



Council Chambers  
200 H Street  
Antioch, CA 94509

Closed Session - 3:00 P.M.  
Study Session/Special Meeting - 4:00 P.M.  
Regular Meeting - 7:00 P.M.

# ANNOTATED AGENDA

for

**MAY 23, 2017**

**Antioch City Council**

**SPECIAL AND REGULAR MEETING**

**Including the Antioch City Council  
acting as Successor Agency/  
Housing Successor to the  
Antioch Development Agency/  
Antioch Public Financing Authority**

Sean Wright, Mayor  
Lamar Thorpe, Mayor Pro Tem  
Monica E. Wilson, Council Member  
Tony Tiscareno, Council Member  
Lori Ogorchock, Council Member

Arne Simonsen, City Clerk  
Donna Conley, City Treasurer

Ron Bernal, City Manager  
Derek Cole, Interim City Attorney

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### **Notice of Availability of Reports**

This agenda is a summary of the actions proposed to be taken by the City Council. For almost every agenda item, materials have been prepared by the City staff for the Council's consideration. These materials include staff reports which explain in detail the item before the Council and the reason for the recommendation. The materials may also include resolutions or ordinances which are proposed to be adopted. Other materials, such as maps and diagrams, may also be included. All of these materials are available at the City Clerk's Office, located on the 3<sup>rd</sup> Floor of City Hall, 200 H Street, Antioch, CA 94509, during normal business hours for inspection and (for a fee) copying. Copies are also made available at the Antioch Public Library for inspection. Questions on these materials may be directed to the staff member who prepared them, or to the City Clerk's Office, who will refer you to the appropriate person.

### **Notice of Opportunity to Address Council**

The public has the opportunity to address the Council on each agenda item. To address the Council, fill out a yellow Speaker Request form, available on each side of the entrance doors, and place in the Speaker Card Tray. See the Speakers' Rules on the inside cover of this Agenda. Comments regarding matters not on this Agenda may be addressed during the "Public Comments" section.

**3:01 P.M.**     **ROLL CALL – CLOSED SESSIONS** – for Council Members – ***Council Members Wilson, Tiscareno, Ogorchock and Mayor Wright (Council Member Thorpe arrived at 3:10 p.m.)***

**PUBLIC COMMENTS** for Closed Sessions – ***None***

#### **CLOSED SESSIONS:**

- 1) **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION** (Paragraph (1) of subdivision (d) of Section 54956.9) Name of case: In re Antioch Parks & Recreation, Contra Costa Agricultural Commissioner Case No. 1071601.  
***Direction given to City Attorney***
  
- 2) **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** pursuant to California Government Code section 54956.8: City owned Assessor's Parcel Numbers (APN No.'s): 066-110-009; 066-101-001. City and Agency Negotiator, City Manager Ron Bernal; Parties – Orton/Libitzky.  
***Direction given to City Manager***
  
- 3) **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** pursuant to California Government Code section 54956.8: City and Agency Negotiator, City Manager Ron Bernal; Parties – City Ventures.  
***Direction given to City Manager***

**4:04 P.M.**     **ROLL CALL – SPECIAL MEETING** – for City /City Council Members acting as Successor Agency/Housing Successor to the Antioch Development Agency/Antioch Public Financing Authority – ***All Present***

#### **PLEDGE OF ALLEGIANCE**

**STUDY SESSION – SPECIAL MEETING**

1. CONTINUATION OF THE GENERAL FUND AND BUDGET DEVELOPMENT FOR ALL REMAINING FUNDS OF THE CITY FOR FISCAL YEARS 2017-19

***Approved Staff Report for FY 2017-18 and FY 2018-19  
with Budget Adjustments, 5/0***

Recommended Action: It is recommended that the City Council provide feedback and direction regarding the budget development information provided for fiscal years 2017-19.

STAFF REPORT

**5:15 P.M. ADJOURNED STUDY SESSION – SPECIAL MEETING**

**7:00 P.M. OR ROLL CALL – REGULAR MEETING** – for City /City Council Members acting as Successor Agency/Housing Successor to the Antioch Development Agency – **All Present**  
*following the Study Session/ Special Meeting whichever is later.*

**PLEDGE OF ALLEGIANCE**

2. **PROCLAMATIONS**

- National Police Week, May 14 – 20, 2017
- National Public Works Week, May 21 – 27, 2017

STAFF REPORT

STAFF REPORT

***Approved, 5/0***

Recommended Action: It is recommended that the City Council approve the proclamations.

**ANNOUNCEMENTS OF CIVIC AND COMMUNITY EVENTS**

**ANNOUNCEMENTS OF BOARD AND COMMISSION OPENINGS**

STAFF REPORT

- *ECONOMIC DEVELOPMENT COMMISSION (Deadline date to apply: 05/31/17)*

**PUBLIC COMMENTS** – *Members of the public may comment only on unagendized items. The public may comment on agendized items when they come up on this Agenda.*

**CITY COUNCIL COMMITTEE REPORTS**

**MAYOR’S COMMENTS**

**PRESENTATIONS** – *Keep Antioch Beautiful Award Checks, presented by Martha Parsons*  
– *SB 1193 Human Trafficking, presented by Alex Madsen*  
– *Library Presentation, presented by Melinda S. Cervantes*

PRESENTATION

PRESENTATION

3. **CONSENT CALENDAR for City /City Council Members acting as Successor Agency/Housing Successor to the Antioch Development Agency**

- A. APPROVAL OF COUNCIL MINUTES FOR MAY 9, 2017

Recommended Action: It is recommended that the City Council approve the minutes

***Approved, 5/0***

STAFF REPORT

**CONSENT CALENDAR for City /City Council Members acting as Successor Agency/Housing Successor to the Antioch Development Agency – Continued**

STAFF REPORT

**B. APPROVAL OF COUNCIL WARRANTS**

**Approved, 5/0**

Recommended Action: It is recommended that the City Council approve the warrants.

STAFF REPORT

**C. APPROVAL OF TREASURER'S REPORT FOR APRIL 2017**

**Approved, 5/0**

Recommended Action: It is recommended that the City Council approve the report.

**D. RESOLUTION ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE 2017-18 FISCAL YEAR**

**Reso. No. 2017/58 adopted, 5/0**

Recommended Action: It is recommended that the City Council adopt the resolution establishing the appropriations limit for the 2017-18 Fiscal Year pursuant to California Constitution Article XIII B.

STAFF REPORT

**E. AUTHORIZATION TO AMEND CONSULTANT CONTRACT WITH PLANNING FIRM RANEY PLANNING AND MANAGEMENT TO INCREASE THE CONTRACT VALUE TO A TOTAL NOT TO EXCEED FOUR HUNDRED THOUSAND DOLLARS (\$400,000)**

**Reso. No. 2017/59 adopted, 5/0**

Recommended Action: It is recommended that the City Council adopt the resolution authorizing the City Manager to amend the contract for Raney Planning and Management to increase the contract value by \$100,000, bringing the total to \$400,000.

STAFF REPORT

**F. APPROVAL OF IMPROVEMENT AGREEMENTS AND IMPROVEMENT PLANS FOR AN OFFSITE SANITARY SEWER LINE AND IN-TRACT STORM DRAIN OUTFALL IMPROVEMENTS FOR AVIANO UNIT 1 SUBDIVISION 9279 (PW 676)**

**Reso. No. 2017/60 AND Reso. No. 2017/61 adopted, 5/0**

Recommended Action: It is recommended that the City Council adopt the resolution approving two (2) Improvement Agreements and respective improvement plans for an offsite sanitary sewer line and in-tract storm drain outfall improvements for Aviano Unit 1 Subdivision 9279 (PW 676), and authorize the City Manager to execute the Improvement Agreements in substantially the same form.

STAFF REPORT

**G. RESOLUTION APPROVING CONSOLIDATED ENGINEER'S REPORT AND DECLARING INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR THE HILLCREST, CITYWIDE, DOWNTOWN, ALMONDRIDGE, LONE TREE, AND EAST LONE TREE LANDSCAPE MAINTENANCE DISTRICTS, AND SETTING PUBLIC HEARING (PW 500)**

**Reso. No. 2017/62 adopted, 5/0**

Recommended Action: It is recommended that the City Council adopt the resolution approving the Consolidated Engineer's Report and setting June 13, 2017 as the date for the Public Hearing.

STAFF REPORT

**CONSENT CALENDAR for City /City Council Members acting as Successor Agency/Housing Successor to the Antioch Development Agency – Continued**

**H. COMMUNITY DEVELOPMENT BLOCK GRANT DOWNTOWN ROADWAY PAVEMENT REHABILITATION, PHASE 7 (P.W. 678-7)**

***Approved to reject all bids, 5/0***

Recommended Action: It is recommended that the City Council reject all bids for the Community Development Block Grant (CDBG) Downtown Roadway Pavement Rehabilitation, Phase 7 project and direct staff to re-bid the project with a revised scope of work.

STAFF REPORT

**I. RESOLUTION VERIFYING THAT THE CITY OF ANTIOCH COMPLIES WITH THE TERMS OF THE SURPLUS LAND ACT – ASSEMBLY BILL 2135 (CALIFORNIA GOVERNMENT CODE SECTION 54220) AS A REQUIREMENT FOR OBAG GRANT FUNDING FOR THE “L” STREET PATHWAY TO TRANSIT – PEDESTRIAN AND BIKE IMPROVEMENT PROJECT (P.W. 234-15)**

***Reso No. 2017/63 adopted, 5/0***

Recommended Action: It is recommended that the City Council adopt the resolution verifying that the City of Antioch complies with the terms of the Surplus Land Act - Assembly Bill 2135 (California Government Code Section 54220) as a requirement for the OBAG Safe Route to School grant funding for the “L” Street Pathway to Transit – Pedestrian and Bike Improvement project.

STAFF REPORT

**J. TRAFFIC SIGNAL INSTALLATION – WILD HORSE ROAD AND FOLSOM DRIVE AND TRAFFIC SIGNAL MODIFICATIONS – W. 10<sup>TH</sup> STREET/L STREET (P.W. 636-8)**

***Reso No. 2017/64 adopted, 5/0***

Recommended Action: It is recommended that the City Council adopt a resolution amending the fiscal year 2016/2017 Capital Improvement budget to increase funding from the Traffic Signal Fund by \$91,379 for a total budget of \$430,000 for the Traffic Signal Installation – Wild Horse Road and Folsom Drive and Traffic Signal Modifications – W. 10<sup>th</sup> Street/L Street project, and award the project to the lowest responsive and responsible bidder, Mike Brown Electric, Co., and authorize the City Manager to execute a construction agreement in the amount of \$400,000.

STAFF REPORT

**K. WATER TREATMENT CHEMICALS PURCHASE**

***Reso No. 2017/65 adopted, 5/0***

Recommended Action: It is recommended that the City Council adopt a resolution to approve and authorize the joint agency cooperative purchase arrangement for bulk water treatment plant chemicals, and authorize the City Manager to enter into an agreement with the overall lowest bidders, Chemtrade Chemicals, Pacific Coast Chemical, Sierra Chemical, Univar USA, and Solvay Flourides in the amount not to exceed \$750,000 for the period of July 1, 2017 through June 30, 2018.

STAFF REPORT

**CONSENT CALENDAR for City /City Council Members acting as Successor Agency/Housing Successor to the Antioch Development Agency – Continued**

**L. ANTIOCH BUILDING MATERIALS - ASPHALT CONTRACT AMENDMENT**

**Reso No. 2017/66 adopted, 5/0**

Recommended Action: It is recommended that the City Council adopt a resolution to amend the existing Asphalt Materials agreement with Antioch Building Materials, and authorize the City Manager to execute the extension of the existing Asphalt Materials agreement with Antioch Building Materials for an additional two years ending June 30, 2019, in the amount not to exceed \$700,000 per contract year, for a total budget not to exceed \$1,400,000

STAFF REPORT

**M. RESOLUTION APPROVING THE CLASS SPECIFICATION UPDATES WITH NO SALARY CHANGES FOR THE FOLLOWING BARGAINING UNITS: ANTIOCH PUBLIC WORKS EMPLOYEES ASSOCIATION; OPERATING ENGINEERS UNION LOCAL NO. 3; CONFIDENTIAL; AND MANAGEMENT**

**Amended Reso No. 2017/67 adopted, 5/0**

Recommended Action: It is recommended that the City Council adopt a resolution approving class specification updates with no salary changes for the following bargaining units: Antioch Public Works Employees Association; Operating Engineers Union Local No. 3; Confidential; and Management.

STAFF REPORT

STAFF REPORT

**City of Antioch Acting as Successor Agency/Housing Successor to the Antioch Development Agency**

**N. APPROVAL OF SUCCESSOR AGENCY WARRANTS**

**Approved, 5/0**

Recommended Action: It is recommended that the City Council approve the warrants.

STAFF REPORT

**O. APPROVAL OF HOUSING SUCCESSOR WARRANTS**

**Approved, 5/0**

Recommended Action: It is recommended that the City Council approve the warrants.

STAFF REPORT

**PUBLIC HEARING**

**4. PROPOSED UPDATES TO THE MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2017 (FISCAL YEAR 2017-2018)**

**Reso No. 2017/68 adopted, 5/0**

Recommended Action: It is recommended that the City Council adopt the resolution approving updates to the Master Fee Schedule effective July 1, 2017.

STAFF REPORT

STAFF REPORT

**PUBLIC HEARING – Continued**

**5. COMMUNITY CHOICE AGGREGATION PROGRAM**

***Introduced the Ordinance and continued the MCE Clean Energy Joint Powers Agreement Resolution to 06/13/17, 3/2 (Wilson/Thorpe)***

Recommended Action: It is recommended that the City Council join MCE Clean Energy (MCE) and introduce an Ordinance Authorizing the Implementation of a Community Choice Aggregation Program (CCA) and Approving the MCE Joint Powers Agreement.

STAFF REPORT

**COUNCIL REGULAR AGENDA**

**6. BOARD OF ADMINISTRATIVE APPEAL APPOINTMENT FOR ONE (1) PARTIAL-TERM VACANCY EXPIRING MARCH 2020**

***Reso No. 2017/69 adopted appointing April Ussam-Lemmons for the partial-term vacancy expiring March 2020, 5/0***

Recommended Action: It is recommended that the Mayor nominate and Council appoint by resolution one (1) member to the Board of Administrative Appeals for a partial-term vacancy which will expire March 2020.

STAFF REPORT

**7. TENTATIVE AGREEMENT BETWEEN THE CITY OF ANTIOCH AND THE ANTIOCH PUBLIC WORKS EMPLOYEES ASSOCIATION FOR THE PERIOD OF APRIL 1, 2017 – MARCH 31, 2022**

***Reso No. 2017/70 adopted, 5/0***

Recommended Action: It is recommended that the City Council adopt a resolution approving the Tentative Agreement between the City of Antioch and the Antioch Public Works Employees Association (APWEA).

STAFF REPORT

**PUBLIC COMMENT**

**STAFF COMMUNICATIONS**

**COUNCIL COMMUNICATIONS AND FUTURE AGENDA ITEMS** – *Council Members report out various activities and any Council Member may place an item for discussion and direction on a future agenda. Timing determined by Mayor and City Manager – no longer than 6 months.*

**ADJOURNMENT – 10:01 p.m.**



**FY2017/18**

- \$250,000 added in Police overtime costs for proactive details.
- \$104,052 in salary and benefit costs for one Community Service Officer in the Police Department.
- \$150,900 in funding to the Contra Costa County Library to provide an additional 7 hours per week operating hours at the W 18<sup>th</sup> Street location.
- \$270,000 in salary and benefit costs for one Assistant/Associate Planner and one Development Services/Engineering Technician in the Building Department.
- \$20,000 in funding to the Celebrate Antioch Foundation for 4<sup>th</sup> and July and Holiday DeLites events.
- \$60,000 for a landscape surge.
- \$100,000 for a public relations/marketing firm.
- \$75,000 for an update to the City's Cost Allocation Plan.
- \$13,000 in additional funding to the Arts & Cultural Foundation.
- \$18,600 in part time help for Business License processing.

**FY2018/19**

All items listed above are incorporated into the proposed FY2018/19 budget with the exception of:

- Removal of \$75,000 for the Cost Allocation Plan as this is a one-time outlay.
- Increase of Arts & Cultural Foundation funding to \$32,000
- Addition of funding 104<sup>th</sup> Police Officer position at a cost of \$175,914.

For both fiscal years, the provisions of the tentative agreement with the Antioch Public Works Employees Association (that is on the May 23<sup>rd</sup> City Council Agenda) have been incorporated into the personnel budgets. A review of other revenues was done as well to make any minor adjustments necessary that could be done to increase projections. A revised General Fund budget summary table follows:

### GENERAL FUND BUDGET SUMMARY

|   | June 30,<br>2017<br>Revised | June 30,<br>2018<br>Proposed | June 30,<br>2019<br>Proposed |
|---|-----------------------------|------------------------------|------------------------------|
| <b>Projected Fund Balance July 1,</b>     | <b>\$22,904,428</b>         | <b>\$25,735,643</b>          | <b>\$25,803,926</b>          |
| <b>Revenues:</b>                          |                             |                              |                              |
| Taxes                                     | 38,145,157                  | 39,034,551                   | 40,493,998                   |
| <b>Taxes – Measure C</b>                  | <b>6,589,658</b>            | <b>6,756,900</b>             | <b>6,928,325</b>             |
| Licenses & Permits                        | 1,125,113                   | 1,210,000                    | 1,210,000                    |
| Fines & Penalties                         | 93,800                      | 58,000                       | 58,000                       |
| Investment Income & Rentals               | 538,045                     | 540,000                      | 540,000                      |
| Revenue from Other Agencies               | 1,062,932                   | 1,012,631                    | 222,500                      |
| Current Service Charges                   | 2,050,135                   | 1,522,406                    | 1,622,942                    |
| Other Revenue                             | 2,184,298                   | 1,271,040                    | 708,540                      |
| Transfers In                              | 3,690,710                   | 2,979,747                    | 2,902,833                    |
| <b>Total Revenues</b>                     | <b>55,479,848</b>           | <b>54,385,275</b>            | <b>54,687,138</b>            |
| <b>Expenditures:</b>                      |                             |                              |                              |
| Legislative & Administrative              | 853,256                     | 1,276,587                    | 881,721                      |
| Finance                                   | 43,750                      | 45,997                       | 50,416                       |
| Nondepartmental                           | 525,254                     | 461,538                      | 512,112                      |
| Public Works                              | 7,640,238                   | 7,493,413                    | 7,745,781                    |
| Police Services                           | 28,950,094                  | 30,863,101                   | 35,739,613                   |
| <b>Police Services – Measure C</b>        | <b>8,986,648</b>            | <b>7,602,762</b>             | <b>6,303,241</b>             |
| Police Services – Animal Support          | 501,222                     | 732,753                      | 881,696                      |
| Recreation/Community Services             | 1,202,151                   | 1,133,817                    | 1,240,968                    |
| Community Development                     | 3,416,020                   | 4,127,909                    | 3,606,880                    |
| <b>Code Enforcement – Measure C</b>       | <b>530,000</b>              | <b>579,115</b>               | <b>625,084</b>               |
| <b>Total Expenditures</b>                 | <b>52,648,633</b>           | <b>54,316,992</b>            | <b>57,587,512</b>            |
| <b>Net</b>                                | <b>2,831,215</b>            | <b>68,283</b>                | <b>(2,900,374)</b>           |
| <b>Projected Fund Balance June 30,</b>    | <b>\$25,735,643</b>         | <b>\$25,803,926</b>          | <b>\$22,903,552</b>          |
| Committed for Police Services – Measure C | 1,424,977                   | 0                            | 0                            |
| Committed for Compensated Absences        | 97,710                      | 115,000                      | 115,000                      |
| Committed for Litigation Reserve          | 500,000                     | 500,000                      | 500,000                      |
| <b>Unassigned Reserve %</b>               | <b>42.74%</b>               | <b>46.32%</b>                | <b>40.76%</b>                |

With the changes made, a small budget surplus of \$68,283 is accomplished in FY18 versus the \$668,206 while the deficit spending in FY19 increases to \$2,900,374 from \$2,668,590 as outlined in the May 9<sup>th</sup> study session. As previously mentioned, a mid-year budget review will be done at which time the FY19 budget will be re-evaluated for any changes in projections.

**SPECIAL REVENUE FUNDS** - This type of fund is generally used to collect revenues that are restricted as to how those funds might be spent. The City of Antioch also uses this type of fund to document revenue that is intended for a specific City program or service. The City maintains thirty-six Special Revenue Funds. The Recreation Fund and Animal Control Special Revenue Funds were included in the April 11<sup>th</sup>, 25<sup>th</sup> and May 9<sup>th</sup> budget study sessions.

**CAPITAL PROJECTS FUNDS** – This type of fund accounts for capital projects being done by the City not accounted for in other funds of the City.

**DEBT SERVICE FUNDS** - Debt Service Funds account for debt obligations of the general government. The City maintains one such fund currently to account for the Honeywell Retrofit Project Lease.

**ENTERPRISE FUNDS** - these types of funds are operated in a manner similar to a private enterprise. These funds should be self supporting through fees paid by the users of the service, such as the Water and Sewer funds. The Prewett Park and Marina Enterprise Funds were presented at the prior study sessions and are not part of this discussion.

**INTERNAL SERVICE FUNDS** - Internal Service Funds are used to account for the financing of goods or services provided by these funds to other City departments on a cost reimbursement basis.

**ANTIOCH PUBLIC FINANCING AUTHORITY** - This is a joint powers authority organized by the City of Antioch and the former Antioch Development Agency under the laws of the State of California. The Authority was organized to provide financial assistance to the City by financing real and personal property and improvements for the benefit of the residents of the City. The Authority has provided financing mechanisms for the Police Facility, Water Plant Expansion, Hillcrest Assessment District #26 and Lone Diamond Assessment District #27/31.

The City currently maintains two Antioch Public Financing Authority funds to account for the 2015A Lease Revenue Refunding Bonds which refunded the Antioch Public Financing Authority 2002 Lease Revenue Bonds and 2001 ABAG bonds during fiscal year 2014-15. Although one debt issue, two separate funds were established as the portion related to the 2002 Lease Revenue Bonds are an enforceable obligation of the Successor Agency; and the portion related to the 2001 ABAG bonds is to be reimbursed by the Lone Tree Golf Course; thus need to be accounted for separately.

**SUCCESSOR AGENCY** – With the abolishment of redevelopment, the City opted to become the Housing and Successor Agency to the Antioch Development Agency and assume all assets and liabilities of the former Antioch Development Agency. The Housing Successor Fund is a Special Revenue Fund of the City and accounts for the administration of housing loans and the Vista Diablo Mobile Home Park Subsidy. The City as Successor Agency adopted an Enforceable Obligation Schedule that details all outstanding obligations of the former development agency. These funds are treated as trust funds and account for receipt and distribution of Redevelopment Property Tax

Trust Fund monies from Contra Costa County to pay for the enforceable obligations of the former redevelopment agency.

**NEXT STEPS**

Staff will incorporate any budget changes into the budget and the final document incorporating all budgets that have been presented will be brought for Council consideration on June 27, 2017.

**ATTACHMENTS**

- A. Draft Budget Sheets

# BUDGET STUDY SESSION MAY 23, 2017

SPECIAL REVENUE, CAPITAL PROJECTS, DEBT SERVICE, ENTERPRISE,  
INTERNAL SERVICE, ANTIOCH PUBLIC FINANCING AUTHORITY,  
HOUSING SUCCESSOR & SUCCESSOR AGENCY FUNDS

ATTACHMENT A

# **SPECIAL REVENUE FUNDS**

STUDY SESSION – MAY 23, 2017

**FEDERAL ASSET FORFEITURE FUND 210** – This fund accounts for monies and property seized during drug enforcement on Federal cases. The Federal government requires a separate fund to account for these activities.

| FEDERAL ASSET FORFEITURE (FUND 210)                            |                   |                   |                   |                    |                     |                     |              |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|--------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |                     |              |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change  |
| <b>Beginning Balance, July 1</b>                               | <b>\$85,328</b>   | <b>\$15,131</b>   | <b>\$15,291</b>   | <b>\$15,291</b>    | <b>\$12,791</b>     | <b>\$10,066</b>     |              |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |                     |              |
| Investment Income  | 182               | 193               | 400               | 200                | 175                 | 125                 | -40%         |
| Other  | 0                 | 0                 | 2,500             | 2,500              | 2,500               | 150                 | -94%         |
| <b>Total Revenue</b>   | <b>182</b>        | <b>193</b>        | <b>2,900</b>      | <b>2,700</b>       | <b>2,675</b>        | <b>275</b>          | <b>-873%</b> |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |                     |              |
| Services & Supplies  | 70,379            | 33                | 5,400             | 5,200              | 5,400               | 5,400               | 0%           |
| <b>Total Expenditures</b>                                      | <b>70,379</b>     | <b>33</b>         | <b>5,400</b>      | <b>5,200</b>       | <b>5,400</b>        | <b>5,400</b>        | <b>0%</b>    |
| <b>Ending Balance, June 30</b>                                 | <b>\$15,131</b>   | <b>\$15,291</b>   | <b>\$12,791</b>   | <b>\$12,791</b>    | <b>\$10,066</b>     | <b>\$4,941</b>      |              |

STUDY SESSION – MAY 23, 2017

**DELTA FAIR PROPERTY FUND 211** – This fund was created when the City sold property it owned on Delta Fair Boulevard at the City’s western City limits. The property was originally purchased from the State on the condition that it would be used for park and recreation purposes. When it was decided that the property was more suitable for commercial purposes and should be sold or leased, the State gave its permission on the condition that proceeds be used for park purposes.

| DELTA FAIR PROPERTY (FUND 211)                                 |                   |                   |                   |                    |                     |              |                     |              |  |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|--------------|---------------------|--------------|--|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |              |                     |              |  |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change  | 2018-19<br>Proposed | %<br>Change  |  |
| <b>Beginning Balance, July 1</b>                               | \$37,335          | \$177,980         | \$178,780         | \$178,780          | \$83,016            |              | \$137,450           |              |  |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |              |                     |              |  |
| Investment Income  | 987               | 2,098             | 700               | 1,000              | 1,200               | 20%          | 1,300               | 8%           |  |
| Current Service Charges  | 140,213           | 49,350            | 53,900            | 53,900             | 53,900              | 0%           | 53,900              | 0%           |  |
| <b>Total Revenue</b>   | <b>141,200</b>    | <b>51,448</b>     | <b>54,600</b>     | <b>54,900</b>      | <b>55,100</b>       | <b>0%</b>    | <b>55,200</b>       | <b>0%</b>    |  |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |              |                     |              |  |
| Services & Supplies  | 277               | 352               | 200               | 355                | 355                 | 0%           | 355                 | 0%           |  |
| Park Facilities Upgrades                                       | 0                 | 50,000            | 150,000           | 150,000            | 0                   | -100%        | 50,000              | 100%         |  |
| Internal Services  | 278               | 296               | 307               | 309                | 311                 | 1%           | 320                 | 0%           |  |
| <b>Total Expenditures</b>                                      | <b>555</b>        | <b>50,648</b>     | <b>150,507</b>    | <b>150,664</b>     | <b>666</b>          | <b>-100%</b> | <b>50,675</b>       | <b>7509%</b> |  |
| <b>Ending Balance, June 30</b>                                 | <b>\$177,980</b>  | <b>\$178,780</b>  | <b>\$82,873</b>   | <b>\$83,016</b>    | <b>\$137,450</b>    |              | <b>\$141,975</b>    |              |  |

STUDY SESSION – MAY 23, 2017

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND 212** – This fund accounts for grant funds received from the Federal government for the purpose of developing viable urban communities.

| COMMUNITY DEVELOPMENT BLOCK GRANT (FUND 212)                   |                    |                    |                   |                    |                     |                     |                   |
|--|--------------------|--------------------|-------------------|--------------------|---------------------|---------------------|-------------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                    |                    |                   |                    |                     |                     |                   |
|  | 2014-15<br>Actual  | 2015-16<br>Actual  | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change       |
| <b>Beginning Balance, July 1</b>                               | <b>(\$53,048)</b>  | <b>(\$297,914)</b> | <b>\$29,811</b>   | <b>\$29,811</b>    | <b>\$79,861</b>     | <b>\$129,861</b>    |                   |
| <b>Revenue Source:</b>   |                    |                    |                   |                    |                     |                     |                   |
| Revenue from Other Agencies                                    | 697,927            | 747,805            | 1,484,138         | 1,480,628          | 857,100             | 778,000             | -42%              |
| Other  | 78,216             | 98,495             | 92,200            | 50,000             | 50,000              | 50,000              | 0%                |
| <b>Total Revenue</b>   | <b>776,043</b>     | <b>846,300</b>     | <b>1,576,338</b>  | <b>1,530,628</b>   | <b>907,100</b>      | <b>828,000</b>      | <b>-41%</b>       |
| <b>Expenditures:</b>   |                    |                    |                   |                    |                     |                     |                   |
| Personnel  | 0                  | 79,279             | 143,190           | 129,345            | 129,345             | 129,345             | 0%                |
| Services & Supplies  | 1,020,909          | 439,296            | 1,431,398         | 1,351,233          | 727,755             | 648,655             | -46% <sup>1</sup> |
| <b>Total Expenditures</b>                                      | <b>1,020,909</b>   | <b>518,575</b>     | <b>1,574,588</b>  | <b>1,480,578</b>   | <b>857,100</b>      | <b>778,000</b>      | <b>-42%</b>       |
| <b>Ending Balance June 30</b>                                  | <b>(\$297,914)</b> | <b>\$29,811</b>    | <b>\$31,561</b>   | <b>\$79,861</b>    | <b>\$129,861</b>    | <b>\$179,861</b>    |                   |

<sup>1</sup>VARIANCE: Funding for CDBG downtown roadway projects in FY17 higher than in FY18.

