15,867	16,339	19,208	17,757	20,000
	TOTAL SOURCES	**733,330**	**731,914**	**802,148**	**914,030**	**958,164**

Personnel Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	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 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-620-001-01	Salaries - Regular Sworn	966,989	996,050	992,818	1,095,393	1,112,510	17,117	2%
101-620-001-06	Salaries - Overtime	236,657	229,934	291,217	245,000	250,000	5,000	2%
101-620-001-07	Salaries - Court Time	21,148	33,796	24,074	38,000	40,000	2,000	5%
101-620-001-08	Salaries - Detective Differential	2,108	829	2,122	2,169	2,234	65	3%
101-620-001-09	Salaries - Education Incentive	13,813	14,887	14,205	12,826	16,368	3,542	28%
101-620-001-10	Salaries - Pager Pay	3,162	893	-	-	-	-	-
101-620-001-11	Salaries - Shift Differential	14,079	14,797	11,726	15,370	21,299	5,929	39%
101-620-002-01	Retirement - PERS Safety	125,357	129,248	122,148	137,688	149,115	11,427	8%
101-620-002-03	Retirement - ICMA / In Lieu	14,268	16,800	21,600	21,600	21,600	-	0%
101-620-003-01	Health Insurance	95,435	89,452	87,850	114,435	121,058	6,623	6%
101-620-003-02	Dental Insurance	15,447	15,147	15,627	18,515	16,329	(2,186)	-12%
101-620-003-07	Vision Insurance	2,632	2,450	2,484	2,737	2,608	(129)	-5%
101-620-003-03	Life Insurance	2,411	2,352	1,949	1,920	2,880	960	50%
101-620-003-04	Workers' Compensation	30,519	32,999	38,572	43,301	44,187	886	2%
101-620-003-05	Disability Insurance	7,973	8,805	5,640	8,757	9,297	540	6%
101-620-004-02	Medicare	18,523	19,036	19,820	14,925	15,514	589	4%
101-620-005-02	Uniform Allowance	10,055	10,216	11,122	12,000	12,000	-	0%
101-620-007-01	Employee Assistance Program	480	428	444	480	480	-	0%
	TOTAL PERSONNEL COSTS	**1,581,056**	**1,618,119**	**1,663,418**	**1,785,116**	**1,837,479**	**52,363**	**3%**

Department:
620 Police Patrol

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
SERVICES & SUPPLIES								
101-620-021-01	Communication	-	-	-	-	-	-	-
101-620-022-01	Supplies and Materials	7,406	10,051	15,288	10,400	10,400	-	0%
101-620-031-02	Maintenance - Equipment	933	340	736	1,500	1,500	-	0%
101-620-036-02	Equipment Maint - Vehicles	15,540	14,652	17,087	15,000	15,000	-	0%
101-620-037-01	Gas and Oil	23,817	26,116	28,026	41,000	41,000	-	0%
101-620-040-01	Memberships & Dues	446	494	470	500	500	-	0%
101-620-041-01	Travel/Conferences/Meetings	2,639	209	119	400	400	-	0%
101-620-042-01	Subscriptions	698	627	682	750	750	-	0%
101-620-043-02	POST Training	18,845	27,178	17,593	20,000	20,000	-	0%
101-620-051-12	Special Investigations	11,343	-	102	1,500	1,500	-	0%
101-620-053-01	Booking Fees	2,820	3,948	-	3,000	5,000	2,000	67%
101-620-053-11	Safety Compliance	-	-	-	750	750	-	0%
101-620-060-01	Capital Outlay (Non-Capitalized)	10,918	8,826	8,811	6,300	6,300	-	0%
	TOTAL SERVICES & SUPPLIES	**95,405**	**92,441**	**88,913**	**101,100**	**103,100**	**2,000**	**1**
	TOTAL OPERATING EXPENSE	**1,676,461**	**1,710,560**	**1,752,331**	**1,886,216**	**1,940,579**	**54,363**	**3%**

Department:
620 Police Patrol

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	1,474,315	1,528,175	1,599,331	1,713,316	1,725,679
103-000-099-01	Fund 103: COPS					
	Police Patrol Expense	100,000	103,300	105,000	102,500	140,000
109-000-099-01	Fund 109: Prop 172 Public Safety Sales Tax					
	Supplemental Police Patrol Expense	82,970	59,085	48,000	70,400	74,900
	Capital Outlay	-	-	-	-	-
230-000-099-01	Fund 230: Traffic Safety					
	Police Patrol Expense	19,176	20,000	-	-	-
	TOTAL SOURCES	**1,676,461**	**1,710,560**	**1,752,331**	**1,886,216**	**1,940,579**

Personnel Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
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 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-630-001-01	Salaries - Regular	96,571	95,533	123,713	131,390	132,401	1,011	1%
101-630-001-06	Salaries - Overtime	750	1,512	834	-	-	-	-
101-630-002-01	Retirement - PERS	6,635	6,164	7,238	7,129	7,964	835	12%
101-630-002-03	Retirement - ICMA / In Lieu	6,835	6,900	7,200	7,200	7,200	-	0%
101-630-002-06	Medical - In Lieu	300	-	-	-	-	-	-
101-630-003-01	Health Insurance	6,726	996	3,061	3,449	19,781	16,332	474%
101-630-003-02	Dental Insurance	1,945	1,393	1,767	1,918	2,705	787	41%
101-630-003-07	Vision Insurance	201	226	298	298	452	154	52%
101-630-003-03	Life Insurance	326	289	357	336	504	168	50%
101-630-003-04	Workers' Compensation	3,313	3,998	4,697	5,673	5,397	(276)	-5%
101-630-003-05	Disability Insurance	818	895	742	1,118	1,169	51	5%
101-630-004-02	Medicare	1,452	1,506	1,899	1,869	1,895	26	1%
101-630-007-01	Employee Assistance Program	80	60	96	96	96	-	0%
	TOTAL PERSONNEL COSTS	**125,952**	**119,472**	**151,901**	**160,476**	**179,564**	**19,088**	**12%**
SERVICES & SUPPLIES								
101-630-022-01	Supplies & Materials	1,527	2,228	556	2,500	2,500	-	0%
101-630-041-01	Travel/Conf/Meetings/Training	-	250	-	280	280	-	0%
	TOTAL SERVICES & SUPPLIES	**1,527**	**2,478**	**556**	**2,780**	**2,780**	**-**	**0%**
	TOTAL OPERATING EXPENSE	**127,479**	**121,950**	**152,457**	**163,256**	**182,344**	**19,088**	**12%**

Department:
630 Police Support Services

Source Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
Fund 101: General Purpose Fund	127,479	121,950	152,457	163,256	182,344
TOTAL SOURCES	**127,479**	**121,950**	**152,457**	**163,256**	**182,344**

Personnel Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
Support Services Technician	1.00	1.00	1.00	1.00	1.00
Police Services Technician	-	0.75	0.75	0.75	0.75
Community Services Officer	0.50	-	-	-	-
Clerk I, PT	0.50	-	-	-	-
TOTAL PERSONNEL	**2.00**	**1.75**	**1.75**	**1.75**	**1.75**

PUBLIC WORKS

MISSION

The Public Works Department strives to provide 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 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 seven full-time employees who maintain the Town's 56 miles of streets, 27 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, Central Contra Costa Sanitary District, PG&E, AT&T, and Comcast; and performs inspection services related to encroachment permits, capital projects, and subdivision improvements.

Pavement Infrastructure

The Department remains committed to repairing the Town's roads with Measure K, the voter approved 20-year one-cent local sales tax passed in 2012. By leveraging the sales tax 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 sales tax revenue. The $1.98M included in the FY 2019/20 budget for the Pavement Management Program is funded by Measure K, Garbage Vehicle Impact Fees, and Road Maintenance and Rehabilitation Account.

In 2018, the Town garnered a Pavement Management Technical Assistance Program (P-TAP) grant to evaluate the condition of the streets. The Town's PCI increased to 74 as a result of the impact of the above steady pavement revenue streams, the success of securing additional grant funding in excess of $700K annually, and the below strategies:

1) focus on one treatment per year to maximize quantities and lower unit bid;
2) allocate approximately 25%, 25%, 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 as local match for grant funding.

In summary, Measure K and the Town's implementation of a comprehensive and innovative pavement management approach has resulted in better than anticipated pavement conditions which are likely to improve in the future should grants and other funding remain available. No additional General Fund contribution is recommended at this time to maintain the Town's streets.

Storm Drain Infrastructure

The adopted 2015 Storm Drain Master Plan identified $26 million of capital improvement projects and $240,000 of needed operation and maintenance funding. The Town's storm drain infrastructure is 50 to 60 years old and is in need of repair. The Rheem Boulevard Sinkhole, developed on March 13, 2016, highlighted the findings and revealed that relying on the lengthy emergency funding process is not reliable or sustainable to address failing storm drain infrastructure. In 2016, a community priority survey identified maintaining and repairing storm drain as third highest priority (out of 26 areas surveyed). Consistent with a 2016 Town Council goals, the Department developed a sustainable funding strategy which prompted a Proposition 218 Property Related Stormwater Fee measure to ensure Town storm drains could be maintained into the future.

As the Stormwater Fee measure was defeated in May 2018 by a narrow margin, the Town still has significant storm drain infrastructure needs that should be addressed in order to prevent costly system failures. The Town's scheduled receipt of a $2.65M reimbursement from the Federal Highway Administration Emergency Relief program for costs associated with the Temporary Canyon Road bridge project in FY 2018/19 enabled the Town Council on May 8, 2019 to designate $195K of this one-time funding towards the operations and maintenance of the storm drain system which will be carried forwarded into FY 2019/20 along with an additional General Fund appropriation of $145K (and $65,000 in additional NPDES funding) for a total General Fund contribution of $530,000 in FYs 2018/19 and 2019/20 to enhance the Storm Drain Operations and Maintenance program. The Town also identified up to $50,000 in funding in FY 2018/19 for an update to the 2015 Storm Drain Master Plan.

Insourcing Plan Checking Services

To improve customer service and consistency in service delivery, on March 27, 2019, Town Council approved the creation of an Associate Civil Engineer position and the hiring of in-house staff to handle land-use development plan check services currently performed by consultants. The Associate Civil Engineer will also assist in implementing the storm drain operations and maintenance program, provide additional support in traffic engineering and should time allow, manage the implementation of minor capital improvement projects. The Town managed 34 consultant services agreements that total over $4M annually. Insourcing a small portion of work currently handled by consultants should help stabilize the department by providing additional staff to meet ongoing and unexpected needs. The projected annual cost of $156,000 will be offset by additional revenue from developer deposits and a decrease in the amount paid for consultant services. This change in service delivery should not impact the General Fund.

ACCOMPLISHMENTS FOR FY 2018/19

- Continued administration of the Pavement Management Program:
    - Substantially completed construction of the 2018 Joint Moraga-Orinda Full Depth Reclamation project;
    - Partnered with Lafayette to design and begin construction on the 2019 Joint Moraga-Lafayette Surface Seal project;
    - Completed a Comprehensive 2018 Pavement Management Program Report which includes the positive results from the 2018 P-TAP survey indicating the Town's PCI increased from 70 in 2015 to 74 in 2018;
    - Received a positive annual independent report from the Measure K Local Sales Tax Oversight Committee.

- Delivered project management services for capital projects inclusive of the roadway projects above at various stages of completion:
    - Canyon Road Bridge Replacement (design)
    - Moraga Way and Canyon/Camino Pablo Improvements (design)
    - St. Mary's Road/Rheem/Bollinger Canyon Roundabouts (35% design)

- Achieved milestones in the following major grant applications:
    - Moraga Road/Alta Mesa Intersection Improvements: Garnered $110K Transportation Development Act Article 3 grant
    - 2019 Joint Moraga-Lafayette Surface Seal: Garnered $93K Department of Resources Recycling and Recovery (CalRecycle) Rubberized Chip Seal grant
    - Moraga Way and Canyon/Camino Pablo Improvements: Garnered Department of Resources Recycling and Recovery (CalRecycle) $72K Rubberized Hot-Mix grant
    - Temporary Canyon Road Bridge– Advocated for and are scheduled to receive $2.65M Federal Highway Administration (FHWA) Emergency Relief Program reimbursement

- Stabilized engineering staffing levels:
    - Filled 10-month Assistant Engineer vacancy in March 2019;
    - Added Associate Civil Engineer to accommodate significantly increased workload and create a career ladder to increase retention;
    - Adjusted engineering series salaries to the median level of comparable cities to reduce turnover.

GOALS FOR FY 2019/20

- Continue administration of the Pavement Management Program funded by Measure K, the voter approved one-cent local sales tax initiative, Garbage Vehicle Impact fees and SB1/RMRA Gas Tax funds.

- Complete development and implementation of a stormwater operations and maintenance program, including gathering needed mapping and system data.

- Update the 2015 Storm Drain Master Plan to provide essential information for the Town to consider regarding future revenue needs to fund the condition related capital improvement projects and an ongoing Storm Drain Operations and Maintenance program.

- Manage planned Capital Improvement Projects including 2019 Joint Moraga-Lafayette Surface Seal (construction), 2020 Pavement Overlay Project (design); Moraga Road/Alta Mesa Intersection Improvements (construction); Canyon Road Bridge Replacement (start construction), and the Moraga Way and Canyon/Camino Pablo Improvements (construction).

- Complete review of Improvement Plans and Final Map or inspection of approved subdivision improvements at Hetfield Estates, Camino Ricardo/Harvest Court, Rancho Laguna II/Bella Vista, and Via Moraga.

REVENUE
Public Works / Engineering

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
101-710-330-14	Encroachment Permits	56,596	53,348	27,755	40,000	40,000	-	0%
101-710-370-03	Staff Time	152,608	162,689	193,929	204,000	300,250	96,250	47%
101-710-370-06	Grading Fees	-	-	-	-	-	-	-
101-710-370-50	Sale of Property	750	-	-	-	-	-	-
101-710-380-10	Other Revenue - PW/Engineering	38,939	3,722	57	-	-	-	-
101-740-350-00	Reimbursement for Damages	4,172	12,049	-	7,500	7,500	-	0%
	TOTAL REVENUES	**253,065**	**231,808**	**221,741**	**251,500**	**347,750**	**96,250**	**38%**

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	253,065	231,808	221,741	251,500	347,750
	Fund 205: Gas Tax	270,885	304,650	362,689	380,000	432,896
	Fund 210: Measure J	3,502	-	-	10,000	10,000
	Fund 510: NPDES	191,829	214,646	194,174	214,946	280,000
	TOTAL SOURCES	**719,281**	**751,104**	**778,604**	**856,446**	**1,070,646**

Department:
710 Public Works Administration/Engineering

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-710-001-01	Salaries - Regular	199,481	213,983	246,673	268,562	394,123	125,561	47%
101-710-001-04	Salaries - Temporary	19,188	10,908	7,361	20,000	-	(20,000)	-100%
101-710-001-06	Salaries - Overtime	-	285	167	-	-	-	-
101-710-002-01	Retirement - PERS	13,657	13,068	13,993	13,915	22,324	8,409	60%
101-710-002-03	Retirement - ICMA / In Lieu	-	720	-	-	-	-	-
101-710-002-06	Medical - In Lieu Payments	-	-	4,320	4,320	4,680	360	8%
101-710-003-01	Health Insurance	15,407	24,268	25,449	29,651	22,203	(7,448)	-25%
101-710-003-02	Dental Insurance	1,973	2,980	3,828	3,353	3,147	(206)	-6%
101-710-003-07	Vision Insurance	330	485	636	517	545	28	5%
101-710-003-03	Life Insurance	438	468	462	422	936	514	122%
101-710-003-04	Workers' Compensation	7,790	7,888	9,290	11,275	15,988	4,713	42%
101-710-003-05	Disability Insurance	1,520	1,685	1,314	2,167	3,341	1,174	54%
101-710-004-01	Social Security - FICA	702	6,885	399	1,240	-	(1,240)	-100%
101-710-004-02	Medicare	3,104	3,339	3,813	3,715	5,614	1,899	51%
101-710-005-01	Auto Allowance	4,039	4,200	4,200	4,200	4,500	300	7%
101-710-005-02	Uniform Allowance	175	-	-	-	-	-	-
101-710-005-04	Cell Phone Allowance	339	420	420	420	450	30	7%
101-710-007-01	Employee Assistance Program	87	85	106	106	144	38	36%
	TOTAL PERSONNEL COSTS	**268,230**	**291,666**	**322,432**	**363,863**	**477,995**	**114,132**	**31%**

Department:
710 Public Works Administration/Engineering

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
SERVICES & SUPPLIES								
101-710-021-01	Communications	860	800	826	950	2,200	1,250	132%
101-710-022-01	Supplies and Materials	5,127	3,681	2,340	5,000	5,000	-	0%
101-710-026-01	Contract Services	20,219	2,738	5,989	6,500	8,500	2,000	31%
101-710-030-03	Postage	1,250	1,159	395	750	750	-	0%
101-710-031-04	Copier Costs	7,319	4,926	7,716	7,100	6,900	(200)	-3%
101-710-033-01	Mileage Reimbursement	411	149	37	200	200	-	0%
101-710-036-02	Maintenance - Vehicles	928	-	436	2,500	2,500	-	0%
101-710-038-01	Advertising/Legal	-	218	446	500	500	-	0%
101-710-040-01	Memberships & Dues	756	990	1,594	720	900	180	25%
101-710-041-01	Travel/Conf/Meetings/Training	4,097	2,410	3,224	2,466	2,750	284	12%
101-710-042-01	Subscriptions	-	99	-	100	100	-	0%
101-710-060-01	Capital Outlay (Non-Capitalized)	-	-	-	-	-	-	-
	TOTAL SERVICES & SUPPLIES	**40,967**	**17,170**	**23,002**	**26,786**	**30,300**	**3,514**	**13%**
	TOTAL OPERATING EXPENSE	**309,197**	**308,836**	**345,434**	**390,649**	**508,295**	**117,646**	**30%**

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	305,695	283,836	345,434	380,649	498,295
210-000-099-01	Fund 210: Measure J	3,502	25,000	-	10,000	10,000
	TOTAL SOURCES	**309,197**	**308,836**	**345,434**	**390,649**	**508,295**

Personnel Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	PW Director/Town Engineer	0.70	0.70	0.70	0.70	0.75
	Senior Civil Engineer	0.60	0.60	0.60	0.60	0.65
	Associate Engineer	-	-	-	-	0.70
	Assistant Engineer	-	0.50	0.50	0.50	0.50
	Senior Construction Inspector	0.40	-	-	-	-
	Eng Technician/Inspector	0.50	-	-	-	-
	Administrative Assistant	0.40	0.40	0.40	0.40	0.40
	TOTAL PERSONNEL	**2.60**	**2.20**	**2.20**	**2.20**	**3.00**

Department:
730 Storm Drain Maintenance

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-730-001-01	Salaries - Regular	97,614	105,695	117,682	127,920	162,241	34,321	27%
101-730-001-04	Salaries - Temporary	5,706	-	-	-	16,000	16,000	-
101-730-001-06	Salaries - Overtime	153	114	188	1,125	1,125	-	0%
101-730-002-01	Retirement - PERS	6,673	6,595	6,783	6,992	9,405	2,413	35%
101-730-002-03	Retirement - ICMA / In Lieu	296	-	-	-	-	-	-
101-730-002-06	Medical - In Lieu Payments	-	240	1,440	1,440	1,440		
101-730-003-01	Health Insurance	7,674	13,683	14,471	16,875	12,792	(4,083)	-24%
101-730-003-02	Dental Insurance	1,089	1,681	1,948	1,880	1,487	(393)	-21%
101-730-003-07	Vision Insurance	187	277	328	293	258	(35)	-12%
101-730-003-03	Life Insurance	283	300	269	255	455	200	78%
101-730-003-04	Workers' Compensation	3,883	3,749	4,528	5,477	6,600	1,123	20%
101-730-003-05	Disability Insurance	795	909	664	1,064	1,394	330	31%
101-730-004-01	Social Security - FICA	702	6,885	399	1,240	992	(248)	-20%
101-730-004-02	Medicare	1,438	1,557	1,751	1,805	2,317	512	28%
101-730-005-01	Auto Allowance	866	900	900	900	900	-	0%
101-730-005-02	Uniform Allowance	438	301	342	366	366	(1)	0%
101-730-005-04	Cell Phone Allowance	73	90	90	90	90	-	0%
101-730-007-01	Employee Assistance Program	56	55	61	64	73	9	15%
	TOTAL PERSONNEL COSTS	**127,926**	**143,031**	**151,844**	**167,786**	**217,935**	**50,149**	**30%**
SERVICES & SUPPLIES								
101-730-021-01	Communications	362	317	284	300	600	300	100%
101-730-022-01	Supplies and Materials	-	-	-	2,250	1,500	(750)	-33%
101-730-025-01	Rents/Leases/Taxes	6,869	8,980	8,539	9,000	10,500	1,500	17%
101-730-026-01	Contract Services - Engineering	48,612	40,538	27,888	21,300	24,700	3,400	16%
101-730-033-07	Maintenance - Buildings/Grounds	-	22,124	3,626	255,000	164,000	(91,000)	-36%
101-730-036-02	Equipment Maintenance - Vehicles	325	-	-	1,500	1,500	-	0%
101-730-038-01	Advertising/Legal	-	215	-	-	-	-	-
101-730-040-01	Memberships/Dues	194	-	-	200	555	355	178%
101-730-041-01	Travel/Conf/Meetings/Training	1,650	283	4,540	1,850	1,650	(200)	-11%
101-730-050-18	Education/Outreach	6,593	6,037	5,138	2,000	2,000	-	0%
	TOTAL SERVICES & SUPPLIES	**64,605**	**78,493**	**50,016**	**293,400**	**207,005**	**(86,395)**	**-29%**
	TOTAL OPERATING EXPENSE	**192,531**	**221,524**	**201,859**	**461,186**	**424,940**	**(36,246)**	**-8%**

Department:
730 Storm Drain Maintenance

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	702	-	7,685	246,240	144,940
510-000-099-01	Fund 510: NPDES	191,829	214,640	194,174	214,946	280,000
	TOTAL SOURCES	**192,531**	**214,640**	**201,859**	**461,186**	**424,940**
						-

Personnel Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
PW Director/Town Engineer	0.15	0.15	0.15	0.15	0.15
Senior Civil Engineer	0.20	0.20	0.20	0.20	0.20
Associate Engineer	-	-	-	-	0.20
Assistant Engineer	-	0.25	0.25	0.25	0.25
Senior Construction Inspector	0.30	-	-	-	-
Eng Technician/Inspector	0.25	-	-	-	-
Administrative Assistant	0.30	0.30	0.30	0.30	0.30
PW/Parks Maint Manager	0.20	0.15	0.15	0.15	0.15
Senior, Maintenance Worker	0.25	0.20	0.20	0.20	0.20
Maintenance Worker	0.05	0.08	0.08	0.08	0.08
TOTAL PERSONNEL	**1.70**	**1.33**	**1.33**	**1.33**	**1.53**

Department:
740 Street Maintenance

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-740-001-01	Salaries - Regular	126,807	156,027	169,490	183,653	191,247	7,594	4%
101-740-001-04	Salaries - Temporary	5,706	-	-	-	-	-	-
101-740-001-06	Salaries - Overtime	626	601	575	1,125	1,125	-	0%
101-740-002-01	Retirement - PERS	8,740	9,866	9,683	9,724	11,083	1,359	14%
101-740-002-03	Retirement - ICMA / In Lieu	592	-	-	-	-	-	-
101-740-002-06	Medical - In Lieu Payments	-	240	1,440	1,440	1,080	(360)	-25%
101-740-003-01	Health Insurance	11,601	18,869	20,121	23,529	18,674	(4,855)	-21%
101-740-003-02	Dental Insurance	1,655	2,372	2,632	2,644	1,981	(663)	-25%
101-740-003-07	Vision Insurance	282	394	445	415	344	(71)	-17%
101-740-003-03	Life Insurance	405	469	409	390	594	204	52%
101-740-003-04	Workers' Compensation	4,863	5,416	6,572	7,865	7,769	(96)	-1%
101-740-003-05	Disability Insurance	1,051	1,380	974	1,533	1,654	121	8%
101-740-004-02	Medicare	1,878	2,302	2,541	2,591	2,728	137	5%
101-740-005-01	Auto Allowance	865	900	900	900	600	(300)	-33%
101-740-005-02	Uniform Allowance	788	791	922	961	961	(1)	0%
101-740-005-04	Cell Phone Allowance	73	90	90	90	60	(30)	-33%
101-740-007-01	Employee Assistance Program	80	85	93	97	97	0	0%
	TOTAL PERSONNEL COSTS	**166,012**	**199,802**	**216,888**	**236,957**	**239,996**	**3,039**	**1%**
SERVICES & SUPPLIES								
101-740-020-01	Utilities	7,994	8,879	11,878	12,800	12,800	-	0%
101-740-021-01	Communications	518	443	382	600	1,200	600	100%
101-740-022-01	Supplies & Materials	262	-	-	500	500	-	0%
101-740-026-01	Contract Services	35,240	95,863	19,953	74,500	67,000	(7,500)	-10%
101-740-030-03	Postage	-	-	-	-	-	-	-
101-740-033-07	Building/Grounds Maintenance	52,458	79,596	105,573	107,400	100,000	(7,400)	-7%
101-740-036-02	Equipment Maintenance - Vehicles	3,319	3,143	4,142	7,000	5,000	(2,000)	-29%
101-740-037-01	Fuel & Oil	3,545	2,465	3,836	3,600	4,500	900	25%
101-740-038-01	Advertising/Legal	-	-	-	-	-	-	-
101-740-040-01	Memberships/Dues	610	200	-	1,350	1,700	350	26%
101-740-041-01	Travel/Conf/Meetings/Training	927	475	37	1,400	200	(1,200)	-86%
101-740-080-01	Property Damage - Reimbursed	-	-	-	7,500	-	(7,500)	-100%
	TOTAL SERVICES & SUPPLIES	**104,873**	**191,063**	**145,802**	**216,650**	**192,900**	**(23,750)**	**-11%**
	TOTAL OPERATING EXPENSE	**270,885**	**390,865**	**362,689**	**453,607**	**432,896**	**(20,711)**	**-5%**

Department:
740 Street Maintenance

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	-	86,215	-	73,607	-
205-000-099-01	Fund 205: Gas Tax	270,885	304,650	362,689	380,000	432,896
210-000-099-01	Fund 210: Measure J	-	-	-	-	-
	TOTAL SOURCES	**270,885**	**390,865**	**362,689**	**453,607**	**432,896**

Personnel Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
PW Director/Town Engineer	0.15	0.15	0.15	0.15	0.10
Senior Civil Engineer	0.20	0.20	0.20	0.20	0.15
Associate Civil Engineer	-	-	-	-	0.10
Assistant Engineer	-	0.25	0.25	0.25	0.25
Senior Construction Inspector	0.30	-	-	-	-
Eng Technician/Inspector	0.25	-	-	-	-
Administrative Assistant	0.30	0.30	0.30	0.30	0.30
PW/Parks Maint Manager	0.20	0.30	0.30	0.30	0.30
Lead, Maintenance Worker	0.10	0.10	0.10	0.10	0.10
Senior, Maintenance Worker	0.45	0.45	0.45	0.45	0.45
Maintenance Worker	0.25	0.28	0.28	0.28	0.28
TOTAL PERSONNEL	**2.20**	**2.03**	**2.03**	**2.03**	**2.03**

Department:
754 PW 329 Rheem Building Maintenance

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-754-001-01	Salaries - Regular	12,345	13,396	13,802	14,981	15,391	410	3%
101-754-001-06	Salaries - Overtime	121	61	88	125	125	-	0%
101-754-002-01	Retirement - PERS	881	867	794	719	859	140	19%
101-754-003-01	Health Insurance	1,068	1,010	1,120	1,283	1,381	98	8%
101-754-003-02	Dental Insurance	167	142	145	158	144	(14)	-9%
101-754-003-07	Vision Insurance	29	24	138	25	25	0	1%
101-754-003-03	Life Insurance	43	36	32	29	43	14	49%
101-754-003-04	Workers' Compensation	410	444	547	641	619	(22)	-3%
101-754-003-05	Disability Insurance	108	125	86	125	131	6	5%
101-754-004-02	Medicare	183	197	213	211	217	6	3%
101-754-005-02	Uniform Allowance	126	105	128	128	128	(1)	0%
101-754-007-01	Employee Assistance Program	9	7	7	7	7	0	3%
	TOTAL PERSONNEL COSTS	**15,490**	**16,415**	**17,101**	**18,432**	**19,072**	**640**	**3%**
SERVICES & SUPPLIES								
101-754-020-01	Utilities	28,541	27,076	27,234	26,600	27,900	1,300	5%
101-754-021-01	Communications	2,066	2,116	3,326	3,600	3,700	100	3%
101-754-022-01	Supplies and Materials	-	-	267	-	-	-	-
101-754-026-01	Contract Services	28,463	22,896	19,987	30,000	30,000	-	0%
101-754-033-07	Buildings/Grounds Maintenance	20,017	22,305	19,758	20,600	24,100	3,500	17%
101-754-050-xx	Loan Repayment - Energy Efficiency	271	271	271	-	-	-	-
101-754-080-01	Property Damage - Reimbursed	-	-	-	-	-	-	-
	TOTAL SERVICES & SUPPLIES	**79,358**	**74,664**	**70,844**	**80,800**	**85,700**	**4,900**	**6%**
	TOTAL OPERATING EXPENSE	**94,848**	**91,079**	**87,945**	**99,232**	**104,772**	**5,540**	**6%**

Department:
754 PW 329 Rheem Building Maintenance

Source Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
Fund 101: General Purpose Fund	94,848	91,079	87,945	99,232	104,772
TOTAL SOURCES	**94,848**	**91,079**	**87,945**	**99,232**	**104,772**

Personnel Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
PW/Parks Maint Manager	0.05	0.10	0.10	0.10	0.10
Lead, Maintenance Worker	0.03	0.03	0.03	0.03	0.03
Senior, Maintenance Worker	0.10	0.02	0.02	0.02	0.02
TOTAL PERSONNEL	**0.18**	**0.15**	**0.15**	**0.15**	**0.15**

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

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-755-001-01	Salaries - Regular	8,732	11,744	11,446	12,992	13,461	469	4%
101-755-001-06	Salaries - Overtime	75	42	90	125	125	-	0%
101-755-002-01	Retirement - PERS	622	760	634	666	784	118	18%
101-755-003-01	Health Insurance	726	913	888	1,114	1,165	51	5%
101-755-003-02	Dental Insurance	112	130	116	144	131	(13)	-9%
101-755-003-07	Vision Insurance	19	22	20	23	23	0	1%
101-755-003-03	Life Insurance	29	36	26	29	43	14	49%
101-755-003-04	Workers' Compensation	289	387	481	558	544	(14)	-2%
101-755-003-05	Disability Insurance	77	110	67	109	116	7	7%
101-755-004-02	Medicare	129	173	171	184	191	7	4%
101-755-005-02	Uniform Allowance	84	105	116	128	128	(1)	0%
101-755-007-01	Employee Assistance Program	6	7	6	7	7	0	3%
	TOTAL PERSONNEL COSTS	**10,900**	**14,428**	**14,062**	**16,079**	**16,719**	**640**	**4%**
SERVICES & SUPPLIES								
101-755-020-01	Utilities	6,657	8,435	6,914	9,000	7,500	(1,500)	-17%
101-755-021-01	Communications	1,856	1,469	1,523	1,600	1,700	100	6%
101-755-022-01	Supplies and Materials	150	29	9	500	500	-	0%
101-755-026-01	Contract Services	10,703	10,067	9,796	12,300	12,300	-	0%
101-755-033-07	Buildings/Grounds Maintenance	8,163	3,282	2,357	14,800	14,800	-	0%
	TOTAL SERVICES & SUPPLIES	**27,529**	**23,282**	**20,599**	**38,200**	**36,800**	**(1,400)**	**-4%**
	TOTAL OPERATING EXPENSE	**38,429**	**37,710**	**34,660**	**54,279**	**53,519**	**(760)**	**-1%**

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

Source Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
Fund 101: General Purpose Fund	38,429	37,710	34,660	54,279	53,519
TOTAL SOURCES	**38,429**	**37,710**	**34,660**	**54,279**	**53,519**

Personnel Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
PW/Parks Maint Manager	0.05	0.07	0.07	0.07	0.07
Lead, Maintenance Worker	0.02	0.02	0.02	0.02	0.02
Senior, Maintenance Worker	0.05	0.02	0.02	0.02	0.02
Maintenance Worker	-	0.04	0.04	0.04	0.04
TOTAL PERSONNEL	**0.12**	**0.15**	**0.15**	**0.15**	**0.15**

PARKS AND RECREATION

MISSION

The Parks and Recreation Department mission is to create community through People, Parks and Programs. This is done 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.