**STUDY SESSION – MAY 23, 2017**

**GAS TAX FUND 213 –** This fund accounts for revenues and related expenditures received from the State under the Streets and Highway Code Sections 2103, 2105, 2106, 2107, and 2107.5. The allocations must be spent for street maintenance or construction and a limited amount for engineering.

| <b>GAS TAX FUND (FUND 213)</b>  |                           |                           |                           |                            |                             |                             |                     |
|---|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|---------------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                           |                           |                           |                            |                             |                             |                     |
|   | <b>2014-15<br/>Actual</b> | <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2016-17<br/>Revised</b> | <b>2017-18<br/>Proposed</b> | <b>2018-19<br/>Proposed</b> | <b>%<br/>Change</b> |
| <b>Beginning Balance, July 1</b>                                      | <b>\$6,981,217</b>        | <b>\$4,162,643</b>        | <b>\$1,188,689</b>        | <b>\$1,188,689</b>         | <b>1,210,453</b>            | <b>\$2,396,910</b>          |                     |
| <b>Revenue Source:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Revenue from Other Agencies   | 3,987,720                 | 2,398,082                 | 2,196,535                 | 2,138,706                  | 3,149,205                   | 4,483,559                   | 42% <sup>1</sup>    |
| Investment Income   | 48,730                    | 27,144                    | 10,000                    | 10,000                     | 15,000                      | 30,000                      | 100%                |
| Other   | 0                         | 0                         | 0                         | 0                          | 0                           | 0                           | 0%                  |
| Transfers In  | 200,000                   | 0                         | 1,800,000                 | 2,800,000                  | 0                           | 0                           | -100%               |
| <b>Total Revenues</b>   | <b>4,236,450</b>          | <b>2,425,226</b>          | <b>4,006,535</b>          | <b>4,948,706</b>           | <b>3,164,205</b>            | <b>4,513,559</b>            | <b>-36%</b>         |
| <b>Expenditures:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Personnel   | 0                         | 0                         | 22,007                    | 21,938                     | 28,305                      | 30,485                      | 8%                  |
| Services & Supplies   | 347,102                   | 352,859                   | 316,000                   | 316,000                    | 368,000                     | 371,000                     | 1%                  |
| Capital Projects  | 5,126,220                 | 2,675,653                 | 3,532,890                 | 3,012,000                  | 0                           | 30,000                      | -100%               |
| Transfers Out   | 1,571,896                 | 2,360,048                 | 1,564,914                 | 1,564,914                  | 1,569,841                   | 1,574,805                   | 0%                  |
| Internal Services   | 9,806                     | 10,620                    | 11,689                    | 12,090                     | 11,602                      | 12,248                      | -4%                 |
| <b>Total Expenditures</b>   | <b>7,055,024</b>          | <b>5,399,180</b>          | <b>5,447,500</b>          | <b>4,926,942</b>           | <b>1,977,748</b>            | <b>2,018,538</b>            | <b>-60%</b>         |
| <b>Ending Balance, June 30</b>  | <b>\$4,162,643</b>        | <b>\$1,188,689</b>        | <b>(\$252,276)</b>        | <b>\$1,210,453</b>         | <b>\$2,396,910</b>          | <b>\$4,891,931</b>          |                     |

<sup>1</sup>VARIANCE: State of CA passed Road Repair and Accountability Act in April 2017 which will result in City receiving additional gas tax funding beginning in mid 2017 (FY18), with a full year of additional funding in FY19

**GAS TAX FUND 213 (Continued) -**

The following table details the capital projects for the Gas Tax fund:

| <b>Capital Projects</b>               | <b>2016-17<br/>Revised</b> | <b>2017-18<br/>Proposed</b> | <b>2018-19<br/>Proposed</b> |
|---------------------------------------|----------------------------|-----------------------------|-----------------------------|
| Pavement Management System            | \$30,000                   | \$0                         | \$30,000                    |
| Pavement Preventative Maintenance     | 2,600,000                  | 0                           | 0                           |
| James Donlon Wall Rehab               | 180,000                    | 0                           | 0                           |
| Country Hills Pavement Rehabilitation | 2,000                      | 0                           | 0                           |
| CDBG Downtown Roadway                 | 200,000                    | 0                           | 0                           |
| <b>Total Capital Projects</b>         | <b>\$3,012,000</b>         | <b>\$0</b>                  | <b>\$30,000</b>             |

STUDY SESSION – MAY 23, 2017

**CIVIC ARTS FUND 215** – This fund accounts for money specifically set aside for art programs and projects. Revenues come from a percentage of the City’s Transient Occupancy Tax. Expenditures are primarily to support the Arts & Cultural Foundation non-profit organization.

| <b>CIVIC ARTS (FUND 215)</b>  |                 |                 |                 |                 |                 |                 |               |                   |                   |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|-------------------|-------------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                 |                 |                 |                 |                 |                 |               |                   |                   |
|   | 2014-15         | 2015-16         | 2016-17         | 2016-17         | 2016-17         | 2017-18         | 2018-19       |                   |                   |
|   | Actual          | Actual          | Budget          | Revised         | Proposed        | Proposed        | Proposed      | %                 | %                 |
|   |                 |                 |                 |                 |                 |                 |               | Change            | Change            |
| <b>Beginning Balance, July 1</b>                                      | \$23,021        | \$26,340        | \$31,241        | \$31,241        | \$39,131        | \$39,131        | \$10,812      |                   |                   |
| <b>Revenue Source:</b>  |                 |                 |                 |                 |                 |                 |               |                   |                   |
| Investment Income   | 73              | 183             | 25              | 135             | 50              | 50              | 25            | -63%              | -50%              |
| Transient Occupancy Tax   | 44,910          | 47,497          | 34,285          | 42,000          | 37,500          | 37,500          | 37,500        | -11%              | 0%                |
| Other   | 4,161           | 3,145           | 0               | 0               | 0               | 0               | 0             | 0%                | 0%                |
| <b>Total Revenue</b>  | <b>49,144</b>   | <b>50,825</b>   | <b>34,310</b>   | <b>42,135</b>   | <b>37,550</b>   | <b>37,550</b>   | <b>37,525</b> | <b>-11%</b>       | <b>0%</b>         |
| <b>Expenditures:</b>  |                 |                 |                 |                 |                 |                 |               |                   |                   |
| Services & Supplies   | 43,344          | 43,260          | 32,277          | 31,237          | 62,983          | 62,983          | 44,364        | 102% <sup>1</sup> | -30% <sup>1</sup> |
| Internal Services   | 2,481           | 2,664           | 2,910           | 3,008           | 2,886           | 2,886           | 3,035         | -4%               | 5%                |
| <b>Total Expenditures</b>   | <b>45,825</b>   | <b>45,924</b>   | <b>35,187</b>   | <b>34,245</b>   | <b>65,869</b>   | <b>65,869</b>   | <b>47,399</b> | <b>92%</b>        | <b>-28%</b>       |
| <b>Ending Balance, June 30</b>  | <b>\$26,340</b> | <b>\$31,241</b> | <b>\$30,364</b> | <b>\$39,131</b> | <b>\$10,812</b> | <b>\$10,812</b> | <b>\$938</b>  |                   |                   |

<sup>1</sup>NOTE: FY17 includes a total of \$51,050 in funding to the Arts & Cultural Foundation with \$26,050 paid out of the TOT from the Civic Arts Fund and \$25,000 from the General Fund. FY18 includes a total of \$58,000 in funding to be paid out of the TOT from the Civic Arts Fund and \$39,000 in FY19.

**STUDY SESSION – MAY 23, 2017**

**PARK-IN-LIEU FUND 216** – This fund accounts for revenues from park dedication fees required of all new construction. Monies are accumulated in accounts allocated to certain parks on the basis of the area in which the construction is taking place. These funds are then appropriated and spent for park development.

| <b>PARK IN LIEU (FUND 216)</b>  |                           |                           |                           |                            |                             |                             |                     |
|---|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|---------------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                           |                           |                           |                            |                             |                             |                     |
|   | <b>2014-15<br/>Actual</b> | <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2016-17<br/>Revised</b> | <b>2017-18<br/>Proposed</b> | <b>2018-19<br/>Proposed</b> | <b>%<br/>Change</b> |
| <b>Beginning Balance, July 1</b>                                      | <b>\$1,278,693</b>        | <b>\$1,295,765</b>        | <b>\$1,378,843</b>        | <b>\$1,378,843</b>         | <b>\$1,396,521</b>          | <b>\$1,512,635</b>          |                     |
| <b>Revenue Source:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Investment Income   | 7,758                     | 17,274                    | 6,500                     | 6,500                      | 7,000                       | 6,500                       | -7%                 |
| Revenue from Other Agencies   | 33,870                    | 0                         | 0                         | 0                          | 0                           | 0                           | 0%                  |
| Licenses & Permits  | 119,793                   | 49,810                    | 110,000                   | 118,571                    | 110,000                     | 110,000                     | -7%                 |
| Other   | 0                         | 19,740                    | 0                         | 0                          | 0                           | 0                           | 0%                  |
| <b>Total Revenues</b>   | <b>161,421</b>            | <b>86,824</b>             | <b>116,500</b>            | <b>125,071</b>             | <b>117,000</b>              | <b>116,500</b>              | <b>-6%</b>          |
| <b>Expenditures:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Services & Supplies   | 2,708                     | 2,873                     | 6,500                     | 6,500                      | 0                           | 0                           | -100%               |
| Prewett Repairs   | 29,001                    | 0                         | 0                         | 0                          | 0                           | 0                           | 0%                  |
| Mira Vista Park Playground  | 69,788                    | 0                         | 0                         | 0                          | 0                           | 0                           | 0%                  |
| Park Facilities Upgrades  | 0                         | 0                         | 100,000                   | 100,000                    | 0                           | 250,000                     | 100%                |
| Transfer Out to CIP Fund  | 42,000                    | 0                         | 0                         | 0                          | 0                           | 0                           | 0%                  |
| Internal Services   | 852                       | 873                       | 883                       | 893                        | 886                         | 898                         | -1%                 |
| <b>Total Expenditures</b>   | <b>144,349</b>            | <b>3,746</b>              | <b>107,383</b>            | <b>107,393</b>             | <b>886</b>                  | <b>250,898</b>              | <b>-99%</b>         |
| <b>Ending Balance, June 30</b>  | <b>\$1,295,765</b>        | <b>\$1,378,843</b>        | <b>\$1,387,960</b>        | <b>\$1,396,521</b>         | <b>\$1,512,635</b>          | <b>\$1,378,237</b>          |                     |

**STUDY SESSION – MAY 23, 2017**

**SENIOR BUS FUND 218 –** This fund accounts previously accounted for the City’s Senior Bus Program, however, in September 2012, Tri-Delta Transit took over the program. Tri-Delta Transit will be providing the City with 5,000 free tickets each year and additional tickets will be purchased for \$2.50 each from Tri-Delta Transit. The City will in turn sell these to seniors participating in the program for \$1.00 each. The \$1.50 subsidy per ticket will be funded by the accumulated fund balance that remains.

| <b>SENIOR BUS FUND (FUND 218)</b>                                     |                           |                           |                           |                            |                             |                             |                     |
|---|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|---------------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                           |                           |                           |                            |                             |                             |                     |
|   | <b>2014-15<br/>Actual</b> | <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2016-17<br/>Revised</b> | <b>2017-18<br/>Proposed</b> | <b>2018-19<br/>Proposed</b> | <b>%<br/>Change</b> |
| <b>Beginning Balance, July 1</b>                                      | <b>\$211,976</b>          | <b>\$209,586</b>          | <b>\$208,537</b>          | <b>\$208,537</b>           | <b>\$191,587</b>            | <b>\$174,487</b>            |                     |
| <b>Revenue Source:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Investment Income   | 1,483                     | 2,666                     | 1,000                     | 1,000                      | 850                         | 800                         | -6%                 |
| Current Service Charges   | 4,282                     | 4,437                     | 11,250                    | 11,250                     | 11,250                      | 11,250                      | 0%                  |
| <b>Total Revenues</b>   | <b>5,765</b>              | <b>7,103</b>              | <b>12,250</b>             | <b>12,250</b>              | <b>12,100</b>               | <b>12,050</b>               | <b>-1%</b>          |
| <b>Expenditures:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Services & Supplies   | 455                       | 452                       | 21,500                    | 21,500                     | 21,500                      | 21,500                      | 0%                  |
| Transfer Out to Recreation Fund                                       | 7,700                     | 7,700                     | 7,700                     | 7,700                      | 7,700                       | 7,700                       | 0%                  |
| <b>Total Expenditures</b>   | <b>8,155</b>              | <b>8,152</b>              | <b>29,200</b>             | <b>29,200</b>              | <b>29,200</b>               | <b>29,200</b>               | <b>0%</b>           |
| <b>Ending Balance, June 30</b>  | <b>\$209,586</b>          | <b>\$208,537</b>          | <b>\$191,587</b>          | <b>\$191,587</b>           | <b>\$174,487</b>            | <b>\$157,337</b>            |                     |

STUDY SESSION – MAY 23, 2017

TRAFFIC SIGNAL FUND 220 – This fund accounts for traffic signal fees collected from developers to fund off-site traffic signals.

| TRAFFIC SIGNAL FUNDS (FUND 220)                                |                   |                   |                   |                    |                     |             |                     |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|-------------|---------------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |             |                     |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change | 2018-19<br>Proposed |
|  |                   |                   |                   |                    |                     | %<br>Change |                     |
| <b>Beginning Balance, July 1</b>                               | \$803,258         | \$928,914         | \$938,187         | \$938,187          | \$660,669           |             | \$683,152           |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |             |                     |
| Investment Income  | 6,173             | 11,905            | 5,000             | 5,000              | 5,000               | 0%          | 6,000               |
| Traffic Signal Fees  | 122,444           | 20,773            | 75,000            | 60,000             | 20,000              | -67%        | 20,000              |
| <b>Total Revenue</b>   | <b>128,617</b>    | <b>32,678</b>     | <b>80,000</b>     | <b>65,000</b>      | <b>25,000</b>       | <b>-62%</b> | <b>26,000</b>       |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |             |                     |
| Services & Supplies  | 1,867             | 2,010             | 2,500             | 2,500              | 2,500               | 0%          | 2,500               |
| Signals/Various Locations                                      | 1,080             | 21,380            | 338,621           | 340,000            | 0                   | -100%       | 0                   |
| Internal Services  | 14                | 15                | 17                | 18                 | 17                  | -6%         | 18                  |
| <b>Total Expenditures</b>                                      | <b>2,961</b>      | <b>23,405</b>     | <b>341,138</b>    | <b>342,518</b>     | <b>2,517</b>        | <b>-99%</b> | <b>2,518</b>        |
| <b>Ending Balance, June 30</b>                                 | <b>\$928,914</b>  | <b>\$938,187</b>  | <b>\$677,049</b>  | <b>\$660,669</b>   | <b>\$683,152</b>    |             | <b>\$706,634</b>    |

STUDY SESSION – MAY 23, 2017

**POLICE ASSET FORFEITURE FUND 221** – This fund accounts for monies seized during drug enforcement activities. Monies are held by the City until cases are settled by the courts. Monies are then either reverted to the City or returned to the rightful owner. Monies reverted to the City must be used for legitimate law enforcement purposes.

| ASSET FORFEITURE (FUND 221)                                    |                   |                   |                   |                    |                     |                     |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |                     |             |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change |
| <b>Beginning Balance, July 1</b>                               |                   | <b>\$36,055</b>   | <b>\$46,876</b>   | <b>\$46,876</b>    | <b>\$46,391</b>     | <b>\$43,390</b>     |             |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |                     |             |
| Investment Income  | 2,076             | 4,109             | 100               | 1,500              | 1,000               | 900                 | -33%        |
| Asset Forfeiture   | 64,242            | 14,641            | 5,000             | 7,114              | 5,000               | 5,000               | -30%        |
| <b>Total Revenue</b>   | <b>66,318</b>     | <b>18,750</b>     | <b>5,100</b>      | <b>8,614</b>       | <b>6,000</b>        | <b>5,900</b>        | <b>-30%</b> |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |                     |             |
| Services & Supplies  | 24,774            | 2,911             | 3,500             | 3,800              | 3,800               | 3,700               | 0%          |
| Internal Services  | 4,785             | 5,018             | 5,140             | 5,299              | 5,201               | 5,356               | -2%         |
| <b>Total Expenditures</b>                                      | <b>29,559</b>     | <b>7,929</b>      | <b>8,640</b>      | <b>9,099</b>       | <b>9,001</b>        | <b>9,056</b>        | <b>-1%</b>  |
| <b>Ending Balance, June 30</b>                                 |                   | <b>\$36,055</b>   | <b>\$43,336</b>   | <b>\$46,391</b>    | <b>\$43,390</b>     | <b>\$40,234</b>     |             |

**STUDY SESSION – MAY 23, 2017**

**MEASURE J GROWTH MANAGEMENT FUND 222** – Measure J revenue is derived from a voter-approved, one-half cent sales tax in Contra Costa County. The City receives allocations from the Contra Costa Transportation Authority (CCTA) to be used for transportation improvement and maintenance projects provided that the City complies with the Growth Management Program. Measure C expired March 30, 2009; voters approved **Measure J** which began April 1, 2009, to continue this measure.

| <b>MEASURE J GROWTH MANAGEMENT (FUND 222)</b>                         |                    |                    |                    |                    |                    |                    |                   |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                    |                    |                    |                    |                    |                    |                   |
|   | <b>2014-15</b>     | <b>2015-16</b>     | <b>2016-17</b>     | <b>2016-17</b>     | <b>2017-18</b>     | <b>2018-19</b>     | <b>%</b>          |
|   | <b>Actual</b>      | <b>Actual</b>      | <b>Budget</b>      | <b>Revised</b>     | <b>Proposed</b>    | <b>Proposed</b>    | <b>Change</b>     |
| <b>Beginning Balance, July 1</b>                                      | <b>\$3,029,740</b> | <b>\$3,601,745</b> | <b>\$4,297,341</b> | <b>\$4,297,341</b> | <b>\$2,757,160</b> | <b>\$1,596,752</b> |                   |
| <b>Revenue Source:</b>  |                    |                    |                    |                    |                    |                    |                   |
| Investment Income   | 19,751             | 46,703             | 22,000             | 22,000             | 15,000             | 17,000             | 13%               |
| Revenue from Other Agencies   | 1,757,494          | 1,496,907          | 1,226,950          | 1,290,969          | 1,382,721          | 3,733,847          | 170% <sup>1</sup> |
| Transfer In   | 0                  | 0                  | 50,000             | 50,000             | 0                  | 0                  | 0%                |
| <b>Total Revenue</b>  | <b>1,777,245</b>   | <b>1,543,610</b>   | <b>1,298,950</b>   | <b>1,362,969</b>   | <b>1,397,721</b>   | <b>3,750,847</b>   | <b>168%</b>       |
| <b>Expenditures:</b>  |                    |                    |                    |                    |                    |                    |                   |
| Personnel   | 27,220             | 31,423             | 68,940             | 68,940             | 68,940             | 68,940             | 0%                |
| Services & Supplies   | 127,420            | 272,947            | 313,000            | 323,000            | 138,000            | 138,000            | 0%                |
| Capital Projects  | 1,049,524          | 542,495            | 1,160,000          | 1,010,000          | 2,350,000          | 3,400,000          | 45%               |
| Transfers Out to Gas Tax Fd   | 0                  | 0                  | 1,500,000          | 1,500,000          | 0                  | 0                  | 0%                |
| Internal Services   | 1,076              | 1,149              | 1,175              | 1,210              | 1,189              | 1,232              | 4%                |
| <b>Total Expenditures</b>   | <b>1,205,240</b>   | <b>848,014</b>     | <b>3,043,115</b>   | <b>2,903,150</b>   | <b>2,558,129</b>   | <b>3,608,172</b>   | <b>41%</b>        |
| <b>Ending Balance, June 30</b>  | <b>\$3,601,745</b> | <b>\$4,297,341</b> | <b>\$2,553,176</b> | <b>\$2,757,160</b> | <b>\$1,596,752</b> | <b>\$1,739,427</b> |                   |

<sup>1</sup>VARIANCE: OBAG grant for pavement projects.

<sup>2</sup>VARIANCE: Transfer in from Sewer Fund for Lone Tree Way project in FY17.

<sup>3</sup>VARIANCE: FY17 transfer out to Gas Tax fund for Pavement Preventive Maintenance program partially funded with Measure J.

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MEASURE J FUND 222 (Continued) -

The following table details capital projects in the Measure J Fund:

| Capital Projects                          | 2016-17 Revised    | 2017-18 Proposed   | 2018-19 Proposed   |
|---|--------------------|--------------------|--------------------|
| CDBG Downtown Roadway                     | \$200,000          | \$0                | \$0                |
| Sidewalk/Handicap/Pedestrian Improvements | 650,000            | 150,000            | 150,000            |
| Lone Tree Way Pavement Overlay            | 50,000             | 2,200,000          | 0                  |
| L Street Improvements                     | 100,000            | 0                  | 250,000            |
| 2018 Pavement Rehabilitation              | 0                  | 0                  | 3,000,000          |
| Golf Course Rd Pavement Rehabilitation    | 10,000             | 0                  | 0                  |
| <b>Total Capital Projects</b>             | <b>\$1,010,000</b> | <b>\$2,350,000</b> | <b>\$3,400,000</b> |

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**CHILD CARE FUND 223** – This fund accounts for lease revenue received from the YWCA and City expenditures relating to the Mary Rocha Child Care Center at 931 Cavallo Road. In 1990 the City purchased a modular building for \$240,000 and made improvements in the amount of \$75,000 for a low income child care facility. The land and modular building of the center belong to the City.

| <b>CHILD CARE (FUND 223)</b>  |                 |                 |                 |                 |                 |                 |                  |           |           |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|-----------|-----------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                 |                 |                 |                 |                 |                 |                  |           |           |
|   | 2014-15         | 2015-16         | 2016-17         | 2016-17         | 2016-17         | 2017-18         | 2018-19          | %         | %         |
|   | Actual          | Actual          | Budget          | Revised         | Proposed        | Proposed        | Proposed         | Change    | Change    |
| <b>Beginning Balance, July 1</b>                                      | <b>\$99,338</b> | <b>\$70,083</b> | <b>\$76,292</b> | <b>\$76,292</b> | <b>\$83,555</b> | <b>\$83,555</b> | <b>\$92,793</b>  |           |           |
| <b>Revenue Source:</b>  |                 |                 |                 |                 |                 |                 |                  |           |           |
| Investment Income   | 678             | 1,071           | 800             | 700             | 800             | 800             | 900              | 14%       | 13%       |
| Current Service Charges   | 75,046          | 76,772          | 77,320          | 78,845          | 80,816          | 80,816          | 82,837           | 2%        | 3%        |
| <b>Total Revenue</b>  | <b>75,724</b>   | <b>77,843</b>   | <b>78,120</b>   | <b>79,545</b>   | <b>81,616</b>   | <b>81,616</b>   | <b>83,737</b>    | <b>3%</b> | <b>3%</b> |
| <b>Expenditures:</b>  |                 |                 |                 |                 |                 |                 |                  |           |           |
| Services & Supplies   | 34,096          | 595             | 1,625           | 1,111           | 1,175           | 1,175           | 1,246            | 6%        | 6%        |
| Transfer Out to Recreation/Prewett                                    | 70,000          | 70,000          | 70,000          | 70,000          | 70,000          | 70,000          | 70,000           | 0%        | 0%        |
| Internal Services   | 883             | 1,039           | 1,169           | 1,171           | 1,203           | 1,203           | 1,280            | 3%        | 6%        |
| <b>Total Expenditures</b>   | <b>104,979</b>  | <b>71,634</b>   | <b>72,794</b>   | <b>72,282</b>   | <b>72,378</b>   | <b>72,378</b>   | <b>72,526</b>    | <b>0%</b> | <b>0%</b> |
| <b>Ending Balance, June 30</b>  | <b>\$70,083</b> | <b>\$76,292</b> | <b>\$81,618</b> | <b>\$83,555</b> | <b>\$92,793</b> | <b>\$92,793</b> | <b>\$104,004</b> |           |           |

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**TIDELANDS FUND 225** – In 1990, the California State Legislature passed Assembly Bill 1900 that created tidelands entitlement areas. Funds are generated by payments from the lessees of the City's tidelands areas. This revenue is limited to improving accessibility and/or protection of the City's waterfront areas.

| <b>TIDELANDS (FUND 225)</b>   |                   |                   |                   |                    |                     |                   |                     |             |  |
|---|-------------------|-------------------|-------------------|--------------------|---------------------|-------------------|---------------------|-------------|--|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                   |                   |                   |                    |                     |                   |                     |             |  |
|   | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change       | 2018-19<br>Proposed | %<br>Change |  |
| <b>Beginning Balance, July 1</b>                                      | \$116,257         | \$123,741         | \$132,070         | \$132,070          | \$34,302            |                   | \$36,724            |             |  |
| <b>Revenue Source:</b>  |                   |                   |                   |                    |                     |                   |                     |             |  |
| Investment Income   | 856               | 1,666             | 600               | 600                | 625                 | 4%                | 650                 | 4%          |  |
| Current Service Charges   | 7,137             | 7,225             | 7,370             | 7,330              | 7,418               | 1%                | 7,510               | 1%          |  |
| <b>Total Revenue</b>  | <b>7,993</b>      | <b>8,891</b>      | <b>7,970</b>      | <b>7,930</b>       | <b>8,043</b>        | <b>1%</b>         | <b>8,160</b>        | <b>1%</b>   |  |
| <b>Expenditures:</b>  |                   |                   |                   |                    |                     |                   |                     |             |  |
| Services & Supplies   | 261               | 280               | 5,375             | 105,375            | 5,300               | -95% <sup>1</sup> | 5,300               | 0%          |  |
| Internal Services   | 248               | 282               | 317               | 323                | 321                 | -1%               | 341                 | 6%          |  |
| <b>Total Expenditures</b>   | <b>509</b>        | <b>562</b>        | <b>5,692</b>      | <b>105,698</b>     | <b>5,621</b>        | <b>-95%</b>       | <b>5,641</b>        | <b>0%</b>   |  |
| <b>Ending Balance, June 30</b>  | <b>\$123,741</b>  | <b>\$132,070</b>  | <b>\$134,348</b>  | <b>\$34,302</b>    | <b>\$36,724</b>     |                   | <b>\$39,243</b>     |             |  |

<sup>1</sup>VARIANCE: \$100,000 budget for Fulton Shipyard boat ramp repair in FY17.

**STUDY SESSION – MAY 23, 2017**

**SOLID WASTE REDUCTION FUND 226** – This fund has two programs operated by the Community Development Department. Oil recycling funds are used for the curbside collection of oils and filters as well as collection of the same at the East County Household Hazardous Waste Collection Facility. The Solid Waste Reductions Program was established to help the City meet AB 939 mandates to divert waste from landfills to recycling programs.

| <b>SOLID WASTE FUND (FUND 226)</b>                                    |                           |                           |                           |                            |                             |                             |                     |
|---|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|---------------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                           |                           |                           |                            |                             |                             |                     |
|   | <b>2014-15<br/>Actual</b> | <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2016-17<br/>Revised</b> | <b>2017-18<br/>Proposed</b> | <b>2018-19<br/>Proposed</b> | <b>%<br/>Change</b> |
| <b>Beginning Balance, July 1</b>                                      | <b>\$388,416</b>          | <b>\$424,591</b>          | <b>\$414,427</b>          | <b>\$414,427</b>           | <b>\$409,038</b>            | <b>\$313,775</b>            |                     |
| <b>Revenue Source:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Investment Income   | 3,378                     | 6,089                     | 1,500                     | 1,800                      | 1,500                       | 1,500                       | 0%                  |
| Revenue from Other Agencies   | 57,230                    | 100,561                   | 56,000                    | 204,761                    | 88,400                      | 54,500                      | -57%                |
| Franchise Fees  | 160,000                   | 160,000                   | 160,000                   | 160,000                    | 160,000                     | 160,000                     | 0%                  |
| Other   | 12,250                    | 16,122                    | 5,000                     | 15,372                     | 13,000                      | 13,000                      | -15%                |
| <b>Total Revenue</b>  | <b>232,858</b>            | <b>282,772</b>            | <b>222,500</b>            | <b>381,933</b>             | <b>262,900</b>              | <b>229,000</b>              | <b>-31%</b>         |
| <b>Expenditures:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Personnel   | 72,017                    | 84,174                    | 120,655                   | 129,241                    | 175,020                     | 180,070                     | 35%                 |
| Services & Supplies   | 114,673                   | 197,795                   | 260,747                   | 245,377                    | 170,320                     | 142,793                     | -31%                |
| Internal Services   | 9,993                     | 10,967                    | 12,525                    | 12,704                     | 12,823                      | 13,736                      | 7%                  |
| <b>Total Expenditures</b>   | <b>196,683</b>            | <b>292,936</b>            | <b>393,927</b>            | <b>387,322</b>             | <b>358,163</b>              | <b>336,599</b>              | <b>-8%</b>          |
| <b>Ending Balance, June 30</b>  | <b>\$424,591</b>          | <b>\$414,427</b>          | <b>\$243,000</b>          | <b>\$409,038</b>           | <b>\$313,775</b>            | <b>\$206,176</b>            |                     |
| <b>Funded FTE's:</b>  |                           |                           |                           | <b>Funded 2016-17</b>      | <b>Funded 2017-18</b>       | <b>Funded 2018-19</b>       |                     |
| Solid Waste Reduction   |                           |                           |                           | 0.34                       | 0.44                        | 0.44                        |                     |

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| Solid Waste Used Oil (226-5220) |                   |                   |                   |                    |                     |                     |             |             |
|---------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------|-------------|
|                                 | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change | %<br>Change |
| <b>Source of Funds:</b>         |                   |                   |                   |                    |                     |                     |             |             |
| Revenue from Other Agencies     | 29,565            | 72,374            | 29,000            | 174,319            | 61,400              | 27,500              | -65%        | -55%        |
| Other                           | 0                 | 0                 | 0                 | 1,472              | 0                   | 0                   | -100%       | 0%          |
| <b>Total Source of Funds</b>    | <b>29,565</b>     | <b>72,374</b>     | <b>29,000</b>     | <b>175,791</b>     | <b>61,400</b>       | <b>27,500</b>       | <b>-65%</b> | <b>-55%</b> |
| <b>Use of Funds:</b>            |                   |                   |                   |                    |                     |                     |             |             |
| Personnel                       | 0                 | 288               | 10,000            | 10,000             | 10,000              | 0                   | 0%          | -100%       |
| Services & Supplies             | 26,750            | 131,872           | 116,463           | 126,463            | 30,500              | 27,500              | -76%        | -10%        |
| <b>Total Use of Funds</b>       | <b>26,750</b>     | <b>132,160</b>    | <b>126,463</b>    | <b>136,463</b>     | <b>40,500</b>       | <b>27,500</b>       | <b>-70%</b> | <b>-32%</b> |

| Solid Waste Reduction (226-5225) |                   |                   |                   |                    |                     |                     |                  |                   |
|----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|------------------|-------------------|
|                                  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change      | %<br>Change       |
| <b>Source of Funds:</b>          |                   |                   |                   |                    |                     |                     |                  |                   |
| Franchise - Street Impact        | 160,000           | 160,000           | 160,000           | 160,000            | 160,000             | 160,000             | 0%               | 0%                |
| Investment Income                | 3,378             | 6,089             | 1,500             | 1,800              | 1,500               | 1,500               | -17%             | 0%                |
| Revenue from Other Agencies      | 27,665            | 28,187            | 27,000            | 30,442             | 27,000              | 27,000              | -11%             | 0%                |
| Other                            | 12,250            | 16,122            | 5,000             | 13,900             | 13,000              | 13,000              | -6%              | 0%                |
| <b>Total Source of Funds</b>     | <b>203,293</b>    | <b>210,398</b>    | <b>193,500</b>    | <b>206,142</b>     | <b>201,500</b>      | <b>201,500</b>      | <b>-2%</b>       | <b>0%</b>         |
| <b>Use of Funds:</b>             |                   |                   |                   |                    |                     |                     |                  |                   |
| Personnel                        | 72,017            | 83,886            | 110,655           | 119,241            | 165,020             | 180,070             | 38% <sup>1</sup> | 9%                |
| Services & Supplies              | 87,923            | 65,923            | 144,284           | 118,914            | 139,820             | 115,293             | 18% <sup>2</sup> | -18% <sup>2</sup> |
| Internal Services                | 9,993             | 10,967            | 12,525            | 12,704             | 12,823              | 13,736              | 1%               | 7%                |
| <b>Total Use of Funds</b>        | <b>169,933</b>    | <b>160,776</b>    | <b>267,464</b>    | <b>250,859</b>     | <b>317,663</b>      | <b>309,099</b>      | <b>27%</b>       | <b>-3%</b>        |
| Funded FTE'S                     | 0.34              | 0.34              | 0.34              | 0.34               | 0.44                | 0.44                |                  |                   |

<sup>1</sup>VARIANCE: Increase in .10 staffing for 10% of Director of Comm. Development and increase in part time help.

<sup>2</sup>VARIANCE: FY18 includes purchase of litter/recycling receptacles.