Recreation services are provided to residents and visitors of all ages and abilities. Through special events and daily interaction with the public we strengthen community image and create a sense of place. We promote health and wellness through recreation opportunities and fitness classes. We facilitate community problem solving and work with local businesses such as the Moraga Country Club. We provide individual and group recreational experiences in our beautiful parks, trails and open space areas.

DESCRIPTION OF RESPONSIBILITIES AND SERVICES

Moraga is known for its excellent parks, trails, and open space. The Parks and Recreation Department manages the Town's parks, recreation and rental facilities. Resources of the department are managed to implement the goals of the Town Council and Park and Recreation Commission, deliver recreation programs, and to maintain high quality parks, open space and rental facilities. Parks and Recreation manages town-wide special events and publishes the Parks and Recreation Activity Guide three times a year. The department manages recreation and enrichment classes, and the programs and services conducted in Moraga facilities.

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

The Parks and Recreation Department is responsible for the Park and Recreation Commission, the Art in Public Spaces Committee, and the Moraga Youth Involvement Committee (MYIC). The seven-member Park and Recreation Commission is appointed by the Council to make recommendations to the Town Council concerning the planning, acquisition, construction, development, maintenance and operation standards for park and recreation facilities. The Art in Public Spaces Committee is comprised of five members and is charged with reviewing and recommending the selection of loaned and donated artwork to the Town Council. MYIC is responsible for the production and promotion of local events for teens. Staff also provides support to the Moraga Park Foundation and the Lamorinda Movers.

Under the direction of the Parks and Recreation Director, the department has a Recreation Supervisor, a Recreation Coordinator and part-time seasonal staff. The Town shares a Public Works/Parks Manager who oversees Lead Maintenance Worker, Maintenance Workers and seasonal workers to maintain public parks, open space and rental facilities.

ACCOMPLISHMENTS FOR FY 2018-19

- Continued successful Town events: 4th of July Celebration, Pear and Wine Festival, Hacienda Nights, Family Campout, Breakfast with Santa and Santa Visits, Leisure Sport Triathalon, Community Garage Sale, and Community Garage Sale.
- Launched Mobile Moraga, the Town's work order system and all-town mobile application.
- Completed the Moraga Trails Map and partnered with Lafayette and Orinda to launch the Lamorinda Trails Challenge.
- Co-Sponsored the Moraga Park Foundation Summer Concert Series.
- Co-Sponsored the Hacienda Foundation Hacienda Craft Faire.
- Implemented a generous $120,000 donation from the Hacienda Foundation to renovate and remodel the Casita building at the Hacienda.
- Supported the Art in Public Spaces Committee to forward an additional three public art sculptures accepted by Town Council under the new Public Art Policy.
- Partnered with the Moraga Junior Women's Club on the Annual Egg Hunt at the Commons Park.
- Partnered with community organizations (Kiwanis and Lamorinda Dogs) to plan park clean-up events.
- Completed the first Trail Clean-Up Day with the Park and Recreation Commission and MYIC.
- MYIC continued working area-wide with the Lamorinda Teen Association (LTA) on area- wide events for teens.
- MYIC hosted a summer movie night at Commons Park.
- MYIC, in cooperation with the teen committees of Lafayette and Orinda, offered a Rock Band Showcase, teen event.
- Continued discussions with Lamorinda recreation staff regarding joint programming for teens, senior, and general community benefit.
- Continued to partner with the Moraga School District on items of commons interest and developed a plan to take over portions of the After-School Enrichment Program.
- Reinstated the production and distribution of the Activity Guide resulting in increased participation in the Town's programs.

GOALS FOR FY 2019-20

- Continue to activate the Hacienda and identify and develop economically feasible recommendations for commercial and other public uses of the property, including issuing a Request for Proposals to attract a future restaurant operator.
- Execute prioritized Capital Improvement Projects at the Hacienda de las Flores (complete Casita renovation, ADA pathway and new restroom, and HVAC system upgrades), Commons Park (skate park enhancements), and Rancho Laguna Park (sewer system repair and replacement).
- Leverage technology and software resources to improve scheduling, and better track usage of Town facilities to maximize efficiency. Increase the number of Mobile Moraga users and use data to identify park maintenance operational efficiencies that may be available.
- Partner with the Moraga School District to provide partial management of the After-School Enrichment Programs (ASEP). Budget includes an additional $130,000 for contract instructor expenses and $15,000 for part-time staff to be offset by $145,000 projected increase in Recreation Class Fees revenue.
- The FY 2019/20 Budget reevaluated how revenue and expenses, including personnel, were being allocated between Department 810 Recreation and Department 850 Hacienda. All class registration revenue and instructor expenses were moved to Department 810

- Recreation and recreation personnel allocations were adjusted to more accurately reflect the use of resources.
- Continue to administer and provide safe and enjoyable recreation programs and activities for residents of all ages and abilities.
- Continue to partner with the Moraga Park Foundation on the Summer Concert Series and other park endeavors.
- Work with the Moraga Community Foundation on new ADA compliant restrooms for Commons Park.
- Provide staff support to the Parks and Recreation Commission, Art in Public Spaces Committee and the Moraga Youth Involvement Committee.
- Support the Art in Public Spaces Committee to bring more public art to Moraga.
- Continue successful Town events including: 4th of July Celebration, Hacienda Nights, Family Campout, Leisure Sport Triathlon, Pear and Wine Festival, Holiday Tree Lighting, Santa Visits Moraga, Breakfast with Santa, and Community Garage Sale.
- Continue to partner with multiple stakeholders and community groups on items of common community interest.
- Continue existing partnerships and seek out additional ones wherever possible.
- Fundraise with the community to raise $30,000 for the 2020 fireworks show and holiday tree lighting.
- Continue the work with MOFD and the Diablo Fire Safe Council to reduce fire fuels at the Hacienda and Mulholland Open Space Preserve.
- Complete Eagle Scout projects to refurbish Town entry signs and install wayfinding signage on Town trails.

REVENUE
Parks and Recreation

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
DEPT 810: RECREATION								
101-810-351-02	Property Rent - Rancho Laguna	6,447	6,902	8,611	6,000	7,000	1,000	17%
101-810-351-03	Property Rent - Moraga Commons	15,228	28,599	22,337	23,000	23,000	-	0%
101-810-351-08	Property Rent - Mulholland Graze	2,513	2,581	2,671	2,650	2,800	150	6%
101-810-351-11	Property Rent - Library	2,592	2,925	2,801	2,940	3,100	160	5%
101-810-370-03	Staff Time - Special Projects	-	-	-	-	-	-	-
101-810-370-22	Recreation Class Fees	69,723	68,469	75,244	91,000	306,000	215,000	236%
101-810-370-23	Online Registration Fees	1,242	1,123	1,297	1,200	3,080	1,880	157%
101-810-370-25	Senior Programs	3,255	3,899	3,931	5,500	5,500	-	0%
101-810-380-04	July 4th Donations	39,774	23,910	14,066	-	-	-	-
101-810-380-05	Buy A Bulb - Tree Lights	575	1,225	6,620	-	-	-	-
101-810-380-13	P&R - Triathlon	27,930	22,675	-	-	-	-	-
101-810-380-14	P&R - Marquee Revenues	3,600	5,608	4,054	4,725	4,975	250	5%
101-810-380-15	P&R - Other Revenues	2,820	450	6,438	500	500	-	0%
101-810-380-17	P&R Special Events	-	5,855	-	2,500	2,625	125	5%
101-810-380-19	Pear Festival	3,536	3,129	2,279	3,600	3,000	(600)	-17%
101-810-380-20	Community Holidays Fair	-	-	-	-	50,000	50,000	-
	SUBTOTAL REVENUES	**179,235**	**177,348**	**150,349**	**143,615**	**411,580**	**267,965**	**187%**
DEPT 850: HACIENDA EVENTS & RENTALS								
101-850-351-04	Property Rent - Hacienda/Pavilion	110,787	144,510	131,156	143,500	165,000	21,500	15%
101-850-351-06	Non-Refundable Application Fee	13,000	14,500	12,000	17,500	17,500	-	0%
101-850-351-08	Property Rent - Restaurant	-	-	-	-	-	-	-
101-850-351-09	Property Rent - Catering	-	-	-	-	-	-	-
101-850-370-22	Hacienda recreation Class fees	80,010	88,920	81,338	70,000	-	(70,000)	-100%
101-850-370-23	Online Registration Fees	1,199	1,278	1,411	1,600	-	(1,600)	-100%
101-850-380-17	P&R Special Events - Hacienda	3,653	10,392	5,003	6,000	6,600	600	10%
	SUBTOTAL REVENUES	**208,649**	**259,600**	**230,908**	**238,600**	**189,100**	**(49,500)**	**-21%**
	TOTAL REVENUES	**387,884**	**436,948**	**381,256**	**382,215**	**600,680**	**218,465**	**57%**

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	387,884	436,948	381,256	382,215	600,680
	Fund 210: Measure J	9,000	-	-	-	-
	Fund 740: Comm Fac/Open Space	1,000	1,000	1,000	6,500	-
	Fund 750: Asset Replacement	10,668	5,000	1,308	-	-
	TOTAL SOURCES	**408,552**	**442,948**	**383,564**	**388,715**	**600,680**

Department:
810 Recreation

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-810-001-01	Salaries - Regular	100,137	106,395	84,535	118,348	140,940	22,592	19%
101-810-001-04	Salaries - Temporary	872	799	15,489	12,500	47,500	35,000	280%
101-810-001-06	Salaries - Overtime	1,105	497	2,369	-	3,000	3,000	-
101-810-002-01	Retirement - PERS	6,788	6,778	4,477	6,295	8,849	2,554	41%
101-810-002-03	Retirement - ICMA / In Lieu	-	-	-	-	-	-	-
101-810-002-06	Medicl - ICMA	-	-	1,056	5,112	2,448	(2,664)	-52%
101-810-003-01	Health Insurance	8,937	9,183	4,075	2,385	6,145	3,760	158%
101-810-003-02	Dental Insurance	1,308	1,277	612	1,926	826	(1,100)	-57%
101-810-003-07	Vision Insurance	223	215	137	300	261	(39)	-13%
101-810-003-03	Life Insurance	290	290	207	232	447	215	93%
101-810-003-04	Workers' Compensation	3,326	3,575	2,331	5,061	5,729	668	13%
101-810-003-05	Disability Insurance	797	903	452	983	1,222	239	24%
101-810-004-01	Social Security - FICA	54	50	704	775	2,945	2,170	280%
101-810-004-02	Medicare	1,501	1,581	1,344	1,668	2,012	344	21%
101-810-005-01	Auto Allowance	2,019	2,100	708	2,040	2,040	-	0%
101-810-005-04	Cell Phone Allowance	202	210	71	204	204	-	0%
101-810-007-01	Employee Assistance Program	58	53	47	58	69	11	19%
	TOTAL PERSONNEL COSTS	**127,617**	**133,906**	**118,614**	**157,887**	**224,637**	**66,750**	**42%**

Department:
810 Recreation

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
SERVICES & SUPPLIES								
101-810-020-01	Utilities	85	-	-	-	-	-	-
101-810-021-01	Communications	1,238	1,450	1,555	1,000	1,600	600	60%
101-810-022-01	Supplies and Materials	2,533	567	2,776	2,800	3,300	500	18%
101-810-026-01	Contract Svcs - Instructors	37,187	37,332	55,622	67,000	232,000	165,000	246%
101-810-026-03	Contract Svcs - School Fields	-	-	-	-	-	-	-
101-810-030-03	Postage	192	73	64	500	300	(200)	-40%
101-810-031-04	Copier Costs	1,510	1,492	1,103	425	3,950	3,525	829%
101-810-034-04	Contract Svcs - Weed Abate/Mul	-	-	-	-	-	-	-
101-810-036-02	Maintenance - Vechicle	478	-	136	400	-	(400)	-100%
101-810-037-01	Gas & Oil	180	-	-	250	-	(250)	-100%
101-810-038-01	Advertising/Legal	3,228	2,993	3,908	4,000	4,000	-	0%
101-810-040-01	Memberships	648	900	975	800	800	-	0%
101-810-041-01	Travel/Conferences/Meetings	639	4,377	190	1,600	2,000	400	25%
101-810-050-09	Lamorinda Spirit Van	9,000	-	-	-	-	-	-
101-810-052-01	Triathlon	22,970	22,916	-	-	-	-	-
101-810-053-01	Brochure Activity Guide/Crier	8,319	8,815	7,005	9,750	19,000	9,250	95%
101-810-053-02	July 4th	22,810	20,686	21,789	23,000	23,000	-	0%
101-810-053-05	Web-Based Registration	1,000	1,000	1,000	1,750	1,750	-	0%
101-810-053-07	Pear Festival	4,421	2,797	1,725	3,000	3,000	-	0%
101-810-053-08	Senior Programs	3,579	2,498	4,508	5,000	5,000	-	0%
101-810-053-11	Credit Card Processing Fee	14,031	11,377	10,510	14,000	14,000	-	0%
101-810-053-17	P&R Special Events Expenses	3,658	5,613	4,268	3,900	10,600	6,700	172%
101-810-053-20	Community Holiday Fair	-	-	-	-	45,000	45,000	-
	TOTAL SERVICES & SUPPLIES	**137,706**	**124,887**	**117,134**	**139,175**	**369,300**	**230,125**	**165%**
	TOTAL OPERATING EXPENSE	**265,323**	**258,793**	**235,748**	**297,062**	**593,937**	**296,875**	**100%**

Department:
810 Recreation

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	256,323	258,793	235,748	297,062	593,937
210-000-099-01	Fund 210: Measure J - Lamorinda	9,000	-	-	-	-
	TOTAL SOURCES	**265,323**	**258,793**	**235,748**	**297,062**	**593,937**

Personnel Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Parks & Recreation Director	0.35	0.35	0.34	0.34	0.34
	Recreation Coordinator I/II	0.85	0.85	0.87	0.87	1.10
	TOTAL PERSONNEL	**1.20**	**1.20**	**1.21**	**1.21**	**1.44**

Department:
850 Hacienda Events & Rentals

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-850-001-01	Salaries - Regular	128,447	136,054	95,736	129,768	118,864	(10,904)	-8%
101-850-001-04	Salaries - Temporary	23,721	18,913	38,632	20,000	-	(20,000)	-100%
101-850-001-06	Salaries - Overtime	1,105	497	2,379	-	-	-	-
101-850-002-01	Retirement - PERS	8,775	8,678	5,103	6,838	6,678	(160)	-2%
101-850-002-03	Retirement - ICMA / In Lieu	-	-	-	-	-	-	-
101-850-002-06	Medical - ICMA	-	-	1,224	6,120	2,448	(3,672)	-60%
101-850-003-01	Health Insurance	11,040	11,335	4,701	2,385	7,380	4,995	209%
101-850-003-02	Dental Insurance	1,622	1,584	696	2,230	917	(1,313)	-59%
101-850-003-07	Vision Insurance	277	268	151	346	268	(78)	-23%
101-850-003-03	Life Insurance	375	374	238	259	347	88	34%
101-850-003-04	Workers' Compensation	4,271	4,578	2,748	5,550	4,855	(695)	-13%
101-850-003-05	Disability Insurance	1,035	1,167	522	1,078	1,028	(50)	-5%
101-850-004-01	Social Security - FICA	847	1,173	2,134	1,240	-	(1,240)	-100%
101-850-004-02	Medicare	2,099	2,268	1,840	1,828	1,705	(123)	-7%
101-850-005-01	Auto Allowance	2,308	2,400	720	2,040	2,040	-	0%
101-850-005-04	Cell Phone Allowance	231	240	72	204	204	-	0%
101-850-007-01	Employee Assistance Program	74	68	55	65	52	(13)	-20%
	TOTAL PERSONNEL COSTS	**186,227**	**189,596**	**156,953**	**179,951**	**146,786**	**(33,165)**	**-18%**

Department:
850 Hacienda Events & Rentals

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
SERVICES & SUPPLIES								
101-850-021-01	Communications	837	845	832	800	800	-	0%
101-850-022-01	Supplies and Materials	4,210	3,957	8,012	11,000	500	(10,500)	-95%
101-850-026-01	Contract Svcs - Instructors	50,858	40,838	43,095	35,000	-	(35,000)	-100%
101-850-026-03	Contract Svcs - Facility Attendant	-	18,675	23,751	38,000	38,000	-	0%
101-850-030-03	Postage	320	105	91	-	-	-	-
101-850-031-04	Copier Costs	3,651	3,791	3,639	3,325	-	(3,325)	-100%
101-850-033-04	Auto Allowance - Mileage	-	22	14	-	-	-	-
101-850-036-02	Maintenance - Vehicle	-	761	-	200	-	(200)	-100%
101-850-038-01	Advertising/Legal	13,901	15,320	16,673	16,000	10,000	(6,000)	-38%
101-850-039-01	Insurance - Event Hazard	7,669	3,948	13,504	11,000	11,000	-	0%
101-850-040-01	Memberships and Dues	-	55	-	-	-	-	-
101-850-041-01	Travel/Conferences/Meetings	579	-	-	-	-	-	-
101-850-053-01	Brochure/Activity Guide	9,048	8,815	7,734	3,250	-	(3,250)	-100%
101-850-053-03	Staff Fingerprinting	1,152	928	691	1,500	-	(1,500)	-100%
101-850-053-05	Web Based Registration	2,000	2,000	2,000	2,750	2,250	(500)	-18%
101-850-053-08	Senior Programs	88	1,024	82	-	-	-	-
101-850-053-17	P&R Special Events	3,437	12,429	10,903	12,500	6,000	(6,500)	-52%
101-850-060-01	Capital Outlay (Non-Capitalized)	10,668	12,477	9,972	12,400	12,400	-	0%
	TOTAL SERVICES & SUPPLIES	**108,418**	**125,991**	**140,994**	**147,725**	**80,950**	**(66,775)**	**-45%**
	TOTAL OPERATING EXPENSE	**294,645**	**315,587**	**297,946**	**327,676**	**227,736**	**(99,940)**	**-30%**

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	283,977	310,587	296,638	327,676	227,736
750-000-099-01	Fund 750: Asset Replacement	10,668	5,000	1,308	-	-
	TOTAL SOURCES	**294,645**	**315,587**	**297,946**	**327,676**	**227,736**

Personnel Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Parks & Recreation Director	0.40	0.40	0.34	0.34	0.34
	Recreation Coordinator I/II	1.15	1.15	1.01	1.01	0.75
	TOTAL PERSONNEL	**1.55**	**1.55**	**1.35**	**1.35**	**1.09**

Department:
751 Hacienda Buildings & Grounds Maintenance

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-751-001-01	Salaries - Regular	56,934	55,747	59,735	70,487	74,075	3,588	5%
101-751-001-04	Salaries - Temporary	-	-	832	-	-	-	-
101-751-001-06	Salaries - Overtime	944	845	827	-	-	-	-
101-751-002-01	Retirement - PERS	3,983	3,619	3,226	3,605	4,317	712	20%
101-751-002-03	Retirement - ICMA / In Lieu	1,185	-	-	-	-	-	-
101-751-002-06	Medical- ICMA	-	-	120	576	288	(288)	-50%
101-751-003-01	Health Insurance	6,753	7,329	7,818	9,378	10,425	1,047	11%
101-751-003-02	Dental Insurance	1,020	935	894	1,209	1,005	(204)	-17%
101-751-003-07	Vision Insurance	172	155	155	189	186	(3)	-1%
101-751-003-03	Life Insurance	215	196	154	171	263	92	54%
101-751-003-04	Workers' Compensation	1,894	1,843	2,386	3,036	3,007	(29)	-1%
101-751-003-05	Disability Insurance	499	522	341	596	648	52	9%
101-751-004-01	Social Security - FICA	-	-	52	-	-	-	-
101-751-004-02	Medicare	867	830	904	1,001	1,056	55	5%
101-751-005-01	Auto Allowance	-	-	74	240	240	-	0%
101-751-005-02	Uniform Allowance	623	567	630	689	689	(1)	0%
101-751-005-04	Cell Phone Allowance	-	-	7	24	24	-	0%
101-751-007-01	Employee Assistance Program	43	36	35	43	43	(0)	0%
	TOTAL PERSONNEL COSTS	**75,132**	**72,623**	**78,188**	**91,244**	**96,266**	**5,022**	**6%**
SERVICES & SUPPLIES								
101-751-020-01	Utilities	26,103	25,804	31,041	31,041	32,000	959	3%
101-751-021-01	Communications	289	212	164	500	500	-	0%
101-751-022-01	Supplies and Materials	75	156	689	-	-	-	-
101-751-026-01	Contract Services	29,207	21,752	15,757	27,480	27,480	-	0%
101-751-033-07	Buildings/Grounds Maintenance	50,143	42,282	25,234	36,100	33,600	(2,500)	-7%
101-751-036-02	Equipment Maintenance - Vehicles	1,023	44	-	800	-	(800)	-100%
101-751-037-01	Fuel and Oil	895	-	-	2,000	-	(2,000)	-100%
101-751-041-01	Travel/Conf/Meetings/Training	-	-	-	-	-	-	-
101-751-050-xx	Loan Repayment - Energy Efficienc	6,644	6,644	6,644	-	-	-	-
101-751-053-01	Plants	3,609	6,234	6,741	4,000	6,500	2,500	63%
101-751-060-01	Capital Outlay (Non-Capitalized)	-	-	4,765	11,095	11,095	-	0%
	TOTAL SERVICES & SUPPLIES	**117,988**	**103,129**	**91,035**	**113,016**	**111,175**	**(1,841)**	**-2%**
	TOTAL OPERATING EXPENSE	**193,120**	**175,752**	**169,223**	**204,260**	**207,441**	**3,181**	**2%**

Department:
751 Hacienda Buildings & Grounds Maintenance

Source Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
Fund 101: General Purpose Fund	193,120	175,752	169,223	204,260	207,441
TOTAL SOURCES	**193,120**	**175,752**	**169,223**	**204,260**	**207,441**

Personnel Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
Parks & Recreation Director	-	-	-	0.04	0.04
Recreation Coordinator I/II	-	-	-	0.04	0.50
Public Works/Parks Maint Mgr	0.20	0.15	0.15	0.15	0.15
Senior, Maintenance Worker	0.06	0.03	0.03	0.03	0.03
Lead, Maintenance Worker	0.20	0.20	0.20	0.20	0.20
Maintenance Worker	0.43	0.43	0.43	0.43	0.43
TOTAL PERSONNEL	**0.89**	**0.81**	**0.81**	**0.89**	**1.35**

Department:
752 Library Maintenance

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-752-001-01	Salaries - Regular	39,656	56,098	53,108	61,766	64,930	3,164	5%
101-752-001-04	Salaries - Temporary	-	-	624	-	-	-	-
101-752-001-06	Salaries - Overtime	375	143	271	-	-	-	-
101-752-002-01	Retirement - PERS	2,750	3,625	2,904	3,130	3,759	629	20%
101-752-002-03	Retirement - ICMA / In Lieu	888	-	-	-	-	-	-
101-752-002-06	Medical- ICMA	-	-	102	504	216	(288)	-57%
101-752-003-01	Health Insurance	3,061	4,534	3,857	4,528	5,241	713	16%
101-752-003-02	Dental Insurance	522	638	515	749	607	(142)	-19%
101-752-003-07	Vision Insurance	90	109	93	120	117	(3)	-2%
101-752-003-03	Life Insurance	128	174	131	142	219	77	54%
101-752-003-04	Workers' Compensation	1,310	1,849	2,114	2,658	2,632	(26)	-1%
101-752-003-05	Disability Insurance	336	512	309	520	564	44	8%
101-752-004-01	Social Security - FICA	-	-	39	-	-	-	-
101-752-004-02	Medicare	603	828	796	876	924	48	5%
101-752-005-01	Auto Allowance	289	300	67	180	180	-	0%
101-752-005-02	Uniform Allowance	336	469	525	570	570	(1)	0%
101-752-005-04	Cell Phone Allowance	29	30	7	18	18	-	0%
101-752-007-01	Employee Assistance Program	25	32	30	35	36	1	3%
	TOTAL PERSONNEL COSTS	**50,398**	**69,339**	**65,493**	**75,796**	**80,012**	**4,216**	**6%**
SERVICES & SUPPLIES								
101-752-020-01	Utilities	29,782	27,849	30,877	28,000	28,000	-	0%
101-752-021-01	Communications	210	168	140	210	210	-	0%
101-752-022-01	Supplies and Materials	2	-	-	-	-	-	-
101-752-026-01	Contract Services	26,252	22,342	19,636	22,500	35,000	12,500	56%
101-752-033-07	Building/Grounds Maintenance	11,171	10,540	16,558	19,400	6,900	(12,500)	-64%
101-752-050-xx	Loan Repayment - Energy Efficien	6,352	6,351	6,351	-	-	-	-
	TOTAL SERVICES & SUPPLIES	**73,769**	**67,250**	**73,562**	**70,110**	**70,110**	**-**	**0%**
	TOTAL OPERATING EXPENSE	**124,167**	**136,589**	**139,055**	**145,906**	**150,122**	**4,216**	**3%**

Department:
752 Library Maintenance

Source Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
Fund 101: General Purpose Fund	124,167	136,589	139,055	145,906	150,122
TOTAL SOURCES	**124,167**	**136,589**	**139,055**	**145,906**	**150,122**

Personnel Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
Parks & Recreation Director	0.05	0.05	0.03	0.03	0.03
Recreation Coordinator I/II	-	-	0.04	0.04	0.05
Public Works/Parks Maint Mgr	0.20	0.20	0.20	0.20	0.20
Senior, Maintenance Worker	0.06	0.25	0.25	0.25	0.25
Lead, Maintenance Worker	0.05	0.05	0.05	0.05	0.05
Maintenance Worker	0.17	0.17	0.17	0.17	0.17
TOTAL PERSONNEL	**0.53**	**0.72**	**0.74**	**0.74**	**0.75**

Department:
753 Parks & Open Space Maintenance

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-753-001-01	Salaries - Regular	135,621	135,815	124,218	157,726	166,487	8,761	6%
101-753-001-04	Salaries - Temporary	8,058	8,836	12,406	10,000	10,000	-	0%
101-753-001-06	Salaries - Overtime	3,031	3,457	3,136	3,000	3,500	500	17%
101-753-002-01	Retirement - PERS	9,422	8,770	6,455	8,043	9,683	1,640	20%
101-753-002-03	Retirement - ICMA / In Lieu	2,961	-	-	-	-	-	-
101-753-002-06	Medical- ICMA	-	-	498	2,088	1,800	(288)	-14%
101-753-003-01	Health Insurance	19,256	20,845	19,105	22,739	24,596	1,857	8%
101-753-003-02	Dental Insurance	2,814	2,615	2,158	3,090	2,304	(786)	-25%
101-753-003-07	Vision Insurance	469	430	383	478	475	(3)	-1%
101-753-003-03	Life Insurance	491	449	320	375	588	213	57%
101-753-003-04	Workers' Compensation	4,523	4,498	4,446	6,820	6,776	(44)	-1%
101-753-003-05	Disability Insurance	1,143	1,218	679	1,336	1,458	122	9%
101-753-004-01	FICA/Social Security	482	552	812	620	620	-	0%
101-753-004-02	Medicare	2,209	2,185	2,021	2,247	2,379	132	6%
101-753-005-01	Auto Allowance	1,154	1,200	508	1,500	1,500	-	0%
101-753-005-02	Uniform Allowance	1,281	1,162	1,293	1,411	1,411	-	0%
101-753-005-04	Cell Phone Allowance	116	120	51	150	150	-	0%
101-753-007-01	Employee Assistance Program	97	82	72	94	94	(0)	0%
	TOTAL PERSONNEL COSTS	**193,128**	**192,235**	**178,561**	**221,717**	**233,820**	**12,103**	**5%**

Department:
753 Parks & Open Space Maintenance

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
SERVICES & SUPPLIES								
101-753-020-01	Utilities	43,938	42,000	69,864	58,300	65,000	6,700	11%
101-753-021-01	Communications	397	700	151	700	700	-	0%
101-753-022-01	Supplies and Materials	-	-	-	1,500	1,500	-	0%
101-753-025-01	Rents/Leases/Taxes	5,381	6,000	5,718	6,000	6,000	-	0%
101-753-026-01	Contract Services	33,354	42,000	20,326	41,360	21,360	(20,000)	-48%
101-753-033-07	Buildings/Grounds Maintenance	32,840	33,000	43,881	29,700	49,700	20,000	67%
101-753-033-08	Mulholland Ridge - Maintenance	-	1,000	8,000	13,550	25,000	11,450	85%
101-753-036-02	Equipment Maintenance - Vehicles	6,588	5,000	3,025	7,000	7,250	250	4%
101-753-037-01	Fuel & Oil	3,126	5,000	4,411	4,000	6,800	2,800	70%
101-753-041-01	Travel/Conf/Meetings/Training	921	600	(30)	600	200	(400)	-67%
101-753-060-01	Capital Outlay (Non-Capitalized)	3,543	-	-	-	-	-	-
101-753-080-01	Property Damage - Reimbursed	-	-	-	-	-	-	-
	TOTAL SERVICES & SUPPLIES	**130,088**	**135,300**	**155,345**	**162,710**	**183,510**	**20,800**	**13%**
	TOTAL OPERATING EXPENSE	**323,216**	**327,535**	**333,905**	**384,427**	**417,330**	**32,903**	**9%**

Department:
753 Parks & Open Space Maintenance

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	322,216	326,535	332,905	377,877	417,330
740-000-099-01	Fund 740: Community Facilities/Open Space/Mulholland Ridge Pond/Ground Maintenance	1,000	1,000	1,000	6,550	-
	TOTAL SOURCES	**323,216**	**327,535**	**333,905**	**384,427**	**417,330**

Personnel Summary	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
Parks & Recreation Director	0.20	0.20	0.25	0.25	0.25
Recreation Coordinator I/II	-	-	0.04	0.04	0.05
Public Works/Parks Maint Mgr	0.10	0.03	0.03	0.03	0.03
Senior, Maintenance Worker	0.03	0.03	0.03	0.03	0.03
Lead, Maintenance Worker	0.60	0.60	0.60	0.60	0.60
Maintenance Worker	1.10	1.00	1.00	1.00	1.00
TOTAL PERSONNEL	**2.03**	**1.86**	**1.95**	**1.95**	**1.96**

PLANNING

MISSION

The Planning Department's mission is to make Moraga a great community by helping the public manage its growth and appearance; focusing on customer service; helping homeowners improve their homes, businesses open or expand, and developers respond to input and process projects; 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 includes four full-time and one part-time employee providing Moraga with land use and development services. Working directly with homeowners, architects, business owners, developers, special interest groups, organizations and other government agencies, Planning Staff provides the public land use information, reviewing and processing project development plans, and working with neighbors and stakeholders to gain input and revise plans and notifying citizens and organizations about projects. Planning Staff also works with businesses and the Chamber of Commerce, helping navigate the process to open a new business or expand an existing business. Planners assist homeowners, developers, businesses and community members to collaborate and find solutions. Planners apply other regulations to help preserve Moraga's aesthetic qualities and work with other departments and agencies to make sure new developments will be safe, address community needs like parks and infrastructure, and include things such as pedestrian and bicycle 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. Its zoning regulations and design guidelines are designed to preserve these attributes and values.

ACCOMPLISHMENTS FOR FY 2018-19

The Planning Department was staffed with four full-time positions during the 2018-19 fiscal year, leaving the fifth position unfilled. Savings from the unfilled position funded the GIS project described below as well as two part-time interns who assisted the department with various planning and related tasks. The interns included a Saint Mary's college student, fulfilling a Town goal of fostering outreach with the Saint Mary's community. Within these staffing levels, the Department continued to make progress on a number of key projects, and to process a high volume of large and small planning applications. Key accomplishments include:

- Completed review of the 126-unit Bollinger Valley subdivision and brought the project to the Planning Commission and Town Council for consideration in October and November 2018.
- Developed a cost estimate and proposed timing to prepare a General Plan Amendment and Rezone of the Bollinger Canyon Special Study Area. Funding from the one-time funds received for the Temporary Canyon Road Bridge project reimbursement was assigned to initiate this project in FY 2019/20.

- Completed and adopted an ordinance amending several sections of the Moraga Municipal Code to regulate the sale of firearms throughout the Town. The amendments establish new regulations for the permitting of firearms dealers that include a revocable licensing process to be administered through the Police Department.
- Executed a three-year contract with PlaceWorks to create and maintain an online Geographic Information System (GIS) for the Town. The online interactive GIS map will provide a quick reference for property related information, such as parcel size, zoning and easements.
- Prepared and submitted the Measure J Compliance Checklist for 2016 - 2017 to the Contra Costa Transportation Authority, in order to receive allocation of Local Street Maintenance and Improvement funds for Fiscal Years 2017/18 and 2018/19.
- Prepared the Master Funding Agreement and related documents for approval by the Metropolitan Transportation Commission to fund the Moraga Center Specific Plan (MCSP) Implementation Project. Prepared the application materials and charter for a MCSP Implementation Project Citizens Advisory Committee.
- Began the process of drafting revisions to the Town's current commercial zoning regulations to simplify the commercial land use regulations and approval processes for new businesses wishing to open in Moraga.
- Updated the Town Council regarding progress on the goals and strategies of the Town's Climate Action Plan and received approval to pursue installation of public electric vehicle charging stations and water bottle refilling stations and undertake various energy- efficiency lighting and HVAC system upgrades at Town properties.
- Prepared an urgency ordinance and a standard ordinance amending various sections of Moraga Municipal Code Chapter 8.144 to add general development standards, procedures and aesthetic criteria for small cell wireless facilities. The new procedures, standards and aesthetic criteria were designed to regulate small cell sites in a manner that adheres to the limitations of the Carr Order while still protecting the aesthetic character of the Town to the extent allowed.
- Continued processing the Hetfield Estates Subdivision per Town Council approval of a one-year extension of the Vesting Tentative Map, General Development Plan, Conditional Use Permit and Hillside Development Permit for the project, a seven-lot single-family residential project on a 58.2-acre property.
- Continued processing an application seeking amendments to the vesting tentative map and hillside development permit conditions of approval, revisions to grading design, design review for ten homes and consideration of design guideline exceptions for the ten-lot Los Encinos subdivision. The Planning Commission approved the project on June 3, 2019.
- Worked on the application materials and environmental documents for the proposed Camino Pablo Estates Subdivision 13-lot residential subdivision.
- Adopted policies and procedures for approval of temporary wall and banner signs on Town-owned property.
- Prepared the the Contra Costa County Hazard Mitigation Plan Volume 1 – Planning Area-Wide Elements and Volume 2 – Planning Partner Annexes, Chapter 9 – Town of Moraga, as the Town's LHMP for Town Council adoption. The Town is required to adopt an LHMP to qualify for federal funding for disaster mitigation activities.
- Implemented the Saint Mary's College Campus Master Plan, including approval of the McKeon Pavilion structural renovation, campus brew pub, and several minor infrastructure projects.

- Reviewed and approved new businesses, including the La Finestra restaurant, I-Tea restaurant, Bay Area Ballplayers indoor sports training facility, and the Baagan restaurant. Continued post-approval development assistance of various businesses, including the Canyon Club Brewery, Chase Bank, and the Taco Bell remodel.
- Processed and approved approximately 40 administrative design review applications for residential projects throughout the Town.

Goals for FY 2019-20

- Complete the Moraga Center Specific Plan Implementation Project, including the adoption of zoning provisions and development standards for the Moraga Center. This would complete a project that commenced in 2008 as a way to revitalize the Moraga Center Priority Development Area and provide housing consistent with State goals and mandates.
- Begin preparation of a General Plan Amendment and Rezone of the Bollinger Canyon Special Study Area. Utilize a formal request for proposal process for selection of an environmental consultant to prepare the required Environmental Impact Report for the project.
- Continue processing major development applications, including environmental documents, for Hetfield Estates, Los Encinos, Camino Pablo Estates, and Indian Valley residential subdivision projects.
- Utilizing State SB 2 grant funds, update and streamline the planning review process in Moraga Municipal Code Chapter 8 in response to recent State adop housing legislation.
- Work with academic and athletic faculty and staff of Saint Mary's College on continued implementation of the Saint Mary's College Master Plan, including review and approval of specific development projects on the campus, consistent with the plan.
- Work with the property owners of the Rheem Valley Shopping Center on facility upgrades and improvements, including a revised master sign program.
- Initiate review and update of the Design Guidelines to ensure they provide appropriate parameters for new development in Moraga.
- Work with the business community and prepare ordinance revisions for Planning Commission and Town Council consideration on the changes to the commercial zoning ordinance in an effort to make Moraga more receptive to business investment and streamline the development review process.
- Complete implementation of the Town's GIS system, including data layers and updates for all Town departments.
- Adopt a comprehensive update to Moraga Municipal Code Chapter 8.144 – Wireless Facilities, for consistency with all applicable federal and state wireless laws and regulations, consistent with the Carr Order for small cell wireless facilities.
- Continue the post-approval monitoring and condition of approval compliance for major development projects throughout the Town, including the Bella Vista and City Ventures subdivision projects.
- Continue the code enforcement process, as applicable, to address code compliance issues throughout the Town that present issues related to nuisance, health and safety inconsistent with the Moraga Municipal Code.
- Continue to process administrative and ministerial applications, including Administrative Design Review, Tree Removal Permits, Minor Permitted and Conditional Use Permits, and Building Permits.

REVENUE
Planning

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
DEPT 910: PLANNING								
101-910-360-99	General/Specific Plan Fees	-	-	-	-	-	-	-
101-910-370-01	Planning Fees	65,604	53,932	295,510	70,000	70,000	-	0%
101-910-370-02	Planning Staff Time	202,505	176,854	128,149	205,000	226,000	21,000	10%
101-910-370-10	Building Permit Surcharge	267,515	244,570	388,420	340,000	275,000	(65,000)	-19%
101-910-370-42	Sale of Documents - Planning	-	-	-	-	-	-	-
101-910-380-16	Other Revenue - Planning	90	1,053	139	1,000	1,000	-	0%
	TOTAL REVENUES	**535,714**	**476,409**	**812,217**	**616,000**	**572,000**	**(44,000)**	**-7%**

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	535,714	476,409	812,217	616,000	572,000
210-000-099-01	Fund 210: Measure J	95,336	58,686	14,456	95,000	100,000
750-000-099-01	Fund 750: Asset Replacement	-	-	-	-	-
	TOTAL SOURCES	**631,050**	**535,095**	**826,673**	**711,000**	**672,000**

Department:
910 Planning

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-910-001-01	Salaries - Regular	427,380	485,345	433,453	523,523	495,262	(28,261)	-5%
101-910-001-04	Salaries - Temporary	1,163	-	-	-	-	-	-
101-910-001-06	Salaries - Overtime	694	568	296	500	500	-	0%
101-910-002-01	Retirement - PERS	29,063	29,049	23,488	29,627	29,984	357	1%
101-910-002-03	Retirement - ICMA / In Lieu	-	-	-	-	-	-	-
101-910-003-01	Health Insurance	31,275	31,231	27,458	54,819	37,422	(17,397)	-32%
101-910-003-02	Dental Insurance	4,734	4,501	3,614	7,221	5,361	(1,860)	-26%
101-910-003-07	Vision Insurance	812	764	629	1,122	919	(203)	-18%
101-910-003-03	Life Insurance	1,169	1,124	832	960	1,536	576	60%
101-910-003-04	Workers' Compensation	13,935	16,206	19,613	22,699	20,034	(2,665)	-12%
101-910-003-05	Disability Insurance	3,530	3,993	2,204	4,388	4,266	(122)	-3%
101-910-004-01	Social Security - FICA	-	-	-	-	-	-	-
101-910-004-02	Medicare	6,281	6,735	6,530	7,479	7,034	(445)	-6%
101-910-005-01	Auto Allowance	5,769	6,000	4,385	6,000	6,000	-	0%
101-910-005-04	Cell Phone Allowance	577	600	439	600	600	-	0%
101-910-007-01	Employee Assistance Program	232	204	192	240	240	-	0%
	TOTAL PERSONNEL COSTS	**526,614**	**586,319**	**523,131**	**659,178**	**609,158**	**(50,020)**	**-8%**

Department:
910 Planning

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
SERVICES & SUPPLIES								
101-910-021-01	Communications	406	409	419	500	500	-	0%
101-910-022-01	Supplies and Materials	6,289	4,931	6,864	6,000	6,000	-	0%
101-910-026-01	Contract Services	(429)	76,322	(7,226)	55,500	28,500	(27,000)	-49%
101-910-026-21	Moraga Center Specific Plan	-	24,919	12,313	-	-	-	-
101-910-030-03	Postage	1,608	2,185	(547)	1,500	1,500	-	0%
101-910-031-04	Copier Costs	3,570	8,617	6,953	9,830	7,000	(2,830)	-29%
101-910-033-01	Mileage Reimbursement	830	1,318	936	750	750	-	0%
101-910-038-01	Advertising/Legal	4,286	1,218	3,892	4,000	2,000	(2,000)	-50%
101-910-040-01	Memberships & Dues	1,174	745	815	1,500	800	(700)	-47%
101-910-041-01	Travel/Conf/Meetings/Training	5,133	3,882	4,238	4,500	6,400	1,900	42%
101-910-053-11	Credit Card Processing Fees	1,207	2,551	1,359	2,000	2,500	500	25%
101-910-060-01	Capital Outlay (Non-Capitalized)	-	-	1,508	-	-	-	-
	TOTAL SERVICES & SUPPLIES	**24,074**	**127,097**	**31,523**	**86,080**	**55,950**	**(30,130)**	**-35%**
	TOTAL OPERATING EXPENSE	**550,688**	**713,416**	**554,654**	**745,258**	**665,108**	**(80,150)**	**-11%**

Source Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	455,352	713,416	554,654	650,258	565,108
210-000-099-01	Fund 210: Measure J	95,336	-	-	95,000	100,000
	TOTAL SOURCES	**550,688**	**713,416**	**554,654**	**745,258**	**665,108**

Personnel Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Planning Director	1.00	1.00	1.00	1.00	1.00
	Senior Planner	-	1.00	1.00	1.00	1.00
	Senior Planner/Econ Dev Coord	1.00	-	-	-	-
	Asst./Assoc. Planner	2.00	2.00	2.00	2.00	1.50
	Administrative Assistant	1.00	1.00	1.00	1.00	1.00
	TOTAL PERSONNEL	**5.00**	**5.00**	**5.00**	**5.00**	**4.50**

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.

Department:
999 Non-Departmental

Account	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20	$ Change	% Change
PERSONNEL								
101-999-001-99	One Time Vacation Accrual Conversion	-	-	34,920	-	-	-	-
101-999-002-09	Unfunded Liability - PERS Misc	81,378	102,817	126,123	167,143	210,919	43,776	26%
101-999-002-10	Unfunded Liability - PERS Safety	71,024	89,479	108,843	141,795	178,282	36,487	26%
101-999-002-19	Unfunded Liability - PERS PEPRA Misc	-	-	1,004	1,964	2,121	157	8%
101-999-002-20	Unfunded Liability - PERS PEPRA Safety	-	-	1,062	1,291	1,631	340	26%
101-999-003-06	Unemployment Claims	8,260	7,500	178	7,500	-	(7,500)	-100%
	TOTAL PERSONNEL COSTS	**160,662**	**199,796**	**272,130**	**319,693**	**392,953**	**73,260**	**23%**
SERVICES & SUPPLIES								
101-999-039-01	Insurance - Liability	114,899	134,550	147,018	177,907	199,089	21,182	12%
101-999-039-02	Insurance - Vehicles	791	1,050	1,112	1,088	1,197	109	10%
101-999-039-03	Insurance - Property	10,481	13,200	10,334	11,825	13,008	1,183	10%
101-999-039-04	Insurance - Employee Bond	425	700	440	440	484	44	10%
101-999-039-05	Insurance - ERMA	7,666	13,200	10,524	11,479	12,627	1,148	10%
101-999-039-13	Claims Paid / Deductible Reserve	1,137	25,000	49,411	45,000	45,000	-	0%
101-999-041-01	Townwide Training	8,248	9,000	5,824	5,500	5,500	-	0%
	TOTAL SERVICES & SUPPLIES	**143,647**	**196,700**	**224,663**	**253,239**	**276,904**	**23,665**	**9%**
	TOTAL OPERATING EXPENSE	**304,309**	**396,496**	**496,793**	**572,932**	**669,857**	**96,925**	**17%**

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 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	Fund 101: General Purpose Fund	304,309	396,496	496,793	572,932	669,857
	TOTAL SOURCES	**304,309**	**396,496**	**496,793**	**572,932**	**669,857**

Personnel Summary		Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adjusted FY 2018-19	Adopted FY 2019-20
	N/A	-	-	-	-	-
	TOTAL PERSONNEL	**-**	**-**	**-**	**-**	**-**

Other Funds

On the way to Carr Ranch Trail Loop

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OTHER FUNDS

Other funds are established to track fees received for specific activities. Money in these accounts can only be spent on specific programs. Generally, special or restricted funds cannot be spent for general purpose items unless there is a specific cost reimbursement or administrative fee associated with a project or program. For example, Citizens Option for Public Safety (COPS), Proposition 172 Public Safety Sales Tax and Traffic Safety (vehicle code fines) revenue is used to fund some of the activities of the Moraga Police Department. Similarly, Gas Tax, Measure J and National Pollutant Discharge Elimination System (NPDES) funds support the Public Works Department's implementation of the Town's storm drain program, crosswalks, and street maintenance. The FY 2019/20 Operating Budget projects revenues of $1,413,796, from eight (8) sources of funding (including the one-time transfer of $350,000 from Palos Colorados for anticipated litigation costs). Without these funding sources, the Town would need to rely on General Fund reserves to maintain daily operations. A summary of FY 2019/20 changes in funding follows.

Palos Colorados Fund

The Palos Colorados Fund (Fund 100) includes an expense of $350,000 transfer out to the General Fund (Fund 101) for litigation expenses related to the Hillside and Ridgeline ordinance and Bollinger Valley litigations. No revenue is projected in FY 2019/20; however, a reimbursement payment of $1 million related to the Canyon Road temporary bridge is expected to be received prior to June 30, 2019 and is reflected in the FY 2019/20 beginning fund balance.

Citizens Option for Public Safety

COPS / SLESF fund (Fund 103) expenditures include $140,000 to offset patrol costs and a one-time $30,000 capital expenditure to purchase a vehicle. Revenue is projected to be $100,800 with a beginning fund balance of $78,486

Gas Tax

Fund (Fund 205) revenue is expected to amount to $731,764. This is the second full year of receiving SB1 funds, which are dedicated to address deferred maintenance on the local streets and are being transferred out to Fund 711 to support the Town's Pavement Management Program. These funds are included in the Capital Improvement Program budget.

Lighting Assessment District

FY 2019/20 projected revenues totals $245,575. Projected operating expenditures total $211,350 for utilities, repairs, engineering consulting services, maintenance of the Town's existing streetlights and traffic signals, and administrative costs associated with the assessment.

Pavement Management Fund

The Pavement Management Fund (Fund 711) is funded by multiple sources including: $1,971,000 from Measure K; $279,245 from Gas Tax (Fund 205); and, $633,216 from the Garbage Vehicle Impact Fee. Measure K was approved by the voters in 2012 and is the single largest revenue source for this fund. Measure K is projected to increase by 8.3% this fiscal year. Approximately $600,000 is scheduled for debt service and the remaining funds are allocated for maintenance and improvements to the Town's streets and roads.

NPDES

The $280,000 in National Pollutant Discharge Elimination System revenue is transferred to Fund 780 for Storm Drain Maintenance. FY 2019/20 revenue projection is $65,000 higher than last year's projected revenue of $215,000.

Asset Replacement

$233,000 is projected to be available for asset replacement based on the one-time reimbursement for the Canyon Road temporary bridge project in FY 2018/19. FY 2019/20 projects include: $36,000 for an ADA compliant pathway at the Hacienda, $75,000 for the Rancho Laguna Sewer System Replacement, $22,000 for the Commons Park Parking Lot Resurfacing, $31,000 for Technology Infrastructure, and $28,000 for a restoration of the Moraga Library roof.

Other Funds Summary

The table below outlines revenues, expenses and ending fund balance for all Other Funds. The expenses include $1,413,796 of transfers out to the General Fund and funding of capital improvements.

Fund #	Fund Description	Revenue	Expense	Ending Fund Balance
100	Developer Fee Fund (Palos)	$1,000,000	$350,000	$2,415,967
103	COPS / SLESF - Public Safety	$100,800	$170,000	$9,286
109	Public Safety Sales Tax (Prop 172)	$74,900	$74,900	($9,608)
140	Property Tax Lighting Special District	$163,296	$43,134	$726,325
205	Gas Tax	$731,764	$712,141	$21,254
210	Measure J - Return to Source, 18%	$377,368	$354,000	$336,978
211	Measure J - Program 28c	$18,330	$0	$16,695
230	Traffic Safety Fund	$37,675	$30,000	$32,878
250	Park Quimby Fees	$2,200	$38,000	$211,308
260	Asset Forfeiture	$50	$0	$10,324
500	Lighting Assessment District	$245,575	$211,350	$298,930
510	NPDES	$285,602	$280,000	$8,254
701	2010 COP	$115,869	$115,519	121,258
702	2013 COP	$596,650	$596,650	$321,772
711	Pavement Management Program	$2,890,961	$4,000,650	$24,333
715	Comcast Grant Unrestricted	$0	$0	$15,453
716	Comcast PEG Restricted	$35,500	$27,000	$322,858
720	Public Safety Impact Fees	$200	$0	$75,133
740	Community Facilities/Open Space	$0	$0	$0
750	Asset Replacement	$0	$233,000	$5,924
760	Local Transportation Impact Fees	$100	$0	$31,138
770	Storm Drain Impact Fees	$1,200	$0	$450,263
780	General Govt Facilities Impact Fees	$150	$56,000	$236,735
790	Park Impact Fees	$0	$0	$76,492
799	Lamorinda Fee and Financing Authority	$0	$0	$268,931
TOTAL		**$5,678,190**	**$7,292,344**	**$6,028,882**

GENERAL OBLIGATION

Fund 101 - General 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 Fund revenue include property tax, sales tax, franchise fees, and parks and recreation fees and expenses include general government, police, public works, planning, salaries and insurance. This fund is the heartbeat of the Town; a healthy General Fund is essential to providing quality Town services and programs.

Fund 100 – One Time Developer Fees (Palos Colorados Settlement Funds)

This is a general obligation fund. 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 an accelerated payment of the CalPERS unfunded liability, promissory note due on the purchase of the 335 (formerly 331) Rheem Boulevard property, All Access Playground, and loans to fund the Rheem Sinkhole repairs and Canyon Road temporary bridge, and various capital improvement projects.

SPECIAL/RESTRICTED FUNDS

The Town also receives a variety of other funding sources that help support the Town's operations and fund various capital projects and programs. Some are ongoing, 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 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.

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 is set to expire 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 250 – Quimby Act Funds

The Quimby Act authorizes the Town to require the dedication of land or impose fees for park or recreational purposes. Revenue collected can be used only for the purposes of developing or rehabilitating neighborhood or community park or recreational facilities.

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
This is 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.

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. Storm water utility assessment revenues can only be spent on the NPDES program activities and storm drain system maintenance. Replacement of failing storm drain system is a maintenance activity if the replacement facility is equal in capacity and a comparable type of facility, i.e., pipe storm drain is replaced by another pipe storm drain. These funds can only be used to address clean water activities.

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. Payments are scheduled through October 2029.

Fund 702 – 2013 COP / Infrastructure Improvements

In August 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 711 – Pavement Management Program

This fund was established to account for all capital activities related to the rehabilitation of the Town's streets. The Town's Pavement Management Program is funded by multiple sources, including Fund 205 – Gas Tax, Fund 210 – Measure J, and Garbage vehicle impact fees. The largest source of funding is from Measure K which is deposited directly into Fund 711 per Town Council Resolution No. 98-2015.

Funds 715 & 716 – Cable Franchise Fees

In 2006 the California Legislature adopted DIVCA to establish a state video franchising regime that gave California Public Utilities Commission authority to issue state video franchises. The Town has two funds, Fund 715 - Comcast Fee and Fund 716 - Comcast Public, Education, and Governmental Access Channel ("PEG"), both funds do have limitations on how the Town may use these monies. Generally, Comcast 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 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 720, 760, 770, 780, and 790)

The Town of Moraga Impact Fee Program—set forth in the Municipal Code Title 17—provides for the imposition of impact fees on development projects for the purpose of mitigating the impact that development projects have on the Town's ability to provide public facilities. Specifically, the fees defray all or a portion of the cost of public facilities needed to serve new development.

The Town of Moraga currently imposes five local development impact fees, as follows:

> Fund 780 - General Government Fee – Funds enhancements to or the purchase of new general government facilities, vehicles or equipment.
>
> Fund 720 - Public Safety Fee – Funds enhancements to or the purchase of new public safety facilities, vehicles or equipment.
>
> Fund 760 - Traffic Impact Fee (Fund 760) – Funds the construction and implementation of improvements to the Town's circulation system sufficient to accommodate the traffic volumes generated by new development and to preserve acceptable levels of service throughout Town.
>
> Fund 790 - Park Development Impact Fee – Funds the construction and implementation of improvements to the Town's park facilities.
>
> Fund 770 - Storm Drainage Fee – Funds the construction and implementation of improvements to the Town's storm drainage system, such as improvement of drainage facilities, including pipes and culverts.

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.

FUND BALANCE SUMMARY

FUND	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
GENERAL GOVERNMENTAL FUNDS						
Fund 100 [1]	**One-Time Developer Fees** (Palos Colorados)	3,193,821	2,615,013	1,912,601	2,765,967	2,415,967
Fund 101	**General Fund**					
	Nonspendable	327	330	3,051	-	-
	Restricted					
	Committed					
	Assigned		2,077,066	212,668	620,000	
	Unassigned	4,116,870	2,308,946	3,375,320	4,360,739	4,713,417
	Total - General Governmental Funds:	7,311,018	7,001,355	5,503,640	7,746,706	7,129,384
OTHER GOVERNMENTAL FUNDS						
Fund 103	**COPS / SLESF Fund**	120,195	107,280	107,280	78,486	9,286
Fund 109	**Public Safety Sales Tax (Prop 172)**	(9,638)	(9,638)	(9,638)	(9,608)	(9,608)
Fund 134	**Art in Public Spaces**	4,916	4,296	4,296	0	0
Fund 140	**Lighting Special District**	515,929	415,404	415,404	606,163	726,325
Fund 205	**Gas Tax**	26,229	42,208	42,208	1,631	21,254
Fund 210	**Measure J - Return to Source, 18%**	587,489	581,962	581,962	313,610	336,978
Fund 211	**Measure J - Program 28c**	87,532	81,906	81,906	(1,635)	16,695
Fund 230	**Traffic Safety (Vehicle Code Fines)**	(3,723)	(3,554)	(3,554)	25,203	32,878
Fund 250	**Park Dedication (fee in lieu/Quimby Act)**	201,151	192,515	192,515	247,108	211,308
Fund 260	**Asset Forfeiture**	10,098	10,151	10,151	10,274	10,324
Fund 500	**Lighting Assessment District**	355,338	287,447	287,447	264,705	298,930
Fund 510	**NPDES**	73,480	(12,786)	(12,786)	2,652	8,254
	Total - Other Governmental Funds:	1,968,996	1,697,190	1,697,190	1,538,590	1,662,625
CAPITAL PROJECTS FUNDS						
Fund 700	**Capital Projects (Grants/Reimbursements)**	n/a	n/a	n/a	n/a	n/a
Fund 701	**2010 COP - Town Hall Improvements**	127,325	121,892	121,892	120,908	121,258
Fund 702	**2013 COP - Infrastructure Improvements**	1,621,683	321,772	321,772	321,772	321,772
Fund 711	**Pavement Management Program**	1,653,703	1,916,268	668,000	1,134,022	24,333
Fund 715	**Comcast Grant Unrestricted**	15,453	15,453	15,453	15,453	15,453
Fund 716	**Comcast PEG Restricted**	243,358	279,723	279,723	314,358	322,858
Fund 750	**Asset Replacement**	64,557	24,720	24,720	238,924	5,924
Fund 720	**Public Safety Impact Fees**	40,226	110,127	110,127	74,933	75,133
Fund 740	**Community Facilities/Open Space**	8,550	7,550	7,550	-	-
Fund 760	**Local Transportation Impact Fees**	29,945	30,716	30,716	31,038	31,138
Fund 770	**Storm Drain Impact Fees**	373,300	382,934	382,934	449,063	450,263
Fund 780	**General Govt Facilities Impact Fees**	244,760	394,410	394,410	292,585	236,735
Fund 790	**Park Impact Fees**	71,328	39,561	39,561	76,492	76,492
Fund 799	**Lamorinda Fee and Financing Authority**	212,390	308,772	308,772	268,931	268,931
	Total - Capital Project Funds:	4,706,578	3,953,900	2,705,631	3,338,480	1,950,291
FIDUCIARY FUNDS (Cash On Hands) [2]						
Fund 405	**Special Gifts & Donations**	21,519	24,430	24,430	29,294	33,344
Fund 410	**Skatepark Maintenance**	23,465	23,554	23,554	23,031	21,449
Fund 415	**Holiday Events**				13,240	27,271
Fund 420	**Park Facility Deposits**	33,787	38,858	51,266	41,249	41,157
Fund 430	**Planning Deposits**	287,127	174,952	147,273	51,993	21,135
Fund 440	**Public Works Performance Bonds**	823,828	768,074	746,990	701,480	806,688
Fund 600	**Moraga Youth Involvement Committee**	5,431	7,149	6,140	6,927	6,007
	Total - Deposits in Trust	1,195,157	1,037,017	999,652	867,213	957,051

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

(2) Fiduciary funds estimated cash on hands for FY 2018-19 as of February 28, 2019.