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**ABANDONED VEHICLE FUND 228** – This fund accounts for revenue from AB 4114, which charges a \$1.00 fee on the registration of all vehicles located in the City. The funds are received from the County and are used to remove abandoned vehicles from City streets.

| <b>ABANDONED VEHICLES (FUND 228)</b>                                  |                   |                   |                   |                    |                     |             |                     |             |           |
|---|-------------------|-------------------|-------------------|--------------------|---------------------|-------------|---------------------|-------------|-----------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                   |                   |                   |                    |                     |             |                     |             |           |
|   | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change | 2018-19<br>Proposed | %<br>Change |           |
| <b>Beginning Balance, July 1</b>                                      | <b>\$167,919</b>  | <b>\$178,577</b>  | <b>\$224,205</b>  | <b>\$224,205</b>   | <b>\$202,874</b>    |             | <b>\$178,894</b>    |             |           |
| Investment Income   | 1,219             | 2,614             | 1,000             | 1,000              | 800                 | -20%        | 600                 | -25%        |           |
| Revenue from Other Agencies   | 34,010            | 58,453            | 47,000            | 47,000             | 47,000              | 0%          | 47,000              | 0%          |           |
| <b>Total Revenues</b>   | <b>35,229</b>     | <b>61,067</b>     | <b>48,000</b>     | <b>48,000</b>      | <b>47,800</b>       | <b>0%</b>   | <b>47,600</b>       | <b>0%</b>   | <b>0%</b> |
| <b>Expenditures:</b>  |                   |                   |                   |                    |                     |             |                     |             |           |
| Personnel   | 567               | 0                 | 35,438            | 35,438             | 37,873              | 7%          | 40,677              | 7%          |           |
| Services & Supplies   | 22,649            | 13,946            | 32,270            | 32,185             | 32,275              | 0%          | 32,370              | 0%          |           |
| Internal Services   | 1,355             | 1,493             | 1,636             | 1,708              | 1,632               | -4%         | 1,735               | 6%          |           |
| <b>Total Expenditures</b>   | <b>24,571</b>     | <b>15,439</b>     | <b>69,344</b>     | <b>69,331</b>      | <b>71,780</b>       | <b>4%</b>   | <b>74,782</b>       | <b>4%</b>   | <b>4%</b> |
| <b>Ending Balance, June 30</b>  | <b>\$178,577</b>  | <b>\$224,205</b>  | <b>\$202,861</b>  | <b>\$202,874</b>   | <b>\$178,894</b>    |             | <b>\$151,712</b>    |             |           |
| Funded FTE'S  | 0.00              | 0.00              | 0.00              | 0.00               | 0.00                |             | 0.00                |             |           |

NOTE: Although there are no directly allocated employees to this fund, Code Enforcement Officers charge time here for abandoned vehicle abatement work



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| Channel Maintenance (229-2585) |                   |                   |                   |                    |                     |                  |                     |             |
|--------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|------------------|---------------------|-------------|
|                                | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change      | 2018-19<br>Proposed | %<br>Change |
| <b>Source of Funds:</b>        |                   |                   |                   |                    |                     |                  |                     |             |
| Transfer In SLLMDs             | 35,000            | 30,000            | 30,000            | 30,000             | 30,000              | 0%               | 30,000              | 0%          |
| Other                          | 4                 | 220               | 0                 | 0                  | 0                   | 0%               | 0                   | 0%          |
| <b>Total Source of Funds</b>   | <b>35,004</b>     | <b>30,220</b>     | <b>30,000</b>     | <b>30,000</b>      | <b>30,000</b>       | <b>0%</b>        | <b>30,000</b>       | <b>0%</b>   |
| <b>Use of Funds:</b>           |                   |                   |                   |                    |                     |                  |                     |             |
| Personnel                      | 239,228           | 256,348           | 317,542           | 307,751            | 321,307             | 4%               | 341,934             | 6%          |
| Services & Supplies            | 250,548           | 313,148           | 367,630           | 359,124            | 347,832             | -3%              | 352,177             | 1%          |
| Capital Projects               | 73,094            | 53,084            | 507,928           | 276,000            | 358,000             | 30% <sup>1</sup> | 175,000             | -51%        |
| Transfer Out to Gen Fund       | 60,688            | 70,225            | 73,365            | 73,365             | 72,769              | -1%              | 76,585              | 5%          |
| <b>Total Use of Funds</b>      | <b>623,558</b>    | <b>692,805</b>    | <b>1,266,465</b>  | <b>1,016,240</b>   | <b>1,099,908</b>    | <b>8%</b>        | <b>945,696</b>      | <b>-14%</b> |
| Funded FTE'S                   | 2.02              | 2.17              | 2.17              | 2.17               | 2.17                |                  | 2.17                |             |

<sup>1</sup>VARIANCE: Projects for West Antioch Creek De-Silting, storm channel/catch basin improvements and trash capture devices projects.

| Storm Drain Administration (229-5230) |                   |                   |                   |                    |                     |             |                     |             |
|---------------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|-------------|---------------------|-------------|
|                                       | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change | 2018-19<br>Proposed | %<br>Change |
| <b>Source of Funds:</b>               |                   |                   |                   |                    |                     |             |                     |             |
| Investment Income                     | 18,802            | 33,539            | 7,000             | 7,000              | 7,000               | 0%          | 3,500               | -50%        |
| Assessment Fees                       | 868,915           | 858,365           | 820,000           | 820,000            | 820,000             | 0%          | 820,000             | 0%          |
| <b>Total Source of Funds</b>          | <b>887,717</b>    | <b>891,904</b>    | <b>827,000</b>    | <b>827,000</b>     | <b>827,000</b>      | <b>0%</b>   | <b>823,500</b>      | <b>0%</b>   |
| <b>Use of Funds:</b>                  |                   |                   |                   |                    |                     |             |                     |             |
| Services & Supplies                   | 105,209           | 81,831            | 250,073           | 250,073            | 249,070             | 0%          | 249,070             | 0%          |
| Transfer Out to Gen Fund              | 200,000           | 200,000           | 200,000           | 200,000            | 200,000             | 0%          | 200,000             | 0%          |
| Internal Services                     | 14,848            | 16,725            | 21,520            | 22,029             | 20,549              | -7%         | 22,740              | 11%         |
| <b>Total Use of Funds</b>             | <b>320,057</b>    | <b>298,556</b>    | <b>471,593</b>    | <b>472,102</b>     | <b>469,619</b>      | <b>-1%</b>  | <b>471,810</b>      | <b>0%</b>   |

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**SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND GRANT (SLESF) FUND 232** – This fund accounts for the revenue dispersed by the State to local jurisdictions for the staffing of “front line” officers. This money is passed through the County.

| <b>SUPPLEMENTAL LAW ENFORCEMENT GRANT (FUND 232)</b>                  |                 |                 |                 |                |                |                |                |             |           |
|---|-----------------|-----------------|-----------------|----------------|----------------|----------------|----------------|-------------|-----------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                 |                 |                 |                |                |                |                |             |           |
|   | 2014-15         | 2015-16         | 2016-17         | 2016-17        | 2016-17        | 2017-18        | 2018-19        | %           | %         |
|   | Actual          | Actual          | Budget          | Revised        | Proposed       | Proposed       | Proposed       | Change      | Change    |
| <b>Beginning Balance, July 1</b>                                      | \$13            | \$57,551        | \$84,055        | \$84,055       | \$0            | \$0            | \$0            |             |           |
| <b>Revenue Source:</b>  |                 |                 |                 |                |                |                |                |             |           |
| Investment Income   | 78              | 479             | 0               | 312            | 0              | 0              | 0              | -100%       | 0%        |
| Revenue From Other Agencies   | 157,537         | 189,016         | 100,000         | 151,064        | 100,000        | 100,000        | 100,000        | -34%        | 0%        |
| <b>Total Revenue</b>  | <b>157,615</b>  | <b>189,495</b>  | <b>100,000</b>  | <b>151,376</b> | <b>100,000</b> | <b>100,000</b> | <b>100,000</b> | <b>-34%</b> | <b>0%</b> |
| <b>Expenditures:</b>  |                 |                 |                 |                |                |                |                |             |           |
| Services & Supplies   | 20              | 140             | 0               | 106            | 0              | 0              | 0              | -100%       | 0%        |
| Transfer Out to General Fund  | 100,057         | 162,851         | 100,000         | 235,325        | 100,000        | 100,000        | 100,000        | -58%        | 0%        |
| <b>Total Expenditures</b>   | <b>100,077</b>  | <b>162,991</b>  | <b>100,000</b>  | <b>235,431</b> | <b>100,000</b> | <b>100,000</b> | <b>100,000</b> | <b>-58%</b> | <b>0%</b> |
| <b>Ending Balance, June 30</b>  | <b>\$57,551</b> | <b>\$84,055</b> | <b>\$84,055</b> | <b>\$0</b>     | <b>\$0</b>     | <b>\$0</b>     | <b>\$0</b>     |             |           |

**STUDY SESSION – MAY 23, 2017**

**BYRNE GRANT FUND 233** – This fund accounts for public safety funding allocated under the Fiscal Year 1996 Omnibus Appropriations Act. Funds may be used for a wide variety of activities from increasing personnel equipment resources for law enforcement to developing and supporting programs to enhance effective criminal justice processes. The current grant cycle is passed through Contra Costa County. Funds have historically been used to fund a youth diversion program and the volunteer program at the police department.

| <b>BYRNE GRANT (FUND 233)</b>   |                           |                           |                           |                            |                             |                     |                             |
|---|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|---------------------|-----------------------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                           |                           |                           |                            |                             |                     |                             |
|   | <b>2014-15<br/>Actual</b> | <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2016-17<br/>Revised</b> | <b>2017-18<br/>Proposed</b> | <b>%<br/>Change</b> | <b>2018-19<br/>Proposed</b> |
|   |                           |                           |                           |                            |                             | <b>%<br/>Change</b> |                             |
| <b>Beginning Balance, July 1</b>                                      | \$0                       | \$0                       | \$61                      | \$61                       | \$0                         |                     | \$0                         |
| <b>Revenue Source:</b>  |                           |                           |                           |                            |                             |                     |                             |
| Investment Income   | 0                         | 79                        | 0                         | 0                          | 0                           | 0%                  | 0                           |
| Revenue From Other Agencies   | 44,864                    | 56,227                    | 77,068                    | 26,177                     | 76,379                      | 192%                | 0                           |
| <b>Total Revenue</b>  | <b>44,864</b>             | <b>56,306</b>             | <b>77,068</b>             | <b>26,177</b>              | <b>76,379</b>               | <b>192%</b>         | <b>0</b>                    |
| <b>Expenditures:</b>  |                           |                           |                           |                            |                             |                     |                             |
| Services & Supplies   | 1,961                     | 2,436                     | 4,016                     | 1,339                      | 3,919                       | 193%                | 0                           |
| Transfer Out to General Fund  | 42,903                    | 53,809                    | 73,052                    | 24,899                     | 72,460                      | 191%                | 0                           |
| <b>Total Expenditures</b>   | <b>44,864</b>             | <b>56,245</b>             | <b>77,068</b>             | <b>26,238</b>              | <b>76,379</b>               | <b>191%</b>         | <b>0</b>                    |
| <b>Ending Balance, June 30</b>  | <b>\$0</b>                | <b>\$61</b>               | <b>\$61</b>               | <b>\$0</b>                 | <b>\$0</b>                  |                     | <b>\$0</b>                  |

<sup>1</sup>VARIANCE: It is unknown at this time if Contra Costa County will have grant funding available for the City to apply for.

STUDY SESSION – MAY 23, 2017

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) REVOLVING LOAN FUND 236** – This fund was set up at the request of the U.S. Department of Housing and Urban Development’s request that the City develop a Revolving Loan Fund for the Owner Occupied Housing Rehabilitation Program (also known as the Neighborhood Preservation Program).

| COMMUNITY DEVELOPMENT BLOCK GRANT REVOLVING LOAN (FUND 236)    |                    |                    |                    |                    |                     |                     |                    |
|--|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|--------------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                    |                    |                    |                    |                     |                     |                    |
|  | 2014-15<br>Actual  | 2015-16<br>Actual  | 2016-17<br>Budget  | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change        |
| <b>Beginning Balance, July 1</b>                               | \$6,163,009        | \$6,130,845        | \$6,281,968        | \$6,281,968        | \$6,562,820         | \$6,667,992         |                    |
| <b>Revenue Source:</b>   |                    |                    |                    |                    |                     |                     |                    |
| Investment Income  | 1,500              | 3,909              | 1,400              | 1,400              | 1,200               | 1,000               | -17%               |
| Revenue from Other Agencies                                    | 0                  | 46,760             | 0                  | 170,000            | 0                   | 0                   | -100% <sup>1</sup> |
| Other  | 120,940            | 113,247            | 107,082            | 115,071            | 107,082             | 107,082             | -7%                |
| <b>Total Revenue</b>   | <b>122,440</b>     | <b>163,916</b>     | <b>108,482</b>     | <b>286,471</b>     | <b>108,282</b>      | <b>108,082</b>      | <b>-62%</b>        |
| <b>Expenditures:</b>   |                    |                    |                    |                    |                     |                     |                    |
| Services & Supplies  | 119,121            | 12,793             | 232,910            | 5,619              | 3,110               | 2,910               | -45%               |
| Transfers Out  | 35,483             | 0                  | 0                  | 0                  | 0                   | 0                   | 0%                 |
| <b>Total Expenditures</b>                                      | <b>154,604</b>     | <b>12,793</b>      | <b>232,910</b>     | <b>5,619</b>       | <b>3,110</b>        | <b>2,910</b>        | <b>-45%</b>        |
| <b>Ending Balance, June 30<sup>2</sup></b>                     | <b>\$6,130,845</b> | <b>\$6,281,968</b> | <b>\$6,157,540</b> | <b>\$6,562,820</b> | <b>\$6,667,992</b>  | <b>\$6,773,164</b>  | <b>-6%</b>         |

<sup>1</sup>VARIANCE: NSP Grant reimbursement for Tabora Garden loan provided in FY17.

<sup>2</sup>NOTE: \$6.095M of the ending balance represents housing loans receivable outstanding with the remaining representing monies held to fund new loans.

STUDY SESSION – MAY 23, 2017

**TRAFFIC SAFETY FUND 237** – This fund accounts for fines and forfeitures received under Section 1463 of the Penal Code. Funds shall be used exclusively for official traffic control devices, the maintenance thereof, equipment and supplies for traffic law enforcement and traffic accident prevention.

| TRAFFIC SAFETY (FUND 237)                                      |                   |                   |                   |                    |                     |                     |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |                     |             |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change |
| <b>Beginning Balance, July 1</b>                               | <b>\$18,994</b>   | <b>\$17,956</b>   | <b>\$25,744</b>   | <b>\$25,744</b>    | <b>\$25,954</b>     | <b>\$26,164</b>     |             |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |                     |             |
| Investment Income  | 270               | 468               | 100               | 300                | 300                 | 300                 | 0%          |
| Vehicle Code Fines   | 78,775            | 87,408            | 80,000            | 80,000             | 80,000              | 80,000              | 0%          |
| <b>Total Revenue</b>   | <b>79,045</b>     | <b>87,876</b>     | <b>80,100</b>     | <b>80,300</b>      | <b>80,300</b>       | <b>80,300</b>       | <b>0%</b>   |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |                     |             |
| Services & Supplies  | 83                | 88                | 90                | 90                 | 90                  | 90                  | 0%          |
| Transfer Out to General Fund                                   | 80,000            | 80,000            | 80,000            | 80,000             | 80,000              | 80,000              | 0%          |
| <b>Total Expenditures</b>                                      | <b>80,083</b>     | <b>80,088</b>     | <b>80,090</b>     | <b>80,090</b>      | <b>80,090</b>       | <b>80,090</b>       | <b>0%</b>   |
| <b>Ending Balance, June 30</b>                                 | <b>\$17,956</b>   | <b>\$25,744</b>   | <b>\$25,754</b>   | <b>\$25,954</b>    | <b>\$26,164</b>     | <b>\$26,374</b>     |             |

STUDY SESSION – MAY 23, 2017

**PEG FRANCHISE FEE FUND 238** – This fund accounts for a 1% fee collected from video franchises to support local Public, Educational and Governmental Programming (PEG).

| PEG FRANCHISE FEE (FUND 238)                                   |                   |                    |                    |                    |                     |                     |             |
|--|-------------------|--------------------|--------------------|--------------------|---------------------|---------------------|-------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                    |                    |                    |                     |                     |             |
|  | 2014-15<br>Actual | 2015-16<br>Actual  | 2016-17<br>Budget  | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change |
| <b>Beginning Balance, July 1</b>                               | <b>\$719,050</b>  | <b>\$932,523</b>   | <b>\$1,204,382</b> | <b>\$1,204,382</b> | <b>\$1,356,495</b>  | <b>\$1,010,200</b>  |             |
| <b>Revenue Source:</b>   |                   |                    |                    |                    |                     |                     |             |
| Investment Income  | 6,007             | 13,567             | 6,500              | 6,500              | 8,000               | 9,000               | 23%         |
| Franchise Fees   | 260,143           | 270,882            | 240,000            | 280,000            | 280,000             | 280,000             | 0%          |
| <b>Total Revenue</b>   | <b>266,150</b>    | <b>284,449</b>     | <b>246,500</b>     | <b>286,500</b>     | <b>288,000</b>      | <b>289,000</b>      | <b>1%</b>   |
| <b>Expenditures:</b>   |                   |                    |                    |                    |                     |                     |             |
| Services & Supplies  | 51,188            | 10,963             | 131,500            | 132,500            | 132,500             | 132,500             | 0%          |
| Council Chamber Remodel  | 0                 | 0                  | 0                  | 0                  | 500,000             | 0                   | 100%        |
| Internal Services  | 1,489             | 1,627              | 1,813              | 1,887              | 1,795               | 1,908               | -5%         |
| <b>Total Expenditures</b>                                      | <b>52,677</b>     | <b>12,590</b>      | <b>133,313</b>     | <b>134,387</b>     | <b>634,295</b>      | <b>134,408</b>      | <b>372%</b> |
| <b>Ending Balance, June 30</b>                                 | <b>\$932,523</b>  | <b>\$1,204,382</b> | <b>\$1,317,569</b> | <b>\$1,356,495</b> | <b>\$1,010,200</b>  | <b>\$1,164,792</b>  | <b>-79%</b> |

STUDY SESSION – MAY 23, 2017

**STREET IMPACT FUND 241** – This fund accounts for the street impact fee portion of the garbage franchise agreement approved on August 9, 2005. These funds are earmarked for road repair work.

| STREET IMPACT FUND (FUND 241)                                  |                   |                   |                   |                    |                     |                     |             |                     |                     |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------|---------------------|---------------------|-------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |                     |             |                     |                     |             |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change |
| <b>Beginning Balance, July 1</b>                               | \$35,688          | \$77,011          | \$150,233         | \$150,233          | \$325,099           | \$301,316           |             | \$325,099           | \$301,316           |             |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |                     |             |                     |                     |             |
| Investment Income  | 3,471             | 3,245             | 2,000             | 3,000              | 2,000               | 2,000               | -33%        | 2,000               | 2,000               | 0%          |
| Franchise Taxes  | 1,162,112         | 1,215,261         | 1,167,330         | 1,239,566          | 1,264,357           | 1,289,645           | 2%          | 1,264,357           | 1,289,645           | 2%          |
| <b>Total Revenue</b>   | <b>1,165,583</b>  | <b>1,218,506</b>  | <b>1,169,330</b>  | <b>1,242,566</b>   | <b>1,266,357</b>    | <b>1,291,645</b>    | <b>2%</b>   | <b>1,266,357</b>    | <b>1,291,645</b>    | <b>2%</b>   |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |                     |             |                     |                     |             |
| Services & Supplies  | 760               | 844               | 700               | 700                | 700                 | 700                 | 0%          | 700                 | 700                 | 0%          |
| Transfer Out to General Fund                                   | 1,123,500         | 1,144,440         | 1,167,330         | 1,067,000          | 1,289,440           | 1,290,330           | 21%         | 1,289,440           | 1,290,330           | 0%          |
| <b>Total Expenditures</b>                                      | <b>1,124,260</b>  | <b>1,145,284</b>  | <b>1,168,030</b>  | <b>1,067,700</b>   | <b>1,290,140</b>    | <b>1,291,030</b>    | <b>21%</b>  | <b>1,290,140</b>    | <b>1,291,030</b>    | <b>0%</b>   |
| <b>Ending Balance, June 30</b>                                 | <b>\$77,011</b>   | <b>\$150,233</b>  | <b>\$151,533</b>  | <b>\$325,099</b>   | <b>\$301,316</b>    | <b>\$301,931</b>    |             | <b>\$301,316</b>    | <b>\$301,931</b>    |             |

STUDY SESSION – MAY 23, 2017

**STREET LIGHT AND LANDSCAPE MAINTENANCE DISTRICT FUNDS** – These funds were established to account for revenue and related expenditures of lighting and landscape activities in areas throughout the City. Each district covers from one to seven zones and provides a variety of services to maintain landscaped and non-landscaped areas, including minor medians, open space, cul-de-sacs, trails, right-of-ways, and neighborhood landscaping. Districts have restricted finances, and all work must be prioritized and completed in the most efficient and professional manner to meet mandated requirements for public safety while presenting an aesthetically pleasing streetscape.

| LONE TREE MAINTENANCE DISTRICT (FUND 251)                      |                   |                   |                   |                    |                     |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|-------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |             |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change |
| <b>Beginning Balance, July 1</b>                               | <b>\$438,134</b>  | <b>\$414,074</b>  | <b>\$387,759</b>  | <b>\$387,759</b>   | <b>\$298,526</b>    | <b>0%</b>   |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |             |
| Investment Income  | 3,703             | 6,769             | 500               | 500                | 500                 | 0%          |
| Assessments  | 628,538           | 628,497           | 623,906           | 641,651            | 641,651             | 0%          |
| Other  | 576               | 0                 | 0                 | 0                  | 0                   | 0%          |
| <b>Total Revenue</b>   | <b>632,817</b>    | <b>635,266</b>    | <b>624,406</b>    | <b>642,151</b>     | <b>642,151</b>      | <b>0%</b>   |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |             |
| Personnel  | 138,027           | 137,302           | 144,979           | 141,957            | 143,934             | 1%          |
| Services & Supplies  | 170,016           | 207,653           | 316,126           | 314,838            | 351,570             | 12%         |
| Transfers Out  | 341,853           | 308,981           | 270,982           | 265,868            | 222,937             | -16%        |
| Internal Services  | 6,981             | 7,645             | 8,377             | 8,721              | 8,345               | -4%         |
| <b>Total Expenditures</b>                                      | <b>656,877</b>    | <b>661,581</b>    | <b>740,464</b>    | <b>731,384</b>     | <b>726,786</b>      | <b>-1%</b>  |
| <b>Ending Balance, June 30</b>                                 | <b>\$414,074</b>  | <b>\$387,759</b>  | <b>\$271,701</b>  | <b>\$298,526</b>   | <b>\$213,891</b>    | <b>0%</b>   |

|                           | Funded<br>2016-17 | Funded<br>2017-18 | Funded<br>2018-19 |
|---------------------------|-------------------|-------------------|-------------------|
| <b>Funded FTE's:</b>      |                   |                   |                   |
| Zone 1                    | 0.1140            | 0.1245            | 0.1245            |
| Zone 2                    | 0.5155            | 0.5510            | 0.5510            |
| Zone 3                    | 0.4590            | 0.4945            | 0.4845            |
| Zone 4                    | 0.1300            | 0.1000            | 0.1000            |
| <b>Total Funded FTE's</b> | <b>1.2185</b>     | <b>1.2700</b>     | <b>1.2700</b>     |

STUDY SESSION – MAY 23, 2017

| Lone Tree Maintenance District – Zone 1 (251-4511) |                   |                   |                   |                    |                     |                     |                  |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|------------------|
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change      |
| <b>Source of Funds:</b>                            |                   |                   |                   |                    |                     |                     |                  |
| Investment Income                                  | 3,703             | 6,769             | 500               | 500                | 500                 | 500                 | 0%               |
| Assessment Fees                                    | 149,099           | 149,089           | 148,000           | 149,091            | 149,091             | 149,091             | 0%               |
| <b>Total Source of Funds</b>                       | <b>152,802</b>    | <b>155,858</b>    | <b>148,500</b>    | <b>149,591</b>     | <b>149,591</b>      | <b>149,591</b>      | <b>0%</b>        |
| <b>Use of Funds:</b>                               |                   |                   |                   |                    |                     |                     |                  |
| Personnel  | 13,643            | 13,175            | 13,845            | 12,956             | 12,675              | 13,538              | -2%              |
| Services & Supplies                                | 47,534            | 55,299            | 78,550            | 77,793             | 120,285             | 100,300             | 55% <sup>1</sup> |
| Transfers Out Park Admin                           | 76,381            | 83,173            | 67,755            | 66,265             | 58,149              | 61,376              | -12%             |
| Internal Services                                  | 1,746             | 1,912             | 2,095             | 2,181              | 2,087               | 2,213               | -4%              |
| <b>Total Use of Funds</b>                          | <b>139,304</b>    | <b>153,559</b>    | <b>162,245</b>    | <b>159,195</b>     | <b>193,196</b>      | <b>177,427</b>      | <b>21%</b>       |
| Funded FTE'S                                       | 0.1245            | 0.1245            | 0.1245            | 0.1245             | 0.1140              | 0.1140              |                  |

<sup>1</sup>VARIANCE: Mandated fire break work.

| Lone Tree Maintenance District – Zone 2 (251-4512) |                   |                   |                   |                    |                     |                     |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------|
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change |
| <b>Source of Funds:</b>                            |                   |                   |                   |                    |                     |                     |             |
| Assessment Fees                                    | 198,626           | 198,613           | 197,162           | 198,615            | 198,615             | 198,615             | 0%          |
| <b>Total Source of Funds</b>                       | <b>198,626</b>    | <b>198,613</b>    | <b>197,162</b>    | <b>198,615</b>     | <b>198,615</b>      | <b>198,615</b>      | <b>0%</b>   |
| <b>Use of Funds:</b>                               |                   |                   |                   |                    |                     |                     |             |
| Personnel  | 57,337            | 56,040            | 59,065            | 54,262             | 56,793              | 60,604              | 5%          |
| Services & Supplies                                | 57,869            | 78,277            | 109,612           | 109,408            | 106,740             | 106,765             | -2%         |
| Transfers Out Park Admin                           | 100,811           | 61,322            | 73,564            | 71,946             | 63,134              | 66,638              | -12%        |
| Internal Services                                  | 1,745             | 1,911             | 2,094             | 2,180              | 2,086               | 2,212               | -4%         |
| <b>Total Use of Funds</b>                          | <b>217,762</b>    | <b>197,550</b>    | <b>244,335</b>    | <b>237,796</b>     | <b>228,753</b>      | <b>236,219</b>      | <b>-4%</b>  |
| Funded FTE'S                                       | 0.551             | 0.551             | 0.551             | 0.5155             | 0.5155              | 0.5155              |             |

STUDY SESSION – MAY 23, 2017

| Lone Tree Maintenance District – Zone 3 (251-4513) |                   |                   |                   |                    |                     |                     |             |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------|-------------|
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change | %<br>Change |
| <b>Source of Funds:</b>                            |                   |                   |                   |                    |                     |                     |             |             |
| Assessment Fees                                    | 217,270           | 217,256           | 215,669           | 217,259            | 217,259             | 217,259             | 0%          | 0%          |
| Other  | 576               | 0                 | 0                 | 0                  | 0                   | 0                   | 0%          | 0%          |
| <b>Total Source of Funds</b>                       | <b>217,846</b>    | <b>217,256</b>    | <b>215,669</b>    | <b>217,259</b>     | <b>217,259</b>      | <b>217,259</b>      | <b>0%</b>   | <b>0%</b>   |
| <b>Use of Funds:</b>                               |                   |                   |                   |                    |                     |                     |             |             |
| Personnel  | 52,698            | 52,228            | 54,538            | 52,848             | 50,961              | 54,418              | -4%         | 7%          |
| Services & Supplies                                | 41,040            | 45,806            | 82,260            | 82,025             | 80,040              | 80,070              | -2%         | 0%          |
| Transfers Out GF/Park Admin                        | 125,426           | 123,095           | 84,692            | 83,159             | 83,192              | 86,510              | 0%          | 4%          |
| Internal Services                                  | 1,745             | 1,911             | 2,094             | 2,180              | 2,086               | 2,212               | -4%         | 6%          |
| <b>Total Use of Funds</b>                          | <b>220,909</b>    | <b>223,040</b>    | <b>223,584</b>    | <b>220,212</b>     | <b>216,279</b>      | <b>223,210</b>      | <b>-2%</b>  | <b>3%</b>   |
| Funded FTE'S                                       | 0.4945            | 0.4945            | 0.4945            | 0.4590             | 0.4590              | 0.4950              |             |             |

| Lone Tree Maintenance District – Zone 4 (251-4514) |                   |                   |                   |                    |                     |                     |             |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------|-------------|
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change | %<br>Change |
| <b>Source of Funds:</b>                            |                   |                   |                   |                    |                     |                     |             |             |
| Assessment Fees                                    | 63,543            | 63,539            | 63,075            | 76,686             | 76,686              | 76,686              | 0%          | 0%          |
| <b>Total Source of Funds</b>                       | <b>63,543</b>     | <b>63,539</b>     | <b>63,075</b>     | <b>76,686</b>      | <b>76,686</b>       | <b>76,686</b>       | <b>0%</b>   | <b>0%</b>   |
| <b>Use of Funds:</b>                               |                   |                   |                   |                    |                     |                     |             |             |
| Personnel  | 14,349            | 15,859            | 17,531            | 21,891             | 23,505              | 25,470              | 7%          | 8%          |
| Services & Supplies                                | 23,573            | 28,271            | 45,704            | 45,612             | 44,505              | 44,530              | -2%         | 0%          |
| Transfers Out                                      | 39,235            | 41,391            | 44,971            | 44,498             | 18,462              | 19,486              | -59%        | 6%          |
| Internal Services                                  | 1,745             | 1,911             | 2,094             | 2,180              | 2,086               | 2,212               | -4%         | 6%          |
| <b>Total Use of Funds</b>                          | <b>78,902</b>     | <b>87,432</b>     | <b>110,300</b>    | <b>114,181</b>     | <b>88,558</b>       | <b>91,698</b>       | <b>-22%</b> | <b>4%</b>   |
| Funded FTE'S                                       | 0.10              | 0.10              | 0.10              | 0.13               | 0.13                | 0.13                |             |             |

STUDY SESSION – MAY 23, 2017

| DOWNTOWN MAINTENANCE DISTRICT (FUND 252)                       |                   |                   |                   |                       |                       |                       |             |
|--|-------------------|-------------------|-------------------|-----------------------|-----------------------|-----------------------|-------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                       |                       |                       |             |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised    | 2017-18<br>Proposed   | 2018-19<br>Proposed   | %<br>Change |
| <b>Beginning Balance, July 1</b>                               | <b>\$18,595</b>   | <b>\$40,917</b>   | <b>\$27,258</b>   | <b>\$27,258</b>       | <b>\$29,106</b>       | <b>\$25,609</b>       |             |
| <b>Revenue Source:</b>   |                   |                   |                   |                       |                       |                       |             |
| Investment Income  | 56                | 147               | 50                | 70                    | 50                    | 50                    | -29%        |
| Other  | 13,256            | 5,830             | 0                 | 0                     | 0                     | 0                     | 0%          |
| Transfers In   | 65,000            | 40,000            | 102,000           | 102,000               | 81,000                | 81,000                | -21%        |
| <b>Total Revenue</b>   | <b>78,312</b>     | <b>45,977</b>     | <b>102,050</b>    | <b>102,070</b>        | <b>81,050</b>         | <b>81,050</b>         | <b>-21%</b> |
| <b>Expenditures:</b>   |                   |                   |                   |                       |                       |                       |             |
| Personnel  | 33,587            | 34,289            | 43,398            | 39,977                | 37,358                | 37,387                | -7%         |
| Services & Supplies  | 17,913            | 20,317            | 54,510            | 54,460                | 41,920                | 41,920                | -23%        |
| Transfers Out Park Admin                                       | 2,839             | 3,227             | 3,871             | 3,786                 | 3,323                 | 3,507                 | -12%        |
| Internal Services  | 1,651             | 1,803             | 1,936             | 1,999                 | 1,946                 | 2,047                 | -3%         |
| <b>Total Expenditures</b>                                      | <b>55,990</b>     | <b>59,636</b>     | <b>103,715</b>    | <b>100,222</b>        | <b>84,547</b>         | <b>84,861</b>         | <b>-16%</b> |
| <b>Ending Balance, June 30</b>                                 | <b>\$40,917</b>   | <b>\$27,258</b>   | <b>\$25,593</b>   | <b>\$29,106</b>       | <b>\$25,609</b>       | <b>\$21,798</b>       |             |
| <b>Funded FTE's:</b>   |                   |                   |                   | <b>Funded 2016-17</b> | <b>Funded 2017-18</b> | <b>Funded 2018-19</b> |             |
|  |                   |                   |                   | 0.002                 | 0.002                 | 0.002                 |             |