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FUND TRANSFERS SUMMARY
FISCAL YEAR 2019-2020 BUDGET

Transfer From:		Transfer To:							
		100	101	500	700	711	701	702	
Fund #	Fund Description	Developer Fee Fund (Palos)	General Purpose Fund	Lighting Assessment District	Construction in Progress	Pavement Management Program	210 COP - Town Hall Improvements	2013 COP - Infrastructure Improvements	**TOTAL**
100	Developer Fee Fund (Palos)		350,000.00						**350,000.00**
101	General Purpose Fund					633,216.00	115,519.00		**748,735.00**
103	COPS / SLESF - Public Safety		140,000.00		30,000.00				**170,000.00**
109	Public Safety Sales Tax (Prop 172)		74,900.00						**74,900.00**
140	Property Tax Lighting Special District			43,134.00					**43,134.00**
205	Gas Tax		432,896.00			279,245.00			**712,141.00**
210	Measure J - Return to Source, 18%		110,000.00		244,000.00				**354,000.00**
211	Measure J - Program 28c								**-**
230	Traffic Sfaety Fund (Veh. Code Violations)		20,000.00		10,000.00				**30,000.00**
250	Park Dedication (Fee In Lieu/Quimby Act)				38,000.00				**38,000.00**
500	Lighting Assessment District		6,000.00						**6,000.00**
510	NPDES		280,000.00						**280,000.00**
711	Pavement Management Program				1,427,000.00			596,850.00	**2,023,850.00**
715	Comcast Grant Unrestricted								**-**
716	Comcast PEG Restricted				27,000.00				**27,000.00**
740	Community Facilities/Open Space								**-**
750	Asset Replacement				233,000.00				**233,000.00**
720	Public Safety Impact Fees								**-**
760	Local Transportation Impact Fees								**-**
770	Storm Drain Impact Fees								**-**
780	General Govt Facilities Impact Fees				56,000.00				**56,000.00**
790	Park Impact Fees								**-**
799	Lamorinda Fee and Financing Authority								**-**
	TOTAL	**-**	**1,413,796.00**	**43,134.00**	**2,065,000.00**	**912,461.00**	**115,519.00**	**596,850.00**	**5,146,760.00**

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TYPE: OTHER FUNDS

FUND: 100 ONE TIME DEVELOPER FEES

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
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 700 - CAPITAL PROJECTS					
	Hacienda de las Flores Improvement Program	-	4,873		34,987	-
	15-305 Community Priorities/Survey, Hacienda de las Flores	26,408				-
	14-304 Commons Park Improvement Program	-				-
	14-603 Hillsides and Ridgelines Regulations	161,730	105,126	58,169		-
	14-301 Hacienda Bldg ADA Accessibility to Upper Floors	2,050			37,950	-
	15-304 Commons Park ADA Pathway	1,507				-
	15-301 Library Restroom Remodel/ADA	226,191				-
	Pavilion Turf Improvements	-				-
	Hacienda - Public-Private Partnerships	138,350	6,503			-
	Reimbursement from Excess Property Tax (Reso #67-2015)	-				-
	Commons Park Master Plan Update	1,962	64,627	992	19,419	-
	Commons Park Sand Volleyball Court Renovation	149,155	14,041			-
	Municipal Parking Lots & Pathways Resurfacing	35,055				-
	Moraga Library HVAC System Replacement	285,041				-
	Art in Public Spaces		704	18	4,279	-
	Sinkhole Repair on Rheem Blvd at Center St [(3) (4)]		235,269	(235,269)		-
	Canyon Road Bridge Emergency [(4)]		147,665	852,335		
	All Access Playground		-	26,167		
	Fund 100 - General Fund - Legal Services					
	Litigation for Hillside and Ridgeline Ordinance, Bollinger Valley and EBMUD(6)				50,000	350,000
	TOTAL Expenses	**1,027,449**	**578,808**	**702,412**	**146,634**	**350,000**
	Change in Fund Balance	1,222,551	(578,808)	(702,412)	(146,634)	(350,000)
Adjustment to Fund balance [(5)]						
	FHWA Expected Reimbursement - CIP 17-701 Canyon Bridge Emergency				1,000,000	
	Beginning Fund Balance	1,971,270	3,193,821	2,615,013	1,912,601	2,765,967
	Ending (Unassigned) Fund Balance	**3,193,821**	**2,615,013**	**1,912,601**	**2,765,967**	**2,415,967**

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

4 This allocation is categorised as Assigned Balance in FY2016-17

5 Adjustments for non-spendable, committed and assigned fund balances, including use of Fund Balance for prior year approved capital projectss

6 Counil Direction on June 13, 2018 and June 12, 2019

TYPE: **OTHER FUNDS**

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

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE:						
103-610-360-18	COPS GRANT	114,618	129,324	139,416	100,000	100,000
103-610-350-01	INTEREST EARNINGS	483	778	990	800	800
	TOTAL REVENUE	**115,101**	**130,102**	**140,407**	**100,800**	**100,800**
EXPENDITURES:						
	TRANSFERS OUT TO:					
103-000-099-01	Fund 101 - GENERAL FUND					
	Police Patrol - offset patrol costs	100,000	103,300	105,000	102,500	140,000
	Police Patrol - one-time offset for capital outlay	3,174				
	Fund 700 - CAPITAL PROJECTS					
	14-501 Vehicle & Operating Equip Replacement Prog	20,283	39,717	30,000	30,000	30,000
	TOTAL Expenses	**123,457**	**143,017**	**135,000**	**135,000**	**170,000**
	Change in Fund Balance	(8,356)	(12,915)	5,407	(34,200)	(69,200)
	Beginning Fund Balance	128,551	120,195	107,280	112,686	78,486
	Ending Fund balance	**120,195**	**107,280**	**112,686**	**78,486**	**9,286**

TYPE: OTHER FUNDS

FUND: 109 PUBLIC SAFETY SALES TAX (PROP 172)

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
109-510-320-02	SALES TAX - PUBLIC SAFETY	63,037	65,892	69,107	70,400	74,900
109-510-350-01	INTEREST REVENUE	16	-	-	30	
	TOTAL Revenue	**63,053**	**65,892**	**69,107**	**70,430**	**74,900**
EXPENDITURES:						
	TRANSFERS OUT TO:					
109-000-099-01	Fund 101 - GENERAL FUND					
	Police Patrol	82,970	65,892	69,107	70,400	74,900
	Capital Outlay (Non-Capitalized)		-		-	-
	TOTAL Expenses	**82,970**	**65,892**	**69,107**	**70,400**	**74,900**
	Change in Fund Balance	(19,918)	-	-	30	-
	Beginning Fund Balance	10,280	(9,638)	(9,638)	(9,638)	(9,608)
	Ending Fund Balance	**(9,638)**	**(9,638)**	**(9,638)**	**(9,608)**	**(9,608)**

TYPE: **OTHER FUNDS**

FUND: **134 ART IN PUBLIC SPACES**

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
134-810-360-01	ART IN PUBLIC SPACES	-	-	-		
	TRANSFERS IN FROM					
134-000-393-01	FUND 100 - ONE TIME DEVELOPER FEES	5,000	-	18	-	-
	TOTAL Revenue	**5,000**	**-**	**18**	**-**	**-**
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		620	18	4,296	
	Subtotal	-	620	18	4,296	-
	TOTAL Expenses	**84**	**620**	**18**	**4,296**	**-**
	Change in Fund Balance	4,916	(620)	-	(4,296)	-
	Beginning Fund Balance	-	4,916	4,296	4,296	0
	Ending Fund Balance	**4,916**	**4,296**	**4,296**	**0**	**0**

TYPE: OTHER FUNDS

FUND: 140 PROPERTY TAX LIGHTING SPECIAL DISTRICT

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
140-510-390-01	Property Tax - Lighting 4285	148,615	158,482	154,174	157,666	162,396
140-510-350-01	INTEREST REVENUE	1,522	3,062	3,486	900	900
	TOTAL Revenue	**150,138**	**161,544**	**157,660**	**158,566**	**163,296**
EXPENDITURES:						
	TRANSFERS OUT TO:					
140-000-099-01	Fund 500 - LIGHTING ASSESSMENT					
	General Benefit	-	48,286	24,143	24,143	24,143
	In lieu Public Agency Contingency	-	1,508	754	754	754
	In lieu Town Contribution	-	174	87	87	87
	General Benefit Street Light Master Plan - CIP	-	-	-	-	-
	General Benefit Maint. of Traffic Signals	-	36,300	18,150	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	-	175,801	39,199	-	-
	TOTAL Expenses	**-**	**262,069**	**82,333**	**43,134**	**43,134**
	Change in Fund Balance	150,138	(100,526)	75,327	115,432	120,162
	Beginning Fund Balance	365,792	515,929	415,404	490,730	606,163
	Ending Fund Balance	**515,929**	**415,404**	**490,730**	**606,163**	**726,325**

TYPE: **OTHER FUNDS**

FUND: **205 GAS TAX** 359,979 318,993

ACCOUNT CODE	**DESCRIPTION**	**ACTUAL FY 2015-16**	**ACTUAL FY 2016-17**	**ACTUAL FY 2017-18**	**ADJUSTED FY 2018-19**	**ADOPTED FY 2019-20**
REVENUE						
205-710-360-03	Gas Tax Section 2103	84,585	44,074	64,941	63,820	146,340
205-710-360-05	Gas Tax Section 2105	92,448	92,785	90,495	97,577	94,363
205-710-360-06	Gas Tax Section 2106	62,565	64,497	63,969	66,134	65,409
205-710-360-07	Gas Tax Section 2107	120,380	117,637	106,354	121,130	123,246
205-710-360-08	Gas Tax Section 2107.5	4,000	4,000	4,000	4,000	4,000
205-710-360-01	Gas Tax Govt Code Section 16321	-	-		18,958	**19,161**
205-710-360-02	Gas Tax Section 2030 Rd Maint & Rehab	-	-	92,747	279,023	**279,245**
205-710-350-01	Interest Earnings	1,117	320	765	500	
205-000-393-01	TRANSFERS IN					
	TOTAL Revenue	**365,096**	**323,313**	**423,270**	**651,142**	**731,764**

TYPE: **OTHER FUNDS**

FUND: **205 GAS TAX** 359,979 318,993

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
EXPENDITURES:						
	TRANSFERS OUT TO:					
205-000-099-01	Fund 101 - GENERAL FUND					
	Street Maintenance	270,883	304,650	362,689	380,000	432,896
205-000-099-01	Fund 700 - CAPITAL PROJECTS					
	ADA Compliance (Streets)	2,434	2,685			
	Crosswalks - Corliss & Woodford					
	Minor Corrugated Metal Pipe Repair					
	Sinkhole Repair on Rheem Blvd at Center St	245,985				
205-000-099-01	Fund 711 - STREET PAVEMENT PROGRAM					
	Fund 100 - General Fund - Legal Services					
	Litagation for Hillside and Ridgeline Ordinence (6)					
	Annual Pavement Program	50,000		-	372,300	**279,245**
	TOTAL Expenses	**569,302**	**307,335**	**362,689**	**752,300**	**712,141**
	Change in Fund Balance	(204,206)	15,978	60,581	(101,158)	19,623
	Beginning Fund Balance	230,435	26,229	42,208	102,789	1,631
	Ending Fund Balance	**26,229**	**42,208**	**102,789**	**1,631**	**21,254**

TYPE: OTHER FUNDS

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

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
210-910-320-03	MEASURE J	328,807	353,840	358,770	353,652	374,368
210-910-350-01	INTEREST EARNINGS	3,430	4,448	6,006	3,000	3,000
210-000-393-01	TRANSFERS IN					
	TOTAL Revenue	**332,237**	**358,287**	**364,776**	**341,500**	**377,368**
EXPENDITURES:						
	TRANSFERS OUT TO:					
210-000-099-01	Fund 101 - GENERAL FUND					
	Lamorinda Spirit Van	9,000	-		-	-
	Growth Mgmt/Transportation Planning	126,044	42,545	14,456	95,000	100,000
	Street Maintenance, Admin				10,000	10,000
	Transportation Engineering/Grants	31,833	21,016			
210-000-099-01	Fund 700 - CAPITAL PROJECTS					
	RECON - Street Repair Program Dev					
	08-101 ADA Compliance Streets Program (On-going)				27,732	10,000
	Livable Moraga Road	44,498	1,502		22,937	
	ADA Self-Evaluation & Transition Plan	202	7,869		21,929	
	14-101 Canyon Bridge Replacement	431	413	22,647	376,925	194,000
	14-104 Minor Traffic Safety Program (Annual)			5,343	64,664	20,000
	Rheem Blvd/St Mary's Rd Roundabout		654	871		-
	Moraga Ped & Bike Master Plan Update	28,607	4,393			-
	Moraga Road Pedestrian Improvements	21,466	58,322			-
	Moraga Road (St Mary's-Draeger) Resurfacing	36,572	65,468	27,990	12,745	-

TYPE: **OTHER FUNDS**

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

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
	Nexus Study / Update Development Impact Fees	-	-			-
	Fund 100 - General Fund - Legal Services					
	Litagation for Hillside and Ridgeline Ordinence (6)					
	Bollinger Canyon Road Hillside Stabilization	12,971	65,601			-
	329/335 (331) Rheem Renovation - Crosswalk	99,228	-			-
	Sinkhole Repair on Rheem Blvd at Center St	157,985	96,030			-
	Canyon Bridge Emergency Repair			234,388		
	18-103 Traffic Equipment replacement Program				20,000	20,000
	18-XXX Moraga Center Specific Plan Implementation Program				17,000	
210-000-099-01	Fund 711 - STREET PAVEMENT PROGRAM					
	Annual Pavement Program	-	-			
	FHWA Expected Reimbursement - CIP 16-702 Rheem Sinkhole					
	TOTAL Expenses	**568,837**	**363,814**	**305,696**	**668,932**	**354,000**
						354,000
	Change in Fund Balance	(236,600)	(5,526)	59,080	(327,432)	23,368
	Beginning Fund Balance	824,089	587,489	581,962	641,042	313,610
	Ending Fund Balance	**587,489**	**581,962**	**641,042**	**313,610**	**336,978**

TYPE: OTHER FUNDS

FUND: 211 MEASURE J - PROGRAM 28C FUNDS

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
211-910-320-01	MEASURE J - PROGRAM 28C	16,991	17,850	18,200	18,200	18,200
211-910-350-01	INTEREST EARNINGS	313	513	663	130	130
	TOTAL Revenue	**17,304**	**18,363**	**18,863**	**18,330**	**18,330**
EXPENDITURES:						
	TRANSFERS OUT TO:					
211-000-099-01	Fund 700 - CAPITAL PROJECTS					
	Municipal Wayfinding Signage Program	6,957	2,305	734	-	-
	Moraga Center Pedestrian & Bicycle Improvements		21,684	579	119,421	-
	TOTAL Expenses	**6,957**	**23,989**	**1,313**	**119,421**	**-**
	Change in Fund Balance	10,347	(5,626)	17,550	(101,091)	18,330
	Beginning Fund Balance	77,184	87,532	81,906	99,456	(1,635)
	Ending Fund Balance	**87,532**	**81,906**	**99,456**	**(1,635)**	**16,695**

TYPE: OTHER FUNDS

FUND: 230 TRAFFIC SAFETY FUND (Vehicle Code Violations)

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
230-610-340-01	Vehicle Code Fines	32,408	47,615	41,688	37,600	37,600
230-610-350-01	Interest Earnings	17	39	83	75	75
	TOTAL Revenue	**32,425**	**47,654**	**41,771**	**37,675**	**37,675**
EXPENDITURES:						
	TRANSFERS OUT TO:					
230-000-099-01	Fund 101 - GENERAL FUND					
	Police Patrol	19,175	20,000		-	-
	School Crossing Guards	15,867	16,318	19,208	17,757	20,000
	Capital Outlay (Non-Capitalized)					
	Fund 700 - CAPITAL PROJECTS					
	Solar Radar Display Units					
	Traffic Survey/Radar Study		11,167	3,723		
	Replacement of PD Vehicle #130					
	14-104 Minor Traffic Safety Program (Annual)	5,103			10,000	10,000
	TOTAL Expenses	**40,145**	**47,485**	**22,931**	**27,757**	**30,000**
	Change in Fund Balance	(7,720)	169	18,840	9,918	7,675
	Beginning Fund Balance	3,997	(3,723)	(3,554)	15,285	25,203
	Ending Fund Balance	**(3,723)**	**(3,554)**	**15,285**	**25,203**	**32,878**

TYPE: OTHER FUNDS

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

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
250-810-320-22	PARK DEDICATION FEES	173,400	20,400	232,560	-	-
250-810-350-01	INTEREST EARNINGS	204	1,093	1,905	2,000	2,200
250-810-380-09	COMMONS PATIO BRICKS	-	-		-	-
	TOTAL Revenue	**173,604**	**21,493**	**234,465**	**2,000**	**2,200**
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		30,128	181,872		
	Municipal Parking Lots and Pathways					38,000
	TOTAL Expenses	**-**	**30,128**	**181,872**	**-**	**38,000**
	Change in Fund Balance	173,604	(8,635)	52,593	2,000	(35,800)
	Beginning Fund Balance	27,547	201,151	192,515	245,108	247,108
	Ending Fund Balance	**201,151**	**192,515**	**245,108**	**247,108**	**211,308**

* Receipts through 03/31/17

TYPE: **OTHER FUNDS**

FUND: **260 ASSET FORFEITURE**

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
260-000-350-01	INTEREST EARNINGS	35	53	73	50	50
260-000-380-17	ASSET FORFEITURE	-	-		-	-
	TOTAL Revenue	**35**	**53**	**73**	**50**	**50**
EXPENDITURES:						
Supplies/Services						
260-630-022-01	Supplies and Materials	-	-	-	-	-
	TOTAL Expenses	**-**	**-**	**-**	**-**	**-**
	Change in Fund Balance	35	53	73	50	50
	Beginning Fund Balance	10,063	10,098	10,151	10,224	10,274
	Ending Fund Balance	**10,098**	**10,151**	**10,224**	**10,274**	**10,324**

TYPE: OTHER FUNDS

FUND: 500 LIGHTING ASSESSMENT DISTRICT

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
500-000-350-01	INTEREST EARNINGS	1,768	1,641	1,952	1,600	1,600
500-000-390-02	PROPERTY TAXES--STREET LIGHTS 4215	195,080	194,514	195,072	194,991	200,841
	Subotal	196,848	196,155	197,023	196,591	202,441
	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	-	-	-	-	-
	General Benefit Maint. of Traffic Signals	18,150	18,150	18,150	18,150	18,150
	General Benefit Street Lighting Undergrounding Imp. Moraga Rd - CIP		-		-	-
	Subtotal	43,134	43,134	43,134	43,134	43,134
	TOTAL Revenue	**239,982**	**239,289**	**240,157**	**239,725**	**245,575**

TYPE: OTHER FUNDS

FUND: 500 LIGHTING ASSESSMENT DISTRICT

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
EXPENDITURES:						
Supplies/Services						
500-710-026-01	Contract Services - LAD Engineer	4,600	9,900	19,900	10,000	10,000
500-740-028-01	Staff Time/Labor Costs				10,000	10,000
500-740-026-01	Contract Services - Other				10,000	10,000
500-740-020-01	Utilities	136,980	130,584	149,781	120,000	120,000
500-740-033-04	Maintenance	20,156	35,672	50,245	55,000	55,000
500-740-038-01	Advertising and Legal	-			350	350
500-740-040-01	Memberships & Dues	900	900	900		-
500-740-050-xx	Loan Repayment - Energy Efficiency	3,424	3,424	3,424		
	Subtotal	166,060	180,480	224,250	205,350	205,350
	TRANSFERS OUT TO:					
500-000-099-01	Fund 101 - GENERAL FUND					
	Administrative Costs	-	330	330	6,000	6,000
	Fund 700 - CAPITAL PROJECTS					
	Street Light Master Plan	11,298	12,142	275	6,419	
	PG&E Undergrounding - Moraga Road	100,771	114,229			
	PG&E LED Turnkey Program	87,570				
	Commercial Centers Streetlighting	-	-	220	59,780	
	FHWA Expected Reimbursement - CIP 16-702 Rheem Sinkhole					
	Subtotal	199,639	126,700	825	72,199	6,000
	TOTAL Expenses	**365,700**	**307,181**	**225,075**	**277,549**	**211,350**
	Change in Fund Balance	(125,718)	(67,892)	15,082	(37,824)	34,225
	Beginning Fund Balance	481,056	355,338	287,447	302,529	264,705
	Ending Fund Balance	**355,338**	**287,447**	**302,529**	**264,705**	**298,930**

TYPE: OTHER FUNDS

FUND: 510 NPDES (National Pollutant Discharge Elimination System)

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
510-710-350-01	INTEREST EARNINGS	119	223	44	75	75
510-710-399-01	NPDES FEE ASSESSMENTS	226,326	215,157	264,151	235,000	285,527
	TOTAL Revenue	**226,445**	**215,380**	**264,195**	**235,075**	**285,602**
EXPENDITURES:						
	TRANSFERS OUT TO:					
510-000-099-01	Fund 101 - GENERAL FUND					
	Storm Water/Drainage Operations	191,828	214,646	194,174	214,946	280,000
510-000-099-01	Fund 700 - CAPITAL PROJECTS					
	Moraga Commons Off Street Parking					
	Minor Corrugated Metal Pipe Repair Prog (Annual)	1,492	51,812	943	52,245	
	Storm Drain Master Plan	5,180	25,269	2,180	5,572	
	Calle La Mesa Storm Drain					
	Trash Load Reduction Program (Annual)	1,308	9,920	6,866	6,906	-
	TOTAL Expenses	**199,808**	**301,646**	**204,163**	**279,669**	**280,000**
	Change in Fund Balance	26,638	(86,266)	60,032	(44,594)	5,602
	Beginning Fund Balance	46,842	73,480	(12,786)	47,246	2,652
	Ending Fund Balance	**73,480**	**(12,786)**	**47,246**	**2,652**	**8,254**

TYPE: OTHER FUNDS

FUND: 701 2010 CERTIFICATES OF PARTICIPATION (COP) - TOWN HALL IMPROVEMENTS

ISSUANCE: March 10, 2010

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
701-755-350-01	EARNINGS	5,112	28	597	344	350
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	117,193	109,458	116,219	114,419	115,519
	Loan Repayment					
	TOTAL Revenue	**122,305**	**109,486**	**116,815**	**114,763**	**115,869**
EXPENDITURES:						
Supplies/Services						
701-754-050-09	Loan Principal Expense	65,000	65,000	70,000	70,000	75,000
701-754-050-10	Loan Interest Expense	51,194	48,919	46,219	43,419	39,519
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 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
	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					
	Municipal Buildings (Town Hall) Repainting	3,661	-	924	-	-
	TOTAL Expenses	**120,854**	**114,919**	**118,143**	**114,419**	**115,519**
	Change in Fund Balance	1,451	(5,433)	(1,328)	344	350
	Beginning Fund Balance	125,874	127,325	121,892	120,564	120,908
	Ending Fund Balance	**127,325**	**121,892**	**120,564**	**120,908**	**121,258**
	Debt Service Reserve Requirement	117,619	117,619	117,619	117,619	117,619
	Ending Available Fund Balance	**9,706**	**4,273**	**2,945**	**3,289**	**3,639**

TYPE: OTHER FUNDS

FUND: 702 - 2013 CERTIFICATES OF PARTICIPATION (COP) - INFRASTRUCTURE IMPROVEMENTS

ISSUANCE: April 1, 2013

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
702-000-395-01	2013 COP PROCEEDS	-	-		-	-
702-740-350-01	EARNINGS	26,560	93	1,598	-	-
	TRANSFERS IN:					
702-000-393-01	From Fund 711 - Street Program (Measure K)	597,423	598,196	599,633	600,650	596,650
	TOTAL Revenue	**623,983**	**598,289**	**601,231**	**600,650**	**596,650**
EXPENDITURES:						
Supplies/Services						
702-740-050-09	Principal Expense	275,000	285,000	295,000	285,000	315,000
702-740-050-10	Interest Expense	321,450	312,200	304,650	314,650	280,650
702-740-026-xx	COP Delivery Costs					
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	1,371,524	1,300,000	-	-	-
	TOTAL Expenses	**1,968,974**	**1,898,200**	**599,650**	**600,650**	**596,650**

TYPE: OTHER FUNDS

FUND: 702 - 2013 CERTIFICATES OF PARTICIPATION (COP) - INFRASTRUCTURE IMPROVEMENTS

ISSUANCE: April 1, 2013

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
	Change in Fund Balance	(1,344,991)	(1,299,911)	1,581	-	-
	Beginning Fund Balance	2,966,674	1,621,683	321,772	321,772	321,772
	Ending Fund Balance	**1,621,683**	**321,772**	**323,353**	**321,772**	**321,772**
	Debt Service Reserve Requirement	299,925	299,925	299,925	299,925	299,925
	Ending Available Fund Balance	**1,321,758**	**21,847**	**23,428**	**21,847**	**21,847**

TYPE: OTHER FUNDS

FUND: 711 PAVEMENT MANAGEMENT PROGRAM

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
711-000-320-10	Measure K - Local Funding Measure	1,629,441	1,709,325	1,766,158	1,820,000	1,971,000
711-740-360-73	Grants / PG&E Reimbursements	-	83,742	-	-	
711-710-350-01	Interest Earnings	4,376	7,100	8,265	7,500	7,500
711-000-393-01	**TRANSFERS IN:**					
	Fund 101 - General Fund (Local Sales Tax)	-	-	-	-	
	Fund 101 - General Fund (Garbage Vehicle Impact Fee)	174,704	179,074	234,406	432,667	633,216
	Fund 205 - Gas Tax	50,000	-	-	-	
	Fund 205 - Gas Tax, Prop SB1			-	371,770	**279,245**
	Fund 210 - Measure J		-	-		-
	Fund 220 - Traffic Congestion Relief (Prop 42)		-	-		-
	Fund 702 - 2013 COP (Infrastructure Improvement Proj)	1,371,524	1,300,000	-		
	Fund 710 - Proposition 1B: Local Streets and Roads		-	-		-
	TOTAL Revenue	**3,230,044**	**3,279,241**	**2,008,829**	**2,631,937**	**2,890,961**

TYPE: OTHER FUNDS
FUND: 711 PAVEMENT MANAGEMENT PROGRAM

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
EXPENDITURES:						
711-740-062-73	08-106 Annual Pavement Program	2,320,888	2,362,318	2,657,464	1,035,065	1,977,000
	By project:					
	2013 Pavement Repair Project					
	2014 Pavement Repair Project					
	2015 Pavement Repair Project	*1,960,332*				
	2016 Full Depth Reclamation Project	*205,128*	*1,055,198*	*1,348,861*		
	2016 Joint Moraga -Orinda Ivy Drive Project	*155,429*				
	2016 Joint Moraga Lafayette Surface Seal Project		*484,347*			
	2017 Pavement Overlay Project		*822,773*			
	2018 Joint Moraga-Orinda Full Depth Reclamation Project			*1,308,603*	*953,397*	
	2019 Joint Moraga Lafayette Surface Seal Project				*81,668*	*1,378,000*
	2020 Pevement Overlay Project					*599,000*
	TRANSFERS OUT TO:					
711-000-099-01	Fund 702 - 2013 COP (Infrastructure Improvement Proj)					
	Base Rental Payments / Annual Debt Service	597,443	598,196	599,633	598,850	596,650
	Fund 700 - CAPITAL PROJECTS					
	Moraga Rd. Resurfacing		**56,041**			
	Rheem Blvd Landslide Repair & Repaving	14,291	121	-	532,000	
	Moraga Rd./Alta Mesa					233,000
	Moraga Way/Camino Pablo					1,194,000
	TOTAL Expenses	**2,932,622**	**3,016,676**	**3,257,097**	**2,165,915**	**4,000,650**
	Change in Fund Balance	297,423	262,565	(1,248,268)	466,022	(1,109,689)
	Beginning Fund Balance	1,356,281	1,653,703	1,916,268	668,000	1,134,022
	Ending Fund Balance	**1,653,703**	**1,916,268**	**668,000**	**1,134,022**	**24,333**

TYPE: OTHER FUNDS

FUND: 715 COMCAST UNRESTRICTED

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
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	34,272	-		-	-
	TOTAL Expenses	**34,272**	**-**		**-**	**-**
	Change in Fund Balance	(34,272)	-		-	-
	Beginning Fund Balance	49,725	15,453	15,453	15,453	15,453
	Ending Fund Balance	**15,453**	**15,453**	**15,453**	**15,453**	**15,453**

TYPE: **OTHER FUNDS**

FUND: **716 COMCAST PEG RESTRICTED**

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
716-000-320-08	Comcast PEG	34,449	36,365	36,429	35,500	35,500
	Reclassification of prior year revenue from					
	Fund 715 - Comcast Unrestricted					
	TOTAL Revenue	**34,449**	**36,365**	**36,429**	**35,500**	**35,500**
EXPENDITURES:						
	TRANSFER OUT TO:					
716-000-099-01	Fund 700 - Capital Project Fund					
	Town Hall Improvements (329/335 (331) Rheem)	142,612	-	-	-	-
	14-306 'Technology Improvements					22,000
	16-305 Minor Improvements to Government facilities					5,000
	TOTAL Expenses	**142,612**	**-**	**-**	**-**	**27,000**
	Change in Fund Balance	(108,163)	36,365	36,429	35,500	8,500
	Beginning Fund Balance	351,521	243,358	279,723	316,152	314,358
	Ending Fund Balance	**243,358**	**279,723**	**316,152**	**314,358**	**322,858**

TYPE: OTHER FUNDS

FUND: 750 ASSET REPLACEMENT

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
750-510-350-01	INTEREST EARNINGS	-	-	-	-	-
750-510-350-01	REVENUE - OTHER		5,924			
750-510-096-70	CONTRIB TO ASSET REPL	-	-	-	-	-
750-000-393-03	TRANSFERS IN (Fund 705 transfer per Reso 5-2015)				233,000	
	TOTAL Revenue	**-**	**5,924**	**-**	**233,000**	**-**

TYPE: OTHER FUNDS

FUND: 750 ASSET REPLACEMENT

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
EXPENDITURES:						
	TRANSFER OUT TO:					
750-000-099-01	Fund 101 - GENERAL FUND					
	Capital Outlay (Non-Capitalized)	10,668	5,000	1,308		-
750-000-099-01	Fund 700 - Capital Project Fund					
	13-301 ADA Compliance Facilities Program					36,000
	19-XXX Rancho Laguna Park Sewer System Replacement					75,000
	16-303 Municipal Parkin Lots & Pathways Resurfacing					22,000
	Hacienda Main Power Replacement	35,297				
	13-302 Minor Capital Improvement Program (Annual)	10,142		17,488		30,000
	329 Rheem Renovation					
	329 Rheem HVAC Replacement					
	14-306 Info Technology Infrastructure Program (Annual)	25,880				31,000
	14-501 Vehicle & Operating Equip Replacement Prog (Annual)	81,000				11,000
	Electronic Community Informational Sign					
	08-308 Moraga Library mprovements					28,000
	Turf Improvements					
	Storm Drain Master Plan (transferred from Fund 705)	5,367				
	Moraga Library HVAC System Replacement	1,198	40,761			
	TOTAL Expenses	**169,553**	**45,761**	**18,796**	**-**	**233,000**
	Change in Fund Balance	(169,553)	(39,837)	(18,796)	233,000	(233,000)
	Beginning Fund Balance	234,110	64,557	24,720	5,924	238,924
	Ending Fund Balance	**64,557**	**24,720**	**5,924**	**238,924**	**5,924**

TYPE: OTHER FUNDS

FUND: 720 DEVELOPMENT IMPACT FEES - PUBLIC SAFETY

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
720-620-315-01	Development Impact Fees	37,293	75,280	16,210	-	-
720-710-350-01	Interest Earnings	55	363	836	200	200
	TOTAL Revenue	**37,348**	**75,643**	**17,046**	**200**	**200**
EXPENDITURES:						
Supplies/Services						
720-620-051-01	Impact Fee Refund					
	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					
	Police Camera at Town Entrance		5,742			
	Town Hall Backup Generator Replacement			11,440	41,000	
	TOTAL Expenses	**-**	**5,742**	**11,440**	**41,000**	**-**
	Change in Fund Balance	37,348	69,902	5,606	(40,800)	200
	Beginning Fund Balance	2,878	40,226	110,127	115,733	74,933
	Ending Fund Balance	**40,226**	**110,127**	**115,733**	**74,933**	**75,133**

TYPE: **OTHER FUNDS**

FUND: **740 COMMUNITY FACILITIES/OPEN SPACE**

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
740-753-380-08	Muholland Pond Donation/Endowment	-	-	-	-	-
740-000-393-01	Transfers In					
	TOTAL Revenue	**-**	**-**	**-**	**-**	**-**
EXPENDITURES:						
	TRANSFER OUT TO:					
740-000-099-01	Fund 101 - GENERAL FUND					
	Mulholland Ridge Pond/Grounds Maintenance	1,000	1,000	1,000	6,550	-
	TOTAL Expenses	**1,000**	**1,000**	**1,000**	**6,550**	**-**
	Change in Fund Balance	(1,000)	(1,000)	(1,000)	(6,550)	-
	Beginning Fund Balance	9,550	8,550	7,550	6,550	-
	Ending Fund Balance	**8,550**	**7,550**	**6,550**	**-**	**-**

TYPE: **OTHER FUNDS**

FUND: **760 DEVELOPMENT IMPACT FEES - LOCAL TRANSPORTATION**

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
760-740-315-01	Development Impact Fees	19,524	613		-	-
760-710-350-01	Interest Earnings	59	158	222	100	100
	TOTAL Revenue	**19,583**	**771**	**222**	**100**	**100**
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					
	TOTAL Expenses	-	-	-	-	-
	Change in Fund Balance	19,583	771	222	100	100
	Beginning Fund Balance	10,362	29,945	30,716	30,938	31,038
	Ending Fund Balance	**29,945**	**30,716**	**30,938**	**31,038**	**31,138**

TYPE: OTHER FUNDS

FUND: 770 DEVELOPMENT IMPACT FEES - STORM DRAIN

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
770-730-315-01	Development Impact Fees	298,152	37,444	180,486	-	-
770-710-350-01	Interest Earnings	609	2,046	3,212	1,200	1,200
	TOTAL Revenue	**298,761**	**39,490**	**183,698**	**1,200**	**1,200**
EXPENDITURES:						
Supplies/Services						
770-730-051-01	Impact Fee Refund					
	TRANSFERS OUT TO:					
770-000-099-01	Fund 101 - GENERAL FUND					
	Administration Fee (2%)					
	Fiscal Sustainability Initiative **				20,000	
770-000-099-01	Fund 700 - Capital Project Fund					
	Storm Drain Master Plan					
	Nexus Study/Update Dev Impact Fees					
	Storm Drain Funding Initiative		29,856	90,705	8,064	
	TOTAL Expenses	**-**	**29,856**	**90,705**	**28,064**	**-**
	Change in Fund Balance	298,761	9,634	92,993	(26,864)	1,200
	Beginning Fund Balance	74,540	373,300	382,934	475,927	449,063
	Ending Fund Balance	**373,300**	**382,934**	**475,927**	**449,063**	**450,263**

** 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 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
780-510-315-01	Development Impact Fees	221,245	162,534	96,511		-
780-710-350-01	Interest Earnings	362	1,741	3,076	150	150
	TOTAL Revenue	**221,607**	**164,275**	**99,587**	**150**	**150**
EXPENDITURES:						
Supplies/Services						
780-510-051-01	Impact Fee Refund					
	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 Porgram - Buildings/Structures				-	-
	Nexus Study/Update Dev Impact Fees	-			-	-
	Town Hall Backup Generator Replacement				124,000	
	16-305 'Minor Improvements - Gov't Facilities Program	1,109	14,624	3,091	74,470	-
	14-302 Minor Capital Improvements					56,000
	TOTAL Expenses	**1,109**	**14,624**	**3,091**	**198,470**	**56,000**
	Change in Fund Balance	220,498	149,650	96,496	(198,320)	(55,850)
	Beginning Fund Balance	24,262	244,760	394,410	490,906	292,585
	Ending Fund Balance	**244,760**	**394,410**	**490,906**	**292,585**	**236,735**

TYPE: OTHER FUNDS

FUND: 790 DEVELOPMENT IMPACT FEES - PARK

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
790-810-315-01	Development Impact Fees	63,835	7,774	76,336	-	-
790-710-350-01	Interest Earnings	80	389	445	150	
	TOTAL Revenue	**63,915**	**8,163**	**76,781**	**150**	**-**
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	-	-		-	-
	West Commons Park - Water Meter		39,930		-	-
	All Access Playground			35,000	5,000	
	ADA Upgrades - Moraga Commons Park				-	-
	TOTAL Expenses	**-**	**39,930**	**35,000**	**5,000**	**-**
	Change in Fund Balance	63,915	(31,767)	41,781	(4,850)	-
	Beginning Fund Balance	7,413	71,328	39,561	81,342	76,492
	Ending Fund Balance	**71,328**	**39,561**	**81,342**	**76,492**	**76,492**

TYPE: OTHER FUNDS

FUND: 799 LAMORINDA FEE AND FINANCE AUTHORITY (LFFA)

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 2015-16	ACTUAL FY 2016-17	ACTUAL FY 2017-18	ADJUSTED FY 2018-19	ADOPTED FY 2019-20
REVENUE						
799-510-315-01	LFFA Developer Impact Fees		-		-	-
799-510-315-02	LFFA Local SetAside Impact Fee	59,620	94,907	97,152	-	-
799-510-315-03	LFFA Local Regional Fee Disbursement	55,295	-			
799-510-350-01	Interest	537	1,476	2,713	1,000	
	TOTAL Revenue	**115,452**	**96,382**	**99,865**	**1,000**	**-**
EXPENDITURES:						
	TRANSFERS OUT TO:					
799-000-099-01	Fund 700 - Capital Project Fund					
	St Mary's Road Roundabouts		-	2,651	138,056	
	TOTAL Expenses	**-**	**-**	**2,651**	**138,056**	**-**
	Change in Fund Balance	115,452	96,382	97,214	(137,056)	-
	Beginning Fund Balance	96,938	212,390	308,772	405,987	268,931
	Ending Fund Balance	**212,390**	**308,772**	**405,987**	**268,931**	**268,931**

* Receipts through 03/31/17

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CAPITAL IMPROVEMENT PROGRAM

2019 – 2024

(FIVE YEAR)

View of the Fountain in front of Hacienda de las Flores

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CAPITAL IMPROVEMENT PROGRAM HIGHLIGHTS

The Capital Improvement Program (CIP) includes $7.97 million in project appropriations for Fiscal Year (FY) 2019/20 using ten (10) different categories of funding including grants, transportation funding, Measure K local one-cent sales tax, asset replacement funds, public safety funding, and one-time developer fees. Cumulatively, the CIP includes approximately $2.14 million in unfunded projects scheduled for FY 2019/20. Of this amount, approximately $1.28 million is related to needed Building and Facility repairs and maintenance.

Similar to prior years, the Five-Year (FY 2019/20 to 2023/24) CIP 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 Committee's Asset (Infrastructure) Replacement Subcommittee and further refined the schedule to correspond with the Five-Year CIP.

In order to better quantify the Town's ongoing asset replacement needs, the Town plans to retain the services of a consultant to reevaluate the Town's needs, which the Audit and Finance Committee in 2015 identified as more than $600,000 annually (with an estimated $2.08 million current backlog) for deferred maintenance and replacement of assets (buildings, parks, vehicles, IT, etc.). While the FY 2019/20 budget includes $233,000 in asset replacement funding thanks to the scheduled one-time receipt of the temporary bridge reimbursement from the Federal Highway Administration (FHWA), the total investment over the past four years was only $65,000. 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.

Although there are continued issues with dedicated funding for asset replacements, there are many upcoming projects that provide needed improvements to the Town. There are five categories that the projects fall under: Buildings & Facilities (Municipal Facilities); Creeks & Drainage (Storm Drain System); Parks & Open Space; Transportation; and General Government. The following are highlighted projects that will be underway in FY 2019/20:

Buildings & Facilities (Municipal Facilities)

Hacienda de las Flores Improvements (CIP 13-301 & CIP 14-302)

A new ADA restroom on the first floor of the Hacienda will be installed. Funding is from a CDBG Grant ($47K) and Government Impact Fees ($56K) for a total amount of $103K.

The path of travel from the Americans with Disabilities Act (ADA) parking stall to the back entrance of the Hacienda building will be replaced and regraded. Funding is from a CDBG Grant ($33K) and Asset Replacement ($36K) for a total amount of $69K.

Renovations to the Casita to encourage more rentals and to better serve the summer camps will continue into the new fiscal year. Funding to complete the improvements is from carry forward funds ($61K) remaining from the $120K Hacienda Foundation donation. Other minor improvements include replacing the Hacienda/La Sala sewer lateral ($12K), installing a gas fireplace insert at the Hacienda ($12K) and the Pavilion ($9K), and upgrading the Hacienda Heating, Ventilation, and Air Conditioning (HVAC) system ($55K). Funding for these minor improvements is from carry forward Palo Colorados fund ($88K).

Creeks & Drainage (Storm Drain System)

2019 Storm Drain Master Plan Update (CIP 14-201)

The Town's Storm Drain Master Plan (SDMP) was adopted by Town Council on July 8, 2015. The SDMP will be updated to reflect the Town's storm drain capital and annual operations and maintenance needs in light of improved system information, maintenance records, and lower prioritization of capacity-related capital projects. This is a priority project to provide essential information for the Town to identify the Town's unfunded infrastructure needs. This project was budgeted in FY 2018/19 with General Fund ($45K) available due to the $1.65 million FHWA temporary Canyon Bridge reimbursement and will start in FY 2019/20 as a carry forward project.

Parks & Open Space

Moraga Commons Park Improvements (CIP 14-304, CIP 16-303, & CIP 18-302)

The main parking lot off of St. Mary's Road will receive a rubberized cape seal ($60K) and the basketball court will receive a micro surface seal ($13K). This work will be included as part of the surface seal project to increase efficiency and take advantage of low bid unit prices. Funding for the parking lot is from Park Quimby Act ($38K) and Asset Replacement ($22K) and for the basketball court is from carry forward Palos Colorados funds ($13K).

Two electric vehicle charging stations will be installed at the main parking lot. Funding is from three grants ($30K) and carry forward Government Impact Fees ($26K) for a total amount of $56K. A community project to make minor improvements to the Skatepark will consist of a hydration station, concrete seat wall, and pathway repairs. Funding is from a donation ($20K).

Lastly, although not programmed until FY 2020/21, the Moraga Community Foundation is fundraising $275K to replace the existing main restroom structure with a pre-fabricated restroom that is Americans with Disabilities Act (ADA) compliant. Should funding be received next fiscal year, the project timing will be accelerated.

Rancho Laguna Park Improvements (CIP 19-301)

The restroom's sewer system consisting of the grinder pump, sewer overflow tank, and sewer lateral are at the end of its life cycle. In April 2019, the grinder pump failed. The restrooms are currently closed with interim portable toilets in place until the sewer system is repaired or replaced. Funding is from Asset Replacement ($75K). Staff will evaluate other sewer system options which may result in lower costs. Although technically categorized under Buildings and Facilities, the improvement is highlighted in the Parks and Open Space category.

<u>Transportation</u>

Canyon Road Bridge Replacement (CIP 14-101)

In 2014, the Town garnered a Highway Bridge Program (HBP) grant to replace the aging 1936 Canyon Road Bridge that needed structural rehabilitation and reconfiguration to address a safety issue for pedestrians and bicycles due to the inadequate deck geometry. The bridge was on schedule for replacement in the 2018 construction season until a landslide damaged and closed the bridge in April 2017. To restore traffic, a temporary one-lane bridge was installed and funded by the Federal Highway Administration (FHWA) Emergency Relief Program. This unanticipated emergency postponed the construction of a permanent bridge which is now scheduled to be completed in two phases: Phase 1, construct one–lane of permanent bridge and remove temporary one-lane bridge (2020) and Phase 2, construct the second lane and fully open the bridge (2021).

The replacement bridge costs have also increased from $4.87 million to $9.74 million due to modifications caused by the landslide. The HBP grant was approved to be increased; however, additional local match in the form of Measure J was required. Funding for the multi-year project is composed of HBP Grant ($8,590K); Contra Costa Transportation Authority (CCTA) Major Streets Program Grant ($393K); and Measure J ($753K) for a total amount of $9.736 million.

Pavement Management Program (CIP 08-106)

The Town's annual Pavement Management Program will continue for FY 2019/20 with the construction of the 2019 Joint Moraga-Lafayette Surface Seal project and the design of the 2020 Pavement Overlay project. In 2018, the Town garnered a Pavement Management Technical Assistance Program (P-TAP) grant through the Metropolitan Transportation Commission (MTC) which reassessed pavement conditions based on distress information for all Town streets and roads.

The inspection resulted in an increased Pavement Condition Index (PCI) of 74 which places the overall pavement condition for the Town in a "Good" state.

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 2019/20 is from Measure K ($1,065K); Gas Tax (RMRA) ($279K); and Garbage Vehicle Impact Fees ($633K) for a total amount of $1.977 million. In summary, Measure K and the Town's implementation of a comprehensive and innovative pavement management approach has resulted in better than anticipated pavement conditions which are likely to improve in the future should grants and other funding remain available. No additional General Fund contribution is recommended at this time to maintain the Town's streets.

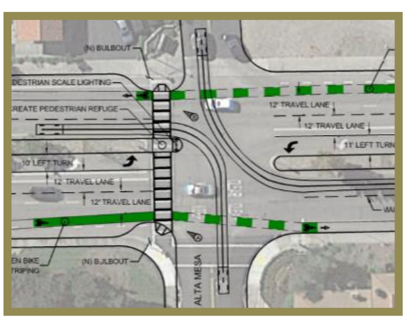
Moraga Way and Canyon/Camino Pablo Improvements (CIP 18-101)

In 2017, the Town garnered an OneBayArea Grant (OBAG) to

1. Resurface, close sidewalk gap, and improve bicycle facilities on Moraga Way;
2. Extend existing Orinda bicycle and pedestrian improvements on Moraga Way through Moraga; and
3. Improve pedestrian crossing safety at the intersection of Canyon Road and Camino Pablo.

The OBAG funding consists of three funding programs: MTC Local Streets and Roads Preservation (LS&R), MTC Safe Routes to School (SR2S), and CCTA Transportation for Livable Communities (TLC) programs. LS&R funding, which is for agencies with a certified Pavement Management Program, is non-competitive and allocated by formula to the Town to address the resurfacing portion and associated improvements of the project. SR2S funding was allocated because the project will improve bicycle and pedestrian access for students to nearby Miramonte High School, Saklan School, and Joaquin Moraga Intermediate School. TLC funding was allocated because the project improves access to transit by closing the pedestrian gap to bus stops on Moraga Way. Since the majority of the project is to resurface Moraga Way, Measure K funding served as the local match requirement for the grant. Additionally, the Town garnered a CalRecycle grant to incorporate rubberized asphalt into resurfacing Moraga Way. Funding for the multi-year project is from MTC LS&R ($596K); MTC SR2S ($607K); CCTA TLC ($603K); CalRecycle ($72K); and Measure K ($1,194K) for a total amount of $3.07 million.

Moraga Road/Alta Mesa Crosswalk Improvements (CIP 18-105)



The project will provide the following safety improvements:

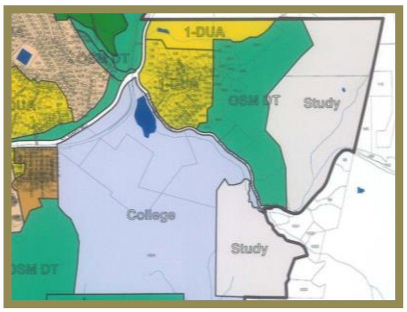
1. Pedestrian flashing beacon, pedestrian lighting, and advance speed feedback signs to provide more warning of pedestrians in the crosswalk to motorists and cyclists;
2. Sidewalk corner bulb-outs and a pedestrian center median refuge which shortens and splits the crosswalk length to help pedestrians cross Moraga Road more safely;

3. Green high visibility bike lanes to provide more warning of cyclists to motorists; and
4. Pavement work (repair base failures, crack seal, and surface seal) to accommodate reconfiguring traffic striping which triggers ADA upgrades (curb ramps, sidewalks, etc.)

This work will be included as part of the surface seal project to increase efficiency and take advantage of low bid unit prices. Funding is from a TDA Grant ($110K); Measure K ($214K); and Measure J ($27K) for a total amount of $378K.

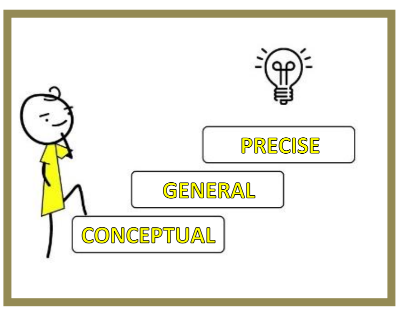
General Government

Bollinger Valley Special Study Area (CIP 18-603)



The project will prepare a General Plan amendment and rezone of the Bollinger Canyon Special Study Area to reflect the residential density consistent with the Guiding Principles, Goals and Standards of the General Plan. The receipt of the FHWA Emergency Relief reimbursement provides an opportunity for the Town to fund the proposed project with the understanding that the work will not commence until the Moraga Center Specific Plan Implementation Project is completed and will include a Request for Proposal process to identify a qualified consultant team to complete the environmental work. This project was budgeted in FY 2018/19 with General Fund ($325K) and will start in FY 2019/20 as a carry forward project.

Streamline Planning Review and Approval Process (CIP 19-601)



This project will comprehensively update the Moraga Municipal Code Title 8 – Planning and Zoning to streamline the review and approval process with emphasis on the Town's three-step development process. As a community with a population of less than 60K, the Town is qualified to receive a Senate Bill 2 Planning grant from the California Department of Housing and Community Development. Funding for this project is from SB2 Planning Grant ($160).

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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:**

Illustrative Picture of Project

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

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

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 contraints 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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 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)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 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 2019/20 to FY 2023/24
Summary by Active (Funded or Carry Forward) Projects

Pg. #	Project #	Account	Project	AMENDED FY18/19	BUDGET FY19/20	PROJECTED FY20/21	PROJECTED FY21/22	PROJECTED FY22/23	PROJECTED FY23/24
BUILDINGS & FACILITIES (MUNICIPAL FACILITIES)									
CIP-21	13-301	700-750-062-54	ADA Compliance Facilities Program	-	69,000				
CIP-22	14-102	700-710-062-45	ADA Self-Evaluation Plan	21,929					
CIP-53	TBD	TBD	Commons Park Restroom Replacement	-		275,000			
CIP-23	14-302	700-751-062-57	Hacienda de las Flores Improvement Program	87,987	103,000				
CIP-24	13-302	700-751-062-55	Minor Capital Improvement Program	47,906	30,000				
CIP-25	16-305	700-750-062-14	Minor Improvements to Government Facilities Program	32,970	5,000				
CIP-26	08-308	700-752-062-70	Moraga Library Improvements	-	28,000				
CIP-27	19-301	700-753-062-39	Rancho Laguna Park Sewer System Replacement	-	75,000				
			Funded Subtotal	**190,792**	**310,000**	**275,000**	**-**	**-**	**-**
CREEKS & DRAINAGE (STORM DRAIN SYSTEM)									
CIP-28	16-201	700-740-062-16	Laguna Creek Restoration at Hacienda de las Flores	616,693	180,000	1,045,000	50,000		
CIP-29	14-201	700-740-062-65	Storm Drain Master Plan	50,817					
			Funded Subtotal	**667,510**	**180,000**	**1,045,000**	**50,000**	**-**	**-**
PARKS & OPEN SPACE									
CIP-30	14-304	700-753-062-61	Commons Park Improvement Program	20,925	20,000				
CIP-31	16-303	700-753-062-20	Municipal Parking Lots & Pathways Resurfacing Program	-	60,000				
			Funded Subtotal	**20,925**	**80,000**	**-**	**-**	**-**	**-**
TRANSPORTATION									
CIP-32	08-101	700-740-062-79	ADA Compliance Streets Program	27,732	10,000	10,000	10,000	10,000	10,000
CIP-33	14-101	700-740-062-46	Canyon Road Bridge Replacement	6,628,982	3,470,000	3,405,000			
CIP-34	17-501	700-750-062-05	Central Video Surveillance System	44,026					
CIP-35	13-101	700-740-062-84	Livable Moraga Road - Corridor Plan and Improvements	143,509					
CIP-36	14-104	700-740-062-48	Minor Traffic Safety Program	74,664	30,000	30,000	30,000	30,000	30,000
CIP-37	18-105	700-740-062-38	Moraga Road/Alta Mesa Crosswalk Improvements	35,000	343,000				
CIP-38	18-101	700-740-062-69	Moraga Way and Canyon/ Camino Pablo Improvements	1,777,988	1,194,000				
CIP-39	08-106	711-740-062-73	Pavement Management Program	1,832,000	1,977,000	2,330,000	2,405,000	2,487,000	2,562,000
CIP-40	16-103	700-740-062-24	Rheem Boulevard Landslide Repair & Repaving	1,214,621					
CIP-41	14-604	700-910-062-44	St. Mary's Road/Rheem/Bollinger Canyon Roundabouts	396,233					
CIP-42	14-103	700-740-062-47	Street Light Master Plan	6,419					
CIP-43	18-103	700-740-062-03	Traffic Signal Equipment Replacement Program	20,000	20,000	20,000	20,000	20,000	20,000
			Funded Subtotal	**12,201,175**	**7,044,000**	**5,795,000**	**2,465,000**	**2,547,000**	**2,622,000**
GENERAL GOVERNMENT									
CIP-44	17-302	700-750-062-07	Art in Public Spaces Program	4,279					
CIP-45	18-603	700-910-062-95	Bollinger Valley Special Study Area	325,000					
CIP-46	18-602	700-910-062-90	Climate Action Plan Implementation	46,500	105,000				
CIP-47	14-306	700-525-069-40	Information Technology Infrastructure Program	20,014	53,000				
CIP-48	18-601	700-910-062-50	Moraga Center Specific Plan Implementation	203,000					
CIP-49	19-601	700-753-062-73	Streamline Planning Review and Approval Process	-	160,000				
CIP-50	14-501	700-610-062-49	Vehicle & Operating Equipment Program	85,560	41,000				
			Funded Subtotal	**684,352**	**359,000**	**-**	**-**	**-**	**-**
			FUNDED TOTAL	**13,764,753**	**7,973,000**	**7,115,000**	**2,515,000**	**2,547,000**	**2,622,000**

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Five-Year Capital Improvement Program (CIP)
FY 2019/20 to FY 2023/24
Summary by Unfunded Portions of Projects

Pg. #	Project #	Account	Project	SCHEDULED FY19/20	BUDGET FY20/21	PROJECTED FY21/22	PROJECTED FY22/23	PROJECTED FY23/24	TBD UNSCHEDULED
BUILDINGS & FACILITIES (MUNICIPAL FACILITIES)									
CIP-21	13-301	700-750-062-54	ADA Compliance Facilities Program		65,000	65,000	25,000	25,000	
CIP-22	14-102	700-710-062-45	ADA Self-Evaluation Plan	60,000					
CIP-53	TBD	TBD	Commons Park Restroom Replacement		22,000				
CIP-54	18-303	700-751-062-60	Hacienda Building Exterior & Interior Light Replacement	62,000					
CIP-55	TBD	TBD	Hacienda Building Window Replacement	200,000					
CIP-23	14-302	700-751-062-57	Hacienda de las Flores Improvement Program	22,000	28,000	4,000	162,000		
CIP-24	13-302	700-750-062-55	Minor Capital Improvement Program		30,000	30,000	30,000	30,000	
CIP-26	08-308	700-752-062-70	Moraga Library Improvement Program	186,000	62,000	12,000			
CIP-56	TBD	TBD	Mosaic Room Restoration		68,000				
CIP-57	TBD	TBD	Multi-Generational Community Center						9,518,000
CIP-58	14-303	700-750-062-58	Municipal Building Repainting Program	120,000		19,000			
CIP-59	18-302	700-751-062-59	Municipal Building Restrooms Refurbishment Program	231,000					
CIP-60	TBD	TBD	Pavillion Building Flagstone Staircase Replacement	185,000					
			Unfunded Subtotal	**1,006,000**	**210,000**	**65,000**	**192,000**	**30,000**	**9,518,000**
CREEKS & DRAINAGE (STORM DRAIN SYSTEM)									
CIP-61	TBD	TBD	Storm Drain Improvement Program						26,172,000
			Unfunded Subtotal	**-**	**-**	**-**	**-**	**-**	**26,172,000**
PARKS & OPEN SPACE									
CIP-30	14-304	700-753-062-61	Commons Park Improvement Program	42,000	20,000	35,000	28,000		
CIP-62	TBD	TBD	Community Sport Field						11,348,000
CIP-63	TBD	TBD	Mulholland Open Space Preserve Improvements						386,000
CIP-64	TBD	TBD	Municipal Fence Replacement Program	101,000	10,000				
CIP-31	16-303	700-753-062-20	Municipal Parking Lots & Pathways Resurfacing Program	457,000	35,000	94,000	124,000	166,000	
CIP-65	TBD	TBD	Neighborhood Parks						5,059,000
CIP-66	TBD	TBD	Trails System Development and Expansion						4,643,000
CIP-67	15-303	700-753-062-36	Turf Improvements Program	259,000	688,000	280,000	350,000		
			Unfunded Subtotal	**859,000**	**753,000**	**409,000**	**502,000**	**166,000**	**21,436,000**

Five-Year Capital Improvement Program (CIP)
FY 2019/20 to FY 2023/24
Summary by Unfunded Portions of Projects

Pg. #	Project #	Account	Project	SCHEDULED FY19/20	BUDGET FY20/21	PROJECTED FY21/22	PROJECTED FY22/23	PROJECTED FY23/24	TBD UNSCHEDULED
TRANSPORTATION									
CIP-68	16-102	700-740-062-23	Bollinger Canyon Road Hillside Stabilization						547,000
CIP-69	TBD	TBD	Bollinger Canyon Trail (to Las Trampas Wilderness)						1,904,000
CIP-70	TBD	TBD	Canyon Road Bicycle Improvements (County to Constance Pl)						623,000
CIP-71	17-101	700-740-062-08	Commercial Centers Streetlighting		360,000				
CIP-35	13-301	700-740-062-84	Livable Moraga Road - Corridor Plan and Improvements						6,612,000
CIP-72	13-102	700-740-062-86	Moraga Pedestrian & Bicycle Master Plan Improvements						3,175,000
CIP-73	16-311	700-510-062-11	Municipal Monument Gateway Signage Program						84,000
CIP-74	15-601	700-910-062-31	Municipal Wayfinding Signage Program						140,000
CIP-39	08-106	711-740-062-73	Pavement Management Program						9,300,000
CIP-75	16-104	700-740-062-25	PG&E Undergrounding						1,105,000
CIP-41	14-604	700-910-062-44	St. Mary's/Rheem/Bollinger Canyon Roundabouts						4,509,000
CIP-76	TBD	TBD	Rheem Blvd. Bike & Pedestrian (Moraga Rd. to St. Mary's Rd)						284,000
CIP-77	16-105	TBD	Rheem Blvd. High Visibility Crosswalk						215,000
			Unfunded Subtotal	**-**	**360,000**	**-**	**-**	**-**	**28,498,000**
GENERAL GOVERNMENT									
CIP-47	14-306	700-525-069-40	Information Technology Infrastructure Program		31,000	31,000	31,000	31,000	
CIP-50	14-501	700-610-062-49	Vehicle & Operating Equipment Program		83,000	114,000	118,000	124,000	
			Unfunded Subtotal	**-**	**114,000**	**145,000**	**149,000**	**155,000**	**-**
			UNFUNDED TOTAL	**1,865,000**	**1,437,000**	**619,000**	**843,000**	**351,000**	**85,624,000**

Five-Year Capital Improvement Program (CIP)
FY 2019/20 to FY 2023/24
Summary of FY 2019/20 Funding Appropriations by Project (in 1000's)

Pg. #	Project #	Account	Project	Carry Forward[1] (as of 3/31/19)	New Appropriations for FY 2019/20	Fund 103 COPS	Fund 205 Gas Tax (RMRA)	Fund 210 Measure J	Fund 230 Traffic Safety	Fund 250 Park Quimby Act	Fund 700 Grant	Fund 711 Pvmt Mgmt Program[2]	Fund 716 Comcast PEG	Fund 750 Asset Replacement	Fund 780 Govt Impact Fee
BUILDINGS & FACILITIES (MUNICIPAL FACILITIES)															
CIP-21	13-301	700-750-062-54	ADA Compliance Facilities Program	-	69						33			36	
CIP-23	14-302	700-751-062-57	Hacienda de las Flores Improvement Program	149	103						47				56
CIP-24	13-302	700-751-062-55	Minor Capital Improvement Program	23	30									30	
CIP-25	16-305	700-750-062-14	Minor Improvements to Government Facilities Program	32	5								5		
CIP-26	08-308	700-752-062-70	Moraga Library Improvements	-	28									28	
CIP-27	19-301	700-753-062-39	Rancho Laguna Park Sewer System Replacement	-	75									75	
			Funded Subtotal	**204**	**310**	**-**	**-**	**-**	**-**	**-**	**80**	**-**	**5**	**169**	**56**
CREEKS & DRAINAGE (STORM DRAIN SYSTEM)															
CIP-28	16-201	700-740-062-16	Laguna Creek Restoration at Hacienda de las Flores	219	180						180				
			Funded Subtotal	**219**	**180**	**-**	**-**	**-**	**-**	**-**	**180**	**-**	**-**	**-**	**-**
PARKS & OPEN SPACE															
CIP-30	14-304	700-753-062-61	Commons Park Improvement Program	21	20						20				
CIP-31	16-303	700-753-062-20	Municipal Parking Lots & Pathways Resurfacing Program	-	60					38				22	
			Funded Subtotal	**21**	**80**	**-**	**-**	**-**	**-**	**38**	**20**	**-**	**-**	**22**	**-**
TRANSPORTATION															
CIP-32	08-101	700-740-062-79	ADA Compliance Streets Program	22	10			10							
CIP-33	14-101	700-740-062-46	Canyon Road Bridge Replacement	1,657	3,470			194			3,276				
CIP-36	14-104	700-740-062-48	Minor Traffic Safety Program	55	30			20	10						
CIP-37	18-105	700-740-062-38	Moraga Road/Alta Mesa Crosswalk Improvements	35	343						110	233			
CIP-38	18-101	700-740-062-69	Moraga Way and Canyon/Camino Pablo Improvements	1,761	1,194							1,194			
CIP-39	08-106	711-740-062-73	Pavement Management Program	582	1,977		279					1,698			
CIP-43	18-103	700-740-062-03	Traffic Signal Equipment Replacement Program	20	20			20							
			Funded Subtotal	**4,132**	**7,044**	**-**	**279**	**244**	**10**	**-**	**3,386**	**3,125**	**-**	**-**	**-**
GENERAL GOVERNMENT															
CIP-46	18-602	700-910-062-90	Climate Action Plan Implementation	46	105						105				
CIP-47	14-306	700-525-069-40	Information Technology Infrastructure Program[1]	-	53								22	31	
CIP-49	19-601	700-753-062-73	Streamline Planning Review and Approval Process	-	160						160				
CIP-50	14-501	700-610-062-49	Vehicle & Operating Equipment Program[1]	15	41	30								11	
			Funded Subtotal	**61**	**359**	**30**	**-**	**-**	**-**	**-**	**265**	**-**	**22**	**42**	**-**
			FUNDED TOTAL	**4,637**	**7,973**	**30**	**279**	**244**	**10**	**38**	**3,931**	**3,125**	**27**	**233**	**56**
			Estimated Beginning Fund Balance (7/1/19)			78	1	314	26	247	3,931	1,134	314	233	293
			Revenue Projections			101	732	374	38	-	-	2,612	36	-	-
			Transfer Out to Operating Budget			140	433	110	20	-	-	597	-	-	-
			PROJECTED END FUND BALANCE (6/30/20)			**9**	**21**	**334**	**34**	**209**	**-**	**24**	**323**	**-**	**237**

(1) Carry Forward for Information Technology Infrastructure Program and Vehicle & Operating Equipment Program are as of 4/31/19.
(2) Includes Measure K and Garbage Vehicle Impact Fee. RMRA/SB1 Gas Tax is identified as a separate fund although transferred into Fund 711.