STUDY SESSION – MAY 23, 2017

| ALMONDRIDGE MAINTENANCE DISTRICT (FUND 253)                    |                   |                   |                   |                    |                     |                     |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |                     |             |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change |
| <b>Beginning Balance, July 1</b>                               |                   |                   |                   |                    |                     |                     |             |
|  | \$66,059          | \$74,413          | \$80,812          | \$80,812           | \$75,362            | \$63,649            |             |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |                     |             |
| Investment Income  | 654               | 1,311             | 100               | 100                | 100                 | 100                 | 0%          |
| Assessment Fees  | 109,731           | 109,723           | 108,922           | 109,725            | 109,725             | 109,725             | 0%          |
| <b>Total Revenue</b>   | <b>110,385</b>    | <b>111,034</b>    | <b>109,022</b>    | <b>109,825</b>     | <b>109,825</b>      | <b>109,825</b>      | <b>0%</b>   |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |                     |             |
| Personnel  | 16,577            | 11,894            | 12,960            | 9,105              | 9,033               | 9,791               | -1%         |
| Services & Supplies  | 16,815            | 20,831            | 29,570            | 29,517             | 28,827              | 28,852              | -2%         |
| Transfer Out Gen Fd/Park Admin                                 | 67,035            | 70,162            | 75,352            | 74,666             | 81,769              | 73,255              | 10%         |
| Internal Services  | 1,604             | 1,748             | 1,917             | 1,987              | 1,909               | 2,018               | -4%         |
| <b>Total Expenditures</b>                                      | <b>102,031</b>    | <b>104,635</b>    | <b>119,799</b>    | <b>115,275</b>     | <b>121,538</b>      | <b>113,916</b>      | <b>5%</b>   |
| <b>Ending Balance, June 30</b>                                 | <b>\$74,413</b>   | <b>\$80,812</b>   | <b>\$70,035</b>   | <b>\$75,362</b>    | <b>\$63,649</b>     | <b>\$59,558</b>     | <b>-6%</b>  |
| <b>Funded FTE's:</b>   |                   |                   |                   |                    |                     |                     |             |
|  |                   |                   |                   | Funded<br>2016-17  | Funded<br>2017-18   | Funded<br>2018-19   |             |
|  |                   |                   |                   | 0.05               | 0.05                | 0.05                |             |

STUDY SESSION – MAY 23, 2017

| HILLCREST MAINTENANCE DISTRICT (FUND 254)                      |                   |                   |                   |                    |                     |             |                     |             |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|-------------|---------------------|-------------|-------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |             |                     |             |             |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change | 2018-19<br>Proposed | %<br>Change |             |
| <b>Beginning Balance, July 1</b>                               | \$471,990         | \$411,664         | \$353,336         | \$353,336          | \$284,977           |             | \$181,022           |             |             |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |             |                     |             |             |
| Investment Income  | 3,904             | 6,871             | 300               | 300                | 300                 | 0%          | 300                 | 0%          | 0%          |
| Assessment Fees  | 830,228           | 830,173           | 824,110           | 830,183            | 830,183             | 0%          | 830,183             | 0%          | 0%          |
| Other  | 10,106            | 0                 | 0                 | 0                  | 0                   | 0%          | 0                   | 0%          | 0%          |
| Transfer In from General Fund                                  | 0                 | 0                 | 16,000            | 16,000             | 16,000              | 0%          | 16,000              | 0%          | 100%        |
| <b>Total Revenue</b>   | <b>844,238</b>    | <b>837,044</b>    | <b>840,410</b>    | <b>846,483</b>     | <b>846,483</b>      | <b>0%</b>   | <b>846,483</b>      | <b>0%</b>   | <b>0%</b>   |
| <b>Use of Funds:</b>   |                   |                   |                   |                    |                     |             |                     |             |             |
| Personnel  | 180,031           | 187,706           | 196,943           | 184,063            | 195,115             | 6%          | 208,747             | 7%          | 7%          |
| Services & Supplies  | 256,586           | 257,917           | 378,220           | 377,076            | 487,881             | 29%         | 367,946             | -25%        | -25%        |
| Transfers Out Gen Fd/SLLMD Admin                               | 458,377           | 439,297           | 348,293           | 341,733            | 256,003             | -25%        | 270,208             | 6%          | 6%          |
| Internal Services  | 9,570             | 10,452            | 11,511            | 11,970             | 11,439              | -4%         | 12,126              | 6%          | 6%          |
| <b>Total Use of Funds</b>                                      | <b>904,564</b>    | <b>895,372</b>    | <b>934,967</b>    | <b>914,842</b>     | <b>950,438</b>      | <b>4%</b>   | <b>859,027</b>      | <b>-10%</b> | <b>-10%</b> |
| <b>Ending Balance, June 30</b>                                 | <b>\$411,664</b>  | <b>\$353,336</b>  | <b>\$258,779</b>  | <b>\$284,977</b>   | <b>\$181,022</b>    |             | <b>\$168,478</b>    |             |             |
| <b>Funded FTE'S:</b>   |                   |                   |                   |                    |                     |             |                     |             |             |
| Zone 1   |                   |                   |                   | 0.6475             | 0.6475              |             | 0.6475              |             | 0.6475      |
| Zone 2   |                   |                   |                   | 0.4475             | 0.4475              |             | 0.4475              |             | 0.4475      |
| Zone 4   |                   |                   |                   | 0.5250             | 0.5250              |             | 0.5250              |             | 0.5250      |
| <b>Total Funded FTE's:</b>                                     |                   |                   |                   | 1.6200             | 1.6200              |             | 1.6200              |             | 1.6200      |

STUDY SESSION – MAY 23, 2017

| Hillcrest Maintenance District, Zone 1 (254-4541) |                   |                   |                   |                    |                     |             |                     |             |
|---|-------------------|-------------------|-------------------|--------------------|---------------------|-------------|---------------------|-------------|
|   | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change | 2018-19<br>Proposed | %<br>Change |
| <b>Source of Funds:</b>                           |                   |                   |                   |                    |                     |             |                     |             |
| Investment Income                                 | 3,904             | 6,871             | 300               | 300                | 300                 | 0%          | 300                 | 0%          |
| Assessment Fees                                   | 277,105           | 277,087           | 275,063           | 277,090            | 277,090             | 0%          | 277,090             | 0%          |
| <b>Total Source of Funds</b>                      | <b>281,009</b>    | <b>283,958</b>    | <b>275,363</b>    | <b>277,390</b>     | <b>277,390</b>      | <b>0%</b>   | <b>277,390</b>      | <b>0%</b>   |
| <b>Use of Funds:</b>                              |                   |                   |                   |                    |                     |             |                     |             |
| Personnel   | 73,531            | 74,240            | 77,467            | 73,772             | 78,279              | 6%          | 83,686              | 7%          |
| Services & Supplies                               | 65,005            | 100,622           | 142,995           | 142,631            | 139,160             | -2%         | 139,180             | 0%          |
| Transfers Out SLLMD Admin                         | 191,808           | 188,587           | 117,499           | 114,915            | 100,841             | -12%        | 106,436             | 6%          |
| Internal Services                                 | 3,190             | 3,484             | 3,837             | 3,990              | 3,813               | -4%         | 4,042               | 6%          |
| <b>Total Use of Funds</b>                         | <b>333,534</b>    | <b>366,933</b>    | <b>341,798</b>    | <b>335,308</b>     | <b>322,093</b>      | <b>-4%</b>  | <b>333,344</b>      | <b>3%</b>   |
| Funded FTE's                                      | 0.6725            | 0.6725            | 0.6725            | 0.6725             | 0.6475              |             | 0.6475              |             |

| Hillcrest Maintenance District, Zone 2 (254-4542) |                   |                   |                   |                    |                     |                   |                     |             |
|---|-------------------|-------------------|-------------------|--------------------|---------------------|-------------------|---------------------|-------------|
|   | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change       | 2018-19<br>Proposed | %<br>Change |
| <b>Source of Funds:</b>                           |                   |                   |                   |                    |                     |                   |                     |             |
| Assessment Fees                                   | 365,923           | 365,898           | 363,226           | 365,903            | 365,903             | 0%                | 365,903             | 0%          |
| <b>Total Source of Funds</b>                      | <b>365,923</b>    | <b>365,898</b>    | <b>363,226</b>    | <b>365,903</b>     | <b>365,903</b>      | <b>0%</b>         | <b>365,903</b>      | <b>0%</b>   |
| <b>Use of Funds:</b>                              |                   |                   |                   |                    |                     |                   |                     |             |
| Personnel   | 48,909            | 52,063            | 54,959            | 50,648             | 53,725              | 6%                | 57,502              | 7%          |
| Services & Supplies                               | 110,239           | 86,038            | 151,495           | 151,020            | 267,330             | 77% <sup>1</sup>  | 147,355             | -45%        |
| Transfers Out Gen Fd/SLLMD                        | 211,634           | 188,265           | 155,884           | 153,556            | 90,873              | -41% <sup>2</sup> | 95,915              | 6%          |
| Internal Services                                 | 3,190             | 3,484             | 3,837             | 3,990              | 3,813               | -4%               | 4,042               | 6%          |
| <b>Total Use of Funds</b>                         | <b>373,972</b>    | <b>329,850</b>    | <b>366,175</b>    | <b>359,214</b>     | <b>415,741</b>      | <b>16%</b>        | <b>304,814</b>      | <b>-27%</b> |
| Funded FTE's                                      | 0.4725            | 0.4725            | 0.4725            | 0.4475             | 0.4475              |                   | 0.4475              |             |

<sup>1</sup>VARIANCE: Sound wall report on Country Hills Drive budgeted in FY18

<sup>2</sup>VARIANCE: No transfer to General Fund budgeted beginning FY18 as zone fund balance too low.

STUDY SESSION – MAY 23, 2017

| Hillcrest Maintenance District, Zone 4 (254-4544) |                   |                   |                   |                    |                     |                     |             |
|---|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------|
|   | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change |
| <b>Revenue Source:</b>                            |                   |                   |                   |                    |                     |                     |             |
| Assessment Fees                                   | 187,200           | 187,188           | 185,821           | 187,190            | 187,190             | 187,190             | 0%          |
| Other   | 10,106            | 0                 | 0                 | 0                  | 0                   | 0                   | 0%          |
| Transfer In from Gen Fund                         | 0                 | 0                 | 16,000            | 16,000             | 16,000              | 16,000              | 100%        |
| <b>Total Revenue</b>                              | <b>197,306</b>    | <b>187,188</b>    | <b>201,821</b>    | <b>203,190</b>     | <b>203,190</b>      | <b>203,190</b>      | <b>0%</b>   |
| <b>Use of Funds:</b>                              |                   |                   |                   |                    |                     |                     |             |
| Personnel   | 57,591            | 61,403            | 64,517            | 59,643             | 63,111              | 67,559              | 6%          |
| Services & Supplies                               | 81,342            | 71,257            | 83,730            | 83,425             | 81,391              | 81,411              | -2%         |
| Transfers Out SLLMD Admin                         | 54,935            | 62,445            | 74,910            | 73,262             | 64,289              | 67,857              | -12%        |
| Internal Services                                 | 3,190             | 3,484             | 3,837             | 3,990              | 3,813               | 4,042               | -4%         |
| <b>Total Use of Funds</b>                         | <b>197,058</b>    | <b>198,589</b>    | <b>226,994</b>    | <b>220,320</b>     | <b>212,604</b>      | <b>220,869</b>      | <b>-4%</b>  |
| Funded FTE'S                                      | 0.55              | 0.55              | 0.55              | 0.525              | 0.525               | 0.525               |             |

STUDY SESSION – MAY 23, 2017

| PARK 1A MAINTENANCE DISTRICT (FUND 255)                        |                   |                   |                   |                    |                     |                     |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |                     |             |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change |
| <b>Beginning Balance, July 1</b>                               | \$23,864          | \$49,597          | \$72,110          | \$72,110           | \$82,274            | \$87,713            |             |
| <b>Revenue Sources:</b>  |                   |                   |                   |                    |                     |                     |             |
| Taxes  | 29,789            | 33,105            | 21,825            | 34,419             | 34,287              | 34,287              | 0%          |
| Investment Income & Rentals                                    | 41,385            | 44,097            | 40,050            | 46,200             | 40,100              | 40,100              | -13%        |
| Revenue from Other Agencies                                    | 255               | 260               | 115               | 115                | 115                 | 115                 | 0%          |
| Other  | 0                 | 95                | 0                 | 0                  | 0                   | 0                   | 0%          |
| <b>Total Revenues</b>  | <b>71,429</b>     | <b>77,557</b>     | <b>61,990</b>     | <b>80,734</b>      | <b>74,502</b>       | <b>74,502</b>       | <b>-8%</b>  |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |                     |             |
| Personnel  | 5,070             | 1,982             | 2,194             | 2,176              | 2,265               | 2,460               | 4%          |
| Services & Supplies  | 17,760            | 25,375            | 35,820            | 35,812             | 34,939              | 34,949              | -2%         |
| Transfer Out to SLLMD Admin                                    | 8,518             | 9,682             | 11,615            | 11,359             | 9,968               | 10,521              | -12%        |
| Internal Services  | 14,348            | 18,005            | 21,114            | 21,223             | 21,891              | 23,721              | 3%          |
| <b>Total Expenditures</b>                                      | <b>45,696</b>     | <b>55,044</b>     | <b>70,743</b>     | <b>70,570</b>      | <b>69,063</b>       | <b>71,651</b>       | <b>-2%</b>  |
| <b>Ending Balance, June 30</b>                                 | <b>\$49,597</b>   | <b>\$72,110</b>   | <b>\$63,357</b>   | <b>\$82,274</b>    | <b>\$87,713</b>     | <b>\$90,564</b>     |             |

| Funded FTE'S:  |                |
|----------------|----------------|
| Funded 2016-17 | Funded 2017-18 |
| 0.0125         | 0.0125         |
| Funded 2018-19 | Funded 2018-19 |
|                | 0.0125         |

STUDY SESSION – MAY 23, 2017

**CITYWIDE 2A MAINTENANCE DISTRICT (FUND 256)**  
**Statement of Revenues, Expenditures and Change in Fund Balance**

|                                  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change | 2018-19<br>Proposed | %<br>Change |
|----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|-------------|---------------------|-------------|
| <b>Beginning Balance, July 1</b> | <b>\$256,780</b>  | <b>\$301,993</b>  | <b>\$392,362</b>  | <b>\$392,362</b>   | <b>\$301,840</b>    |             | <b>\$270,838</b>    |             |
| <b>Revenue Source:</b>           |                   |                   |                   |                    |                     |             |                     |             |
| Investment Income                | 2,359             | 5,227             | 500               | 1,200              | 1,000               | -17%        | 800                 | -20%        |
| Assessment Fees                  | 403,467           | 422,487           | 401,836           | 428,007            | 428,007             | 0%          | 428,007             | 0%          |
| Other                            | 101               | 0                 | 0                 | 0                  | 0                   | 0%          | 0                   | 0%          |
| Transfers In                     | 78,000            | 90,000            | 123,000           | 123,000            | 121,000             | -2%         | 121,000             | 0%          |
| <b>Total Revenue</b>             | <b>483,927</b>    | <b>517,714</b>    | <b>525,336</b>    | <b>552,207</b>     | <b>550,007</b>      | <b>0%</b>   | <b>549,807</b>      | <b>0%</b>   |
| <b>Expenditures:</b>             |                   |                   |                   |                    |                     |             |                     |             |
| Personnel                        | 83,223            | 88,477            | 93,645            | 72,782             | 87,214              | 20%         | 93,390              | 7%          |
| Services & Supplies              | 141,413           | 161,253           | 304,719           | 368,247            | 309,153             | -16%        | 309,228             | 0%          |
| Transfers Out                    | 208,301           | 171,340           | 150,051           | 194,639            | 177,863             | -9%         | 184,532             | 4%          |
| Internal Services                | 5,777             | 6,275             | 6,797             | 7,061              | 6,779               | -4%         | 7,157               | 6%          |
| <b>Total Expenditures</b>        | <b>438,714</b>    | <b>427,345</b>    | <b>555,212</b>    | <b>642,729</b>     | <b>581,009</b>      | <b>-10%</b> | <b>594,307</b>      | <b>2%</b>   |
| <b>Ending Balance, June 30</b>   | <b>\$301,993</b>  | <b>\$392,362</b>  | <b>\$362,486</b>  | <b>\$301,840</b>   | <b>\$270,838</b>    |             | <b>\$226,338</b>    |             |

|                            | Funded<br>2016-17 | Funded<br>2017-18 | Funded<br>2018-19 |
|----------------------------|-------------------|-------------------|-------------------|
| <b>Funded FTE's:</b>       |                   |                   |                   |
| Zone 3                     | 0.0800            | 0.0800            | 0.0800            |
| Zone 4                     | 0.0250            | 0.0250            | 0.0250            |
| Zone 5                     | 0.1175            | 0.1175            | 0.1175            |
| Zone 6                     | 0.0375            | 0.0375            | 0.0375            |
| Zone 8                     | 0.1875            | 0.1875            | 0.1875            |
| Zone 9                     | 0.1750            | 0.1750            | 0.1750            |
| Zone 10                    | 0.0370            | 0.0975            | 0.0975            |
| <b>Total Funded FTE's:</b> | <b>0.6595</b>     | <b>0.7200</b>     | <b>0.7200</b>     |

STUDY SESSION – MAY 23, 2017

| Citywide Maintenance, Zone 3 (256-4563) |                   |                   |                   |                    |                     |             |
|---|-------------------|-------------------|-------------------|--------------------|---------------------|-------------|
|   | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change |
| <b>Source of Funds:</b>                 |                   |                   |                   |                    |                     |             |
| Investment Income                       | 2,359             | 5,227             | 500               | 1,200              | 1,000               | -17%        |
| Assessment Fees                         | 14,604            | 14,603            | 14,496            | 14,603             | 14,603              | 0%          |
| Other                                   | 101               | 0                 | 0                 | 0                  | 0                   | 0%          |
| Transfers In Gen Fund                   | 18,000            | 10,000            | 18,000            | 18,000             | 16,000              | -11%        |
| <b>Total Source of Funds</b>            | <b>35,064</b>     | <b>29,830</b>     | <b>32,996</b>     | <b>33,803</b>      | <b>31,603</b>       | <b>-7%</b>  |
| <b>Use of Funds:</b>                    |                   |                   |                   |                    |                     |             |
| Personnel                               | 9,137             | 8,091             | 8,470             | 8,482              | 8,980               | 6%          |
| Services & Supplies                     | 5,889             | 7,180             | 10,105            | 9,977              | 9,764               | -2%         |
| Transfers Out SLLMD Admin               | 12,777            | 14,524            | 17,423            | 17,040             | 14,953              | -12%        |
| Internal Services                       | 963               | 1,045             | 1,132             | 1,176              | 1,129               | -4%         |
| <b>Total Use of Funds</b>               | <b>28,766</b>     | <b>30,840</b>     | <b>37,130</b>     | <b>36,675</b>      | <b>34,826</b>       | <b>-5%</b>  |
| Funded FTE's                            | 0.0800            | 0.0800            | 0.0800            | 0.0800             | 0.0800              | <b>4%</b>   |

| Citywide Maintenance, Zone 4 (256-4564) |                   |                   |                   |                    |                     |             |
|---|-------------------|-------------------|-------------------|--------------------|---------------------|-------------|
|   | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change |
| <b>Source of Funds:</b>                 |                   |                   |                   |                    |                     |             |
| Assessment Fees                         | 13,012            | 13,011            | 12,916            | 13,011             | 13,011              | 0%          |
| Transfers In Gen Fund                   | 10,000            | 10,000            | 10,000            | 10,000             | 10,000              | 0%          |
| <b>Total Source of Funds</b>            | <b>23,012</b>     | <b>23,011</b>     | <b>22,916</b>     | <b>23,011</b>      | <b>23,011</b>       | <b>0%</b>   |
| <b>Use of Funds:</b>                    |                   |                   |                   |                    |                     |             |
| Personnel                               | 3,015             | 2,382             | 2,475             | 2,480              | 2,532               | 2%          |
| Services & Supplies                     | 10,866            | 12,158            | 16,565            | 16,441             | 16,041              | -2%         |
| Transfers Out SLLMD Admin               | 4,259             | 4,842             | 5,808             | 5,681              | 4,985               | -12%        |
| Internal Services                       | 962               | 1,046             | 1,133             | 1,177              | 1,130               | -4%         |
| <b>Total Use of Funds</b>               | <b>19,102</b>     | <b>20,428</b>     | <b>25,981</b>     | <b>25,779</b>      | <b>24,688</b>       | <b>-4%</b>  |
| Funded FTE's                            | 0.0250            | 0.0250            | 0.0250            | 0.0250             | 0.0250              | <b>2%</b>   |



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| Citywide Maintenance, Zone 8 (256-4568) |                   |                   |                   |                    |                     |             |
|---|-------------------|-------------------|-------------------|--------------------|---------------------|-------------|
|   | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change |
| <b>Source of Funds:</b>                 |                   |                   |                   |                    |                     |             |
| Assessment Fees                         | 75,321            | 75,316            | 75,300            | 75,317             | 75,317              | 0%          |
| <b>Total Source of Funds</b>            | <b>75,321</b>     | <b>75,316</b>     | <b>75,300</b>     | <b>75,317</b>      | <b>75,317</b>       | <b>0%</b>   |
| <b>Use of Funds:</b>                    |                   |                   |                   |                    |                     |             |
| Personnel                               | 18,071            | 18,684            | 19,487            | 19,405             | 20,613              | 6%          |
| Services & Supplies                     | 15,649            | 16,327            | 26,980            | 26,855             | 26,206              | -2%         |
| Transfers Out                           | 37,715            | 37,820            | 30,975            | 30,293             | 26,583              | -12%        |
| Internal Services                       | 963               | 1,046             | 1,133             | 1,177              | 1,130               | -4%         |
| <b>Total Use of Funds</b>               | <b>72,398</b>     | <b>73,877</b>     | <b>78,575</b>     | <b>77,730</b>      | <b>74,532</b>       | <b>-4%</b>  |
| Funded FTE's                            | 0.1875            | 0.1875            | 0.1875            | 0.1875             | 0.1875              |             |

| Citywide Maintenance, Zone 9 (256-4569) |                   |                   |                   |                    |                     |             |
|---|-------------------|-------------------|-------------------|--------------------|---------------------|-------------|
|   | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change |
| <b>Source of Funds:</b>                 |                   |                   |                   |                    |                     |             |
| Assessment Fees                         | 116,853           | 116,845           | 116,800           | 116,846            | 116,846             | 0%          |
| <b>Total Source of Funds</b>            | <b>116,853</b>    | <b>116,845</b>    | <b>116,800</b>    | <b>116,846</b>     | <b>116,846</b>      | <b>0%</b>   |
| <b>Use of Funds:</b>                    |                   |                   |                   |                    |                     |             |
| Personnel                               | 17,098            | 17,610            | 18,396            | 18,358             | 19,510              | 6%          |
| Services & Supplies                     | 40,619            | 45,953            | 75,780            | 75,675             | 73,813              | -2%         |
| Transfers Out                           | 64,295            | 24,206            | 29,038            | 28,399             | 24,921              | -12%        |
| Internal Services                       | 963               | 1,046             | 1,133             | 1,177              | 1,130               | -4%         |
| <b>Total Use of Funds</b>               | <b>122,975</b>    | <b>88,815</b>     | <b>124,347</b>    | <b>123,609</b>     | <b>119,374</b>      | <b>-3%</b>  |
| Funded FTE's                            | 0.1750            | 0.1750            | 0.1750            | 0.1750             | 0.1750              |             |

STUDY SESSION – MAY 23, 2017

| Citywide Maintenance, Zone 10 (256-4572) |                   |                   |                   |                    |                     |                     |                   |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------------|
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change       |
| <b>Source of Funds:</b>                  |                   |                   |                   |                    |                     |                     |                   |
| Assessment Fees                          | 153,380           | 172,417           | 152,250           | 177,935            | 177,935             | 177,935             | 0%                |
| <b>Total Source of Funds</b>             | <b>153,380</b>    | <b>172,417</b>    | <b>152,250</b>    | <b>177,935</b>     | <b>177,935</b>      | <b>177,935</b>      | <b>0%</b>         |
| <b>Use of Funds:</b>                     |                   |                   |                   |                    |                     |                     |                   |
| Personnel                                | 18,646            | 25,771            | 28,073            | 7,158              | 17,614              | 19,106              | 146% <sup>1</sup> |
| Services & Supplies                      | 36,518            | 28,029            | 92,599            | 156,688            | 102,764             | 102,774             | -34%              |
| Transfers Out                            | 66,539            | 64,128            | 35,833            | 82,933             | 79,838              | 81,069              | -4%               |
| <b>Total Use of Funds</b>                | <b>121,703</b>    | <b>117,928</b>    | <b>156,505</b>    | <b>246,779</b>     | <b>200,216</b>      | <b>202,949</b>      | <b>-19%</b>       |
| Funded FTE's                             | 0.1625            | 0.1625            | 0.1625            | 0.037              | 0.0975              | 0.0975              |                   |

<sup>1</sup>VARIANCE: Increase in staffing allocation in FY18

STUDY SESSION – MAY 23, 2017

| STREET LIGHT AND LANDSCAPE MAINTENANCE DISTRICT ADMINISTRATION (FUND 257) |                   |                   |                   |                       |                       |                       |                   |
|---|-------------------|-------------------|-------------------|-----------------------|-----------------------|-----------------------|-------------------|
| Statement of Revenues, Expenditures and Change in Fund Balance            |                   |                   |                   |                       |                       |                       |                   |
|   | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised    | 2017-18<br>Proposed   | 2018-19<br>Proposed   | %<br>Change       |
| <b>Beginning Balance, July 1</b>  | \$4               | \$13              | \$0               | \$0                   | \$0                   | \$0                   |                   |
| <b>Revenue Source:</b>  |                   |                   |                   |                       |                       |                       |                   |
| Investment Income   | 24                | 0                 | 0                 | 0                     | 0                     | 0                     | 0%                |
| Transfers In  | 545,156           | 619,676           | 743,377           | 727,028               | 637,986               | 673,386               | -12%              |
| <b>Total Revenue</b>  | <b>545,180</b>    | <b>619,676</b>    | <b>743,377</b>    | <b>727,028</b>        | <b>637,986</b>        | <b>673,386</b>        | <b>-12%</b>       |
| <b>Expenditures:</b>  |                   |                   |                   |                       |                       |                       |                   |
| Personnel   | 81,048            | 65,169            | 92,377            | 88,023                | 95,142                | 100,532               | 8%                |
| Services & Supplies   | 210,661           | 279,803           | 332,516           | 325,765               | 237,191               | 251,259               | -27% <sup>1</sup> |
| Transfers Out   | 20,697            | 23,052            | 23,873            | 23,873                | 23,798                | 24,856                | 0%                |
| Internal Services   | 232,765           | 251,665           | 288,678           | 289,367               | 281,855               | 296,739               | -3%               |
| <b>Total Expenditures</b>   | <b>545,171</b>    | <b>619,689</b>    | <b>737,444</b>    | <b>727,028</b>        | <b>637,986</b>        | <b>673,386</b>        | <b>-12%</b>       |
| <b>Ending Balance, June 30</b>  | <b>\$13</b>       | <b>\$0</b>        | <b>\$5,933</b>    | <b>\$0</b>            | <b>\$0</b>            | <b>\$0</b>            |                   |
| <b>Funded FTE's:</b>  |                   |                   |                   |                       |                       |                       |                   |
|   |                   |                   |                   | <b>Funded 2016-17</b> | <b>Funded 2017-18</b> | <b>Funded 2018-19</b> |                   |
|   |                   |                   |                   | 0.35                  | 0.35                  | 0.35                  |                   |

<sup>1</sup>VARIANCE: Decrease in vehicle fund charges.

STUDY SESSION – MAY 23, 2017

| EAST LONE TREE STREET LIGHT AND LANDSCAPE MAINTENANCE DISTRICT (FUND 259) |                   |                   |                   |                    |                     |                     |                   |
|---|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------------|
| Statement of Revenues, Expenditures and Change in Fund Balance            |                   |                   |                   |                    |                     |                     |                   |
|   | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change       |
| <b>Beginning Balance, July 1</b>  | \$71,076          | \$110,126         | \$138,179         | \$138,179          | \$103,101           | \$106,516           |                   |
| <b>Revenue Source:</b>  |                   |                   |                   |                    |                     |                     |                   |
| Investment Income   | 642               | 1,847             | 325               | 325                | 325                 | 325                 | 0%                |
| Assessment Fees   | 144,394           | 144,385           | 143,330           | 165,195            | 165,195             | 165,195             | 0%                |
| <b>Total Revenue</b>  | <b>145,036</b>    | <b>146,232</b>    | <b>143,655</b>    | <b>165,520</b>     | <b>165,520</b>      | <b>165,520</b>      | <b>0%</b>         |
| <b>Expenditures:</b>  |                   |                   |                   |                    |                     |                     |                   |
| Personnel   | 18,646            | 25,771            | 28,479            | 27,623             | 18,434              | 19,983              | -33% <sup>1</sup> |
| Services & Supplies   | 48,395            | 50,874            | 48,965            | 116,285            | 90,075              | 90,085              | -23% <sup>2</sup> |
| Transfers Out Gen Fd, NPDES, Admin  | 38,945            | 41,534            | 45,833            | 56,690             | 53,596              | 54,826              | -5%               |
| <b>Total Expenditures</b>   | <b>105,986</b>    | <b>118,179</b>    | <b>123,277</b>    | <b>200,598</b>     | <b>162,105</b>      | <b>164,894</b>      | <b>-19%</b>       |
| <b>Ending Balance, June 30</b>  | <b>\$110,126</b>  | <b>\$138,179</b>  | <b>\$158,557</b>  | <b>\$103,101</b>   | <b>\$106,516</b>    | <b>\$107,142</b>    |                   |

|                      | Funded<br>2016-17 | Funded<br>2017-18 | Funded<br>2018-19 |
|----------------------|-------------------|-------------------|-------------------|
| <b>Funded FTE's:</b> | 0.1625            | 0.102             | 0.102             |

<sup>1</sup>VARIANCE: Decrease in staffing allocation in FY18.

<sup>2</sup>VARIANCE: FY17 includes play surface rehabilitation and landscape improvements.

STUDY SESSION – MAY 23, 2017

**EAST LONE TREE BENEFIT DISTRICT FUND 270** – This fund accounts for the East Lone Tree Public Facility Benefit District formed by the City in December 2016. A benefit district fee is charged to developers to be used to fund the planning, design/engineering and construction of transportation improvements – specifically the segments of Slatten Ranch Road and related infrastructure including storm drain, water, sanitary sewer, dry utilities and East Antioch Trail improvements.

| EAST LONE TREE BENEFIT DISTRICT (FUND 270)                     |                   |                   |                   |                    |                     |                     |              |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|--------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |                     |              |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change  |
| <b>Beginning Balance, July 1</b>                               | \$0               | \$0               | \$0               | \$0                | \$915,100           | \$415,600           |              |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |                     |              |
| Investment Income  | 0                 | 0                 | 0                 | 100                | 500                 | 1,000               | 100%         |
| Benefit District Fees  | 0                 | 0                 | 0                 | 915,000            | 0                   | 930,000             | 100%         |
| <b>Total Revenue</b>   | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>915,100</b>     | <b>500</b>          | <b>931,000</b>      | <b>-100%</b> |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |                     |              |
| Services & Supplies  | 0                 | 0                 | 0                 | 0                  | 500,000             | 500,000             | 100%         |
| <b>Total Expenditures</b>                                      | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0</b>           | <b>500,000</b>      | <b>500,000</b>      | <b>0%</b>    |
| <b>Ending Balance, June 30</b>                                 | <b>\$0</b>        | <b>\$0</b>        | <b>\$0</b>        | <b>\$915,100</b>   | <b>\$415,600</b>    | <b>\$846,600</b>    |              |

**STUDY SESSION – MAY 23, 2017**

**POST RETIREMENT MEDICAL FUNDS 577, 578, 579** – Post Retirement Medical Funds are used to pay post retirement medical benefits for retirees under the following separate fund categories: Police (Fund 577), Miscellaneous (Fund 578), and Management (Fund 579).

| <b>RETIREE MEDICAL POLICE (FUND 577)</b>                              |                           |                           |                           |                            |                             |                             |                     |
|---|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|---------------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                           |                           |                           |                            |                             |                             |                     |
|   | <b>2014-15<br/>Actual</b> | <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2016-17<br/>Revised</b> | <b>2017-18<br/>Proposed</b> | <b>2018-19<br/>Proposed</b> | <b>%<br/>Change</b> |
| <b>Beginning Balance, July 1</b>                                      | <b>\$64,556</b>           | <b>(\$20,265)</b>         | <b>\$46,328</b>           | <b>\$46,328</b>            | <b>\$36,061</b>             | <b>\$9,195</b>              |                     |
| <b>Revenue Source:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Interest Income   | 0                         | 32                        | 0                         | 400                        | 400                         | 400                         | 0%                  |
| Trust Deposits/Reimbursements   | 472,173                   | 615,098                   | 614,000                   | 545,580                    | 560,000                     | 610,000                     | 9%                  |
| Other   | 612                       | 0                         | 0                         | 0                          | 0                           | 0                           | 0%                  |
| <b>Total Revenues</b>   | <b>472,785</b>            | <b>615,130</b>            | <b>614,000</b>            | <b>545,980</b>             | <b>560,400</b>              | <b>610,400</b>              | <b>9%</b>           |
| <b>Expenditures:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Post Retirement Medical - Police <sup>1</sup>                         | 515,481                   | 543,437                   | 608,220                   | 550,100                    | 581,600                     | 611,475                     | 6%                  |
| Transfer Out  | 37,269                    | 0                         | 0                         | 0                          | 0                           | 0                           | 0%                  |
| Internal Services   | 4,856                     | 5,100                     | 5,981                     | 6,147                      | 5,666                       | 6,936                       | -8%                 |
| <b>Total Expenditures</b>   | <b>557,606</b>            | <b>548,537</b>            | <b>614,201</b>            | <b>556,247</b>             | <b>587,266</b>              | <b>618,411</b>              | <b>6%</b>           |
| <b>Ending Balance, June 30</b>  | <b>(\$20,265)</b>         | <b>\$46,328</b>           | <b>\$46,127</b>           | <b>\$36,061</b>            | <b>\$9,195</b>              | <b>\$1,184</b>              |                     |

<sup>1</sup>NOTE: This represents the pay as you go cost of retiree reimbursement for medical.

STUDY SESSION – MAY 23, 2017

| RETIREE MEDICAL MISCELLANEOUS (FUND 578)                       |                   |                   |                   |                    |                     |                     |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |                     |             |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change |
| <b>Beginning Balance, July 1</b>                               | \$40,092          | \$116,438         | \$160,341         | \$160,341          | \$109,037           | \$43,601            |             |
| <b>Source of Funds:</b>  |                   |                   |                   |                    |                     |                     |             |
| Interest Income  | 645               | 1,788             | 100               | 360                | 400                 | 400                 | 11%         |
| Trust Deposits/Reimbursements                                  | 347,719           | 346,264           | 325,000           | 255,400            | 255,000             | 330,000             | 0%          |
| Other  | 3,063             | 0                 | 0                 | 0                  | 0                   | 0                   | 0%          |
| <b>Total Source of Funds</b>                                   | <b>351,427</b>    | <b>348,052</b>    | <b>325,100</b>    | <b>255,760</b>     | <b>255,400</b>      | <b>330,400</b>      | <b>29%</b>  |
| <b>Use of Funds:</b>   |                   |                   |                   |                    |                     |                     |             |
| Post Retirement Medical - Misc. <sup>1</sup>                   | 269,810           | 298,241           | 336,450           | 300,500            | 314,500             | 338,250             | 8%          |
| Internal Services  | 5,271             | 5,908             | 6,253             | 6,564              | 6,336               | 6,736               | -3%         |
| <b>Total Use of Funds</b>                                      | <b>275,081</b>    | <b>304,149</b>    | <b>342,703</b>    | <b>307,064</b>     | <b>320,836</b>      | <b>344,986</b>      | <b>8%</b>   |
| <b>Ending Balance, June 30</b>                                 | <b>\$116,438</b>  | <b>\$160,341</b>  | <b>\$142,738</b>  | <b>\$109,037</b>   | <b>\$43,601</b>     | <b>\$29,015</b>     |             |

<sup>1</sup>NOTE: This represents the pay as you go cost of retiree reimbursement for medical.

STUDY SESSION – MAY 23, 2017

| RETIREE MEDICAL MANAGEMENT (FUND 579)                          |                   |                   |                   |                    |                     |                   |                     |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|-------------------|---------------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |                   |                     |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change       | 2018-19<br>Proposed |
|  |                   |                   |                   |                    |                     |                   | %<br>Change         |
| <b>Beginning Balance, July 1</b>                               | <b>\$81,470</b>   | <b>\$238,786</b>  | <b>\$361,090</b>  | <b>\$361,090</b>   | <b>\$7,691</b>      |                   | <b>\$8,569</b>      |
| <b>Source of Funds:</b>  |                   |                   |                   |                    |                     |                   |                     |
| Interest Income  | 1,318             | 3,819             | 450               | 800                | 600                 | -25%              | 450                 |
| Trust Deposits/Reimbursements                                  | 632,653           | 671,131           | 585,000           | 503,325            | 610,000             | 21%               | 670,000             |
| Other  | 5,309             | 0                 | 0                 | 0                  | 0                   | 0%                | 0                   |
| Transfers In   | 37,268            | 0                 | 0                 | 0                  | 0                   | 0%                | 0                   |
| <b>Total Source of Funds</b>                                   | <b>676,548</b>    | <b>674,950</b>    | <b>585,450</b>    | <b>504,125</b>     | <b>610,600</b>      | <b>21%</b>        | <b>670,450</b>      |
| <b>Use of Funds:</b>   |                   |                   |                   |                    |                     |                   |                     |
| Post Retirement Medical – Mgmt <sup>1</sup>                    | 509,904           | 542,262           | 656,700           | 845,850            | 598,500             | -29% <sup>2</sup> | 658,900             |
| Internal Services  | 9,328             | 10,384            | 11,148            | 11,674             | 11,222              | -4%               | 11,931              |
| <b>Total Use of Funds</b>                                      | <b>519,232</b>    | <b>552,646</b>    | <b>667,848</b>    | <b>857,524</b>     | <b>609,722</b>      | <b>-29%</b>       | <b>670,831</b>      |
| <b>Ending Balance, June 30</b>                                 | <b>\$238,786</b>  | <b>\$361,090</b>  | <b>\$278,692</b>  | <b>\$7,691</b>     | <b>\$8,569</b>      |                   | <b>\$8,188</b>      |

<sup>1</sup>NOTE: This represents the pay as you go cost of retiree reimbursement for medical.

<sup>2</sup>VARIANCE: \$300,000 in FY17 being transferred to trust account due to accumulation of funds. FY18 represents only projected pay as you go costs.

# CAPITAL PROJECT FUNDS

**STUDY SESSION – MAY 23, 2017**

**CAPITAL IMPROVEMENT FUND 311** – This fund records all revenues, expenditures, assets and liabilities associated with City capital projects. It accounts for resources used to construct or acquire capital assets and make capital improvements. It was established in 1987 to set aside money from the General Fund for any capital improvement project not provided for in one of the other funds. The City can transfer General Fund dollars to this fund as needed. The Measure WW division was established in FY11 to account for projects approved under Measure WW grant funding. The Energy Efficiency & Conservation division was established in FY11 to account for PG&E rebate funds received from the Honeywell Retro Fit project used for energy efficiency and conservation programs. The Northeast Annexation division is being established with this budget to account for property tax monies required to be set aside per the Northeast Annexation agreement for infrastructure needs.

| <b>CAPITAL IMPROVEMENT FUND (FUND 311)</b>                            |                           |                           |                           |                            |                             |                             |
|---|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                           |                           |                           |                            |                             |                             |
|   | <b>2014-15<br/>Actual</b> | <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2016-17<br/>Revised</b> | <b>2017-18<br/>Proposed</b> | <b>2018-19<br/>Proposed</b> |
|   |                           |                           |                           |                            | <b>%<br/>Change</b>         | <b>%<br/>Change</b>         |
| <b>Beginning Balance, July 1</b>                                      | <b>\$225,015</b>          | <b>\$230,438</b>          | <b>\$1,483,185</b>        | <b>\$1,483,185</b>         | <b>\$1,551,310</b>          | <b>\$1,226,799</b>          |
| <b>Revenue Source:</b>  |                           |                           |                           |                            |                             |                             |
| Investment Income   | 5,135                     | 32,154                    | 500                       | 12,500                     | 10,000                      | 5,000                       |
| Property Taxes  | 0                         | 400,000                   | 400,000                   | 400,000                    | 400,000                     | 400,000                     |
| Revenue from Other Agencies   | 66,150                    | 0                         | 2,997,300                 | 0                          | 2,997,300                   | 1,250,000                   |
| Current Service Charges   | 25,358                    | 22,342                    | 5,000                     | 27,148                     | 20,000                      | 20,000                      |
| Other   | 10,206                    | 6,766                     | 12,000                    | 17,664                     | 20,000                      | 16,000                      |
| Transfers In  | 392,000                   | 1,369,395                 | 300,000                   | 300,000                    | 550,000                     | 300,000                     |
| <b>Total Revenue</b>  | <b>498,849</b>            | <b>1,830,657</b>          | <b>3,714,800</b>          | <b>757,312</b>             | <b>3,997,300</b>            | <b>1,991,000</b>            |
| <b>Expenditures:</b>  |                           |                           |                           |                            |                             |                             |
| Services & Supplies   | 11,344                    | 13,611                    | 13,500                    | 18,000                     | 26,000                      | 22,000                      |
| Capital Projects  | 463,629                   | 545,104                   | 4,535,126                 | 650,000                    | 4,275,300                   | 2,800,000                   |
| Internal Services   | 18,453                    | 19,195                    | 20,871                    | 21,187                     | 20,511                      | 23,083                      |
| <b>Total Expenditures</b>   | <b>493,426</b>            | <b>577,910</b>            | <b>4,569,497</b>          | <b>689,187</b>             | <b>4,321,811</b>            | <b>2,845,083</b>            |
| <b>Ending Balance, June 30</b>  | <b>\$230,438</b>          | <b>\$1,483,185</b>        | <b>\$628,488</b>          | <b>\$1,551,310</b>         | <b>\$1,226,799</b>          | <b>\$372,716</b>            |

STUDY SESSION – MAY 23, 2017

CAPITAL IMPROVEMENT FUND 311 (Continued) -

| Capital Improvement (311-2520) |                   |                   |                   |                    |                     |                     |                   |
|--------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------------|
|                                | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change       |
| <b>Revenue Source:</b>         |                   |                   |                   |                    |                     |                     |                   |
| Investment Income              | 5,135             | 32,154            | 500               | 12,500             | 10,000              | 5,000               | -20%              |
| Revenue from Other Agencies    | 66,150            | 0                 | 2,997,300         | 0                  | 2,997,300           | 0                   | 100% <sup>1</sup> |
| Current Service Charges        | 25,358            | 22,342            | 5,000             | 27,148             | 20,000              | 20,000              | -26%              |
| Transfers In                   | 392,000           | 1,369,395         | 300,000           | 300,000            | 550,000             | 300,000             | 83% <sup>2</sup>  |
| <b>Total Revenue</b>           | <b>488,643</b>    | <b>1,423,891</b>  | <b>3,302,800</b>  | <b>339,648</b>     | <b>3,577,300</b>    | <b>325,000</b>      | <b>953%</b>       |
| <b>Expenditures:</b>           |                   |                   |                   |                    |                     |                     |                   |
| Services & Supplies            | 1,344             | 6,845             | 1,500             | 6,000              | 6,000               | 6,000               | 0%                |
| Capital Projects               | 463,496           | 529,484           | 4,305,126         | 420,000            | 4,225,300           | 300,000             | 906%              |
| Internal Services              | 18,453            | 19,195            | 20,871            | 21,187             | 20,511              | 23,083              | -3%               |
| <b>Total Expenditures</b>      | <b>483,293</b>    | <b>555,524</b>    | <b>4,327,497</b>  | <b>447,187</b>     | <b>4,251,811</b>    | <b>329,083</b>      | <b>851%</b>       |

<sup>1</sup>VARIANCE: Prop 1E grant reimbursement/expenditures for West Antioch Creek project.

<sup>2</sup>VARIANCE: FY18 includes \$250,000 transfer in from Lone Diamond Assessment District Capital Project Fund for West Antioch Creek project.

|                               | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed |
|-------------------------------|--------------------|---------------------|---------------------|
| <b>Capital Projects</b>       |                    |                     |                     |
| Sidewalk Repair               | \$300,000          | \$300,000           | \$300,000           |
| Marina Parking Lot Rehab      | 50,000             | 0                   | 0                   |
| West Antioch Creek            | 70,000             | 3,925,300           | 0                   |
| <b>Total Capital Projects</b> | <b>\$420,000</b>   | <b>\$4,225,300</b>  | <b>\$300,000</b>    |



STUDY SESSION – MAY 23, 2017

**PREWETT PARK CIP FUND 312** – This fund tracks the capital improvement expenses for the Prewett Family Water Park. The City is reimbursed for expenditures through the Antioch Area Public Facilities Financing Agency (Mello Roos).

| <b>PREWETT CIP (FUND 312)</b>   |                           |                           |                           |                            |                             |                             |                     |                     |                     |
|---|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|---------------------|---------------------|---------------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                           |                           |                           |                            |                             |                             |                     |                     |                     |
|   | <b>2014-15<br/>Actual</b> | <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2016-17<br/>Revised</b> | <b>2017-18<br/>Proposed</b> | <b>2018-19<br/>Proposed</b> | <b>%<br/>Change</b> | <b>%<br/>Change</b> | <b>%<br/>Change</b> |
| <b>Beginning Balance, July 1</b>                                      | \$18,336                  | (\$101,703)               | (\$184,041)               | (\$184,041)                | \$18,513                    | \$18,638                    |                     |                     |                     |
| <b>Revenue Source:</b>  |                           |                           |                           |                            |                             |                             |                     |                     |                     |
| Investment Income   | 1,012                     | 329                       | 1,300                     | 97                         | 125                         | 125                         | 29%                 | 0%                  | 0%                  |
| Revenue from Other Agencies   | 72,854                    | 812,603                   | 0                         | 1,153,252                  | 0                           | 0                           | -100%               | 0%                  | 0%                  |
| <b>Total Revenue</b>  | <b>73,866</b>             | <b>812,932</b>            | <b>1,300</b>              | <b>1,153,349</b>           | <b>125</b>                  | <b>125</b>                  | <b>-100%</b>        | <b>0%</b>           | <b>0%</b>           |
| <b>Use of Funds:</b>  |                           |                           |                           |                            |                             |                             |                     |                     |                     |
| Services & Supplies   | 6,885                     | 25                        | 250                       | 0                          | 0                           | 0                           | 0%                  | 0%                  | 0%                  |
| Prewett Projects  | 187,020                   | 895,245                   | 950,795                   | 950,795                    | 0                           | 0                           | -100%               | 0%                  | 0%                  |
| <b>Total Use of Funds</b>   | <b>193,905</b>            | <b>895,270</b>            | <b>951,045</b>            | <b>950,795</b>             | <b>0</b>                    | <b>0</b>                    | <b>-100%</b>        | <b>#DIV/0!</b>      | <b>0</b>            |
| <b>Ending Balance, June 30</b>  | <b>(\$101,703)</b>        | <b>(\$184,041)</b>        | <b>(\$1,133,786)</b>      | <b>\$18,513</b>            | <b>\$18,638</b>             | <b>\$18,763</b>             |                     |                     |                     |

STUDY SESSION – MAY 23, 2017

**RESIDENTIAL DEVELOPMENT ALLOCATION FUND (319)** – The Residential Development Allocation Program (RDA) was adopted May 14, 2002 by the City Council. It requires that allocations be obtained prior to receiving residential development entitlements and ultimately, the issuance of building permits for residential projects. A Development Allocation is the right to proceed, subject to all applicable requirements, to obtain entitlements. Monies collected funded projects as approved by the City Council. This ordinance has expired and the budget represents use of remaining funds only.

| RESIDENTIAL DEVELOPMENT ALLOCATION (FUND 319)                  |                   |                   |                   |                    |                     |                     |              |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|--------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |                     |              |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change  |
| <b>Beginning Balance, July 1</b>                               | <b>(\$3,885)</b>  | <b>\$129,434</b>  | <b>\$406,011</b>  | <b>\$406,011</b>   | <b>\$0</b>          | <b>\$0</b>          |              |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |                     |              |
| Investment Income  | 424               | 4,156             | 100               | 1,200              | 0                   | 0                   | -100%        |
| Contributions  | 133,000           | 273,000           | 0                 | 140,000            | 0                   | 0                   | -100%        |
| <b>Total Revenue</b>   | <b>133,424</b>    | <b>277,156</b>    | <b>100</b>        | <b>141,200</b>     | <b>0</b>            | <b>0</b>            | <b>-100%</b> |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |                     |              |
| Services & Supplies  | 105               | 579               | 209,050           | 547,211            | 0                   | 0                   | -100%        |
| <b>Total Expenditures</b>                                      | <b>105</b>        | <b>579</b>        | <b>209,050</b>    | <b>547,211</b>     | <b>0</b>            | <b>0</b>            | <b>-100%</b> |
| <b>Ending Balance, June 30</b>                                 | <b>\$129,434</b>  | <b>\$406,011</b>  | <b>\$197,061</b>  | <b>\$0</b>         | <b>\$0</b>          | <b>\$0</b>          |              |

**STUDY SESSION – MAY 23, 2017**

**DEVELOPMENT IMPACT FEE FUND (321)** – Development Impact Fees (DIFs) were established pursuant to Ordinance 2079-C-S in March 2014. Every person who develops or redevelops land in the City shall pay a DIF with the issuance of a building permit to defray the cost of certain public facilities required to serve new development within the City. The following DIFs have been created: Administrative Facilities Fee, Parks and Recreation Facilities Fee, Police Facilities Fee and Public Works Facilities Fee.

| <b>DEVELOPMENT IMPACT FEE (FUND 321)</b>                              |                           |                           |                           |                            |                             |                             |                     |
|---|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|---------------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                           |                           |                           |                            |                             |                             |                     |
|   | <b>2014-15<br/>Actual</b> | <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2016-17<br/>Revised</b> | <b>2017-18<br/>Proposed</b> | <b>2018-19<br/>Proposed</b> | <b>%<br/>Change</b> |
| <b>Beginning Balance, July 1</b>                                      | \$0                       | \$49,239                  | \$53,283                  | \$53,283                   | \$386,568                   | \$649,518                   |                     |
| <b>Revenue Source:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Investment Income   | 222                       | 678                       | 2,000                     | 2,500                      | 5,000                       | 7,500                       | 50%                 |
| Development Impact Fees   | 49,074                    | 3,480                     | 518,000                   | 331,485                    | 258,950                     | 258,950                     | 0%                  |
| <b>Total Revenue</b>  | <b>49,296</b>             | <b>4,158</b>              | <b>520,000</b>            | <b>333,985</b>             | <b>263,950</b>              | <b>266,450</b>              | <b>-21%</b>         |
| <b>Expenditures:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Capital Projects  | 57                        | 114                       | 50                        | 700                        | 1,000                       | 1,500                       | 0%                  |
| <b>Total Expenditures</b>   | <b>57</b>                 | <b>114</b>                | <b>50</b>                 | <b>700</b>                 | <b>1,000</b>                | <b>1,500</b>                | <b>0%</b>           |
| <b>Ending Balance, June 30</b>  | <b>\$49,239</b>           | <b>\$53,283</b>           | <b>\$573,233</b>          | <b>\$386,568</b>           | <b>\$649,518</b>            | <b>\$914,468</b>            |                     |

STUDY SESSION – MAY 23, 2017

**HILLCREST ASSESSMENT DISTRICT #26 CONSTRUCTION FUND 361** – This fund accounts for the expenditures related to the Hillcrest Assessment District No. 26 Construction Fund.

| <b>HILLCREST ASSESSMENT DISTRICT 26 (FUND 361)</b>                    |                   |                   |                   |                    |                     |                     |                   |
|---|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                   |                   |                   |                    |                     |                     |                   |
|   | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change       |
| <b>Beginning Balance, July 1</b>                                      | \$378,921         | \$375,875         | \$375,171         | \$375,171          | \$355,017           | \$144,208           |                   |
| <b>Revenue Source:</b>  |                   |                   |                   |                    |                     |                     |                   |
| Investment Income   | 2,638             | 4,779             | 800               | 1,500              | 800                 | 800                 | -47%              |
| Charges for Services  | 8,241             | 0                 | 0                 | 0                  | 0                   | 0                   | 0%                |
| <b>Total Revenue</b>  | <b>10,879</b>     | <b>4,779</b>      | <b>800</b>        | <b>1,500</b>       | <b>800</b>          | <b>800</b>          | <b>-47%</b>       |
| <b>Expenditures:</b>  |                   |                   |                   |                    |                     |                     |                   |
| Services & Supplies   | 811               | 809               | 300               | 800                | 800                 | 800                 | 0%                |
| Capital Projects  | 12,443            | 3,945             | 230,000           | 20,000             | 210,000             | 0                   | 950% <sup>1</sup> |
| Internal Services   | 671               | 729               | 822               | 854                | 809                 | 860                 | -5%               |
| <b>Total Expenditures</b>   | <b>13,925</b>     | <b>5,483</b>      | <b>231,122</b>    | <b>21,654</b>      | <b>211,609</b>      | <b>1,660</b>        | <b>877%</b>       |
| <b>Ending Balance, June 30</b>  | <b>\$375,875</b>  | <b>\$375,171</b>  | <b>\$144,849</b>  | <b>\$355,017</b>   | <b>\$144,208</b>    | <b>\$143,348</b>    | <b>-99%</b>       |

<sup>1</sup>VARIANCE: Project for Wildhorse left turn project.

STUDY SESSION – MAY 23, 2017

LONE DIAMOND ASSESSMENT DISTRICT #27/31 CONSTRUCTION FUND 376 – This fund accounts for the expenditures related to the Lone Diamond Assessment District.

| LONE DIAMOND AD 27/31 (FUND 376)                               |                    |                   |                   |                    |                     |                     |                   |
|--|--------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                    |                   |                   |                    |                     |                     |                   |
|  | 2014-15<br>Actual  | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change       |
| <b>Beginning Balance, July 1</b>                               | \$1,528,137        | \$1,522,137       | \$477,302         | \$477,302          | \$485,973           | \$233,870           |                   |
| <b>Revenue Source:</b>   |                    |                   |                   |                    |                     |                     |                   |
| Investment Income  | 9,339              | 9,403             | 1,200             | 1,770              | 500                 | 500                 | 0%                |
| Charges for Services   | 49,166             | 21,516            | 20,000            | 20,150             | 0                   | 0                   | -100%             |
| Transfers In   | 226,892            | 0                 | 0                 | 0                  | 0                   | 0                   | 0%                |
| <b>Total Revenue</b>   | <b>285,397</b>     | <b>30,919</b>     | <b>21,200</b>     | <b>21,920</b>      | <b>500</b>          | <b>500</b>          | <b>-98%</b>       |
| <b>Expenditures:</b>   |                    |                   |                   |                    |                     |                     |                   |
| Personnel  | 7,633              | 0                 | 0                 | 0                  | 0                   | 0                   | 0%                |
| Services & Supplies  | 7,312              | 4,114             | 10,800            | 10,869             | 270                 | 250                 | -98%              |
| Capital Projects   | 274,339            | 0                 | 0                 | 0                  | 0                   | 0                   | 0%                |
| Transfers Out to CIP Fund                                      | 0                  | 1,069,395         | 0                 | 0                  | 250,000             | 0                   | 100% <sup>1</sup> |
| Internal Services  | 2,113              | 2,245             | 2,316             | 2,380              | 2,333               | 2,416               | -2%               |
| <b>Total Expenditures</b>                                      | <b>291,397</b>     | <b>1,075,754</b>  | <b>13,116</b>     | <b>13,249</b>      | <b>252,603</b>      | <b>2,666</b>        | <b>1807%</b>      |
| <b>Ending Balance, June 30</b>                                 | <b>\$1,522,137</b> | <b>\$477,302</b>  | <b>\$485,386</b>  | <b>\$485,973</b>   | <b>\$233,870</b>    | <b>\$231,704</b>    |                   |

<sup>1</sup>VARIANCE: Transfer out to Capital Improvement Fund to partially fund West Antioch Creek Project.

STUDY SESSION – MAY 23, 2017

**HILLCREST/HIGHWAY 4 BRIDGE BENEFIT DISTRICT FUND (391)** – The Hillcrest/Highway 4 Bridge Benefit District was formed to collect fees to build the bridge going over State Route Highway 4. This district was formed for anyone that lives or plans construction in this area that will benefit from the construction of the bridge.

| HILLCREST/HIGHWAY 4 BRIDGE DISTRICT (391)                      |                   |                   |                   |                    |                     |                     |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |                     |             |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change |
| <b>Beginning Balance, July 1</b>                               | \$114,645         | \$137,191         | \$138,628         | \$138,628          | \$138,943           | \$139,260           |             |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |                     |             |
| Investment Income  | 875               | 1,764             | 750               | 650                | 650                 | 650                 | 0%          |
| Bridge Fees  | 21,963            | 0                 | 25,000            | 0                  | 0                   | 0                   | 0%          |
| <b>Total Revenues</b>  | <b>22,838</b>     | <b>1,764</b>      | <b>25,750</b>     | <b>650</b>         | <b>650</b>          | <b>650</b>          | <b>0%</b>   |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |                     |             |
| Services & Supplies  | 265               | 298               | 250               | 300                | 300                 | 300                 | 0%          |
| Internal Services  | 27                | 29                | 33                | 35                 | 33                  | 35                  | -6%         |
| <b>Total Expenditures</b>                                      | <b>292</b>        | <b>327</b>        | <b>283</b>        | <b>335</b>         | <b>333</b>          | <b>335</b>          | <b>-1%</b>  |
| <b>Ending Balance, June 30</b>                                 | <b>\$137,191</b>  | <b>\$138,628</b>  | <b>\$164,095</b>  | <b>\$138,943</b>   | <b>\$139,260</b>    | <b>\$139,575</b>    |             |

# DEBT SERVICE FUNDS

STUDY SESSION – MAY 23, 2017

**HONEYWELL DEBT SERVICE FUND (416)** – In 2009, the City entered into a lease agreement with Bank of America for funding of interior building lighting retrofit, and street and park lighting retrofit. The project was completed by Honeywell. Funds to pay for the lease are from energy savings generated from the specific projects. The final lease payment is due in July of 2020.

| <b>HONEYWELL DEBT SERVICE (FUND 416)</b>                              |                |                |                |                |                 |                 |               |               |               |
|---|----------------|----------------|----------------|----------------|-----------------|-----------------|---------------|---------------|---------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                |                |                |                |                 |                 |               |               |               |
|   | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2016-17</b> | <b>2017-18</b>  | <b>2018-19</b>  | <b>%</b>      | <b>%</b>      | <b>%</b>      |
|   | <b>Actual</b>  | <b>Actual</b>  | <b>Budget</b>  | <b>Revised</b> | <b>Proposed</b> | <b>Proposed</b> | <b>Change</b> | <b>Change</b> | <b>Change</b> |
| <b>Beginning Balance, July 1</b>                                      | \$0            | \$0            | \$0            | \$0            | \$0             | \$0             |               |               | \$0           |
| <b>Revenue Source:</b>  |                |                |                |                |                 |                 |               |               |               |
| Transfers In – Various Funds  | 521,729        | 527,374        | 533,076        | 533,076        | 538,834         | 544,651         | 1%            | 1%            | 1%            |
| <b>Total Revenues</b>   | <b>521,729</b> | <b>527,374</b> | <b>533,076</b> | <b>533,076</b> | <b>538,834</b>  | <b>544,651</b>  | <b>1%</b>     | <b>1%</b>     | <b>1%</b>     |
| <b>Expenditures:</b>  |                |                |                |                |                 |                 |               |               |               |
| Debt Service  | 521,729        | 527,374        | 533,076        | 533,076        | 538,834         | 544,651         | 1%            | 1%            | 1%            |
| <b>Total Expenditures</b>   | <b>521,729</b> | <b>527,374</b> | <b>533,076</b> | <b>533,076</b> | <b>538,834</b>  | <b>544,651</b>  | <b>1%</b>     | <b>1%</b>     | <b>1%</b>     |
| <b>Ending Balance, June 30</b>  | <b>\$0</b>     | <b>\$0</b>     | <b>\$0</b>     | <b>\$0</b>     | <b>\$0</b>      | <b>\$0</b>      |               |               | <b>\$0</b>    |

# ENTERPRISE FUNDS



STUDY SESSION – MAY 23, 2017

WATER FUND 611 (Continued) -

|                                     | Funded<br>2016-17 | Funded<br>2017-18 | Funded<br>2018-19 |
|-------------------------------------|-------------------|-------------------|-------------------|
| <b>Funded FTE's:</b>                |                   |                   |                   |
| Water Supervision                   | 6.58              | 6.68              | 6.68              |
| Water Production                    | 11.00             | 11.00             | 11.00             |
| Water Distribution                  | 26.75             | 26.75             | 26.75             |
| Water Meter Reading                 | 2.00              | 2.00              | 2.00              |
| Warehouse & Central Stores          | 1.60              | 1.60              | 1.60              |
| Water Public Buildings & Facilities | 0.75              | 0.75              | 0.75              |
| <b>Total Funded FTE's</b>           | <b>48.68</b>      | <b>48.78</b>      | <b>48.78</b>      |

STUDY SESSION – MAY 23, 2017

WATER FUND 611 (Continued) -

| Water Supervision (611-2310) |                   |                   |                   |                    |                     |                    |                     |             |
|------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|--------------------|---------------------|-------------|
|                              | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change        | 2018-19<br>Proposed | %<br>Change |
| <b>Sources of Funds:</b>     |                   |                   |                   |                    |                     |                    |                     |             |
| Charges for Services         | 24,098,098        | 25,772,733        | 30,761,696        | 26,648,109         | 27,406,155          | 3%                 | 28,485,122          | 4%          |
| Investment Income            | 192,981           | 384,052           | 30,000            | 140,000            | 50,000              | -64%               | 25,000              | -50%        |
| Other                        | 17,289            | 39,419            | 5,000             | 3,660              | 2,466               | -33%               | 18,873              | 665%        |
| Transfer In Gen Fund         | 0                 | 0                 | 0                 | 235,800            | 0                   | -100% <sup>1</sup> | 0                   | 0%          |
| <b>Total Source of Funds</b> | <b>24,308,368</b> | <b>26,196,204</b> | <b>30,796,696</b> | <b>27,027,569</b>  | <b>27,458,621</b>   | <b>2%</b>          | <b>28,528,995</b>   | <b>4%</b>   |
| <b>Use of Funds:</b>         |                   |                   |                   |                    |                     |                    |                     |             |
| Personnel                    | 911,613           | 984,101           | 1,285,110         | 1,097,062          | 1,273,430           | 16%                | 1,350,273           | 6%          |
| Services & Supplies          | 460,618           | 639,310           | 771,865           | 733,019            | 764,813             | 4%                 | 800,232             | 5%          |
| Transfers Out                | 661,524           | 277,148           | 640,962           | 615,704            | 311,013             | -49% <sup>2</sup>  | 327,612             | 5%          |
| Internal Services            | 833,948           | 899,194           | 997,952           | 1,014,365          | 980,917             | -3%                | 1,048,828           | 7%          |
| <b>Total Use of Funds</b>    | <b>2,867,703</b>  | <b>2,799,753</b>  | <b>3,695,889</b>  | <b>3,460,150</b>   | <b>3,330,173</b>    | <b>-4%</b>         | <b>3,526,945</b>    | <b>6%</b>   |
| Funded FTE's                 | 6.17              | 6.17              | 6.17              | 6.58               | 6.68                |                    | 6.68                |             |

<sup>1</sup>VARIANCE: Amount required to be returned to Water Fund pursuant to settlement agreement.