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Five-Year Capital Improvement Program (CIP)
FY 2019/20 to FY 2023/24
Summary by Funding Source

Fund No.	Fund Description	BUDGET FY19/20	PROJECTED FY20/21	PROJECTED FY21/22	PROJECTED FY22/23	PROJECTED FY23/24
103	Citizens Option for Public Safety (COPS)	30,000				
205	Gas Tax (Specifically Road Maintenance and Rehabilitation Account)	279,000	285,000	290,000	296,000	302,000
210	Measure J (Return to Source 18% Funds)	244,000	410,000	50,000	50,000	50,000
230	Traffic Safety (Vehicle Code Violations)	10,000	10,000	10,000	10,000	10,000
250	Park Quimby Act	38,000				
700	Capital Improvements (Grants)	3,931,000	4,090,000	50,000		
711	Street Pavement Program (Includes Measure K & Garbage Vehicle Impact Fee)	3,125,000	2,046,000	2,115,000	2,191,000	2,260,000
716	Comcast PEG	27,000				
750	Asset Replacement	233,000				
780	Government Impact Fees	56,000				
	FUNDED TOTAL	**7,973,000**	**6,841,000**	**2,515,000**	**2,547,000**	**2,622,000**

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ACTIVE (FUNDED OR CARRY FORWARD) CAPITAL IMPROVEMENT PROJECTS

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Project Name: **ADA Compliance Facilities Program**
Project Number: **13-301** **CIP Type:** **Bldg/Parks**
Account: **700-750-062-54** **Dept:** **P&R/PWD**

Status: **Hacienda ADA Pathway**

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.

FY19/20: Replace and regrade path of travel from ADA stall to back entrance of the Hacienda building
FY20/21: Regrade picnic areas at the Commons Park
FY21/22: Regrade pathway between upper and lower playgrounds at the Commons Park
FY22/23: Miscellaneous as-needed ADA Upgrades
FY23/24: Miscellaneous as-needed ADA Upgrades

Basis for Schedule: Work to upgrade ADA pathway at Hacienda will be completed after the rental season, beginning in November 2019.

Basis for Cost: Based on similar plans prepared for other agencies.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 700: CDBG Grant			$ 33						**$ 33**
Fund 750: Asset Replace			$ 36						**$ 36**
Unfunded				$ 65	$ 65	$ 25	$ 25		**$ 180**
TOTAL	**$ -**	**$ -**	**$ 69**	**$ 65**	**$ 65**	**$ 25**	**$ 25**	**$ -**	**$ 249**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Hacienda Building			$ 69						**$ 69**
Commons Park				$ 65	$ 65				**$ 130**
As-Needed Basis						$ 25	$ 25		**$ 50**
Other:									**$ -**
TOTAL	**$ -**	**$ -**	**$ 69**	**$ 65**	**$ 65**	**$ 25**	**$ 25**	**$ -**	**$ 249**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Project Name: ADA Self-Evaluation Plan
Project Number: 14-102 **CIP Type:** Bldg
Account: 700-710-062-45 **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 municpalities 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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 210: Measure J	$ 8	$ 22							**$ 30**
Unfunded			$ 60						**$ 60**
TOTAL	**$ 8**	**$ 22**	**$ 60**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 90**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration	$ 1	$ 9	$ 20						**$ 30**
Phase 1: Right-of-Way	$ 7	$ 13							**$ 20**
Phase 2: Facilities			$ 20						**$ 20**
Phase 3: Programs			$ 20						**$ 20**
TOTAL	**$ 8**	**$ 22**	**$ 60**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 90**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operations & Maintenance							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

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 (Casita Carry Forward Improvements)**

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:

FY19/20: *Hacienda:* Replace sewer lateral ($12K scheduled); Install new ADA restroom ($103K scheduled); Install gas fireplace insert ($12K deferred from FY 17/18); Replace carpet ($14K unfunded and deferred from FY 18/19); assessment/upgrades to the HVAC system ($55K deferred from FY16/17)
Pavilion: Install gas fireplace insert ($9K deferred from FY 17/18)
Casita: Replace HVAC and water heater ($8K unfunded and reprioritized from FY21/22)

FY20/21: *Pavilion:* Replace water heater (gas)
Casita: Replace roof tile and sewer lateral (reprioritized from FY 22/23)

FY21/22: *Pavilion:* Replace HVAC

FY22/23: *Hacienda:* Replace roof

FY23/24: None

Basis for Schedule: On-going program to make improvements and attract more facility users. Hacienda Foundation donated $120K in FY 18/19 to renovate the Casita to encourage more rentals. Of the $120K donation, $24K was programmed in the Municipal Building Restrooms Refurbishment Program (CIP 18-302) and $5K was programmed in the Municipal Building Repainting Program (CIP 14-303).

In addition to the Casita improvements, a new ADA restroom on the first floor of the Hacienda will be built (CDBG grant and local match) following the event season in November 2019. Also scheduled for FY 19/20 are sewer lateral replacement, fireplace inserts and HVAC assessment and some upgrades.

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. $23K of carry forward Palos Colorados budget was transferred to the Hacienda Building Exterior & Interior Light Replacement project (CIP 18-303) to fund replacing exterior lights.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 100: Palos Colorados	$ 50	$ 88							**$ 138**
Fund 700: Hacienda Foundati	$ 30	$ 61							**$ 91**
Fund 700: CDBG Grant			$ 47						**$ 47**
Fund 780: Gov't Impact			$ 56						**$ 56**
Undetermined			$ 22	$ 28	$ 4	$ 162			**$ 216**
TOTAL	**$ 80**	**$ 149**	**$ 125**	**$ 28**	**$ 4**	**$ 162**	**$ -**	**$ -**	**$ 548**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Hacienda Improvements	$ 50	$ 79	$ 117			$ 162			**$ 408**
Pavilion Improvements		$ 9		$ 2	$ 4				**$ 15**
Casita Improvements	$ 30	$ 61	$ 8	$ 26					**$ 125**
TOTAL	**$ 80**	**$ 149**	**$ 125**	**$ 28**	**$ 4**	**$ 162**	**$ -**	**$ -**	**$ 548**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Maintenance & Operation							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

Project Name:	**Minor Capital Improvement Program**		
Project Number:	**13-302**	**CIP Type:**	**Bldg**
Account:	**700-750-062-55**	**Dept:**	**PWD**
Status:	**As-Needed Program**		
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. In FY 18/19, the Library boiler failed and was replaced using budget from this CIP of which $26K has been transferred to the Moraga Library Improvement Program (CIP 08-308).

Basis for Cost:

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 101: Gen. Fund	$ 11	$ 23							**$ 34**
Fund 750: Asset Replace	$ 35		$ 30						**$ 65**
Undetermined				$ 30	$ 30	$ 30	$ 30		**$ 120**
TOTAL	**$ 46**	**$ 23**	**$ 30**	**$ 30**	**$ 30**	**$ 30**	**$ 30**	**$ -**	**$ 219**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration	$ 1	$ 9	$ 5	$ 5	$ 5	$ 5	$ 5		**$ 35**
Construction	$ 45	$ 14	$ 25	$ 25	$ 25	$ 25	$ 25		**$ 184**
									$ -
TOTAL	**$ 46**	**$ 23**	**$ 30**	**$ 30**	**$ 30**	**$ 30**	**$ 30**	**$ -**	**$ 219**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation and Maintenance							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

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 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 FY19/20, a presentation monitor will be installed in the Pear Conference Room at Town Hall and on-site wayfinding signage at Hacienda de las Flores will be installed (Carry Forward from FY18/19).

Basis for Schedule: When future Government Impact Fees become available, funding will be programmed into future unfunded fiscal years. Town Hall and Town Council Chambers' existing key system was cancelled in May 2019.

Basis for Cost: Cost estimate based on contractor quote. Government Impact Fees can only be programmed when its revenues are received. Presentation monitor in the Pear Conference Room will be paid out of Comcast Restricted PEG funds (Fund 716). On May 8 , 2019, Town Council approved spending Government Impact Fees on Electric Vehicle charging stations and hydration stations to implement the Town's Climate Action Plan. $46.5K in funds were transferred from this CIP to a new Climate Action Plan Implementation Program (CIP18-XXX).

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 716: Comcast PEG			$ 5						**$ 5**
Fund 780: Gov't Impact Fee	$ 20	$ 27							**$ 47**
Fund 790: Park Impact Fee		$ 5							**$ 5**
TOTAL	**$ 20**	**$ 32**	**$ 5**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 57**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Presentation Monitor			$ 5						**$ 5**
Hacienda Wayfinding		$ 5							**$ 5**
Town Hall Misc ADA	$ 20								**$ 20**
Carry Forward		$ 27							**$ 27**
TOTAL	**$ 20**	**$ 32**	**$ 5**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 57**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

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:

FY19/20: Refurbish flat portion of roof $28K) and replace interior lighting (scheduled); Replace exterior lighting (unfunded and deferred from FY18/19); Replace aggregate patio (unfunded and deferred from FY17/18); and Replace carpet (unfunded and deferred from FY16/17)
FY20/21: Replace landscape along the roadway frontage
FY21/22: Reconfigure Service Desk Orientation (assume Contra Costa County purchases desks)
FY22/23: None
FY23/24: None

Basis for Schedule: On-going program to make improvements and attract more facility users. In FY 18/19, the boiler failed and was replaced using budget from the Minor Capital Improvement Program (CIP 13-302) of which $26K has been transferred to this CIP. In FY19/20 the library roof is scheduled to be restored.

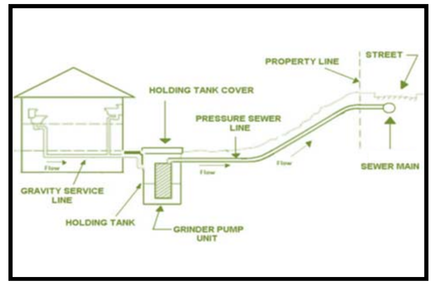
Basis for Cost: Costs estimates are based on contractor and staff estimates and inflated annually by the Construction Cost Index. Potential sources of funds are Asset Replacement, Palos Colorados, or General Fund. Only the flat portion of the roof is funded for replacement. Only the flat portion of the roof is funded for restoration.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 101: General Fund	$ 26								**$ 26**
Fund 750: Asset Replace			$ 28						**$ 28**
Undetermined			$ 186	$ 62	$ 12				**$ 260**
									$ -
									$ -
TOTAL	**$ 26**	**$ -**	**$ 214**	**$ 62**	**$ 12**	**$ -**	**$ -**	**$ -**	**$ 314**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration			$ 10	$ 3	$ 1				**$ 14**
Construction/Installation	$ 26		$ 186	$ 53	$ 10				**$ 275**
Contingency			$ 18	$ 5	$ 1				**$ 24**
TOTAL	**$ 26**	**$ -**	**$ 214**	**$ 62**	**$ 12**	**$ -**	**$ -**	**$ -**	**$ 314**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Project Name: **Rancho Laguna Park Sewer System Replacement**
Project Number: **19-301** **CIP Type:** **Bldg**
Account: **700-753-062-39** **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. Replacement originally scheduled for FY17/18 but deferred due to lack of funds. In April 2019, the grinder pump failed. The restrooms are currently closed with interim portable toilets in place until the sewer system is repaired or replaced.

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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 750: Asset Replace			$ 75						**$ 75**
									$ -
									$ -
									$ -
									$ -
TOTAL	**$ -**	**$ -**	**$ 75**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 75**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration			$ 3						**$ 3**
Design			$ 5						**$ 5**
Construction			$ 49						**$ 49**
Const Mgmt/Inspection			$ 5						**$ 5**
Contingency			$ 9						**$ 9**
Other: Permits			$ 3						**$ 3**
TOTAL	**$ -**	**$ -**	**$ 75**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 75**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

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 has been selected to receive a California River Parkways grant and a WW Urban Creeks grant. The Town is waiting for the results on the Town's application to receive CalOES FEMA Hazard Mitigation Grant Program (HMGP) to fully fund the project.

Basis for Cost: The consultant that completed a hydraulic study of the creek provided preliminary cost estimates for all feasible alternatives. This project also removes one of the high priority projects identified in the Storm Drain Master Plan that would have upsized the existing culvert instead of daylighting the creek.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 700: River Parkway Grant		$ 86		$ 314					**$ 400**
Fund 700: WW Urban Creeks (	$ 1	$ 133	$ 180	$ 286					**$ 600**
Fund 700: FEMA HMGP (pending)				$ 445	$ 50				**$ 495**
TOTAL	**$ 1**	**$ 219**	**$ 180**	**$ 1,045**	**$ 50**	**$ -**	**$ -**	**$ -**	**$ 1,495**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration	$ 1	$ 34		$ 35					**$ 70**
Survey		$ 20							**$ 20**
Environmental/Permitting		$ 100							**$ 100**
Design		$ 65	$ 110						**$ 175**
Construction				$ 770					**$ 770**
Const Mgmt/Inspection				$ 120					**$ 120**
Contingency				$ 120					**$ 120**
Misc Expenses			$ 70						**$ 70**
Post-Const Monitoring					$ 50				**$ 50**
TOTAL	**$ 1**	**$ 219**	**$ 180**	**$ 1,045**	**$ 50**	**$ -**	**$ -**	**$ -**	**$ 1,495**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

Project Name: Storm Drain Master Plan
Project Number: 14-201 **CIP Type:** Storm
Account: 700-740-062-65 **Dept:** PWD

Status: Carry Forward Project

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

Project Description: The Town has approximately 27 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.

On June 26, 2019, the Town Council will consider appropriating $45K to update the Master Plan to reflect new information regarding the performance of the storm drain system, reprioritize projects, and update cost estimates based on recent repairs and construction climate. One-time funding is recommended from the FHWA Emergency Relief reimbursement for the Canyon Road Temporary Bridge.

Basis for Schedule: An evaluation of the Storm Drains 36-inches or larger was conducted in August 2008. The 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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 101: General Fund		$ 45							$ 45
Fund 510: NPDES	$ 74	$ 4							$ 78
Fund 770: SD Impact Fee	$ 10								$ 10
Fund 705: Infra Preserve	$ 225								$ 225
TOTAL	**$ 309**	**$ 49**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 358**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration	$ 56								$ 56
Storm Drain Master Plan	$ 216								$ 216
Private Property Study	$ 34	$ 4							$ 38
2019 SDMP Update		$ 45							$ 45
Other: Software, etc.	$ 3								$ 3
TOTAL	**$ 309**	**$ 49**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 358**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation & Maintenance							$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

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 when Funding is Available**

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

Project Description: The following are potential projects:

FY 19/20 Skatepark minor improvements ($20K Community Project); Reshingle bandshell roof ($14K unfunded and deferred from FY18/19); Seal coat and restripe basketball court surface ($13K deferred from FY17/18); and repair flagpole, Biondi fountain, and swing sets ($28K unfunded and deferred from FY16/17)

FY 20/21 Expand existing splash pad structure

FY 21/22 Install additional Bocce Ball Courts

FY 22/23 Replace existing poured-in-place playground surfaces

FY 23/24 None

Basis for Schedule: Current list is based on deferred maintenance and asset replacement list. A community funding project is scheduled for FY 19/20 and funded through donations to make minor improvements to the Skatepark consisting of a hydration station, concrete seat wall, and pathway repairs.

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.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 100: Palos Colorados	$ 69	$ 21							$ 90
Fund 700: Donations			$ 20						$ 20
Undetermined			$ 42	$ 20	$ 35	$ 28			$ 125
TOTAL	**$ 69**	**$ 21**	**$ 62**	**$ 20**	**$ 35**	**$ 28**	**$ -**	**$ -**	**$ 235**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Completed Improvements	$ 69								$ 69
Skatepark Improvements			$ 20						$ 20
Basketball Courts		$ 13							$ 13
Deferred Improvements		$ 8	$ 42	$ 20	$ 35	$ 28			$ 133
TOTAL	**$ 69**	**$ 21**	**$ 62**	**$ 20**	**$ 35**	**$ 28**	**$ -**	**$ -**	**$ 235**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 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 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

Project Name:	**Municipal Parking Lots & Pathways Resurfacing Program**		
Project Number:	**16-303**	**CIP Type:**	**Park/Bldg**
Account:	**700-753-062-20**	**Dept:**	**P&R/PWD**

Status: **Surface seal Commons main parking lot**

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.

FY19/20: Reconstruct Library parking lot; overlay Hacienda south parking lot and service road (if not completed, reconstruction will be required next); and surface seal the Commons Park parking lot ($22K funded to avoid more expensive overlay)

FY20/21: Surface seal Rancho Laguna Park parking lot and pathway

FY21/22: Overlay Town Hall parking lot and surface seal Commons Park interior pathway

FY22/23: Overlay Hacienda north parking lot and surface seal Commons Park Skatepark parking lot

FY23/24: Overlay the Commons Park exterior pathway and surface seal the Commons West Park

Basis for Schedule: In 2018, all parking lots and pathways were assessed to determine their Pavement Condition Index (PCI) as depicted in parenthesis. Surfacing sealing the Commons Park main parking lot will be incorporated into the 2019 Joint Moraga-Lafayette Surface Seal project.

Basis for Cost: The Commons Park interior and and exterior pathways were seal coated in FY 13/14 and FY 14/15 and Rancho Laguna Park pathways were seal coated in FY 15/16. All costs inflated annually by the Construction Cost Index.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 100: Palos Colorados	$ 37								**$ 37**
Fund 250: Park Quimby Act			$ 38						
Fund 750: Asset Replacement			$ 22						
Undetermined			$ 457	$ 35	$ 94	$ 124	$ 166		**$ 876**
TOTAL	**$ 37**	**$ -**	**$ 517**	**$ 35**	**$ 94**	**$ 124**	**$ 166**	**$ -**	**$ 913**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Hacienda North Parking (44)						$ 109			**$ 109**
Hacienda South Parking (27)			$ 115						**$ 115**
Hacienda Service Road (27)			$ 108						**$ 108**
Commons Skate Parking (90)						$ 15			**$ 15**
Commons Main Parking (52)			$ 60						**$ 60**
Commons Interior Path (84)	$ 10				$ 18				**$ 28**
Commons Exterior Path (52)	$ 24						$ 149		**$ 173**
Commons West Path (99)							$ 17		**$ 17**
Library Parking (10)			$ 196						**$ 196**
Rancho Laguna Parking (79)				$ 22					**$ 22**
Rancho Laguna Path (78)	$ 3			$ 13					**$ 16**
Town Hall Parking (38)					$ 76				**$ 76**
TOTAL	**$ 37**	**$ -**	**$ 479**	**$ 35**	**$ 94**	**$ 124**	**$ 166**	**$ -**	**$ 935**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation & Maintenance							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 210: Measure J	$ 63	$ 22	$ 10	$ 10	$ 10	$ 10	$ 10		**$ 135**
Fund 205: Gas Tax	$ 27								**$ 27**
Fund 700: TDA Grant	$ 80								**$ 80**
									$ -
									$ -
TOTAL	**$ 170**	**$ 22**	**$ 10**	**$ 10**	**$ 10**	**$ 10**	**$ 10**	**$ -**	**$ 242**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Streets ADA Program	$ 55	$ 3	$ 10	$ 10	$ 10	$ 10	$ 10		**$ 108**
Administration	$ 1	$ 4							**$ 5**
Right-of-Way									**$ -**
Design	$ 5								**$ 5**
Construction	$ 108								**$ 108**
Const Mgmt/Inspection	$ 1	$ 8							**$ 9**
Contingency		$ 7							**$ 7**
TOTAL	**$ 170**	**$ 22**	**$ 10**	**$ 10**	**$ 10**	**$ 10**	**$ 10**	**$ -**	**$ 242**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

Project Name: Canyon Road Bridge Replacement
Project Number: 14-101 **CIP Type:** Trans
Account: 700-740-062-46 **Dept:** PWD

Status: Carry Forward Project

Project Objective: A permanent bridge is needed to replace the temporary one-lane bridge that replaced the original landslide-damaged bridge in 2017.

Project Description: The Canyon Road Bridge is one of five critical access points to Moraga. Previous Caltrans inspections of the original bridge determined that it qualified for replacement funding through the Caltrans Highway Bridge Program (HBP). The Town has completed the environmental and preliminary engineer studies.

A 2017 FHWA Emergency Relief (ER) project removed the landslide-damaged 1936 two-lane bridge and replaced with one-lane metal truss rental bridge. FHWA ER funds for the rental bridge expire on September 30, 2019, at which the Town would be fully responsible for those costs. The original engineering and construction estimates have been increased to address building the new longer bridge adjacent to a hillside failure.

The Town is currently working on the final bridge engineering design with the intent to bid Phase 1 construction building of one-lane of permanent bridge and remove the temporary one-lane bridge in 2020. Phase 2 would construct the final lane of the bridge and fully open the bridge in 2021.

Basis for Schedule: Phase 1 of the construction work is scheduled to being in Spring 2020 with removal of the temporary bridge in Fall 2020 eliminating $11,800 in monthly rental charges. Phase 2 of the construction work is scheduled to being in Spring 2021.

Basis for Cost: A preliminary engineer's estimate was developed by Nolte Verticle 5 and is on file for reference; however, bridge costs have increased due to modifications caused by the landslide. HBP grant funding was increased due to revisions in bridge design to address adjacent landslide issues. As a result, additional local match is required in the form of additional Measure J funds.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 700: HBP Grant	$ 1,041	$ 1,404	$ 3,100	$ 3,045					**$ 8,590**
Fund 700: CCTA Major St	$ 68	$ 149	$ 176						**$ 393**
Fund 210: Measure J	$ 95	$ 104	$ 194	$ 360					**$ 753**
									$ -
TOTAL	**$ 1,204**	**$ 1,657**	**$ 3,470**	**$ 3,405**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 9,736**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration	$ 22	$ 60	$ 75	$ 34					**$ 191**
Design	$ 1,077	$ 356							**$ 1,433**
Right-of-Way	$ 96	$ 54	$ 25						**$ 175**
Construction		$ 957	$ 2,697	$ 2,697					**$ 6,351**
Const Mgmt/Insp	$ 1	$ 142	$ 404	$ 404					**$ 951**
Contingency	$ 8	$ 88	$ 269	$ 270					**$ 635**
TOTAL	**$ 1,204**	**$ 1,657**	**$ 3,470**	**$ 3,405**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 9,736**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation & Maintenance							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

Project Name: **Central Video Surveillance System**
Project Number: **700-750-062-05** **CIP Type:** **Trans**
Account: **17-501** **Dept:** **PD**

Status: **Carry Forward 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 consists of cameras installed at five (5) strategic locations at or near all entrances to the Town and other locations within the Town. Each installation includes a license plate recognition camera and high definition color overview cameras. The license plate recognition cameras are directed at vehicles leaving or entering Moraga and can recognize and record license plate numbers. The overview cameras provide an overall view of the roadway area so that the color, make and model of a vehicle can be identified. Initially, each camera system worked independently and allowed investigators to download images through an encrypted link for use in specific investigations. The cameras are now connected by a secure wireless network and transmit the recorded images to a secure server located at MPD. The cameras can be monitored and past recordings viewed from MPD. Systems will be installed and portable cameras deployed at additional locations as needed.

Basis for Schedule: Initial installation occurred in 2018.

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 provided $60K to support implementaton and ongoing maintenance of this program.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 700: MCF Donation	$ 22	$ 38							$ 60
Fund 720: Public Safety Impac	$ 6								$ 6
									$ -
TOTAL	$ 28	$ 38	$ -	$ -	$ -	$ -	$ -	$ -	$ 66

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Pilot Program	$ 6								$ 6
Administration									$ -
Construction	$ 22	$ 33							$ 55
Contingency		$ 5							$ 5
TOTAL	$ 28	$ 38	$ -	$ -	$ -	$ -	$ -	$ -	$ 66

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							$ -
Maintenance							$ -
Other:							$ -
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

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 CEQA to be completed**

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 CEQA to be deferred until FY20/21.

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 will need to incorporate Green Infrastructure and its costs to comply with the NPDES permit.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 210: Measure J	$ 61	$ 79							**$ 140**
Fund 700: TLC Grant	$ 270	$ 65							**$ 335**
Fund 700: Developer	$ 55								**$ 55**
Unfunded								$ 6,612	**$ 6,612**
TOTAL	**$ 386**	**$ 144**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 6,612**	**$ 7,142**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 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	$ 89							**$ 90**
Phase 2: Final Design								$ 520	**$ 520**
Phase 3: Construction	$ 55							$ 6,092	**$ 6,147**
TOTAL	**$ 441**	**$ 144**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 6,612**	**$ 7,197**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 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 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

Project Name: Minor Traffic Safety Program
Project Number: 14-104 **CIP Type:** Trans
Account: 700-740-062-48 **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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 230: Traffic Safety	$ 25	$ 12	$ 10	$ 10	$ 10	$ 10	$ 10		**$ 87**
Fund 210: Measure J	$ 47	$ 43	$ 20	$ 20	$ 20	$ 20	$ 20		**$ 190**
									$ -
									$ -
TOTAL	**$ 72**	**$ 55**	**$ 30**	**$ 30**	**$ 30**	**$ 30**	**$ 30**	**$ -**	**$ 277**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration	$ 31	$ 23	$ 10	$ 10	$ 10	$ 10	$ 10		**$ 104**
Traffic Safety Improvements	$ 35	$ 32	$ 20	$ 20	$ 20	$ 20	$ 20		**$ 167**
Consultant	$ 6								**$ 6**
TOTAL	**$ 72**	**$ 55**	**$ 30**	**$ 30**	**$ 30**	**$ 30**	**$ 30**	**$ -**	**$ 277**

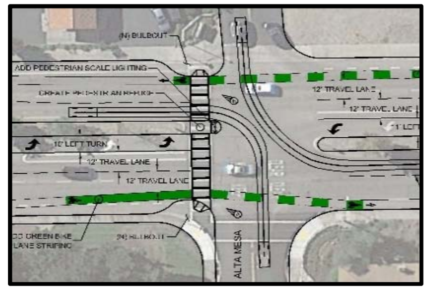
Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

Project Name: **Moraga Road/Alta Mesa Crosswalk Improvements**
Project Number: **18-105** **CIP Type:** **Trans**
Account: **700-740-062-38** **Dept:** **PWD**

Status: **Carry Forward Project**

Project Objective: Improve the safety of the Moraga Road and Alta Mesa intersection with pedestrian and bicycle improvements.



Project Description: The project will install enhanced green high visibility bike lanes, pavement markings, sidewalk corner bulbouts with new curb ramps, pedestrian center median refuge, pedestrian lighting, pedestiran flashing beacon, speed feedback signs, and high visibility crosswalk striping. The intersection will require significant pavement work to repair base failures, crack seal, resurface pavement, restripe, and trigger ADA upgrades (curb ramps, sidewalks, etc.). These improvements will improve pedestrian and bike connection to Moraga shopping center and for the neighborhoods to the east.