<sup>2</sup>VARIANCE: Transfers to General Fund for Police services are not budgeted for in FY18 or FY19.

| Water Production (611-2320)  |                   |                   |                   |                    |                     |                  |                     |             |
|------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|------------------|---------------------|-------------|
|                              | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change      | 2018-19<br>Proposed | %<br>Change |
| <b>Sources of Funds:</b>     |                   |                   |                   |                    |                     |                  |                     |             |
| Other                        | 42,464            | 18,645            | 0                 | 0                  | 0                   | 0%               | 0                   | 0%          |
| <b>Total Source of Funds</b> | <b>42,464</b>     | <b>18,645</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>            | <b>0%</b>        | <b>0</b>            | <b>0%</b>   |
| <b>Use of Funds:</b>         |                   |                   |                   |                    |                     |                  |                     |             |
| Personnel                    | 1,456,177         | 1,270,766         | 1,764,765         | 1,316,427          | 1,771,350           | 35% <sup>3</sup> | 1,892,591           | 7%          |
| Services & Supplies          | 11,938,266        | 10,875,677        | 18,110,276        | 14,470,381         | 17,331,263          | 20% <sup>4</sup> | 17,856,977          | 3%          |
| <b>Total Use of Funds</b>    | <b>13,394,443</b> | <b>12,146,443</b> | <b>19,875,041</b> | <b>15,786,808</b>  | <b>19,102,613</b>   | <b>21%</b>       | <b>19,749,568</b>   | <b>3%</b>   |
| Funded FTE's                 | 11.00             | 11.00             | 11.00             | 11.00              | 11.00               |                  | 11.00               |             |

<sup>3</sup>VARIANCE: Vacancy savings in FY17.

<sup>4</sup>VARIANCE: FY17 savings in raw water purchases.

STUDY SESSION – MAY 23, 2017

WATER FUND 611 (Continued) -

| Water Distribution (611-2330) |                   |                   |                   |                    |                     |                     |                  |
|-------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|------------------|
|                               | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change      |
| <b>Source of Funds:</b>       |                   |                   |                   |                    |                     |                     |                  |
| Charges for Services          | 19,481            | 49,247            | 8,000             | 8,000              | 8,000               | 8,000               | 0%               |
| <b>Total Source of Funds</b>  | <b>19,481</b>     | <b>49,247</b>     | <b>8,000</b>      | <b>8,000</b>       | <b>8,000</b>        | <b>8,000</b>        | <b>0%</b>        |
| <b>Use of Funds:</b>          |                   |                   |                   |                    |                     |                     |                  |
| Personnel                     | 2,001,248         | 1,906,175         | 3,242,558         | 2,270,941          | 3,239,170           | 3,469,686           | 43% <sup>1</sup> |
| Services & Supplies           | 2,431,235         | 2,974,060         | 3,700,837         | 3,786,532          | 3,943,691           | 3,589,411           | 4%               |
| <b>Total Use of Funds</b>     | <b>4,432,483</b>  | <b>4,880,235</b>  | <b>6,943,395</b>  | <b>6,057,473</b>   | <b>7,182,861</b>    | <b>7,059,097</b>    | <b>19%</b>       |
| Funded FTE's                  | 25.75             | 26.75             | 26.75             | 26.75              | 26.75               | 26.75               | -2%              |

<sup>1</sup>VARIANCE: Vacancy savings in FY17.

| Water Meter Reading (611-2340) |                   |                   |                   |                    |                     |                     |                   |
|--------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------------|
|                                | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change       |
| <b>Use of Funds:</b>           |                   |                   |                   |                    |                     |                     |                   |
| Personnel                      | 206,334           | 240,740           | 256,877           | 263,065            | 277,644             | 293,629             | 6%                |
| Services & Supplies            | 186,143           | 129,497           | 553,371           | 553,871            | 476,720             | 478,356             | -14% <sup>2</sup> |
| <b>Total Use of Funds</b>      | <b>392,477</b>    | <b>370,237</b>    | <b>810,248</b>    | <b>816,936</b>     | <b>754,364</b>      | <b>771,985</b>      | <b>-8%</b>        |
| Funded FTE's                   | 2.00              | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                | 2%                |

<sup>2</sup>VARIANCE: FY17 includes equipment purchases.

STUDY SESSION – MAY 23, 2017

WATER FUND 611 (Continued) -

| Warehouse & Central Stores (611-2620) |                   |                   |                   |                    |                     |             |                     |             |
|---------------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|-------------|---------------------|-------------|
|                                       | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change | 2018-19<br>Proposed | %<br>Change |
| <b>Source of Funds:</b>               |                   |                   |                   |                    |                     |             |                     |             |
| Charges for Services                  | 312,276           | 369,348           | 280,000           | 280,000            | 280,000             | 0%          | 280,000             | 0%          |
| <b>Total Source of Funds</b>          | <b>312,276</b>    | <b>369,348</b>    | <b>280,000</b>    | <b>280,000</b>     | <b>280,000</b>      | <b>0%</b>   | <b>280,000</b>      | <b>0%</b>   |
| <b>Use of Funds:</b>                  |                   |                   |                   |                    |                     |             |                     |             |
| Personnel                             | 152,737           | 149,574           | 178,806           | 171,874            | 184,713             | 7%          | 197,671             | 7%          |
| Services & Supplies                   | 339,730           | 386,858           | 299,791           | 300,178            | 298,645             | -1%         | 299,169             | 0%          |
| Internal Services                     | 38,421            | 43,280            | 48,721            | 49,630             | 49,802              | 0%          | 53,248              | 7%          |
| <b>Total Use of Funds</b>             | <b>530,888</b>    | <b>579,712</b>    | <b>527,318</b>    | <b>521,682</b>     | <b>533,160</b>      | <b>2%</b>   | <b>550,088</b>      | <b>3%</b>   |
| Funded FTE's                          | 1.60              | 1.60              | 1.60              | 1.60               | 1.60                |             | 1.60                |             |

STUDY SESSION – MAY 23, 2017

WATER FUND 611 (Continued) –

| Water Public Buildings and Facilities – CIP (611-2550) |                |                  |                  |                  |                  |                  |             |
|--|----------------|------------------|------------------|------------------|------------------|------------------|-------------|
|  | 2014-15        | 2015-16          | 2016-17          | 2016-17          | 2017-18          | 2018-19          | %           |
|  | Actual         | Actual           | Budget           | Revised          | Proposed         | Proposed         | Change      |
|  |                |                  |                  |                  |                  |                  | %           |
|  |                |                  |                  |                  |                  |                  | Change      |
| <b>Use of Funds:</b>                                   |                |                  |                  |                  |                  |                  |             |
| Personnel  | 60,703         | 55,575           | 235,324          | 124,976          | 166,693          | 184,130          | 33%         |
| Monitoring Wells                                       | 20,229         | 0                | 0                | 0                | 0                | 0                | 0%          |
| Water Studies & Planning                               | 36,395         | 78,896           | 131,764          | 175,000          | 300,000          | 175,000          | 71%         |
| Water Plant Solids Handling Improv.                    | 0              | 0                | 0                | 0                | 0                | 500,000          | 100%        |
| Raw Water Supply                                       | 54             | 0                | 0                | 0                | 0                | 0                | 0%          |
| WTP Drainage Capture                                   | 0              | 0                | 0                | 0                | 100,000          | 0                | 100%        |
| Canal Pump No 4 Improvements                           | 329,757        | 241,014          | 0                | 0                | 0                | 0                | 0%          |
| Inspection/assess 39 in raw wtr pipe                   | 14,218         | 2,102            | 147,898          | 0                | 0                | 0                | 0%          |
| WTP Improvements                                       | 109,817        | 193,252          | 306,748          | 225,000          | 200,000          | 240,000          | -11%        |
| Hillcrest Pump Station Rehab                           | 0              | 0                | 100,000          | 0                | 0                | 0                | 0%          |
| Cambridge Tank Expansion                               | 38,624         | 0                | 0                | 0                | 0                | 0                | 0%          |
| Water Treatment Plant Renovation                       | 0              | 0                | 0                | 0                | 950,000          | 0                | 100%        |
| Sunset Booster Pump Station                            | 25,155         | 27,303           | 822,697          | 822,697          | 0                | 0                | -100%       |
| River Pumping Station Rehab                            | 0              | 0                | 0                | 0                | 250,000          | 0                | 100%        |
| WTP Electrical Upgrade                                 | 1,032          | 107,527          | 192,473          | 60,000           | 0                | 0                | -100%       |
| Fulton Trash Enclosure                                 | 107,341        | 0                | 0                | 0                | 0                | 0                | 0%          |
| Wireless Communication Upgrade                         | 0              | 0                | 50,000           | 0                | 0                | 0                | 0%          |
| Desalination Plant-High Purification                   | 0              | 94,886           | 1,155,164        | 1,155,164        | 0                | 0                | -100%       |
| Catholic Assessment Project                            | 0              | 22,310           | 177,690          | 177,690          | 200,000          | 100,000          | 13%         |
| Zone 1 Transmission Pipeline Rehab                     | 0              | 60,115           | 739,885          | 500,000          | 0                | 0                | -100%       |
| WTP Disinfection Improvements                          | 0              | 334,254          | 3,065,746        | 3,065,746        | 0                | 0                | -100%       |
| WTP Applied Channel Rehabilitation                     | 0              | 0                | 0                | 0                | 0                | 1,000,000        | 100%        |
| Direct Raw Water Connection w/Scada                    | 957            | 0                | 0                | 0                | 0                | 0                | 0%          |
| <b>Total Use of Funds</b>                              | <b>744,282</b> | <b>1,217,234</b> | <b>7,125,389</b> | <b>6,306,273</b> | <b>2,166,693</b> | <b>2,199,130</b> | <b>-66%</b> |
| Funded FTE's   | 0.75           | 0.75             | 0.75             | 0.75             | 0.75             | 0.75             | 0.75        |

STUDY SESSION – MAY 23, 2017

**WATER SYSTEM IMPROVEMENT FUND 612** – This fund accounts for the fees collected from developers to fund offsite or oversize facilities in three areas: water storage, plant expansion and other facilities including oversized mains.

| WATER SYSTEM IMPROVEMENT FUND (Fund 612)                       |                    |                    |                    |                    |                     |                     |                   |
|--|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|-------------------|
| Statement of Revenues, Expenditures and Change in Net Position |                    |                    |                    |                    |                     |                     |                   |
|  | 2014-15<br>Actual  | 2015-16<br>Actual  | 2016-17<br>Budget  | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change       |
| <b>Beginning Balance, July 1</b>                               | <b>\$3,875,063</b> | <b>\$4,180,807</b> | <b>\$3,022,422</b> | <b>\$3,022,422</b> | <b>\$2,163,674</b>  | <b>\$1,623,715</b>  |                   |
| <b>Revenue Source:</b>   |                    |                    |                    |                    |                     |                     |                   |
| Current Service Charges  | 594,197            | 226,400            | 752,840            | 400,000            | 260,800             | 260,800             | -35% <sup>1</sup> |
| Investment Income & Other                                      | 28,629             | 48,654             | 35,000             | 10,000             | 8,000               | 5,000               | -20%              |
| <b>Total Revenues</b>  | <b>622,826</b>     | <b>275,054</b>     | <b>787,840</b>     | <b>410,000</b>     | <b>268,800</b>      | <b>265,800</b>      | <b>-34%</b>       |
| <b>Expenditures:</b>   |                    |                    |                    |                    |                     |                     |                   |
| Services & Supplies  | 8,733              | 8,576              | 7,000              | 7,000              | 7,000               | 7,000               | 0%                |
| WTP Drainage Capture   | 0                  | 0                  | 500,000            | 0                  | 0                   | 0                   | 0%                |
| WTP Electrical Upgrade   | 0                  | 0                  | 1,000,000          | 1,000,000          | 0                   | 0                   | -100%             |
| Water Main Replacement   | 306,713            | 1,423,153          | 1,273,847          | 260,000            | 800,000             | 800,000             | 208%              |
| Internal Services  | 1,636              | 1,710              | 1,748              | 1,748              | 1,759               | 1,805               | 1%                |
| <b>Total Expenditures</b>                                      | <b>317,082</b>     | <b>1,433,439</b>   | <b>2,782,595</b>   | <b>1,268,748</b>   | <b>808,759</b>      | <b>808,805</b>      | <b>-36%</b>       |
| <b>Ending Balance, June 30</b>                                 | <b>\$4,180,807</b> | <b>\$3,022,422</b> | <b>\$1,027,667</b> | <b>\$2,163,674</b> | <b>\$1,623,715</b>  | <b>\$1,080,710</b>  |                   |

<sup>1</sup>VARIANCE: Project to collect less in water connection fees.

**STUDY SESSION – MAY 23, 2017**

**SEWER FUND 621** – The Sewer Fund is a Public Works Enterprise Fund that accounts for the revenues and expenditures related to providing wastewater collection, storm drain and channel maintenance services for the City.

| <b>SEWER FUND (FUND 621)</b>  |                           |                           |                           |                            |                             |                     |
|---|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|---------------------|
| <b>Statement of Revenues, Expenditures and Change in Net Position</b> |                           |                           |                           |                            |                             |                     |
|   | <b>2014-15<br/>Actual</b> | <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2016-17<br/>Revised</b> | <b>2017-18<br/>Proposed</b> | <b>%<br/>Change</b> |
| <b>Beginning Balance, July 1</b>                                      | <b>\$8,981,811</b>        | <b>\$8,794,952</b>        | <b>\$9,795,347</b>        | <b>\$9,795,347</b>         | <b>\$7,011,216</b>          |                     |
| <b>Revenue Source:</b>  |                           |                           |                           |                            |                             |                     |
| Investment Income   | 89,744                    | 169,446                   | 30,000                    | 50,000                     | 50,000                      | 0%                  |
| Charges for Services  | 5,012,817                 | 5,394,985                 | 5,698,000                 | 5,698,000                  | 5,925,920                   | 4%                  |
| Other   | 32,464                    | 13,619                    | 1,000                     | 9,252                      | 1,000                       | -89%                |
| Transfers In  | 0                         | 0                         | 0                         | 157,200                    | 0                           | -100%               |
| <b>Total Revenues:</b>  | <b>5,135,025</b>          | <b>5,578,050</b>          | <b>5,729,000</b>          | <b>5,914,452</b>           | <b>5,976,920</b>            | <b>1%</b>           |
| <b>Expenditures:</b>  |                           |                           |                           |                            |                             |                     |
| Personnel   | 1,890,728                 | 2,161,714                 | 3,357,830                 | 2,685,367                  | 3,289,953                   | 23%                 |
| Services & Supplies   | 2,186,553                 | 1,912,289                 | 2,555,211                 | 2,576,086                  | 2,472,602                   | -4%                 |
| Capital Projects  | 425,056                   | 49,766                    | 3,071,882                 | 2,150,858                  | 150,000                     | -93%                |
| Transfers Out   | 649,417                   | 264,910                   | 978,592                   | 1,058,774                  | 298,510                     | -72%                |
| Internal Services   | 170,130                   | 188,976                   | 225,049                   | 227,498                    | 218,597                     | -4%                 |
| <b>Total Expenditures</b>   | <b>5,321,884</b>          | <b>4,577,655</b>          | <b>10,188,564</b>         | <b>8,698,583</b>           | <b>6,429,662</b>            | <b>-26%</b>         |
| <b>Ending Balance with Net Pension Liability</b>                      | <b>\$8,794,952</b>        | <b>\$9,795,347</b>        | <b>\$5,335,783</b>        | <b>\$7,011,216</b>         | <b>\$6,558,474</b>          |                     |
| <b>Net Pension Liability</b>  | <b>3,685,942</b>          | <b>3,959,149</b>          | <b>3,959,149</b>          | <b>3,959,149</b>           | <b>3,959,149</b>            |                     |
| <b>Available Ending Balance, June 30</b>                              | <b>\$12,480,894</b>       | <b>\$13,754,496</b>       | <b>\$9,294,932</b>        | <b>\$10,970,365</b>        | <b>\$10,517,623</b>         |                     |
| <b>Total Expenditures</b>   |                           |                           |                           |                            |                             | <b>15%</b>          |
| <b>Ending Balance with Net Pension Liability</b>                      |                           |                           |                           |                            |                             |                     |
| <b>Net Pension Liability</b>  |                           |                           |                           |                            |                             |                     |
| <b>Available Ending Balance, June 30</b>                              |                           |                           |                           |                            |                             |                     |
| <b>Total Expenditures</b>   |                           |                           |                           |                            |                             |                     |

|                            | <b>Funded<br/>2016-17</b> | <b>Funded<br/>2017-18</b> | <b>Funded<br/>2018-19</b> |
|----------------------------|---------------------------|---------------------------|---------------------------|
| <b>Funded FTE's:</b>       |                           |                           |                           |
| Wastewater Supervision     | 3.66                      | 3.56                      | 3.56                      |
| Wastewater Collection      | 21.14                     | 21.14                     | 21.14                     |
| Wastewater CIP             | 0.75                      | 0.75                      | 0.75                      |
| <b>Total Funded FTE's:</b> | <b>25.55</b>              | <b>25.45</b>              | <b>25.45</b>              |

STUDY SESSION – MAY 23, 2017

SEWER FUND 621 (Continued) -

| Sewer-Wastewater Supervision (621-2210) |                   |                   |                   |                    |                     |                    |
|---|-------------------|-------------------|-------------------|--------------------|---------------------|--------------------|
|   | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change        |
| <b>Source of Funds:</b>                 |                   |                   |                   |                    |                     |                    |
| Investment Income                       | 89,744            | 169,446           | 30,000            | 50,000             | 50,000              | 0%                 |
| Charges for Services                    | 5,012,701         | 5,387,246         | 5,698,000         | 5,698,000          | 5,925,920           | 4%                 |
| Other                                   | 15,944            | 4,077             | 0                 | 0                  | 0                   | 0%                 |
| Transfers In General Fd                 | 0                 | 0                 | 0                 | 157,200            | 0                   | -100% <sup>1</sup> |
| <b>Total Source of Funds</b>            | <b>5,118,389</b>  | <b>5,560,769</b>  | <b>5,728,000</b>  | <b>5,905,200</b>   | <b>5,975,920</b>    | <b>1%</b>          |
| <b>Use of Funds:</b>                    |                   |                   |                   |                    |                     |                    |
| Personnel                               | 309,509           | 312,995           | 682,634           | 331,837            | 571,100             | 72% <sup>2</sup>   |
| Services & Supplies                     | 162,825           | 207,014           | 206,052           | 206,436            | 235,368             | 14%                |
| Transfers Out                           | 649,417           | 264,910           | 978,592           | 1,058,774          | 298,510             | -72% <sup>3</sup>  |
| Internal Services                       | 170,130           | 188,976           | 225,049           | 227,498            | 218,597             | -4%                |
| <b>Total Use of Funds</b>               | <b>1,291,881</b>  | <b>973,895</b>    | <b>2,092,327</b>  | <b>1,824,545</b>   | <b>1,323,575</b>    | <b>-27%</b>        |
| Funded FTE's                            | 3.39              | 3.24              | 3.24              | 3.66               | 3.56                |                    |

<sup>1</sup>VARIANCE: Return of transferred funds pursuant to settlement agreement.

<sup>2</sup>VARIANCE: Vacancy savings in FY17.

<sup>3</sup>VARIANCE: No budgeted transfer to General Fund for Police services in FY18 or FY19.

| Sewer-Wastewater Collection (621-2220) |                   |                   |                   |                    |                     |                  |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|------------------|
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change      |
| <b>Source of Funds:</b>                |                   |                   |                   |                    |                     |                  |
| Charges for Services                   | 116               | 7,739             | 0                 | 0                  | 0                   | 0%               |
| Other                                  | 16,520            | 9,542             | 1,000             | 9,252              | 1,000               | -89%             |
| <b>Total Source of Funds</b>           | <b>16,636</b>     | <b>17,281</b>     | <b>1,000</b>      | <b>9,252</b>       | <b>1,000</b>        | <b>-89%</b>      |
| <b>Use of Funds:</b>                   |                   |                   |                   |                    |                     |                  |
| Personnel                              | 1,519,971         | 1,777,075         | 2,439,874         | 2,228,554          | 2,552,160           | 15% <sup>2</sup> |
| Services & Supplies                    | 2,023,728         | 1,705,275         | 2,349,159         | 2,369,650          | 2,237,234           | -6%              |
| <b>Total Use of Funds</b>              | <b>3,543,699</b>  | <b>3,482,350</b>  | <b>4,789,033</b>  | <b>4,598,204</b>   | <b>4,789,394</b>    | <b>4%</b>        |
| Funded FTE's                           | 20.14             | 21.14             | 21.14             | 21.14              | 21.14               |                  |

STUDY SESSION – MAY 23, 2017

SEWER FUND 621 (Continued) -

| Sewer-Wastewater Capital Projects (621-2570) |                   |                   |                   |                    |                     |                     |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------|
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change |
| <b>Use of Funds:</b>                         |                   |                   |                   |                    |                     |                     |             |
| Personnel                                    | 61,248            | 71,644            | 235,322           | 124,976            | 166,693             | 184,130             | 33%         |
| Monitoring Wells                             | 20,160            | 0                 | 0                 | 0                  | 0                   | 0                   | 0%          |
| Fulton Trash Enclosure                       | 107,341           | 0                 | 0                 | 0                  | 0                   | 0                   | 0%          |
| Country Hills Sewer Main Rep.                | 297,339           | 11,648            | 0                 | 0                  | 0                   | 0                   | 0%          |
| Trenchless Rehabilitation                    | 216               | 9,142             | 1,950,858         | 1,950,858          | 0                   | 800,000             | -100%       |
| Corrosion Rehab                              | 216               | 28,976            | 1,121,024         | 200,000            | 150,000             | 0                   | -25%        |
| <b>Total Use of Funds</b>                    | <b>486,520</b>    | <b>121,410</b>    | <b>3,307,204</b>  | <b>2,275,834</b>   | <b>316,693</b>      | <b>984,130</b>      | <b>-86%</b> |
| Funded FTE's                                 | 0.75              | 0.75              | 0.75              | 0.75               | 0.75                | 0.75                |             |

**STUDY SESSION – MAY 23, 2017**

**SEWER SYSTEM IMPROVEMENT FUND 622** – This fund accounts for fees collected from developers to fund offsite or to oversize facilities and replace inadequate sewers.

| <b>SEWER SYSTEM IMPROVEMENT FUND (FUND 622)</b>                       |                           |                           |                           |                            |                             |                             |                     |
|---|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|---------------------|
| <b>Statement of Revenues, Expenditures and Change in Net Position</b> |                           |                           |                           |                            |                             |                             |                     |
|   | <b>2014-15<br/>Actual</b> | <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2016-17<br/>Revised</b> | <b>2017-18<br/>Proposed</b> | <b>2018-19<br/>Proposed</b> | <b>%<br/>Change</b> |
| <b>Beginning Balance, July 1</b>                                      | <b>\$3,223,647</b>        | <b>\$1,437,928</b>        | <b>\$1,471,784</b>        | <b>\$1,471,784</b>         | <b>\$707,742</b>            | <b>\$632,267</b>            |                     |
| <b>Revenue Source:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Current Service Charges   | 246,197                   | 143,883                   | 370,475                   | 400,000                    | 127,750                     | 127,750                     | -68% <sup>1</sup>   |
| Investment Income   | 14,704                    | 18,442                    | 25,000                    | 7,000                      | 5,000                       | 2,500                       | -29%                |
| Other   | 0                         | 11,408                    | 0                         | 0                          | 0                           | 0                           | 0%                  |
| <b>Total Revenues</b>   | <b>260,901</b>            | <b>173,733</b>            | <b>395,475</b>            | <b>407,000</b>             | <b>132,750</b>              | <b>130,250</b>              | <b>-67%</b>         |
| <b>Expenditures:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Personnel   | 1,813                     | 0                         | 0                         | 0                          | 0                           | 0                           | 0%                  |
| Services & Supplies   | 24,895                    | 4,883                     | 56,791                    | 56,791                     | 56,877                      | 56,925                      | 0%                  |
| NE Annexation Sewer   | 5,654                     | 515                       | 0                         | 0                          | 0                           | 0                           | 0%                  |
| L St Sewer Main Replacement   | 5,772                     | 1,838                     | 792,391                   | 794,228                    | 0                           | 0                           | -100%               |
| Sewer Main Replacement  | 2,007,311                 | 131,348                   | 318,652                   | 318,652                    | 150,000                     | 150,000                     | -53%                |
| Internal Services   | 1,175                     | 1,293                     | 1,319                     | 1,371                      | 1,348                       | 1,411                       | -2%                 |
| <b>Total Expenditures</b>   | <b>2,046,620</b>          | <b>139,877</b>            | <b>1,169,153</b>          | <b>1,171,042</b>           | <b>208,225</b>              | <b>208,336</b>              | <b>-82%</b>         |
| <b>Ending Balance, June 30</b>  | <b>\$1,437,928</b>        | <b>\$1,471,784</b>        | <b>\$698,106</b>          | <b>\$707,742</b>           | <b>\$632,267</b>            | <b>\$554,181</b>            |                     |

<sup>1</sup>VARIANCE: Project less Sewer Connection Fees in FY18.

# INTERNAL SERVICE FUNDS

STUDY SESSION – MAY 23, 2017

**VEHICLE EQUIPMENT MAINTENANCE FUND 570** – Vehicle repair and maintenance is included in the Vehicle Equipment Maintenance Fund. The fund accounts for the maintenance and repair of vehicles and equipment used by all City departments. The source of revenue for this is rental fees charged to the various departments.

| EQUIPMENT MAINTENANCE (Fund 570)                               |                   |                   |                   |                    |                     |                     |                   |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------------|
| Statement of Revenues, Expenditures and Change in Net Position |                   |                   |                   |                    |                     |                     |                   |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change       |
| <b>Beginning Balance, July 1</b>                               | <b>\$270,610</b>  | <b>\$234,376</b>  | <b>\$366,837</b>  | <b>\$366,837</b>   | <b>\$386,861</b>    | <b>\$102,746</b>    |                   |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |                     |                   |
| Investment Income  | 605               | 4,417             | 50                | 50                 | 100                 | 100                 | 0%                |
| Current Service Charges  | 1,465,167         | 1,465,304         | 1,754,000         | 1,654,000          | 1,492,000           | 1,732,000           | -10% <sup>1</sup> |
| Other  | 18,658            | 3,404             | 11,000            | 14,800             | 11,000              | 11,000              | -26%              |
| <b>Total Revenues</b>  | <b>1,484,430</b>  | <b>1,473,125</b>  | <b>1,765,050</b>  | <b>1,668,850</b>   | <b>1,503,100</b>    | <b>1,743,100</b>    | <b>-10%</b>       |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |                     |                   |
| Personnel  | 378,744           | 467,972           | 530,514           | 521,629            | 548,990             | 587,367             | 5%                |
| Services & Supplies  | 1,013,164         | 727,223           | 1,095,034         | 965,573            | 1,078,596           | 1,083,735           | 12% <sup>1</sup>  |
| Internal Services  | 128,756           | 145,469           | 155,153           | 161,624            | 159,629             | 170,605             | -1%               |
| <b>Total Expenditures</b>                                      | <b>1,520,664</b>  | <b>1,340,664</b>  | <b>1,780,701</b>  | <b>1,648,826</b>   | <b>1,787,215</b>    | <b>1,841,707</b>    | <b>8%</b>         |
| <b>Ending Balance, June 30</b>                                 | <b>\$234,376</b>  | <b>\$366,837</b>  | <b>\$351,186</b>  | <b>\$386,861</b>   | <b>\$102,746</b>    | <b>\$4,139</b>      | <b>3%</b>         |

|                      | Funded<br>2016-17 | Funded<br>2017-18 | Funded<br>2018-19 |
|----------------------|-------------------|-------------------|-------------------|
| <b>Funded FTE's:</b> | 3.795             | 3.795             | 3.795             |

<sup>1</sup>VARIANCE: Fuel Sales/Cost of Fuel Sold savings in FY17.

STUDY SESSION – MAY 23, 2017

**VEHICLE EQUIPMENT REPLACEMENT FUND 569** – Vehicle replacement is included in the Vehicle Equipment Replacement Fund. The fund accounts for the replacement of vehicles and equipment used by all City departments. The source of revenue for this is replacement fees charged to the various departments and the balance in the account is for vehicle replacement.

| VEHICLE REPLACEMENT (FUND 569)                                 |                    |                    |                    |                    |                     |                     |                   |
|--|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|-------------------|
| Statement of Revenues, Expenditures and Change in Net Position |                    |                    |                    |                    |                     |                     |                   |
|  | 2014-15<br>Actual  | 2015-16<br>Actual  | 2016-17<br>Budget  | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change       |
| <b>Beginning Balance, July 1</b>                               | \$1,221,896        | \$2,156,139        | \$2,219,058        | \$2,219,058        | \$2,270,469         | \$2,434,935         |                   |
| <b>Revenue Source:</b>   |                    |                    |                    |                    |                     |                     |                   |
| Investment Income  | 10,401             | 26,516             | 7,000              | 7,000              | 7,000               | 8,000               | 14%               |
| Current Service Charges  | 450,640            | 684,946            | 683,980            | 683,980            | 651,466             | 651,466             | 0%                |
| Other  | 654,453            | 50,344             | 10,000             | 90,000             | 10,000              | 10,000              | -89% <sup>1</sup> |
| Transfer in from General Fund                                  | 200,000            | 0                  | 0                  | 0                  | 0                   | 0                   | 0%                |
| <b>Total Revenues</b>  | <b>1,315,494</b>   | <b>761,806</b>     | <b>700,980</b>     | <b>780,980</b>     | <b>668,466</b>      | <b>669,466</b>      | <b>-14%</b>       |
| <b>Expenditures:</b>   |                    |                    |                    |                    |                     |                     |                   |
| Services & Supplies  | 381,251            | 698,887            | 729,569            | 729,569            | 504,000             | 504,000             | -31% <sup>2</sup> |
| <b>Total Expenditures</b>                                      | <b>381,251</b>     | <b>698,887</b>     | <b>729,569</b>     | <b>729,569</b>     | <b>504,000</b>      | <b>504,000</b>      | <b>-31%</b>       |
| <b>Ending Balance, June 30</b>                                 | <b>\$2,156,139</b> | <b>\$2,219,058</b> | <b>\$2,190,469</b> | <b>\$2,270,469</b> | <b>\$2,434,935</b>  | <b>\$2,600,401</b>  | <b>0%</b>         |

<sup>1</sup>VARIANCE: FY17 auction revenue for vehicles. Budget is always projected low.