Basis for Schedule: This project will receive a FY 19/20 TDA Article 3 Funds with the intent of constructing during the 2019 construction season. On June 12, 2019, Town Council approved and funded the project, including starting design in FY 18/19 so that these improvements can be incorporated with the 2019 Joint Moraga-Lafayette Surface Seal project.

Basis for Cost: A conceptual engineer's cost estimate was developed by a consultant. The Town garnered a TDA grant in the amount of $110K, half of what was requested. As a result, the project scope was value engineered to reduce costs. The pavement related work and associated expenses will be funded through the Pavement Management Progrm (Fund 711).

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 210: Measure J		$ 27							**$ 27**
Fund 700: TDA Grant			$ 110						**$ 110**
Fund 711: Street		$ 8	$ 233						**$ 241**
									$ -
TOTAL	**$ -**	**$ 35**	**$ 343**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 378**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration		$ 3	$ 6						**$ 9**
Design		$ 32							**$ 32**
Construction			$ 270						**$ 270**
Const Mgmt/Inspection			$ 27						**$ 27**
Contingency			$ 40						**$ 40**
Other:									**$ -**
TOTAL	**$ -**	**$ 35**	**$ 343**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 378**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Project Name: **Moraga Way and Canyon/Camino Pablo Improvements**
Project Number: **18-101** **CIP Type:** **Trans**
Account: **700-740-062-69** **Dept:** **PWD**

Status: **Carry Forward**

Project Objective: Resurface, close sidewalk gap, and improve bicycle facilities on Moraga Way and install crosswalk improvements at Canyon Road/Camino Pablo

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 assigns 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 secured OneBayArea Grant funding from Safe Routes to School (SR2S), Local Streets & Roads (LS&R), and Transportation for Livable Communities (TLC) and a CalRecycle grant to include rubberized asphalt. Construction is estimated to start in 2019.

Basis for Cost: Based on 95% engineer's estimate with Town Council recommendation for additional asphalt.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 700: MTC SRTS		$ 607							**$ 607**
Fund 700: MTC LS&R		$ 596							**$ 596**
Fund 700: CCTA TLC	$ 117	$ 486							**$ 603**
Fund 700: CalRecycle		$ 72							**$ 72**
Fund 711: 1¢ Sales Tax			$ 1,194						**$ 1,194**
TOTAL	**$ 117**	**$ 1,761**	**$ 1,194**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,072**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration	$ 2	$ 61							**$ 63**
Design	$ 115	$ 125							**$ 240**
Construction		$ 1,021	$ 1,194						**$ 2,215**
Const Mgmt/Insp		$ 332							**$ 332**
Contingency		$ 222							**$ 222**
TOTAL	**$ 117**	**$ 1,761**	**$ 1,194**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,072**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation & Maintenance							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

Project Name: Pavement Management Program
Project Number: 08-106 **CIP Type:** Trans
Account: 711-740-062-73 **Dept:** PWD

Status: 2019 Joint Moraga-Lafayette Surface Seal in Constructin

Project Objective: Annually review Pavement Management System analysis, assess current needs, and allocate appropriate funds to provide cost-effective pavement maintenance.

Project Description: 2020 is scheduled for an overlay project.

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: The 2018 Pavement Management Report recommends approximately 25%, 25%, and 50% of funding 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. Currently, the Town's Pavement Condition Index is 74 with $9.3M of deferred maintenance needs based on the Town's steady pavement revenue streams. On January 24, 2018, CCCSWA Board of Directors approved increasing the Garbage Vehicle Impact Fees from $333K to $633K annually, effective March 1, 2019.

	Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 711: Street	Fund 205: RMRA	$ 279	$ 93	$ 279	$ 285	$ 290	$ 296	$ 302		**$ 1,824**
	Garbage Vehicle Impact	$ 1,423	$ 100	$ 633	$ 646	$ 659	$ 672	$ 685		**$ 4,817**
	1¢ Sales Tax	$ 12,750	$ 172	$ 1,065	$ 1,400	$ 1,456	$ 1,519	$ 1,575		**$ 19,937**
	CalRecycle Grant	$ 142	$ 217							**$ 359**
	Misc Funds**	$ 808								**$ 808**
Deferred Maintenance									$ 9,300	**$ 9,300**
	TOTAL	**$ 15,402**	**$ 582**	**$ 1,977**	**$ 2,330**	**$ 2,405**	**$ 2,487**	**$ 2,562**	**$ 9,300**	**$ 37,045**

** Misc Funds include $550 (Gas Tax), $200K (Measure J), $1K (Traffic Congestion), and $57K (EBMUD Reimbursement)

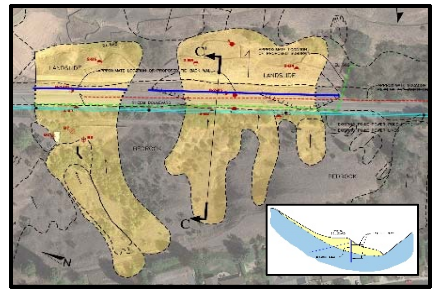
Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Past Projects as of 2013	$ 13,262								**$ 13,262**
2018 Reconstruct (33%)	$ 2,108	$ 154							**$ 2,262**
2019 Surface Seal (50%)	$ 32	$ 428	$ 1,378						**$ 1,838**
2020 Overlay (25%)***			$ 599	$ 1,206					**$ 1,805**
2021 Reconstruct (25%)				$ 1,124	$ 681				**$ 1,805**
2022 Surface Seal (50%)					$ 1,724	$ 1,886			**$ 3,610**
2023 Overlay (25%)						$ 601	$ 1,830		**$ 2,431**
2024 Reconstruction (25%)							$ 732		**$ 732**
Deferred Maintenance								$ 9,300	**$ 9,300**
TOTAL	**$ 15,402**	**$ 582**	**$ 1,977**	**$ 2,330**	**$ 2,405**	**$ 2,487**	**$ 2,562**	**$ 9,300**	**$ 37,045**

***Updated percentage allocations effective starting with the 2020 Overlay since 2019 Surface Seal was designed prior to Council direction on 3/13/19

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation & Maintenance							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

Project Name: **Rheem Boulevard Landslide Repair & Repaving**
Project Number: **16-103** **CIP Type:** **Trans**
Account: **700-740-062-24** **Dept:** **PWD**



Status: **Carry Forward (Pending Request for Final Payment)**

Project Objective: Repair the landslide below Rheem Boulevard between St. Mary's Road and Moraga Road, and repave as required.

Project Description: On March 9, 2016, Town Council approved changing landslide repair methods from a geogrid reinforced system to a structural retention system and appropriated additional funds to stabilize the landslide that continuously undermines Rheem Boulevard and to reconstruct the pavement. The new design reduces contruction time by half (from 6 to 3 months) and minimizes risk associated with triggering existing landslides.

Basis for Schedule: Construction began in 2016. Repair schedule will depend on the construction schedule for the Rancho Laguna II Project. The developer of the Rancho Laguna II Project will repair the slide in the Upper Valley area where unengineered fill had been placed previously, and the contractor for the development will conduct the work (so the Town will benefit from the economies of scale) and the developer and the Town will share in the costs.

The developer will contribute $500,000 toward the repairs of the slide impacted area in the Lower Valley area, while the Town will reimburse the developer for the remaining cost, up to a cost cap, past which the Town and the developer will split the costs evenly. Additionally, the Town Council waived the Developer's development impact fees and Quimby Act fees for a total amount of $472,365 to help fund this project.

Basis for Cost: Costs are based on the latest estimate presented to Town Council on March 9, 2016. Contractual service savings for no longer needing to fill cracks and pave portions of shoulder to stabilize separation and replace existing AC Berm due to on-going earth movement due to landslides. Administration and inspection will be paid separately out of the project's plan check and inspection deposit.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 700: CCTA Major Street	$ 656	$ 73							**$ 729**
Developer Contribution	$ 500								**$ 500**
Developer Split Responsibility	$ 198	$ 236							**$ 434**
Impact Fee or Fee Waiver		$ 390							**$ 390**
Fund 711: 1¢ Sales Tax (Unlvr	$ 14	$ 518							**$ 532**
TOTAL	**$ 1,368**	**$ 1,217**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,585**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration									**$ -**
Engineering	$ 210								**$ 210**
Construction	$ 1,018	$ 982							**$ 2,000**
Const Mgmt/Inspection	$ 100								**$ 100**
Contingency		$ 235							**$ 235**
Bonds & Insurance	$ 40								**$ 40**
TOTAL	**$ 1,368**	**$ 1,217**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,585**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance	$ (7.5)	$ (7.5)	$ (7.5)	$ (7.5)	$ (7.5)		**$ (37.5)**
TOTAL	**$ (7.5)**	**$ (7.5)**	**$ (7.5)**	**$ (7.5)**	**$ (7.5)**	**$ -**	**$ (37.5)**

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

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 2020. 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 the construction costs to $3.1M.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Unfunded								$ 4,509	**$ 4,509**
Fund 210: Measure J	$ 17								**$ 17**
Fund 211: Meas J 28C	$ 25								**$ 25**
Fund 700: CCTA Major Street	$ 210	$ 254							**$ 464**
Fund 799: LFFA	$ 48	$ 93							**$ 141**
TOTAL	**$ 300**	**$ 347**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,509**	**$ 5,156**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration	$ 7	$ 8						$ 211	**$ 226**
Feasibility Analysis	$ 42								**$ 42**
Preliminary Engineering	$ 251	$ 339							**$ 590**
Design								$ 325	**$ 325**
Right-of-Way								$ 50	**$ 50**
Construction								$ 3,138	**$ 3,138**
Const Mgmt/Insp								$ 471	**$ 471**
Contingency								$ 314	**$ 314**
TOTAL	**$ 300**	**$ 347**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,509**	**$ 5,156**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 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 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

Project Name: **Street Light Master Plan**
Project Number: **14-103** **CIP Type:** **Trans**
Account: **700-740-062-47** **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 are 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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 500: Light Dist	$ 49	$ 6							**$ 55**
									$ -
									$ -
TOTAL	**$ 49**	**$ 6**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 55**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration	$ 8	$ 2							**$ 10**
Study	$ 41	$ 4							**$ 45**
TOTAL	**$ 49**	**$ 6**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 55**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation & Maintenance							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 5/31/18 displayed) for multi-year projects at end of FY17/18 will carry forward into FY18/19.

Project Name:	**Traffic Signal Equipment Replacement Program**		
Project Number:	**18-103**	**CIP Type:**	**Trans**
Account:	**700-740-062-03**	**Dept:**	**PWD**

Status: **New Program**

Project Objective: Replace outdated Town owned Traffic Signal components and systems.

Project Description: The Town of Moraga owns 11-1/2 traffic signals which includes a shared signal with the City of Orinda at the Moraga Way and Ivy Drive intersection. In addition the Town owns five high visibility crosswalks (two of which will be installed in 2019) with enhanced signage, lighted beacons, and lighting. This program's initial priority is to fund the replacement of battery backup systems for each Town traffic signals systems (TSS), as the batteries typically have a short 10 year lifespan. This replacement program will be used to avoid potentially costly failures and distruption to Town traffic like the past March 2018 battery failure at Moraga Road and St. Mary's Road. The Town contracts with the CC County Signal Shop for maintenance and repair of our existing traffic signals.

Basis for Schedule: The Town would schedule 3 traffic signal battery backup replacements per year based on priority for malfunction or age of existing equipment.

Basis for Cost: The CC County Signal Shop obtain replacment battery backup equipment and labor qoutes.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 210: Measure J		$ 20	$ 20	$ 20	$ 20	$ 20	$ 20		**$ 120**
									$ -
									$ -
									$ -
TOTAL	**$ -**	**$ 20**	**$ 20**	**$ 20**	**$ 20**	**$ 20**	**$ 20**	**$ -**	**$ 120**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Installation		$ 20	$ 20	$ 20	$ 20	$ 20	$ 20		**$ 120**
									$ -
									$ -
									$ -
TOTAL	**$ -**	**$ 20**	**$ 20**	**$ 20**	**$ 20**	**$ 20**	**$ 20**	**$ -**	**$ 120**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 5/31/18 displayed) for multi-year projects at end of FY17/18 will carry forward into FY18/19.

Project Name: **Art in Public Spaces Program**

Project Number: **17-302** **CIP Type:** **Gov't**

Account: **700-750-062-07** **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 began installing 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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 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)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							$ -
Maintenance							$ -
Other:							$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

Project Name:	**Bollinger Valley Special Study Area**		
Project Number:	**18-603**	**CIP Type:**	**Gov't**
Account:	**700-910-062-95**	**Dept:**	**PLN**

Status: **Carry Forward Project**

Project Objective: General Plan Amendment and Rezone Bollinger Valley Special Study Area to reflect the residential density consistent with the General Plan.

Project Description: The 2002 General Plan land use designation of the Bollinger Canyon area is currently "Study" due to its unique development issues, and its status as one of the few remaining aeras of development potential in the Town. This project is to prepare a General Plan amendment and rezone of the Study area.

Basis for Schedule: A 2019 Town Council goal is to change the "Study" area designation to a residential zone consistent with the General Plan. On May 8, 2019, the Town Council appropriated funding in FY 18/19 due to the one-time funds available from the FHWA Emergency Relief reimbursement for the Canyon Road Temporary Bridge

Basis for Cost: Hauge-Brueck, environmental consultant to the Town, has provided an estimate of $250K for preparation of the environmental documentation for the project, and the Town attorney has estimated attorney fees at $75K.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 101: General Fund		$ 325							$ 325
TOTAL	$ -	$ 325	$ -	$ -	$ -	$ -	$ -	$ -	$ 325

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration									$ -
Study		$ 250							$ 250
Legal Services		$ 75							$ 75
TOTAL	$ -	$ 325	$ -	$ -	$ -	$ -	$ -	$ -	$ 325

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							$ -
Maintenance							$ -
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

Project Name: Climate Action Plan Implementation

Project Number: 18-602 **CIP Type:** Gov't

Account: 700-910-062-90 **Dept:** PLN

Status: New Program

Project Objective: Implement financially feasible strategies from Climate Action Plan to Town-owned properties to reduce the Town's overall carbon footprint.

Project Description: On October 22, 2014, Town Council accepted the Town’s Climate Action Plan (CAP), a long-term plan to reduce greenhouse gas emissions from daily activities of residents and local businesses, and contains strategies related to energy efficiency, land use, transportation, water, wastewater and soil waste management.

On May 8, 2019, Town Council directed staff to install five publicly-available electric vehicle (EV) charging stations at Town Offices (329 Rheem Boulevard) and Moraga Commons main parking lot (1425 St. Mary's Road) and two hydration stations (one at the Town Offices and one at the Council Chambers). $46.5K in funding from Fund 780 General Governement Facilities Impact Fees was transferred from the CIP 16-305 Minor Improvements to Government Facilities Program to this new CIP project.

Additionally, the Council approved energy efficiency upgrades to be made to the lighting and heating, ventalation, and air condition (HVAC) at Town Offices, Council Chambers/Corporation Yard (335 Rheem Boulvard), Hacienda de las Flores (2100 Donald Drive), and Moraga Library (1500 St. Mary's Road). These improvements will be funded by PG&E's 0% interest financing program.

Basis for Schedule: The EV Charging stations are partially funded by three grants and must be completed by the end of summer 2019.

Basis for Cost: The engineer's estimate for the total construction cost for five EV charging spaces is $56K. Town has garnered a $7.5K grant from MCE Clean Energy's MCEv program, a $11K grant from the Bay Area Air Quality Management District (BAAQMD) Charge! grant program and a $11K grant from 511 Contra Costa for a total of $29.5K or 53% of costs. EV stations will be metered to collect funds to offset electrical bills and ongoing operation & maintenance. The estimate for the hydration stations is $20K.

The $75K of energy efficiency upgrades will be funded through energy savings with complete payoff occuring within 10 years of the project's implementation.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 700: MCEv Grant			$ 8						**$ 8**
Fund 700: Pending Charge! Grant			$ 11						**$ 11**
Fund 700: Pending 511 Grant			$ 11						**$ 11**
Fund 700: East Bay Energy Watch			$ 75						**$ 75**
Fund 780: Gov't Impact Fee		$ 46							**$ 46**
TOTAL	**$ -**		**$ 105**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 151**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
EV Charging Stations		$ 26	$ 30						**$ 56**
Hydration Stations		$ 20							
Lighting & HVAC Upgrades			$ 75						**$ 75**
TOTAL	**$ -**	**$ 46**	**$ 105**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 131**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

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 (5) 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 and associated upgrades to software licenses and maintenance agreements. IN FY 19/20, PEG funds are proposed for the purchase of a new website.

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.

This annual program started in FY 2013/14. Actuals to Date are cumulative.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 101: General Fund	$ 53								**$ 53**
Fund 716: Comcast PEG			$ 22						
Fund 750: Asset Replace	$ 77		$ 31						**$ 108**
Undetermined				$ 31	$ 31	$ 31	$ 31		**$ 124**
TOTAL	**$ 130**	**$ -**	**$ 53**	**$ 31**	**$ 31**	**$ 31**	**$ 31**	**$ -**	**$ 232**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Equipment	$ 130		$ 53	$ 31	$ 31	$ 31	$ 31		**$ 307**
Contingency	.								**$ -**
TOTAL	**$ 130**	**$ -**	**$ 53**	**$ 31**	**$ 31**	**$ 31**	**$ 31**	**$ -**	**$ 307**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation (increases or decreases)							**$ -**
Maintenance (increases or decreases)							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 4/30/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

Project Name: Moraga Center Specific Plan Implementation
Project Number: 18-601 **CIP Type:** Gov't
Account: 700-910-062-50 **Dept:** PLN

Status: Carry Forward Project

Project Objective: Development of zoning ordinance provisions, streetscape and bike/ped transit standards, and design guidelines consistent with the adopted Moraga Center Specific Plan.

Project Description: Completion of the Moraga Center Specific Plan Implementation (MCSP) Project, resulting in zoning ordinance provisions, streetscape standards, and design guidelines that are consistent with the higher density residential, mixed-use, and infill development standards of the MCSP and the state-designated Priority Development Area program. The project will include pedestrian, bicycle, and transit facilities consistent with the transportation policies of the MCSP. Completion of the project will assist the Town in meeting its Regional Housing Needs Allocation.

The Moraga Center Pedestrian & Bicycle Improvements project (CIP 16-101) was closed and $46K of its Measure J 28C funds for the planning phase were incorporated into this CIP to include plans to close gaps

Basis for Schedule: Award of grant funding by Bay Area Metro (MTC and ABAG) includes stipulations that the project must be completed within 30 months of the effective date of the funding agreement between the Town and Bay Area Metro. The Town Council adopted a resolution approving the Master Funding Agreement with MTC on January 23, 2019. However, per the MTC approved scope of work, it is anticipated that the project will be completed in winter 2020.

Basis for Cost: Town Council adopted Resolution No. 11-2018 supporting Bay Area Metro grant funding of $140K and the required grant funding of 12% matching ($17K) for a total project cost of $157K. Project cost was originally based on scope and budgets provided by Opticos Design ($96K) and Fehr and Peers ($20K), as well as additional Town staff time; however, consultant's scope increased to a total of $147K, requiring additional budget and additional staff administration.

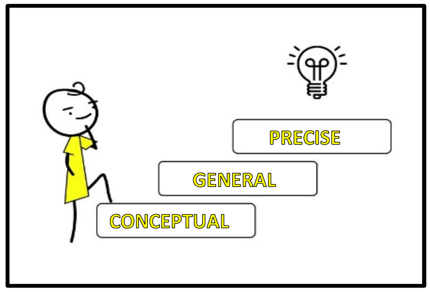
Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 210: Measure J		$ 17							$ 17
Fund 211: Measure J 28C		$ 46							$ 46
Fund 700: BA Metro Grant		$ 140							$ 140
									$ -
TOTAL	$ -	$ 203	$ -	$ -	$ -	$ -	$ -	$ -	$ 203

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration		$ 56							$ 56
Study		$ 147							$ 147
									$ -
TOTAL	$ -	$ 203	$ -	$ -	$ -	$ -	$ -	$ -	$ 203

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							$ -
Maintenance							$ -
Other:							$ -
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

Project Name: **Streamline Planning Review and Approval Process**
Project Number: **19-601** **CIP Type:** **Govt**
Account: **700-910-062-91** **Dept:** **PLN**



Status: **New Project**

Project Objective: Comprehensive update to Moraga Municipal Code Title 8 - Planning and Zoning to streamline the review and approval process.

Project Description: Review and update Moraga Municipal Code Title 8 - Planning and Zoning to streamline the development process with emphasis on the Town's 3-step development process - Conceptual Development Plan, General Development Plan, and Precise Development Plan. This project would assist the Town in meeting its Regional Housing Needs Allocation and in responding to recent state housing legislation.

Basis for Schedule: The California Department of Housing and Community Development (HCD) is awarding grants through the Senate Bill 2 (SB2) Planning Grants Program to help cities and counties prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production. Upon receipt of an application, HCD will notify grantees of award within 2-3 months, subject to the Standard Agreement contracting requirements through HCD. Anticipate full funding of award in FY 19/20.

Basis for Cost: HCD has set a maximum award of $160,000 for Small Localities, defined as less than 60,000 people, which would include Moraga. This is a non-competitive bid process, and the Town can anticipate receiving the full amount of funding from this program. Also, there is no local matching requirement for this program.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 700: SB2 Planning Grant			$ 160						$ 160
									$ -
									$ -
TOTAL	$ -	$ -	$ 160	$ -	$ -	$ -	$ -	$ -	$ 160

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration			$ 160						$ 160
Study									$ -
Environmental									$ -
Contingency									$ -
Other:									$ -
TOTAL	$ -	$ -	$ 160	$ -	$ -	$ -	$ -	$ -	$ 160

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							$ -
Maintenance							$ -
Other:							$ -
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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.

In FY19/20, Police's 2011 Ford Crown Victoria (#138) and Public Works' 1999 Jacobsen Trailer will be replaced.

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.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 101: General Fund	$ 40								**$ 40**
Fund 103: COPS	$ 175	$ 15	$ 30						**$ 220**
Fund 720: Public Safety Impac	$ 12								**$ 12**
Fund 750: Asset Replace	$ 176		$ 11						**$ 187**
Undetermined				$ 83	$ 114	$ 118	$ 124		**$ 439**
TOTAL	**$ 403**	**$ 15**	**$ 41**	**$ 83**	**$ 114**	**$ 118**	**$ 124**	**$ -**	**$ 898**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Police	$ 302	$ 15	$ 30	$ 46	$ 86	$ 86	$ 92		**$ 657**
Public Works	$ 101		$ 11	$ 37	$ 28	$ 32	$ 32		**$ 241**
Other:									**$ -**
TOTAL	**$ 403**	**$ 15**	**$ 41**	**$ 83**	**$ 114**	**$ 118**	**$ 124**	**$ -**	**$ 898**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 4/30/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

UNFUNDED
CAPITAL IMPROVEMENT PROJECTS

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Project Name: **Commons Park Restroom Replacement**
Project Number: **TBD** **CIP Type:** **Bldg**
Account: **Scheduled & Partially Funded** **Dept:** **P&R**

Status:

Project Objective: Replace existing restroom building at Moraga Commons Park.

Project Description: Remove existing restroom structure at Moraga Commons Park and install a new restroom structure consisting of 4 Americans with Disabilities Act (ADA) all gender restrooms with two drinking fountains including water bottle filling stations. This project was removed from the ADA Compliance Facilities to create this standalone CIP since scope has increased from upgrades to replacement.

Basis for Schedule: Public Restroom Company estimates a 150 day schedule to complete scope of work. Demolition, site preparation and required building pad will need to be completed by the Town and it is recommended that work at Moraga Commons Park be scheduled towards late Summer, early Fall contingent on fundraising.

Basis for Cost: On April 2, 2018, the Moraga Community Foundation (MCF) submitted to the Town design specifications for a pre-fabricated restroom structure inclsive of turnkey installation. MCF plans to fundraise for the entire cost of the project, initially set at $275K based on 2018 dollars.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 700: MCF Donation				$ 275					$ 275
Unfunded				$ 22					$ 22
									$ -
									$ -
									$ -
TOTAL	$ -	$ -	$ -	$ 297	$ -	$ -	$ -	$ -	$ 297

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration				$ 4					$ 4
Design & Survey				$ 8					$ 8
Demolition				$ 10					$ 10
Foundation & Utilities				$ 21					$ 21
Install Pre-Fab Restrooms				$ 218					$ 218
Contingency				$ 33					$ 33
Other: Permits				$ 3					$ 3
TOTAL	$ -	$ -	$ -	$ 297	$ -	$ -	$ -	$ -	$ 297

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							$ -
Maintenance							$ -
Other:							$ -
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Name: **Hacienda Building Exterior & Interior Light Replacement**
Project Number: **18-303** **CIP Type:** **Bldg**
Account: **700-751-62-60** **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. This project was scheduled for FY17/18 but was deferred due to lack of funding; however, the exterior lights were purchased and installed by staff in FY18/19 and funded through carry forward budgets from the Hacienda de las Flores Improvement Program (CIP 14-302) for $23K.

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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 100: Palos Colorados	$ 23								**$ 23**
Undetermined			$ 62						**$ 62**
									$ -
									$ -
									$ -
TOTAL	**$ 23**	**$ -**	**$ 62**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 85**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration			$ 3						**$ 3**
Study									**$ -**
Environmental									**$ -**
Right-of-Way									**$ -**
Design			$ 5						**$ 5**
Construction	$ 23		$ 48						**$ 71**
Const Mgmt/Inspection									**$ -**
Contingency			$ 5						**$ 5**
Other: Permits									**$ -**
TOTAL	**$ 23**	**$ -**	**$ 62**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 85**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Labor		$ (3)	$ (3)	$ (3)	$ (3)		**$ (12)**
Materials		$ (0.5)	$ (0.5)	$ (0.5)	$ (0.5)		**$ (2)**
Other:							**$ -**
TOTAL	**$ -**	**$ (3.5)**	**$ (3.5)**	**$ (3.5)**	**$ (3.5)**	**$ -**	**$ (14)**

Project Name: **Hacienda Building Window Replacement**
Project Number: **TBD** **CIP Type:** **Bldg**
Account: **TBD** **Dept:** **P&R**

Status: **Scheduled but 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 intial decision-making tool to identify priority projects to address maintenance items. The majority of windows are not up to current energy standards. This project was scheduled for FY17/18 but was deferred due to lack of funding.

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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Undetermined			$ 200						$ 200
									$ -
									$ -
									$ -
									$ -
TOTAL	$ -	$ -	$ 200	$ -	$ -	$ -	$ -	$ -	$ 200

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration			$ 20						$ 20
Study									$ -
Environmental									$ -
Right-of-Way									$ -
Design			$ 12						$ 12
Construction			$ 130						$ 130
Const Mgmt/Inspection			$ 20						$ 20
Contingency			$ 13						$ 13
Other: Permits			$ 5						$ 5
TOTAL	$ -	$ -	$ 200	$ -	$ -	$ -	$ -	$ -	$ 200

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							$ -
Maintenance							$ -
Other:							$ -
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Name: Mosaic Room Restoration
Project Number: TBD **CIP Type:** Bldg
Account: TBD **Dept:** P&R

Status: Scheduled but Unfunded

Project Objective: Update and improve the Mosiac Room at Hacienda de las Flores to serve as a multipurpose space for recreation classes and rentals.

Project Description: Create a functional and inviting space for community use through the following updates:

- Restore arched windows on the North and East walls ($35K)
- Remove door and stairs on the North wall ($6K)
- Replace door on South wall (to deck) ($3K)
- Replace flooring ($12K)
- Remove remaining stained glass and mosaics and replace with drywall ($2K)
- Remove soffit and update lighting to energy efficient option ($10K)

Basis for Schedule: Work recommended to take place between November and March to have minimum impact on community use of the Hacienda.

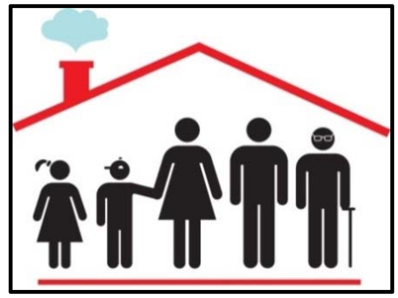
Basis for Cost: Costs estimated using quotes from Casita upgrades (2019) and past work completed on the Pavilion.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Undetermined				$ 68					$ 68
									$ -
									$ -
									$ -
									$ -
TOTAL	$ -	$ -	$ -	$ 68	$ -	$ -	$ -	$ -	$ 68

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration									$ -
Study									$ -
Environmental									$ -
Right-of-Way									$ -
Design									$ -
Construction				$ 68					$ 68
Const Mgmt/Inspection									$ -
Contingency									$ -
Other:									$ -
TOTAL	$ -	$ -	$ -	$ 68	$ -	$ -	$ -	$ -	$ 68

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Unfunded								$ 9,518	**$ 9,518**
									$ -
									$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 9,518**	**$ 9,518**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration								$ 281	**$ 281**
Study								$ 281	**$ 281**
Land Acquisition								$ 1,094	**$ 1,094**
Environmental								$ 281	**$ 281**
Design								$ 562	**$ 562**
Construction								$ 5,616	**$ 5,616**
Const Mgmt/Inspection								$ 562	**$ 562**
Contingency								$ 843	**$ 843**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 9,518**	**$ 9,518**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation (6.5 FTE)						$ 406	**$ 406**
Maintenance						$ 332	**$ 332**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 738**	**$ 738**

Project Name:	**Municipal Building Repainting Program**		
Project Number:	**14-303**	**CIP Type:**	**Bldg**
Account:	**700-750-062-58**	**Dept:**	**PWD**
Status:	**Scheduled but Unfunded**		
Project Objective:	Paint all municipal buildings.		

Project Description:

FY 19/20 Interior Library & Commons Park exterior & interior bandshell (scheduled); Interior Hacienda de las Flores building (FY 18/19 deferred), Exterior Pavilion building (FY 17/18 deferred), and Exterior Hacienda and Library Buildings (FY 16/17 deferred)

FY 20/21 None

FY 21/22 Exterior La Sala building

FY 22/23 None

FY 23/24 None

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. Repainting the interior and exterior Casita building was scheduled for FY 21/22 but was reprioritized to FY 18/19 to combine with other Casita improvements and funded by a Hacienda Foundation donation.