<sup>2</sup>VARIANCE: More vehicle replacements scheduled in FY17 than FY18. FY17 includes budget carry over from FY16 open purchase orders for vehicles not received/paid for until FY17.

**STUDY SESSION – MAY 23, 2017**

**INFORMATION SYSTEMS FUND (573)** – The Information Systems Department serves as an internal service provider to all City Departments. The department encompasses the City’s computer technology and telecommunications systems. The balance in the account is maintained for office equipment replacement.

| <b>INFORMATION SYSTEMS (Fund 573)</b>                                 |                           |                           |                           |                            |                             |                     |                             |
|---|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|---------------------|-----------------------------|
| <b>Statement of Revenues, Expenditures and Change in Net Position</b> |                           |                           |                           |                            |                             |                     |                             |
|   | <b>2014-15<br/>Actual</b> | <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2016-17<br/>Revised</b> | <b>2017-18<br/>Proposed</b> | <b>%<br/>Change</b> | <b>2018-19<br/>Proposed</b> |
|   |                           |                           |                           |                            |                             |                     | <b>%<br/>Change</b>         |
| <b>Beginning Balance, July 1</b>                                      | <b>\$1,423,658</b>        | <b>\$1,524,300</b>        | <b>\$1,816,990</b>        | <b>\$1,816,990</b>         | <b>\$1,705,895</b>          |                     | <b>\$1,593,321</b>          |
| <b>Revenue Source:</b>  |                           |                           |                           |                            |                             |                     |                             |
| Investment Income   | 9,183                     | 20,268                    | 10,000                    | 10,000                     | 10,000                      | 0%                  | 10,000                      |
| Current Service Charges   | 1,350,825                 | 1,594,865                 | 1,561,390                 | 1,561,390                  | 1,690,200                   | 8%                  | 1,754,200                   |
| Other   | 106,703                   | 193,297                   | 0                         | 0                          | 0                           | 0%                  | 0                           |
| Transfers In  | 389,500                   | 329,820                   | 377,184                   | 321,308                    | 397,020                     | 24%                 | 429,948                     |
| <b>Total Revenues</b>   | <b>1,856,211</b>          | <b>2,138,250</b>          | <b>1,948,574</b>          | <b>1,892,698</b>           | <b>2,097,220</b>            | <b>11%</b>          | <b>2,194,148</b>            |
| <b>Expenditures:</b>  |                           |                           |                           |                            |                             |                     |                             |
| Personnel   | 876,500                   | 956,610                   | 1,153,313                 | 1,010,447                  | 1,155,148                   | 14%                 | 1,241,147                   |
| Services & Supplies   | 719,117                   | 711,071                   | 831,273                   | 790,143                    | 853,352                     | 8%                  | 1,054,683                   |
| Internal Services   | 159,952                   | 177,879                   | 198,092                   | 203,203                    | 201,294                     | -1%                 | 213,574                     |
| <b>Total Expenditures</b>   | <b>1,755,569</b>          | <b>1,845,560</b>          | <b>2,182,678</b>          | <b>2,003,793</b>           | <b>2,209,794</b>            | <b>10%</b>          | <b>2,509,404</b>            |
| <b>Ending Balance, June 30</b>  | <b>\$1,524,300</b>        | <b>\$1,816,990</b>        | <b>\$1,582,886</b>        | <b>\$1,705,895</b>         | <b>\$1,593,321</b>          |                     | <b>\$1,278,065</b>          |

|                           | <b>Funded<br/>2016-17</b> | <b>Funded<br/>2017-18</b> | <b>Funded<br/>2018-19</b> |
|---------------------------|---------------------------|---------------------------|---------------------------|
| <b>Funded FTE's:</b>      |                           |                           |                           |
| Information Services      | 1.10                      | 1.10                      | 1.10                      |
| Network Support & PCs     | 3.75                      | 3.75                      | 3.75                      |
| Telephone System          | 0.15                      | 0.15                      | 0.15                      |
| GIS Support               | 3.00                      | 3.00                      | 3.00                      |
| <b>Total Funded FTE's</b> | <b>8.00</b>               | <b>8.00</b>               | <b>8.00</b>               |

STUDY SESSION – MAY 23, 2017

INFORMATION SYSTEMS FUND 573 (Continued) –

| Information Services Administration (573-1410) |                   |                   |                   |                    |                     |             |                     |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|-------------|---------------------|-------------|
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change | 2018-19<br>Proposed | %<br>Change |
| <b>Source of Funds:</b>                        |                   |                   |                   |                    |                     |             |                     |             |
| Investment Income                              | 9,183             | 20,268            | 10,000            | 10,000             | 10,000              | 0%          | 10,000              | 0%          |
| Billings to Dept. Computer                     | 340,000           | 390,000           | 390,000           | 390,000            | 435,000             | 12%         | 455,000             | 5%          |
| <b>Total Source of Funds</b>                   | <b>349,183</b>    | <b>410,268</b>    | <b>400,000</b>    | <b>400,000</b>     | <b>445,000</b>      | <b>11%</b>  | <b>465,000</b>      | <b>4%</b>   |
| <b>Use of Funds:</b>                           |                   |                   |                   |                    |                     |             |                     |             |
| Personnel                                      | 211,694           | 235,997           | 246,638           | 243,567            | 250,610             | 3%          | 265,516             | 6%          |
| Services & Supplies                            | 70,014            | 85,009            | 92,114            | 88,475             | 96,447              | 9%          | 100,571             | 4%          |
| Internal Services                              | 88,537            | 99,544            | 105,655           | 109,994            | 108,106             | -2%         | 114,734             | 6%          |
| <b>Total Use of Funds</b>                      | <b>370,245</b>    | <b>420,550</b>    | <b>444,407</b>    | <b>442,036</b>     | <b>455,163</b>      | <b>3%</b>   | <b>480,821</b>      | <b>6%</b>   |
| Funded FTE's                                   | 1.10              | 1.10              | 1.10              | 1.10               | 1.10                |             | 1.10                |             |

| Information Services - Network Support & PC's (573-1420) |                   |                   |                   |                    |                     |                  |                     |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|------------------|---------------------|-------------|
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change      | 2018-19<br>Proposed | %<br>Change |
| <b>Source of Funds:</b>                                  |                   |                   |                   |                    |                     |                  |                     |             |
| Billings to Departments                                  | 523,000           | 682,000           | 700,000           | 700,000            | 830,000             | 19% <sup>1</sup> | 880,000             | 6%          |
| <b>Total Source of Funds</b>                             | <b>523,000</b>    | <b>682,000</b>    | <b>700,000</b>    | <b>700,000</b>     | <b>830,000</b>      | <b>19%</b>       | <b>880,000</b>      | <b>6%</b>   |
| <b>Expenditures:</b>                                     |                   |                   |                   |                    |                     |                  |                     |             |
| Personnel  | 336,633           | 363,929           | 480,077           | 419,721            | 480,485             | 14% <sup>1</sup> | 516,693             | 8%          |
| Services & Supplies                                      | 240,063           | 259,716           | 297,606           | 283,422            | 307,097             | 8%               | 313,535             | 2%          |
| Internal Services  | 44,394            | 48,951            | 58,436            | 58,887             | 58,900              | 0%               | 62,604              | 6%          |
| <b>Total Expenditures</b>                                | <b>621,090</b>    | <b>672,596</b>    | <b>836,119</b>    | <b>762,030</b>     | <b>846,482</b>      | <b>11%</b>       | <b>892,832</b>      | <b>5%</b>   |
| Funded FTE'S   | 2.75              | 2.75              | 3.75              | 3.75               | 3.75                |                  | 3.75                |             |

<sup>1</sup>VARIANCE: Computer Technician vacant FY17. FY18 reflects position filled and billings to departments need to increase for position.

STUDY SESSION – MAY 23, 2017

INFORMATION SYSTEMS FUND 573 (Continued) –

| Information Systems - Telephone System (573-1430) |                   |                   |                   |                    |                     |             |                     |             |
|---|-------------------|-------------------|-------------------|--------------------|---------------------|-------------|---------------------|-------------|
|   | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change | 2018-19<br>Proposed | %<br>Change |
| <b>Revenue Source:</b>                            |                   |                   |                   |                    |                     |             |                     |             |
| Billings to Departments                           | 173,428           | 173,780           | 183,000           | 183,000            | 178,000             | -3%         | 182,000             | 2%          |
| <b>Total Revenues</b>                             | <b>173,428</b>    | <b>173,780</b>    | <b>183,000</b>    | <b>183,000</b>     | <b>178,000</b>      | <b>-3%</b>  | <b>182,000</b>      | <b>2%</b>   |
| <b>Expenditures:</b>                              |                   |                   |                   |                    |                     |             |                     |             |
| Personnel   | 24,671            | 27,744            | 26,437            | 25,852             | 27,032              | 5%          | 28,990              | 7%          |
| Services & Supplies                               | 108,250           | 119,390           | 144,265           | 107,880            | 109,601             | 2%          | 111,017             | 1%          |
| Internal Services                                 | 11,278            | 12,409            | 14,660            | 14,794             | 14,807              | 0%          | 15,742              | 6%          |
| <b>Total Expenditures</b>                         | <b>144,199</b>    | <b>159,543</b>    | <b>185,362</b>    | <b>148,526</b>     | <b>151,440</b>      | <b>2%</b>   | <b>155,749</b>      | <b>3%</b>   |
| Funded FTE'S                                      | 0.15              | 0.15              | 0.15              | 0.15               | 0.15                |             | 0.15                |             |

| Information Services - GIS Support Services (573-1435) |                   |                   |                   |                    |                     |                  |                     |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|------------------|---------------------|-------------|
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change      | 2018-19<br>Proposed | %<br>Change |
| <b>Revenue Source:</b>                                 |                   |                   |                   |                    |                     |                  |                     |             |
| Current Service Charges                                | 63,000            | 92,000            | 103,000           | 103,000            | 150,000             | 46%              | 140,000             | -7%         |
| Transfers In Wtr/Swr                                   | 289,500           | 329,820           | 377,184           | 321,308            | 397,020             | 24%              | 429,948             | 8%          |
| <b>Total Revenues</b>                                  | <b>352,500</b>    | <b>421,820</b>    | <b>480,184</b>    | <b>424,308</b>     | <b>547,020</b>      | <b>29%</b>       | <b>569,948</b>      | <b>4%</b>   |
| <b>Expenditures:</b>                                   |                   |                   |                   |                    |                     |                  |                     |             |
| Personnel  | 303,502           | 328,940           | 400,161           | 321,307            | 397,021             | 24% <sup>1</sup> | 429,948             | 8%          |
| Services & Supplies                                    | 61,386            | 62,793            | 97,288            | 110,366            | 140,207             | 27% <sup>2</sup> | 129,560             | -8%         |
| Internal Services                                      | 11,456            | 12,614            | 14,967            | 15,120             | 15,089              | 0%               | 16,062              | 6%          |
| <b>Total Expenditures</b>                              | <b>376,344</b>    | <b>404,347</b>    | <b>512,416</b>    | <b>446,793</b>     | <b>552,317</b>      | <b>24%</b>       | <b>575,570</b>      | <b>4%</b>   |
| Funded FTE'S   | 3.00              | 3.00              | 3.00              | 3.00               | 3.00                |                  | 3.00                |             |

<sup>1</sup>VARIANCE: Vacancy savings in FY17.

<sup>2</sup>VARIANCE: Increase due to several factors: increased insurance & GIS licensing costs, purchase of replacement GPS units and increase in training budget.

STUDY SESSION – MAY 23, 2017

INFORMATION SYSTEMS FUND 573 (Continued) –

| Information Services - Office Equipment Replacement (573-1440) |                   |                   |                   |                    |                     |                     |                   |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------------|
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change       |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |                     |                   |
| Current Service Charges  | 251,397           | 257,085           | 185,390           | 185,390            | 97,200              | 97,200              | -48% <sup>1</sup> |
| Other  | 106,703           | 193,297           | 0                 | 0                  | 0                   | 0                   | 0%                |
| Transfer in from General Fund                                  | 100,000           | 0                 | 0                 | 0                  | 0                   | 0                   | 0%                |
| <b>Total Revenues</b>  | <b>458,100</b>    | <b>450,382</b>    | <b>185,390</b>    | <b>185,390</b>     | <b>97,200</b>       | <b>97,200</b>       | <b>-48%</b>       |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |                     |                   |
| Services & Supplies  | 239,404           | 184,163           | 200,000           | 200,000            | 200,000             | 400,000             | 0%                |
| Internal Services  | 4,287             | 4,361             | 4,374             | 4,408              | 4,392               | 4,432               | 0%                |
| <b>Total Expenditures</b>                                      | <b>243,691</b>    | <b>188,524</b>    | <b>204,374</b>    | <b>204,408</b>     | <b>204,392</b>      | <b>404,432</b>      | <b>0%</b>         |
|  |                   |                   |                   |                    |                     |                     | <b>98%</b>        |

<sup>1</sup>VARIANCE: A portion of the dispatch billing to Brentwood was allocated to replacement set aside. Contract with Brentwood ended in March 2017.

STUDY SESSION – MAY 23, 2017

**LOSS CONTROL FUND 580** – The Loss Control Program accounts for the City’s workers’ compensation premiums which are then allocated out through the payroll process.

| LOSS CONTROL (Fund 580)  |                   |                   |                   |                    |                     |                    |                     |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|--------------------|---------------------|
| Statement of Revenues, Expenditures and Change in Net Position |                   |                   |                   |                    |                     |                    |                     |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | %<br>Change        | 2018-19<br>Proposed |
| <b>Beginning Balance, July 1</b>                               | <b>\$48,910</b>   | <b>\$107,917</b>  | <b>\$364,600</b>  | <b>\$364,600</b>   | <b>\$185,724</b>    |                    | <b>\$3,336</b>      |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |                    |                     |
| Investment Income  | 245               | 873               | 250               | 250                | 250                 | 0%                 | 250                 |
| Revenue from Other Agencies                                    | 0                 | 0                 | 0                 | 15,000             | 0                   | -100% <sup>1</sup> | 0                   |
| Current Service Charges  | 1,623,211         | 2,129,518         | 2,415,000         | 1,736,373          | 1,775,000           | 2%                 | 2,240,000           |
| <b>Total Revenue</b>   | <b>1,623,456</b>  | <b>2,130,391</b>  | <b>2,415,250</b>  | <b>1,751,623</b>   | <b>1,775,250</b>    | <b>1%</b>          | <b>2,240,250</b>    |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |                    |                     |
| Services & Supplies  | 1,538,851         | 1,843,627         | 2,433,435         | 1,897,495          | 1,925,736           | 1%                 | 2,204,523           |
| Internal Services  | 25,598            | 30,081            | 31,985            | 33,004             | 31,902              | -3%                | 34,118              |
| <b>Total Expenditures</b>                                      | <b>1,564,449</b>  | <b>1,873,708</b>  | <b>2,465,420</b>  | <b>1,930,499</b>   | <b>1,957,638</b>    | <b>1%</b>          | <b>2,238,641</b>    |
| <b>Ending Balance, June 30</b>                                 | <b>\$107,917</b>  | <b>\$364,600</b>  | <b>\$314,430</b>  | <b>\$185,724</b>   | <b>\$3,336</b>      |                    | <b>\$4,945</b>      |

<sup>1</sup>VARIANCE: FY17 grant from Municipal Pooling Authority.

**ANTIOCH PUBLIC  
FINANCING AUTHORITY**

STUDY SESSION – MAY 23, 2017

**APFA 2015A LEASE REVENUE REFUNDING BOND (ABAG 2001) FUND (410)** – These bonds were issued to refund the ABAG 2001 Lease Revenue Bonds and the Antioch Public Financing Authority 2002 A&B Lease Revenue Bonds. Two funds have been established to account for the portions related to each respective bond issue that was refunded as the portion related to the 2002 Bonds are an enforceable obligation of the Successor Agency. The portion related to the ABAG 2001 Bonds will be reimbursed by the Lone Tree Golf Course. The final debt service payment is due May 1, 2032.

| <b>2015A LEASE REVENUE REFUNDING BOND (ABAG 2001) (FUND 410)</b>      |                           |                           |                           |                            |                             |                             |                     |
|---|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|---------------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                           |                           |                           |                            |                             |                             |                     |
|   | <b>2014-15<br/>Actual</b> | <b>2015-16<br/>Actual</b> | <b>2016-17<br/>Budget</b> | <b>2016-17<br/>Revised</b> | <b>2017-18<br/>Proposed</b> | <b>2018-19<br/>Proposed</b> | <b>%<br/>Change</b> |
| <b>Beginning Balance, July 1</b>                                      | \$0                       | \$7,853                   | \$3,500                   | \$3,500                    | \$277                       | \$277                       |                     |
| <b>Revenue Source:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Investment Income   | 1                         | 37                        | 0                         | 7                          | 0                           | 0                           | -100%               |
| Refunding Bond Proceeds   | 3,840,000                 | 0                         | 0                         | 0                          | 0                           | 0                           | 0%                  |
| Debt Premium  | 582,530                   | 0                         | 0                         | 0                          | 0                           | 0                           | 0%                  |
| Other   | 378                       | 347,331                   | 347,856                   | 343,024                    | 346,585                     | 350,102                     | 1%                  |
| Transfer In ABAG Debt Svc.  | 2,872                     | 0                         | 0                         | 0                          | 0                           | 0                           | 0%                  |
| <b>Total Revenues</b>   | <b>4,425,781</b>          | <b>347,368</b>            | <b>347,856</b>            | <b>343,031</b>             | <b>346,585</b>              | <b>350,102</b>              | <b>1%</b>           |
| <b>Expenditures:</b>  |                           |                           |                           |                            |                             |                             |                     |
| Services & Supplies   | 59,737                    | 4,554                     | 6,156                     | 4,554                      | 5,135                       | 5,852                       | 13%                 |
| Debt Service  | 0                         | 347,167                   | 341,700                   | 341,700                    | 341,450                     | 344,250                     | 0%                  |
| Transfer Out to ABAG Debt Svc.  | 4,358,191                 | 0                         | 0                         | 0                          | 0                           | 0                           | 0%                  |
| <b>Total Expenditures</b>   | <b>4,417,928</b>          | <b>351,721</b>            | <b>347,856</b>            | <b>346,254</b>             | <b>346,585</b>              | <b>350,102</b>              | <b>0%</b>           |
| <b>Ending Balance, June 30</b>  | <b>\$7,853</b>            | <b>\$3,500</b>            | <b>\$3,500</b>            | <b>\$277</b>               | <b>\$277</b>                | <b>\$277</b>                |                     |

STUDY SESSION – MAY 23, 2017

**APFA 2015A LEASE REVENUE REFUNDING BONDS (2002 BONDS) FUND (417)** – These bonds were issued to refund the ABAG 2001 Lease Revenue Bonds and the Antioch Public Financing Authority 2002 A&B Lease Revenue Bonds. Two funds have been established to account for the portions related to each respective bond issue that was refunded as the portion related to the 2002 Bonds are an enforceable obligation of the Successor Agency. The final debt service payment is due May 1, 2032.

| 2015A LEASE REVENUE REFUNDING BONDS (2002 BONDS) (FUND 417)    |                   |                   |                   |                    |                     |                     |             |
|--|-------------------|-------------------|-------------------|--------------------|---------------------|---------------------|-------------|
| Statement of Revenues, Expenditures and Change in Fund Balance |                   |                   |                   |                    |                     |                     |             |
|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change |
| <b>Beginning Balance, July 1</b>                               | \$0               | \$28,735          | \$1,475           | \$1,475            | \$1,181             | \$1,100             |             |
| <b>Revenue Source:</b>   |                   |                   |                   |                    |                     |                     |             |
| Investment Income  | 5                 | 166               | 0                 | 17                 | 0                   | 0                   | 0%          |
| Refunding Bond Proceeds  | 19,315,000        | 0                 | 0                 | 0                  | 0                   | 0                   | 0%          |
| Debt Premium   | 2,494,105         | 0                 | 0                 | 0                  | 0                   | 0                   | 0%          |
| Transfer In from APFA 2002 Bonds                               | 9,003             | 0                 | 0                 | 0                  | 0                   | 0                   | 0%          |
| Transfer In from ADA Retirement Fd                             | 12                | 1,367,320         | 1,354,675         | 1,354,367          | 1,388,416           | 1,420,000           | 3%          |
| <b>Total Revenues</b>  | <b>21,818,125</b> | <b>1,367,486</b>  | <b>1,354,675</b>  | <b>1,354,384</b>   | <b>1,388,416</b>    | <b>1,420,000</b>    | <b>3%</b>   |
| <b>Expenditures:</b>   |                   |                   |                   |                    |                     |                     |             |
| Services & Supplies  | 305,323           | 2,174             | 2,180             | 2,180              | 2,200               | 2,300               | 1%          |
| Debt Service   | 0                 | 1,392,528         | 1,352,450         | 1,352,450          | 1,386,250           | 1,417,650           | 2%          |
| Transfer Out to APFA 2002 Bonds                                | 21,484,055        | 0                 | 0                 | 0                  | 0                   | 0                   | 0%          |
| Internal Services  | 12                | 44                | 45                | 48                 | 47                  | 50                  | -2%         |
| <b>Total Expenditures</b>                                      | <b>21,789,390</b> | <b>1,394,746</b>  | <b>1,354,675</b>  | <b>1,354,678</b>   | <b>1,388,497</b>    | <b>1,420,000</b>    | <b>2%</b>   |
| <b>Ending Balance, June 30</b>                                 | <b>\$28,735</b>   | <b>\$1,475</b>    | <b>\$1,475</b>    | <b>\$1,181</b>     | <b>\$1,100</b>      | <b>\$1,100</b>      | <b>2%</b>   |

**CITY OF ANTIOCH AS HOUSING AND  
SUCCESSOR AGENCY TO THE  
ANTIOCH DEVELOPMENT AGENCY**



STUDY SESSION – MAY 23, 2017

**REDEVELOPMENT OBLIGATION RETIREMENT FUND (239)**

This fund was established by the City as Successor Agency to the Antioch Development Agency to account for property tax receipts from Contra Costa County to pay enforceable obligations of the former Antioch Development Agency.

| <b>REDEVELOPMENT OBLIGATION RETIREMENT FUND (FUND 239)</b>            |                    |                    |                    |                    |                     |                     |             |
|---|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|-------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                    |                    |                    |                    |                     |                     |             |
|   | 2014-15<br>Actual  | 2015-16<br>Actual  | 2016-17<br>Budget  | 2016-17<br>Revised | 2017-18<br>Proposed | 2018-19<br>Proposed | %<br>Change |
| <b>Beginning Balance, July 1</b>                                      | <b>\$3,102,265</b> | <b>\$3,154,669</b> | <b>\$3,707,186</b> | <b>\$3,707,186</b> | <b>\$2,991,748</b>  | <b>\$1,005,811</b>  |             |
| <b>Revenue Source:</b>  |                    |                    |                    |                    |                     |                     |             |
| Taxes <sup>1</sup>  | 2,966,025          | 2,932,086          | 3,459,339          | 3,938,195          | 2,005,939           | 2,008,013           | -49%        |
| Investment Income   | 9,271              | 31,016             | 5,000              | 5,000              | 5,000               | 5,000               | 0%          |
| Transfers In  | 28,816             | 1,000,000          | 0                  | 0                  | 0                   | 0                   | 0%          |
| <b>Total Revenue</b>  | <b>3,004,112</b>   | <b>3,963,102</b>   | <b>3,464,339</b>   | <b>3,943,195</b>   | <b>2,010,939</b>    | <b>2,013,013</b>    | <b>-49%</b> |
| <b>Expenditures:</b>  |                    |                    |                    |                    |                     |                     |             |
| Administration/Other  | 113,922            | 260,261            | 350,000            | 155,100            | 150,000             | 100,000             | -3%         |
| Transfers Out <sup>2</sup>  | 2,837,786          | 3,150,324          | 2,914,374          | 4,503,533          | 3,846,876           | 1,923,020           | -15%        |
| <b>Total Expenditures</b>   | <b>2,951,708</b>   | <b>3,410,585</b>   | <b>3,264,374</b>   | <b>4,658,633</b>   | <b>3,996,876</b>    | <b>2,023,020</b>    | <b>-14%</b> |
| <b>Ending Balance, June 30</b>  | <b>\$3,154,669</b> | <b>\$3,707,186</b> | <b>\$3,907,151</b> | <b>\$2,991,748</b> | <b>\$1,005,811</b>  | <b>\$995,804</b>    |             |

<sup>1</sup>NOTE: The County distributes taxes each June and January to pay for obligations due for the upcoming six month period. The payment expected in June will cover expenditures for the period of July 1 through December 31 of the next fiscal year. Therefore, revenues will not equal expenditures due to the timing difference of what period the money received covers.

<sup>2</sup>NOTE: Transfers Out are to the Antioch Public Financing Authority Fund to pay for debt service on the 2002 /2015A Lease Revenue Bonds for which the former Antioch Development Agency is obligated to pay, and debt service funds for the 2000, 2009 and 1994 Tax Allocation Bonds.

STUDY SESSION – MAY 23, 2017

**THE CITY OF ANTIOCH AS SUCCESSOR AGENCY TO THE ANTIOCH DEVELOPMENT AGENCY DEBT SERVICE AREA #1 (431)** – This fund accounts for the repayment of the 2000 and 2009 Tax Allocation Bonds. The fund has been renamed to reflect the transfer of the obligation from the Antioch Development Agency to the City of Antioch as Successor Agency. Details of the outstanding bond issues are as follows:

2000 Series Tax Allocation Refunding Bonds – These bonds refunded the 1990 Tax Allocation Bonds and the 1992 Tax Allocation Bonds. The final debt service payment is scheduled to occur in September 2017.

2009 Series Tax Allocation Bonds – These bonds were issued in 2009 and purchased directly by the State of California Department of Water Resources for the Markley Creek Remediation Project. The final debt service payment is scheduled to occur in September 2027.

| <b>SUCCESSOR AGENCY PROJECT AREA #1 DEBT SERVICE (FUND 431)</b>       |                  |                  |                  |                  |                  |                  |                  |           |                   |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------|-------------------|
| <b>Statement of Revenues, Expenditures and Change in Fund Balance</b> |                  |                  |                  |                  |                  |                  |                  |           |                   |
|   | 2014-15          | 2015-16          | 2016-17          | 2016-17          | 2016-17          | 2017-18          | 2018-19          |           |                   |
|   | Actual           | Actual           | Budget           | Revised          | Proposed         | Proposed         | Proposed         | %         | %                 |
|   |                  |                  |                  |                  |                  |                  |                  | Change    | Change            |
| <b>Beginning Balance, July 1</b>                                      | \$147,622        | \$147,665        | \$147,733        | \$147,733        | \$147,733        | \$147,733        | \$147,753        |           |                   |
| <b>Revenue Source:</b>  |                  |                  |                  |                  |                  |                  |                  |           |                   |
| Investment Income   | 17               | 18               | 5                | 20               | 20               | 20               | 20               | 0%        | 0%                |
| Transfer In   | 1,560,463        | 1,558,486        | 1,559,699        | 1,559,440        | 1,567,057        | 1,567,057        | 153,020          | 0%        | -90%              |
| <b>Total Revenues</b>   | <b>1,560,480</b> | <b>1,558,504</b> | <b>1,559,704</b> | <b>1,559,460</b> | <b>1,567,077</b> | <b>1,567,077</b> | <b>153,040</b>   | <b>0%</b> | <b>-90%</b>       |
| <b>Expenditures:</b>  |                  |                  |                  |                  |                  |                  |                  |           |                   |
| Debt Service  | 1,560,437        | 1,558,436        | 1,559,719        | 1,559,460        | 1,567,057        | 1,567,057        | 153,020          | 0%        | -90% <sup>1</sup> |
| <b>Total Expenditures</b>   | <b>1,560,437</b> | <b>1,558,436</b> | <b>1,559,719</b> | <b>1,559,460</b> | <b>1,567,057</b> | <b>1,567,057</b> | <b>153,020</b>   | <b>0%</b> | <b>-90%</b>       |
| <b>Ending Balance, June 30</b>  | <b>\$147,665</b> | <b>\$147,733</b> | <b>\$147,718</b> | <b>\$147,733</b> | <b>\$147,753</b> | <b>\$147,753</b> | <b>\$147,773</b> |           |                   |

<sup>1</sup>VARIANCE: 2000 TABS final maturity in FY18



## **NATIONAL POLICE WEEK**

**May 14-20, 2017**

*WHEREAS, in 1962, President Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls, as National Police Week to pay special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and*

*WHEREAS, it is well known and accepted that law enforcement is an inherently dangerous and demanding profession in which dedicated professionals knowingly place their lives in harm's way to protect others who are unable to protect themselves; and*

*WHEREAS, the dedicated men and women of the Antioch Police Department play an essential role in safeguarding the rights and freedoms of the citizens of Antioch; and*

*WHEREAS, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries within the United States; and*

*WHEREAS, since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, and*

*WHEREAS, it is important that all citizens know and understand the challenges, duties, and responsibilities of their police department, and that members of our department recognize their duty to serve the people by safeguarding life and property, protecting them against violence and disorder, and protecting the innocent against deception and the weak against oppression or intimidation; and*

*WHEREAS, the Antioch City Council wishes to honor all peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of their duties.*

**NOW, THEREFORE, I, SEAN WRIGHT, Mayor of the City of Antioch, do hereby proclaim May 14-20, 2017 as "NATIONAL POLICE WEEK" in the City of Antioch and encourage all citizens to recognize the members of the Antioch Police Department for their faithful and loyal devotion to their responsibilities and their dedication to our community.**

**May 23, 2017**

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**Sean Wright, Mayor**

**2.01**  
**05-23-17**



**NATIONAL PUBLIC WORKS WEEK**

*May 21-27, 2017*

**WHEREAS,**

*Public Works services provided in our community are an integral part of our citizens' everyday lives; and*

**WHEREAS,**

*The support of an understanding and informed citizenry is vital to the efficient operation and of public works systems and programs such as water production and distribution, sewers, storm drains and channels, streets, parks, medians and open space, public buildings, marina, fleet and Geographic Information Services; and*

**WHEREAS,**

*The health, safety, and comfort of this community greatly depends on these facilities and services; and*

**WHEREAS,**

*The quality and effectiveness of the operation and maintenance of these facilities, as well as their planning, design, and construction is vitally dependent upon the efforts and skill of public works professionals; and*

**WHEREAS,**

*The efficiency of the qualified and dedicated personnel who staff Public Works Departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.*

**NOW, THEREFORE, I, SEAN WRIGHT, Mayor of the City of Antioch,** do hereby proclaim May 21-27, 2017, as "NATIONAL PUBLIC WORKS WEEK" in the City of Antioch, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works professionals make every day to our health, safety, comfort, and quality of life.