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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 700: Hacienda Foundati	$ 5								$ 5
Fund 701: COP Bond	$ 24								$ 24
Undetermined			$ 120		$ 19				$ 139
									$ -
TOTAL	$ 29	$ -	$ 120	$ -	$ 19	$ -	$ -	$ -	$ 168

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Completed**	$ 29								$ 29
Library			$ 35						$ 35
Commons Bandshell			$ 14						$ 14
Hacienda Building			$ 54						$ 54
La Sala Building (Ext)					$ 19				$ 19
Pavilion Building (Ext)			$ 17						$ 17
TOTAL	$ 29	$ -	$ 120	$ -	$ 19	$ -	$ -	$ -	$ 168

** Town Hall Ext ($24K) and Casita Int & Ext ($5K) but does not include Pavilion Int (CIP 12-302), Town Hall Int (CIP 08-302), or Council Chambers (CIP 08-302)

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							$ -
Maintenance							$ -
Other:							$ -
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Name: Municipal Building Restrooms Refurbishment Program

Project Number: 18-302 **CIP Type:** Bldg

Account: 700-751-062-59 **Dept:** P&R

Status: Scheduled but Unfunded

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:

FY19/20: Library Staff restroom (scheduled); Hacienda building's 3 restrooms (requires upgrades for ADA compliance) located on first floor (scheduled); Commons Park's 7 restrooms including roofs (deferred from FY18/19) and Rancho Laguna Park's restroom including roof (deferred from FY17/18)

FY20/21: None

FY21/22: None

FY22/23: None

FY23/24: None

Basis for Schedule: Used Asset Replacement schedule as an initial tool. Refurbishing the Casita restroom including ADA was scheduled for FY 29/30 but was reprioritized to FY 18/19 to combine with other Casita improvements and funded by a Hacienda Foundation donation.

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 sourses of funds are Asset Replacement, Palos Colorados, General Fund, or any combination thereof.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 700: Hacienda Foundatio	$ 24								**$ 24**
Undetermined			$ 231						**$ 231**
TOTAL	**$ -**	**$ -**	**$ 231**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 255**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Casita Building	$ 24								**$ 24**
Library Staff			$ 102						**$ 102**
Hacienda (1st Floor)			$ 47						**$ 47**
Commons Park			$ 64						**$ 64**
Rancho Laguna Park			$ 18						**$ 18**
TOTAL	**$ 24**	**$ -**	**$ 231**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 255**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Labor		$ (18)	$ (18)	$ (18)	$ (18)		**$ (72)**
Material		$ (3)	$ (3)	$ (3)	$ (3)		**$ (12)**
Other:							**$ -**
TOTAL	**$ -**	**$ (21)**	**$ (21)**	**$ (21)**	**$ (21)**	**$ -**	**$ (84)**

Project Name: **Pavilion Building Flagstone Staircase Replacement**
Project Number: **TBD** **CIP Type:** **Bldg**
Account: **TBD** **Dept:** **P&R**

Status: **Scheduled but 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 due to lack of funds.

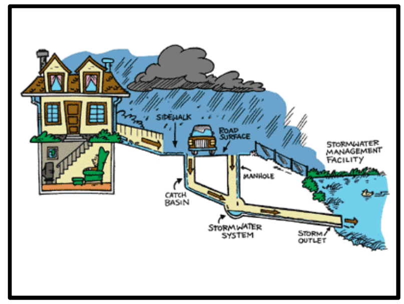
Basis for Cost: Based on a quote received from an on-call architect for project costs based on similar projects for other agencies and inflated annually by the Construction Cost Index. Potential sources of funds are Asset Replacement, Palos Colorados, or General Fund.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Undetermined			$ 185						**$ 185**
									$ -
									$ -
									$ -
									$ -
TOTAL	**$ -**	**$ -**	**$ 185**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 185**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration			$ 11						**$ 11**
Design			$ 16						**$ 16**
Construction			$ 108						**$ 108**
Const Mgmt/Inspection			$ 16						**$ 16**
Contingency			$ 16						**$ 16**
Other: Permits			$ 16						**$ 16**
TOTAL	**$ -**	**$ -**	**$ 185**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 185**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Project Name: **Storm Drain Improvement Program**
Project Number: **TBD** **CIP Type:** **Storm**
Account: **TBD** **Dept:** **PWD**



Status: **Unfunded & 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. The Town secured grant funding to address one of the high priority projects through the Laguna Creek Restoration at Hacienda de las Flores (CIP 16-201) rather than upsizing the existing culvert thus reducing the needs by $1.05M. In 2018, the Proposition 218 Property-Related Stormwater ballot fee measure to address the high priority projects failed.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Undetermined								$ 26,172	**$ 26,172**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 26,172**	**$ 26,172**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
High Priority Projects								$ 8,209	**$ 8,209**
Medium Priority Projects								$ 11,417	**$ 11,417**
Low Priority Projects								$ 6,546	**$ 6,546**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 26,172**	**$ 26,172**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation & Maintenance	$ 262	$ 269	$ 286	$ 294	$ 302		**$ 1,413**
TOTAL	**$ 262**	**$ 269**	**$ 286**	**$ 294**	**$ 302**	**$ -**	**$ 1,413**

Project Name: **Community Sports Field**
Project Number: **TBD** **CIP Type:** **Parks**
Account: **TBD** **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 esimates 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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Unfunded								$ 11,348	**$ 11,348**
									$ -
									$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 11,348**	**$ 11,348**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration								$ 136	**$ 136**
Study								$ 136	**$ 136**
Environmental								$ 136	**$ 136**
Design								$ 274	**$ 274**
Land Acquisition								$ 7,109	**$ 7,109**
Construction								$ 2,735	**$ 2,735**
Const Mgmt/Inspection								$ 274	**$ 274**
Contingency								$ 547	**$ 547**
Other:									**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 11,348**	**$ 11,348**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance						$ 26	**$ 26**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 26**	**$ 26**

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 permited 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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Unfunded								$ 386	**$ 386**
									$ -
									$ -
									$ -
									$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 386**	**$ 386**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration								$ 6	**$ 6**
Environmental								$ 13	**$ 13**
Design								$ 39	**$ 39**
Construction								$ 264	**$ 264**
Const Mgmt/Inspection								$ 38	**$ 38**
Contingency								$ 25	**$ 25**
Other:									**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 386**	**$ 386**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 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: **Scheduled but Unfunded**

Project Objective: Replace fences at the end of their life cycle that show signs of disrepair.

Project Description:

FY19/20: Rancho Laguna Park playground perimeter fence (scheduled); Mulholland lower gate and chainlink fence leading up to entrance gate and Hacienda wrought iron gate and fence at entrance (deferred from FY18/19); and Hacienda fence portion along Casita (deferred from FY16/17)
FY20/21: 335 Rheem Corporation Yard wooden fence
FY21/22: None
FY22/23: None
FY22/23: 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. In FY18/19, Rancho Laguna Park frontage fence was deferred from FY16/17 but was replaced through a Boy Scout/Town volunteer project in FY18/19.

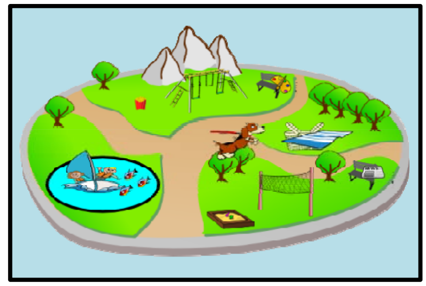
Basis for Cost: Costs based on similar fence repair costs and inflated annually by Construction Cost Index. Potential sources of funds are Asset Replacement, Palos Colorados, General Fund, or any combination thereof.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Undetermined			$ 101	$ 10					**$ 111**
									$ -
									$ -
									$ -
									$ -
TOTAL	**$ -**		**$ 101**	**$ 10**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 111**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration			$ 6	$ 1					**$ 7**
Construction			$ 86	$ 8					**$ 94**
Contingency			$ 9	$ 1					**$ 10**
									$ -
TOTAL	**$ -**	**$ -**	**$ 101**	**$ 10**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 111**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Project Name: Neighborhood Parks
Project Number: TBD | **CIP Type:** Parks
Account: TBD | **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 Bouelvard, 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.

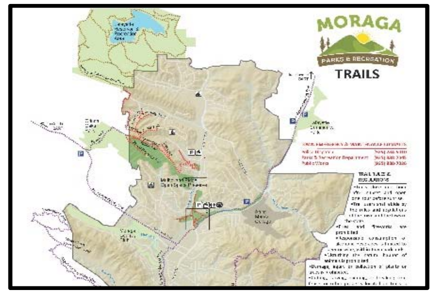
Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Unfunded								$ 5,059	**$ 5,059**
									$ -
									$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,059**	**$ 5,059**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration								$ 30	**$ 30**
Study								$ 23	**$ 23**
Environmental								$ 49	**$ 49**
Design								$ 49	**$ 49**
Right of Way								$ 4,648	**$ 4,648**
Construction								$ 201	**$ 201**
Const Mgmt/Inspection								$ 30	**$ 30**
Contingency								$ 30	**$ 30**
Other:									**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,059**	**$ 5,059**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance						$ 32	**$ 32**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 32**	**$ 32**

Project Name: **Trail System Development and Expansion**
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 include several potential new and/or planned trails to be acquired through future development.

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 following trail system in Town to connect neighborhoods and improve access to major destinations:

- Indian Ridge Trail ($1,308K)
- Indian Valley Trail ($990K)
- Buckingham Trail (Moraga Road to Fayhill) ($279K)
- Heritage Trail (Library to Moraga Road) ($97K)
- Rheem Hiking Trail (Coyote Creek) ($197K)
- Rheem Hiking Trail (Fayhill) ($197K)
- Rheem Reservoir Trail (Campolindo Ridge) ($895K)
- Utah Easement Trail (Library to Old Moraga Ranch Trail) ($681K)

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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Unfunded								$ 4,643	**$ 4,643**
									$ -
									$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,643**	**$ 4,643**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration								$ 46	**$ 46**
Study									**$ -**
Environmental								$ 124	**$ 124**
Design								$ 193	**$ 193**
Right of Way								$ 3,203	**$ 3,203**
Construction								$ 794	**$ 794**
Const Mgmt/Inspection								$ 123	**$ 123**
Contingency								$ 160	**$ 160**
Other:									**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,643**	**$ 4,643**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Project Name: **Turf Improvements Program**
Project Number: **15-303** **CIP Type:** **Parks**
Account: **700-753-062-36** **Dept:** **P&R**

Status: **Scheduled but 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 de las Flores irrigation, turf, and rodent barrier
Phase 3: Rancho Laguna irrigation, drainage, and turf
Phase 4: Upper Commons (Grass Ski Hill) irrigation, turf, drainage, and rodent barrier
Phase 5: Lower Commons irrigation, turf, drainage, and rodent barrier

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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 750: Asset Replace	$ 50								**$ 50**
Fund 100: Palos Colorados	$ 21								**$ 21**
Undetermined			$ 259	$ 688	$ 280	$ 350			**$ 1,577**
TOTAL	**$ 71**	**$ -**	**$ 259**	**$ 688**	**$ 280**	**$ 350**	**$ -**	**$ -**	**$ 1,648**

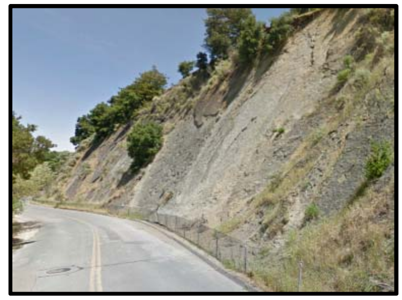
Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Phase 1	$ 71								**$ 71**
Phase 2									**$ -**
Administration			$ 5						**$ 5**
Design			$ 21						**$ 21**
Construction			$ 203						**$ 203**
Contingency			$ 31						**$ 31**
Phase 3				$ 688					**$ 688**
Phase 4					$ 280				**$ 280**
Phase 5						$ 350			**$ 350**
TOTAL	**$ 71**	**$ -**	**$ 259**	**$ 688**	**$ 280**	**$ 350**	**$ -**	**$ -**	**$ 1,648**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fix Breaks, Repairs, Adjustments to Irrigation	$ (11)	$ (11)	$ (19)	$ (23)	$ (27)		**$ (91)**
Maintenance Savings for Turf & Rodent Control	$ (1)	$ (1)	$ (3)	$ (4)	$ (5)		**$ (14)**
TOTAL	**$ (12)**	**$ (12)**	**$ (22)**	**$ (27)**	**$ (32)**	**$ -**	**$ (105)**

Project Name: **Bollinger Canyon Road Hillside Stabilization**
Project Number: **16-102** **CIP Type:** **Trans**
Account: **700-740-062-23** **Dept:** **PWD**

Status: **Unfunded & Unscheduled**

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.

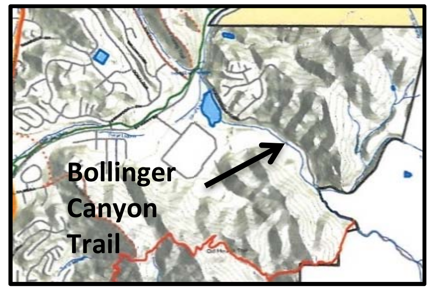
Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 210: Measure J	$ 65							$ 547	**$ 612**
									$ -
									$ -
									$ -
									$ -
TOTAL	**$ 65**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 547**	**$ 612**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration									**$ -**
Study (Geotech Assmt)	$ 17								**$ 17**
Environmental								$ 22	**$ 22**
Right-of-Way									**$ -**
Design								$ 22	**$ 22**
Construction	$ 48							$ 437	**$ 485**
Const Mgmt/Inspection								$ 22	**$ 22**
Contingency								$ 44	**$ 44**
Other: Title Reports									**$ -**
TOTAL	**$ 65**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 547**	**$ 612**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 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)**

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 (EBRPD) 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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Unfunded								$ 1,904	**$ 1,904**
									$ -
									$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,904**	**$ 1,904**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration								$ 37	**$ 37**
Study								$ -	**$ -**
Environmental								$ 45	**$ 45**
Design								$ 179	**$ 179**
Right of Way								$ 15	**$ 15**
Construction								$ 1,148	**$ 1,148**
Const Mgmt/Inspection								$ 120	**$ 120**
Contingency								$ 344	**$ 344**
Other:								$ 15	**$ 15**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,904**	**$ 1,904**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Unfunded								$ 623	**$ 623**
									$ -
									$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 623**	**$ 623**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration								$ 9	**$ 9**
Study									**$ -**
Environmental								$ 36	**$ 36**
Right-of-Way								$ 18	**$ 18**
Design								$ 90	**$ 90**
Construction								$ 361	**$ 361**
Const Mgmt/Inspection								$ 54	**$ 54**
Contingency								$ 54	**$ 54**
Other:									**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 623**	**$ 623**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Project Name: **Commercial Centers Streetlighting**

Project Number: **17-101** **CIP Type:** **Trans**

Account: **700-740-062-08** **Dept:** **PWD**

Status: **Deferred from FY17/18 to FY20/21**

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 are 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.

Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 500: Light Dist				$ 360					$ 360
									$ -
									$ -
TOTAL	$ -	$ -	$ -	$ 360	$ -	$ -	$ -	$ -	$ 360

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 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	$ -	$ -	$ -	$ 360	$ -	$ -	$ -	$ -	$ 360

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation & Maintenance							$ -
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

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.

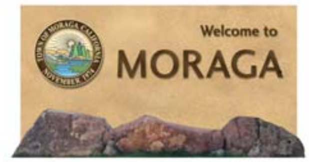
Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 700: TDA Grant	$ 50								**$ 50**
Fund 210: Measure J	$ 33								**$ 33**
Undetermined								$ 3,175	**$ 3,175**
									$ -
									$ -
TOTAL	**$ 83**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,175**	**$ 3,258**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration	$ 20								**$ 20**
Study	$ 57								**$ 57**
Environmental	$ 6								**$ 6**
Crossing Improvements								$ 1,360	**$ 1,360**
Sidewalk Improvements								$ 1,310	**$ 1,310**
Bike Route Improvements								$ 219	**$ 219**
Bike Lane Improvements								$ 286	**$ 286**
TOTAL	**$ 83**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,175**	**$ 3,258**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Project Name: **Municipal Monument Gateway Signage Program**
Project Number: **16-311** **CIP Type:** **Trans**
Account: **700-510-062-11** **Dept:** **PLN/PWD**

Status: **Unfunded & Unscheduled**



Project Objective: Replace four existing gateway signs along arterial roads near 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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Unfunded								$ 84	**$ 84**
									$ -
									$ -
									$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 84**	**$ 84**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration								$ 2	**$ 2**
Manufacturing								$ 38	**$ 38**
Installation								$ 38	**$ 38**
Boulders								$ 6	**$ 6**
Contingency									**$ -**
Other:									**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 84**	**$ 84**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Project Name: Municipal Wayfinding Signage Program
Project Number: 15-601 **CIP Type:** Trans
Account: 700-910-062-31 **Dept:** PWD

Status: Unfunded & Unscheduled

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. Installation funding initially programmed for FY16/17 but has been deprogrammed and deferred.

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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 211: Meas J 28C	$ 17								**$ 17**
Unfunded								$ 140	**$ 140**
									$ -
									$ -
TOTAL	**$ 17**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 140**	**$ 157**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration	$ 2								**$ 2**
Study									**$ -**
Environmental									**$ -**
Right-of-Way									**$ -**
Design									**$ -**
Construction	$ 15							$ 140	**$ 155**
Const Mgmt/Inspection									**$ -**
Contingency									**$ -**
Other:									**$ -**
TOTAL	**$ 17**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 140**	**$ 157**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Project Name: PG&E Undergrounding
Project Number: 16-104 **CIP Type:** Trans
Account: 700-740-062-25 **Dept:** PWD

Status: Phase 1A and 1B Complete (Phase 2 Unfunded)

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; completed in 2017 Phases 1A and 1B, from St. Mary's Road to Devin Drive; and will complete future Phase 2, from Devin Drive to Ascot Drive when Town accrues additional Rule 20A credits.

Basis for Schedule: Town is lead agency and will need to wait until sufficent Rule 20A credits accrue to complete Phase 2.

Basis for Cost: Costs based on consultant engineer's estimate. As of March 31, 2018, the Town has a balance of $236,284 in Rule 20A credits. At a annual acrual rate of approximately $43K, it may take approximately 20 years to accrue sufficent Rule 20A credits to underground Phase 2.

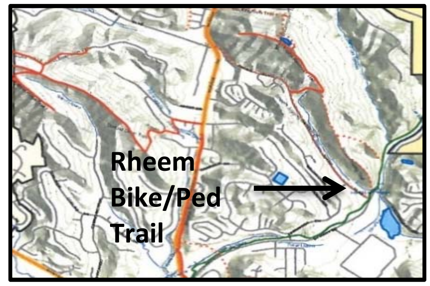
Fund Source (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Fund 700: Rule 20A	$ 1,718							$ 279	**$ 1,997**
Fund 500: Light Asmt Dist	$ 197								**$ 197**
Fund 140: SL Spec Dist	$ 197								**$ 197**
Fund 100: General Fund	$ 24								**$ 24**
Undetermined								$ 826	**$ 826**
TOTAL	**$ 2,136**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,105**	**$ 3,241**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Phase 1A and 1B	$ 2,136								**$ 2,136**
Phase 2								$ 1,105	**$ 1,105**
Contingency									**$ -**
Other:									**$ -**
TOTAL	**$ 2,136**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,105**	**$ 3,241**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* Unspent remaining budget (as of 3/31/19 displayed) for multi-year projects at end of FY18/19 will carry forward into FY19/20.

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 approximatley 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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Unfunded								$ 284	**$ 284**
									$ -
									$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 284**	**$ 284**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration								$ 5	**$ 5**
Study									**$ -**
Environmental								$ 12	**$ 12**
Design								$ 22	**$ 22**
Right of Way								$ 134	**$ 134**
Construction								$ 86	**$ 86**
Const Mgmt/Inspection								$ 16	**$ 16**
Contingency								$ 8	**$ 8**
Other:									**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 284**	**$ 284**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 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 crosswalks 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*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Unfunded								$ 215	**$ 215**
									$ -
									$ -
									$ -
									$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 215**	**$ 215**

Cost Category (in 1000's)	Actuals to Date	Project Balance*	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Administration								$ 2	**$ 2**
Study								$ 2	**$ 2**
Environmental								$ 2	**$ 2**
Right-of-Way								$ 33	**$ 33**
Design								$ 22	**$ 22**
Construction								$ 122	**$ 122**
Const Mgmt/Inspection								$ 16	**$ 16**
Contingency								$ 16	**$ 16**
Other:								$ -	**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 215**	**$ 215**

Maintenance Costs (in 1000's)	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget	TBD	Project Total
Operation							**$ -**
Maintenance							**$ -**
Other:							**$ -**
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

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CAPITAL IMPROVEMENT PROJECT REFERENCE INDEX

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ACTIVE (FUNDED OR CARRY FORWARD) CAPITAL IMPROVEMENT PROJECTS

Buildings & Facilities (Municipal Facilities)		
CIP-21	13-301	ADA Compliance Facility Program
CIP-22	14-102	ADA Self-Evaluation Plan
CIP-23	14-302	Hacienda de las Flores Improvement Program
CIP-24	13-302	Minor Capital Improvement Program
CIP-25	16-305	Minor Improvements to Government Facilities Program
CIP-26	08-308	Moraga Library Improvements
CIP-27	19-301	Rancho Laguna Park Sewer System Replacement
Creeks & Drainage (Storm Drain System)		
CIP-28	16-201	Laguna Creek Restoration at Hacienda de las Flores
CIP-29	14-201	Storm Drain Master Plan
Parks & Open Space		
CIP-30	14-304	Commons Park Improvement Program
CIP-31	16-303	Municipal Parking Lots & Pathways Resurfacing Program
Transportation		
CIP-32	08-101	ADA Compliance Streets Program
CIP-33	14-101	Canyon Road Bridge Replacement
CIP-34	17-501	Central Video Surveillance System
CIP-35	13-101	Livable Moraga Road - Corridor Plan and Improvements
CIP-36	14-104	Minor Traffic Safety Program
CIP-37	18-105	Moraga Road/Alta Mesa Crosswalk Improvements
CIP-38	18-101	Moraga Way and Canyon/Camino Pablo Improvements
CIP-39	08-106	Pavement Management Program
CIP-40	16-103	Rheem Boulevard Landslide Repair & Repaving
CIP-41	14-604	St Mary's Rd/Rheem/Bollinger Canyon Roundabouts
CIP-42	14-103	Street Light Master Plan
CIP-43	18-103	Traffic Signal Equipment Replacement Program
General Government		
CIP-44	17-302	Art in Public Spaces Program
CIP-45	18-603	Bollinger Valley Special Study Area
CIP-46	18-602	Climate Action Plan Implementation
CIP-47	14-306	Information Technology Infrastructure Program
CIP-48	18-601	Moraga Center specific Plan Implementation
CIP-49	19-601	Streamline Planning Review and Approval Process
CIP-50	14-501	Vehicle & Operating Equipment Program

UNFUNDED CAPITAL IMPROVEMENT PROJECTS

Buildings & Facilities (Municipal Facilities)		
CIP-53	TBD	Commons Park Restroom Replacement
CIP-54	18-303	Hacienda Building Exterior & Interior Light Replacement
CIP-55	TBD	Hacienda Building Window Replacement
CIP-56	TBD	Mosaic Room Restoration
CIP-57	TBD	Multi-Generational Community Center
CIP-58	14-303	Municipal Building Repainting Program
CIP-59	18-302	Municipal Building Restrooms Refurbishment Program
CIP-60	TBD	Pavilion Building Flagstone Staircase Replacement
Creeks & Drainage (Storm Drain System)		
CIP-61	TBD	Storm Drian Improvement Program
Parks & Open Space		
CIP-62	TBD	Community Sports Field
CIP-63	TBD	Mulholland Open Space Preserve Improvements
CIP-64	TBD	Municipal Fence Replacement Program
CIP-65	TBD	Neighborhood Parks
CIP-66	TBD	Trail System Development and Expansion
CIP-67	15-303	Turf Improvements Program
Transportation		
CIP-68	16-102	Bollinger Canyon Road Hillside Stabilization
CIP-69	TBD	Bollinger Canyon Trail (to Las Trampas Wilderness)
CIP-70	TBD	Canyon Road Bicycle Improvements (County to Constance Place)
CIP-71	17-101	Commercial Centers Streetlighting
CIP-72	13-102	Moraga Pedestrian & Bicycle Master Plan (MPBP) Improvements
CIP-73	16-311	Municipal Monument Gateway Signage Program
CIP-74	15-601	Municipal Wayfinding Signage Program
CIP-75	16-104	PG&E Undergrounding
CIP-76	TBD	Rheem Blvd. Bike & Pedestrian (Moraga Rd. to St. Mary's Rd)
CIP-77	16-105	Rheem Blvd. High Visibility Crosswalk

Financial Management Policies

Redwood Trail South of Pinehurst Road

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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 Rescinding Resolution 8-2012	)))))))	Resolution No. 5 - 2015

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

Dave Trotter, Mayor

Attest:

Marty C. McInturf

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:

Infrastructure/Betterments

Network	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

Karen Mendonca, Mayor

Attest:

Marty C. McInturf

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 Audit and Finance Committee	)))))	Resolution No. 44 - 2010

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.

<u>No Leveraging</u>. 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:

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.

- 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.

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:

- 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.

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.

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.

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

R. N. Wyk

Roger N. Wykle, Mayor

Attest:

Marty C. McInturf

Marty C. McInturf, Town Clerk

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Declaring the Town of Moraga's Intention to Levy and Collect Assessments Under Assessment District No. 1979-1, Town of Moraga Street Lighting in Fiscal Year 2018/19 and Setting a Public Hearing Date of June 13, 2018	))))))	Resolution No. 34 - 2018

WHEREAS, the Town Council of the Town of Moraga on May 30, 1979 by Resolution 28-79 has heretofore ordered the improvements and formation of Assessment District 1979-1, Town of Moraga Street Lighting, under the Landscaping & Lighting Act of 1972 (Streets & Highways Code, Sections 22500 et seq.); 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 14, 2018 by Resolution 8-2018, ordered 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 May 9, 2018 the Town Council considered and approved the Engineer's Report as filed with the Clerk of this Council; and

WHEREAS, in the Engineer's Report, assessments are not proposed to be increased over the previous year; and

WHEREAS, the proposed assessments were authorized by a special ballot proceeding conducted in spring of 2010 pursuant to the procedures and approval process set forth in Section 4 of Article XIII D of the State constitution and Section 53753 of the Government Code.

NOW, THEREFORE, BE IT RESOLVED THAT

1. The Town Council of the Town of Moraga declares its intention to levy and collect assessments within the Assessment District for the Fiscal Year 2018/19; and

2. The improvements for the Fiscal Year 2018/19 consist of the maintenance or servicing or both of public street lighting facilities within the existing assessment District; and

3. The Town intends to program future capital improvement projects upon the completion of the street light master plan, which will assist the Town in determining future needs, costs, and priorities associated with streetlight improvements; and

4. The Town intends to continue exploring installation of street lighting on streets fronting commercial centers; and

5. The Assessment District is designated as "Assessment District 1979-1, Town of Moraga Street Lighting," consisting of all the territory within the boundaries as described in the report of the Engineer and comprising in general those areas within the Town which are served with public street lighting facilities; and

6. The report of the Engineer, which is on file with the Town Clerk, contains a full and detailed description of the improvements, boundaries of the Assessment District and any zones within it, and the proposed assessments upon assessable lots and parcels of land within the District; and

7. The Town Council will hold a Public Hearing on June 13, 2018 at 7:00 p.m., in the Town Council Chambers and Community Meeting Room, 335 Rheem Boulevard, Moraga, California, on the question of the levy of the proposed assessment; and

8. The Town Clerk is directed to give notice of the Public Hearing by having the Resolution published and posted under Section 6061 of the Government Code and Sections 22552 and 22554 of the Streets and Highways Code.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a regular meeting held on May 9, 2018 by the following vote:

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

Dave Trotter

Dave Trotter, Mayor

Attest:

Marty C. McInturf

Marty C. McInturf, Town Clerk

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Adopting the Fiscal Year 2018/19 Operating and Capital Improvement Budgets, Including the Five-Year Financial Plan and Five-Year Capital Improvement Program	)))))	Resolution No. 46 - 2018

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 budget;
2. Town Council Goals Update Report to monitor the progress of major Town goals adopted by the Town Council and reports to the community;
3. Mid-Year Budget Review to review the Town's financial condition and adjust revenues and expenditures, as necessary; and
4. Comprehensive Annual Financial Report ("CAFR") as the Town's year-end report showing the Council and the public results of the Town's financial operations for all funds, including the audited financial statements by the Town's independent certified public accountant; and
5. Provide the Town Council and public with Accounts Payable report in every Town Council Agenda Packet; and
6. Provide the Council and public with updates on a monthly basis in "About Town;" 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, on June 13, 2018, the Town Council reviewed and considered the budget documents and received input from the public on the FY 2018/19 Operating and Capital Improvement Budgets, Five-Year Financial Plan, Five-Year Capital Improvement Program; and

WHEREAS, the proposed FY 2018/19 budget is balanced, meaning that ongoing, annual expenditures are supported by annual revenue sources, in accordance with Resolution 83-2014; and

WHEREAS, Article XIIB of the State of California Constitution requires local government agencies to annually adopt an appropriation limit; and

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. That the Town Council of the Town of Moraga approves the Fiscal Year 2018/19 Proposed Operating and Capital Budget totaling $15.82 Million as summarized on Attachment A of the staff report and a carryover of unspent Capital appropriation from Fiscal Year 2017/18.
2. The Town Council approves the FY 2018/19 Gann Appropriation Limit as required by Article XIIB of the State Constitution as shown on Attachment C.
3. The Town Manager has the authority to carry out and make administrative adjustments to the budget if those changes are consistent with Town Council policy and will not increase the allocation of funding for any specific fund in either the Operating or Capital Improvement Program budget.
4. Upon publication, a copy of the budget document will be made available for the public review at Town Hall and on the Town's website.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a regular meeting held on June 27, 2018 by the following vote:

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

Dave Trotter

Dave Trotter, Mayor

Attest:

Marty C. McInturf

Marty C. McInturf, Town Clerk