**May 23, 2017**

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**Sean Wright, Mayor**



## **BOARDS AND COMMISSION VACANCY ANNOUNCEMENT**

The City of Antioch encourages residents to become involved in their local community. One way to do so is to serve on various commissions, boards and committees. Any interested resident is encouraged to apply for the vacancies listed below. To be considered for these volunteer positions, a completed application must be received in the Office of the City Clerk by the dates listed below. Applications are available at [www.ci.antioch.ca.us](http://www.ci.antioch.ca.us) and at the City Clerk's Office, City Hall, 200 H Street, Antioch, CA 94509, (925) 779-7009.

➤ ***ECONOMIC DEVELOPMENT COMMISSION—Deadline date: 05/31/17***

***Your interest and desire to serve our community is appreciated.***



## **ECONOMIC DEVELOPMENT COMMISSION**

**(Deadline Date: 05/31/17)**

***3 Full-Term vacancies expiring June 2021***

- The EDC's function is to address economic development issues within the City and make recommendations to the City Council and staff regarding policies, regulations, marketing, development strategies and planning activities designed to enhance the City's economic base and create quality jobs.
- 7 members; 4-year terms.
- Must be either City resident or owner/operator of a business located in the City.
- Regular meetings are held at 6:00 p.m. in the Council Chamber on the first Tuesday in the months of February, April, June, October and December, the third Tuesday in July, and on the first Tuesday on an as-needed basis only during the months of March, May and November. No meetings are held during January or August.
- Members of the Economic Development Commission are required to file an annual "Statement of Economic Interest".

# ANTIOCH LIBRARY HOURS & SERVICES

CONTRA COSTA COUNTY LIBRARY

MAY 23, 2017



# Impact of Reduced Open Hours at the 18th Street Antioch Library

- ▶ Contra Costa County Library funds 35 library open hours for each City with a full-service library, provided that the City pays the facility maintenance costs
- ▶ As of July 1, 2014, the City of Antioch was no longer able to pay for the facility maintenance costs at the 18th street Library
- ▶ The facility costs were picked up by the County and those costs were offset by reducing the number of weekly open hours from 35 to 28

# OPEN HOURS PRIOR TO JULY 1, 2014

| Open Hours            | Mon    | Tues | Wed  | Thurs | Fri    | Sat  | Sun    |
|-----------------------|--------|------|------|-------|--------|------|--------|
| prior to July 1, 2014 | 12-8   | 12-8 | 10-5 | 10-5  | CLOSED | 12-5 | CLOSED |
| CURRENT               | CLOSED | 1-8  | 10-6 | 10-6  | CLOSED | 12-5 | CLOSED |
| RECOMMENDED           | 12-8   | 12-8 | 11-6 | 11-6  | CLOSED | 12-5 | CLOSED |

# USAGE STATS JULY 2013-JUNE 2017

| Usage statistics                    | 2013-2014 | 2014-2015 | 2015-2016 | % change from FY 13/14 |
|-------------------------------------|-----------|-----------|-----------|------------------------|
| number of items checked out         | 163,038   | 127,136   | 102,498   | -37%                   |
| number of visitors                  | 142,236   | 107,237   | 89,559    | -37%                   |
| number of WiFi logins               | 20,428    | 21,002    | 17,295    | -15%                   |
| number of staff visits to schools   | 27        | 19        | 17        | -37%                   |
| number of PSC* learners             | 54        | 47        | 41        | -24%                   |
| number of PSC** computer lab logins | 655       | 392       | 279       | -57%                   |

# The Library strives to maintain a high level of service

- ▶ Current Programs with Partners
- ▶ Earn and Learn (paid student internships) - CCC Office of Education
- ▶ Lunch in the Library – AUSD
- ▶ College preparedness workshops-Parents Connected
- ▶ Know Your Rights immigration workshops-International Institute of the Bay Area, CCC Bar Association
- ▶ Insiders Club-ARC Inroads
- ▶ Holiday Fun Run-Kiwanis Club of the Delta



# CURRENT LIBRARY SERVICES

- ▶ Computer usage and help
- ▶ Book Clubs
- ▶ Project Second Chance (adult literacy program)
- ▶ Insider's Club (adults with developmental disabilities)
- ▶ Animal events
- ▶ Weekly Storytimes
- ▶ Knitting Club
- ▶ Summer Lunch in the Library
- ▶ Teen Advisory Group
- ▶ Summer Reading Program
- ▶ Crafts
- ▶ Afterschool programs for kids, tweens and teens: crafts, board games, video games
- ▶ Volunteer opportunities

# City pays for facility costs and Library returns to 35 open hours each week

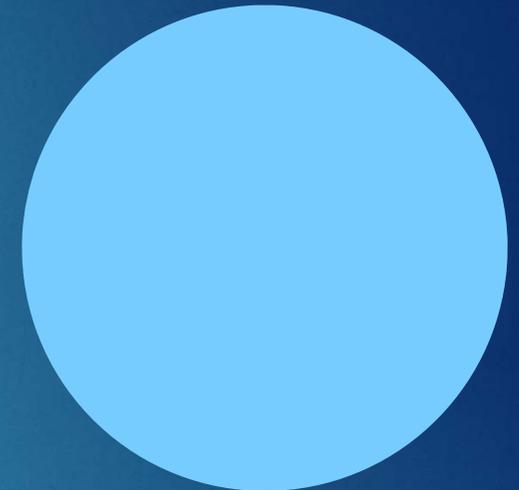
- ▶ Increased impact of existing programs and services
- ▶ Homework Help
- ▶ At least one added storytime session
- ▶ Kids book club
- ▶ One added day for lunch service during the summer
- ▶ Coding classes
- ▶ Increased outreach to schools, preschools & community groups
- ▶ Chess club
- ▶ More open hours in the PSC computer lab for adult learners
- ▶ 3D printing workshops
- ▶ Increased participation in the Summer Reading Program
- ▶ ESL conversation groups
- ▶ More concerts and cultural events

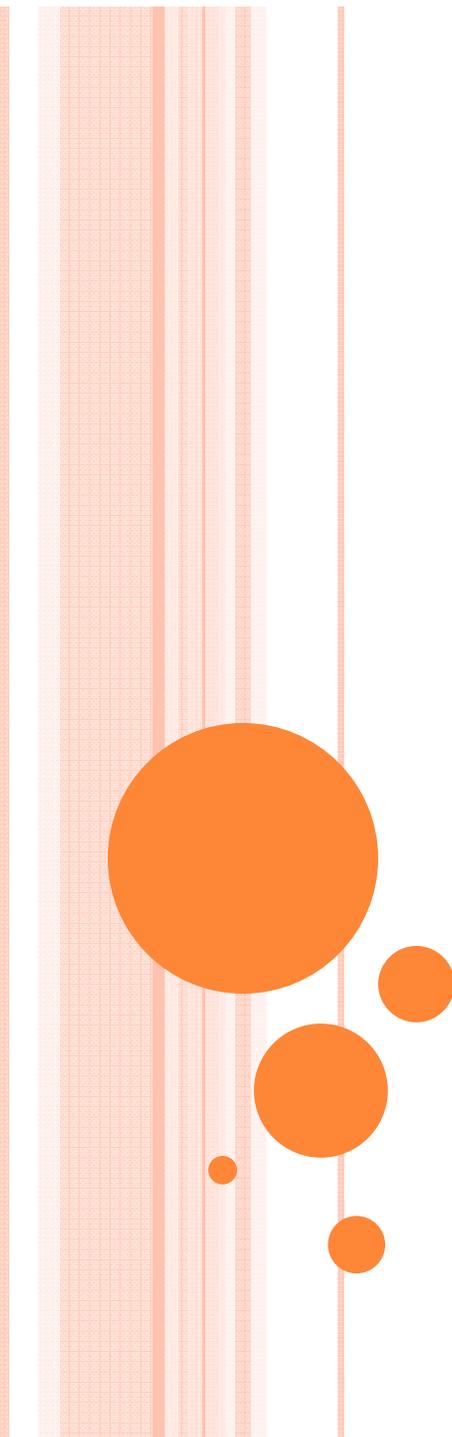




Thank you!

Melinda Cervantes  
County Librarian  
Contra Costa County Library  
[mcervant@ccclib.org](mailto:mcervant@ccclib.org)  
925.608.7701





# HUMAN TRAFFICKING

CCC Zero Tolerance for Human Trafficking Coalition



A coalition building awareness and coordinated responses

# HUMAN TRAFFICKING DEFINED

## Human Trafficking

Labor Trafficking

Sex Trafficking

Adult Sex  
Trafficking

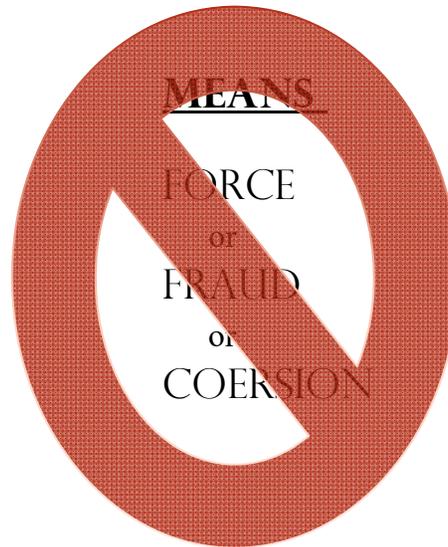
Commercial  
Sexual Exploitation  
of Children/Youth  
(CSEC/CSEY)



# HUMAN TRAFFICKING DEFINED

## ACTION

RECRUITS  
or  
HARBORS  
or  
TRANSPORTS  
or  
PROVIDES  
or  
OBTAINS (OR SO ATTEMPTS)  
or  
RECEIVES  
or  
TRANSFERS



## MEANS

FORCE  
or  
FRAUD  
or  
COERSION

## PURPOSE

SEX  
or  
LABOR



# HUMAN TRAFFICKING DEFINED

- **Force** – physical restraint or serious physical harm



- **Fraud** – false promises



- **Coercion** – threats of harm or physical restraint (belief that failure to perform an act would result in serious harm against someone, either self or other)



# TYPES OF LABOR TRAFFICKING

- Agriculture and farms
- Domestic work
- Restaurants and food service
- Factories
- Peddling and begging rings
- Hospitality industry
- Construction
- Day labor
- Nail salons



# TYPES OF ADULT SEX TRAFFICKING

- Massage businesses
- Internet based
- Residential brothels
- Street or gang prostitution
- Hostess and strip clubs
- Escort services
- Truck stops



# TRAFFICKING KEY INDICATOR SIGNS

## ***Sex Trafficking***

- Running away/truancy
- Older boyfriend
- Use of slang
- Attire
- New to the area/travel often
- Branding
- Untreated STDs

## ***Labor Trafficking***

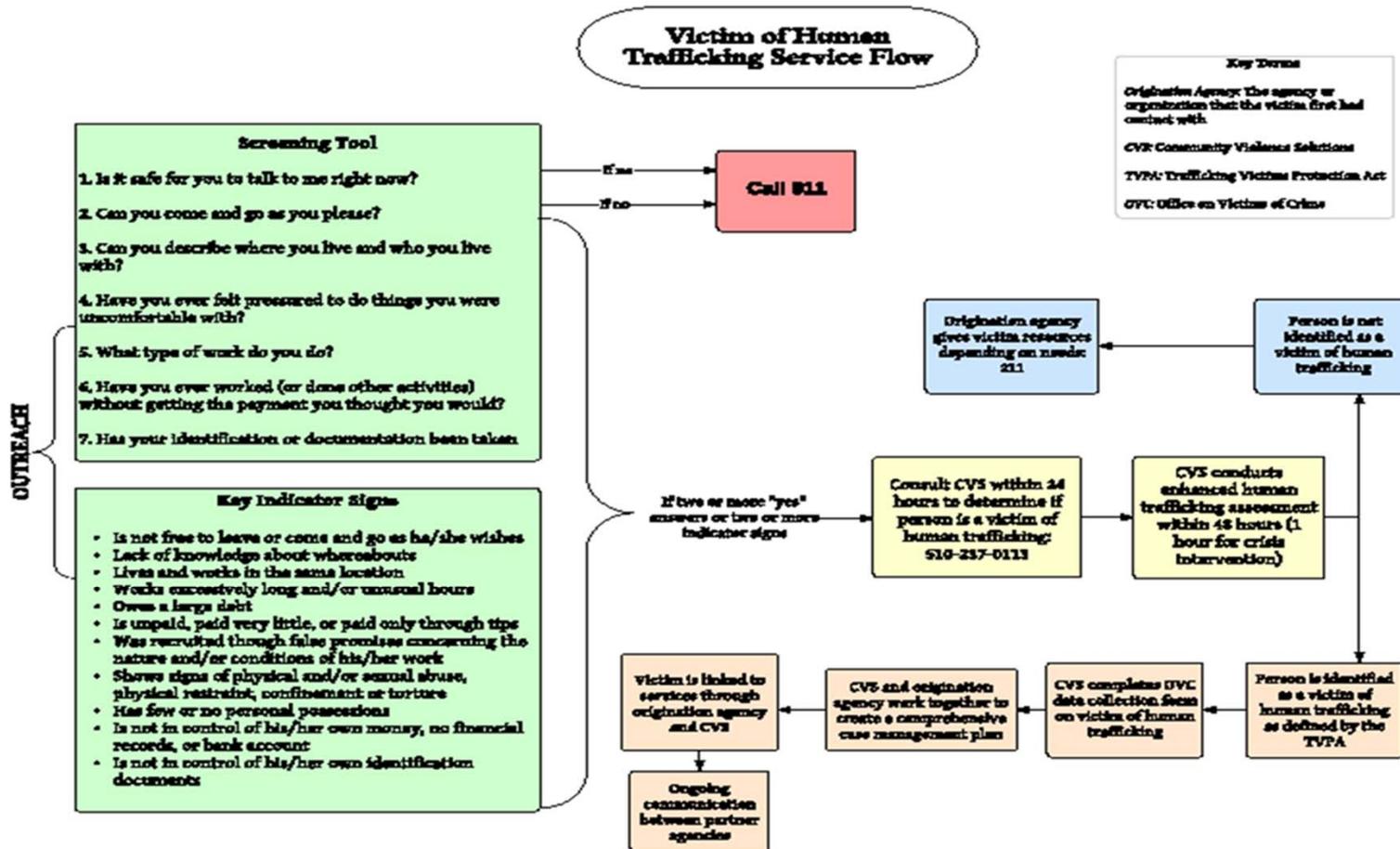
- Owes a large debt
- Is not in control of his/her own money, no financial records, or bank account

## ***Labor and Sex Trafficking***

- Is not free to leave or come and go as he/she wishes
- Lack of knowledge about whereabouts
- Lives and works in the same location
- Works excessively long and/or unusual hours
- Someone else does all the talking on their behalf
- Was recruited through false promises concerning the nature and/or conditions of his/her work
- Shows signs of physical and/or sexual abuse, physical restraint, confinement or torture
- Is unpaid, paid very little, or paid only through tips
- Has few or no personal possessions
- Hypervigilance



# FLOW CHART



# WHO TO CONTACT

## *Community Violence Solutions*

510-237-0113

- 24-hour Crisis Line
  - 800-670-7273
- Advocacy & Accompaniment
- Counseling Services
- Information & Referral
- Street Outreach
- Case Management

Educate • Connect • Empower  
**E.C.E. Youth Center**  
A safe place for commercially sexually exploited youth.

Wednesdays 2:00PM-6:00PM  
Thursdays 3:00PM-7:00PM

**COMMUNITY VIOLENCE SOLUTIONS**  
2101 Van Ness Street, San Pablo, CA 94806  
For more information, call: 510.307.4124

 Community Violence Solutions  
ending sexual assault & family violence



# WHO TO CONTACT

**March 2015**

[www.211database.org](http://www.211database.org)

**Contra Costa County**

**Human Trafficking Resource Guide**



**CONTRA COSTA  
CRISIS CENTER**

Please note this guide also has services outside of this county for your convenience.

## Case Management

Asian Community Mental Health (ACMH)  
..... 510-970-9750  
Calli House ..... 1-800-610-9400  
Community Violence Solutions (CVS)  
..... 1-800-670-7273  
Contra Costa Children and Family Services  
Pleasant Hill ..... 925-602-9300  
Antioch ..... 925-522-7400  
Richmond ..... 510-231-8100  
Contra Costa County Office of Juvenile &  
Adult Probation (Central) ..... 925-313-4000  
East ..... 925-431-1600  
West ..... 510-231-6500  
Familias Unidas ..... 510-412-5930  
Federal Bureau of Investigation Victim  
Assistance Program ..... 415-553-7400  
La Clínica de la Raza Concord ..... 925-363-2005  
Pittsburg ..... 925-431-1251  
MISSEY, INC. Oakland ..... 510-251-2070  
Narika Berkeley ..... 1-800-215-7308  
STAND For Families Free of Violence  
..... 1-888-215-5555  
Standing Against Global Exploitation (SAGE)  
San Francisco ..... 415-905-5050

## Health Care

Advice Nurse ..... 1-877-661-6230  
BAART Healthcare East ..... 925-522-0124  
BAART Healthcare West ..... 510-232-0874  
Berkeley Free Clinic ..... 1-800-625-4642  
Brighter Beginnings - Family Health Clinic  
Antioch ..... 925-303-4780  
Richmond ..... 510-236-6990  
Calli House ..... 1-800-610-9400  
Contra Costa County Health Centers  
..... 1-800-495-8885  
Contra Costa Public Health Division  
..... 925-313-6767  
Contra Costa Regional Medical Center  
..... 925-370-5000  
Covered California ..... 1-888-975-1142  
..... [www.coveredca.com](http://www.coveredca.com)  
Doctor's Medical Center ..... 510-970-5000  
Face to Face: The National Domestic Violence  
Project (facial reconstructive surgery) ..... 1-800-842-4546  
Healthcare for Homeless Mobile Van  
Call for locations/day/time ..... 211  
Kaiser Permanente Emergency Services  
Antioch ..... 925-813-6500  
Walnut Creek ..... 925-295-4000  
Richmond ..... 510-307-1500  
La Clínica de la Raza  
Concord ..... 925-363-2005  
Oakland ..... 510-535-4000

## Housing/Shelter

**ALAMEDA COUNTY**  
Berkeley Shelter Bed Hotline ..... 1-866-960-2132  
Ruby's Place Hayward ..... 1-888-339-7233  
**CONTRA COSTA COUNTY**  
Calli House (Youth Shelter 14-21) ..... 1-800-610-9400  
Stand for Families Free of Violence  
..... 1-888-215-5555  
**MARIN COUNTY**  
Ambassadors of Hope and Opportunity  
Mill Valley ..... 415-381-7173  
Center for Domestic Peace Home of Marin  
Abused Women's Services ..... 415-924-6616  
**SAN FRANCISCO COUNTY**  
Asian Women's Shelter (AWS) .. 1-877-751-0880  
**SAN MATEO COUNTY**  
Freedom House ..... 650-488-0831  
**SOLANO COUNTY**  
Heather House ..... 707-427-8566  
Mission Solano ..... 707-384-2410  
Opportunity House ..... 707-447-1988  
SafeQuest ..... 1-866-487-7233  
The Christian Help Center ..... 707-553-8192  
**SONOMA COUNTY**  
Catholic Charities Day Shelter ..... 707-525-0226  
Committee On The Shelterless (COTS)  
707 765 6520



# WHAT'S HAPPENING IN CONTRA COSTA?

- Contra Costa County HT Coalition
  - Protocol/policy
  - Multidisciplinary team case review
  - Outreach/awareness
  - Law enforcement task force
- SB1193 Day of Action – June 15
- Hotel/motel trainings



# CONTACT INFO

Alex Madsen

[amadsen@ehsd.cccounty.us](mailto:amadsen@ehsd.cccounty.us)

925-313-1719



## CITY COUNCIL MEETING

**Special/Regular Meeting**  
**7:00 P.M.**

**May 9, 2017**  
**Council Chambers**

**2:00 P.M. - CLOSED SESSION**

- 1. CONFERENCE WITH LABOR NEGOTIATORS** – This Closed Session with the City's Labor Negotiators is authorized by California Government Code section 54957.6; City designated representatives: Nickie Mastay and Glenn Berkheimer; Employee organization: Antioch Public Works Employees' Association.

Mayor Wright called the meeting to order at 3:02 P.M., and Minutes Clerk Eiden called the roll.

Present: Council Members Wilson, Thorpe, Tiscareno, Ogorchock and Mayor Wright

### **PLEDGE OF ALLEGIANCE**

Councilmember Tiscareno led the Council and audience in the Pledge of Allegiance.

City Attorney Vigilia reported the City Council had been in Closed Session and gave the following report: **#1 CONFERENCE WITH LABOR NEGOTIATORS**, no reportable action.

### **STUDY SESSION**

- 1. CONTINUATION OF GENERAL FUND BUDGET FROM THE APRIL 25, 2017 SPECIAL MEETING**

City Manager Bernal introduced the Study Session Agenda item #1.

Finance Director Merchant gave a PowerPoint presentation and presented the staff report dated May 9, 2017 recommending the City Council provide feedback and direction regarding the budget development information provided for fiscal years 2017-19.

Finance Director Merchant gave an overview of the City Council – Fund 100-1110.

In response to Councilmember Ogorchock, City Attorney Vigilia clarified Council made the funding decision for the Community Service Officer (CSO); however, there was an administrative decision to freeze the position and discontinue proactive details.

Finance Director Merchant added that the CSO and proactive details could be incorporated into the FY 17/18 – 18/19 Budget, at the direction of Council. She explained City Administration determined which positions were needed to carry out the mission of their department and the previous administration made the decision that the Sergeant position was needed over the vacant Community Service Officer (CSO).

City Attorney Vigilia gave an overview of the City Attorney – Fund 100-1120.

In response to Mayor Wright, Finance Director Merchant explained that computer operations support, telephone software maintenance, and equipment rental maintenance were determined by the 2005 cost allocation plan. She noted that equipment and vehicle rental costs included replacement funds.

City Manager Bernal gave an overview of the City Manager – Fund 100-1130.

In response to Councilmember Thorpe, Finance Director Merchant explained some costs may not reflect the current status of the departments and a cost allocation plan update was included in the budget requests to address that issue.

Administrative Services Director Mastay gave an overview of the City Clerk – Fund 100-1140.

In response to Councilmember Ogorchock, Finance Director Merchant stated no amount was budgeted for miscellaneous revenue because the City did not know how many campaign filing fees or late fees would be received.

Administrative Services Director Mastay explained that City Clerk Simonsen had decided not to include funding for the League of California Cities Policy Committee meetings and it was her understanding that he would not be coming forward in the future to request funding for this item.

Finance Director Merchant gave an overview of the City Treasurer – Fund 100-1150.

Administrative Services Director Mastay gave an overview of the Human Resources – Fund 100-1160.

Economic Development Program Manager Zepeda gave an overview of the Economic Development Fund – 100-1180.

In response to Councilmember Ogorchock, Economic Development Program Manager Zepeda stated if additional marketing was desired by Council, there would need to be an increase in that line item.

City Manager Bernal stated following the budget process, he would come back to Council with an Economic Development update.

Finance Director Merchant gave an overview of the Finance Department - Funds 100-1210, 100-1220 and 100-1230.

In response to Councilmember Thorpe, Finance Director Merchant explained the equipment rental maintenance increase was part of the Information Services allocation and included an equipment replacement fund. She noted Community Facilities District fees would be in their own fund and the City would determine how to address accounting for them.

Finance Director Merchant gave an overview of Nondepartmental Budget – Fund 100-1250.

In response to Councilmember Ogorchock, Finance Director Merchant explained the revenue from rent pertained to cell towers and revenue from other agencies was the homeowner's property tax relief from the County.

In response to Councilmember Tiscareno, Finance Director Merchant explained the Special Revenue Funds received the rent for the billboard display in the Delta Fair Blvd. area.

Deputy Director of Public Works Bechtholdt gave an overview of the Public Works - Funds 100-2140, 100-2150, 100-2160, 100-2170, 100-2180, 100-2190, 100-2195, 100-2196, 100-2198 and 100-2620.

In response to Mayor Wright, Deputy Director of Public Works Bechtholdt stated staff would attempt to address the issue of inconsistent paint colors.

In response to Councilmember Ogorchock, Deputy Director of Public Works Bechtholdt explained vehicle rental included maintenance and replacement. He stated the \$50,000 reduction in the Contracts Professional - Fund 2095 was attributed to the 5 percent budget reduction request by staff.

City Manager Bernal added that in order to balance the budget, 5 percent cuts were implemented citywide for services and supplies in the General Fund accounts.

In response to Mayor Wright, Deputy Director of Public Works Bechtholdt reported an additional crew for the April – June timeframe would cost approximately \$60,000.

Assistant City Engineer Filson gave an overview of the Public Works Engineering Land Development - Funds 100-5150, 100-5170 and 100-5180.

Deputy Director of Public Works Bechtholdt and James (Marina Property Manager/Lead Worker) gave an overview of the Marina - Funds 631-2410, 631-2420, 631-2425 and 631-2510.

Councilmember Ogorchock commended staff for the management and maintenance of the Marina facility. She recognized Sandra Kelly for assisting the City with the grant application and beautifying the area. She reported an Antioch resident would be running the kayak business and she discussed the importance of bringing a restaurant to the area.

In response to Councilmember Thorpe, Finance Director Merchant explained debt service was due annually on the loans the City had with the Department of Boating and Waterways for the construction of the Marina.

Councilmember Thorpe thanked staff for the presentation.

Director of Community Development Ebbs gave an overview of the Community Development – Funds 100-5110, 100-5130, 100-5140 and 100-5160.

In response to Councilmember Thorpe, Director of Community Development Ebbs explained the two contracted Code Enforcement Officers would be committed to proactive work in high visibility / high impact areas.

In response to Councilmember Ogorchock, Director of Community Development Ebbs explained that a majority of the information disseminated at the counter was available online; however, some residents preferred personal service or they did not have access to a computer.

Councilmember Ogorchock spoke in support of implementing the SeeClickFix program for Code Enforcement issues.

Director of Community Development Ebbs explained with the Assistant/Associate Planner and Development Services/Engineering Technician positions were filled, it would free up the Planning Manager and Building Inspectors to manage larger projects. He stated with the two additional positions, counter hours could be expanded into the afternoon.

Mayor Wright declared a recess at 5:08 p.m. The meeting reconvened at 5:16 p.m. with all Councilmembers present.

Interim Chief Brooks gave an overview of Police Department - Funds 100-3110, 100-3120, 100-3130, 100-3150, 100-3160, 100-3170, 100-3175, 100-3180, 100-3185, 100-3195 and 100-3200.

In response to Councilmember Ogorchock, Finance Director Merchant stated she could work with Antioch Police Department to refine revenues for the next two fiscal years.

In response to Councilmember Tiscareno, Finance Director Merchant explained the savings from overtime costs funded the additional sworn officer position and the increased personnel costs from PERS. She noted overtime costs would need to be increased \$250,000 if proactive details were reinstated.

Interim Chief Brooks clarified the savings from the schedule change, overtime costs and proactive detail was approximately \$700,000. He stated he would prefer both the Sergeant and CSO positions be filled.

Councilmember Wilson stated after observing dispatch, she understood the importance of filling the Sergeant position.

Interim Chief Brooks reported that an update in the dispatch system needed to occur within the next 12-18 months and when they received the costs estimates from the vendors; he would be bringing it to Council for funding.

In response to Mayor Wright, Interim Chief Brooks stated he did not believe funding a District Attorney would show an increase in prosecution or conviction rate.

In response to Councilmember Ogorchock, Finance Director Merchant explained tiered retirement rates for the Antioch Police Department.

In response to Councilmember Tiscareno, Interim Chief Brooks stated that sustaining 103 sworn officers was possible if the City continued aggressively hiring and noted within the next 12 months there would be at least 4 retirements.

Councilmember Tiscareno questioned if salary savings could be utilized to fund proactive enforcements and the CSO position until the City reached 103 sworn officers.

Interim Chief Brooks stated forecasting the salary savings would take additional work by staff as he did not believe it would take place for the entire year.

Interim Chief Brooks gave an overview of Animal Control - Funds 214.-3320 and 214-3325.

Director of Parks and Recreation Kaiser gave an overview of Recreation Services - Funds 219-4410, 219-4420, 219-4450 and 219-4495 & Prewett Park - Fund 641-4630.

In response to Councilmember Ogorchock, Director of Parks and Recreation Kaiser explained the replacement set-aside was funded from revenues and utilized for significant repairs.

Councilmember Tiscareno thanked the Recreation Department and Animal Services for running on a bare minimum budget and their creative ideas to sustain their functions.

Mayor Wright suggested reducing the projected pay increases for Antioch Police Department to 3.5 percent and increasing property tax revenue to 6 percent, for additional revenue of approximately \$970,000.

Finance Director Merchant stated 6 percent property tax revenue was consistent with what had occurred last year and could be reevaluated if the market changed. She suggested that given the City's hiring practices, Council could consider adding the 104<sup>th</sup> sworn officer to the FY18/19 budget.

Mayor Wright responded that he felt if the City budgeted for 104 sworn officers, they were more likely to fill 102 positions.

Finance Director Merchant added that Antioch Police Department knew of upcoming retirements and kept a recruitment list of eligible hires.

Following discussion, Council requested staff bring back a budget reflecting funding for the following items utilizing revenue from adjusting the Antioch Police Department pay increases and increasing property tax revenue:

- Proactive Detail - \$250,000
- Community Service Office - \$130,000
- Library – \$150,000
- Community Development Planner and Building Technician Positions - \$270,000
- 4<sup>th</sup> of July - \$20,000
- Landscaping Surge - \$60,000

- Public Relations/Marketing - \$100,000
- Cost Allocation Study – \$75,000
- Arts and Cultural Foundation - \$13,000 - \$32,000 for FY18-19
- Part-Time Business License Position - \$18,600
- 104<sup>th</sup> Sworn Police Officer for FY 18-19 - \$160,000

Finance Director Merchant stated she believed some revenues could be reevaluated to balance the additional costs associated with the above items.

Councilmember Ogorchock suggested revisiting launch ramp fees for the Fulton Shipyard Boat Ramp.

Finance Director Merchant stated she would attempt to include a General Fund summary table including the previously discussed items for the May 23, 2017 meeting and if not, staff would schedule another brief Study Session to review the items.

Mayor Wright thanked staff for the detailed report. He adjourned the Budget Study Session at 6:35 P.M.

Mayor Wright called the meeting to order at 7:05 P.M., and Minutes Clerk Eiden called the roll.

Present: Council Members Wilson, Thorpe, Tiscareno, Ogorchock and Mayor Wright

## **PLEDGE OF ALLEGIANCE**

Councilmember Ogorchock led the Council and audience in the Pledge of Allegiance.

## **2. PROCLAMATIONS**

*National Water Safety and Drowning Prevention Month, May 2017*  
*Community Resilience Challenge East Bay, May 2017*

Mayor Wright announced the proclamation would be sent to the appropriate agencies.

On motion by Councilmember Ogorchock, seconded by Councilmember Thorpe, the Council unanimously approved the Proclamations.

Director of Parks and Recreation Kaiser thanked the Council for the *National Water Safety and Drowning Prevention Month* proclamation and introduced members of the Water Park Team. She announced the annual Open House and Splash and Spray Ground Ribbon-Cutting and Dedication would be held on May 13, 2017. She presented Council with complimentary water bottles from the Antioch Water Park.

Councilmember Tiscareno thanked water park staff and stated he looked forward to attending the ribbon-cutting ceremony for the spray ground.

Mayor Wright thanked the lifeguard staff at the Water Park for keeping the community safe.

Anastasia Nicole thanked the Council for the *Community Resilience Challenge East Bay* proclamation and encouraged everyone to participate in the challenge.

## **ANNOUNCEMENTS OF CIVIC AND COMMUNITY EVENTS**

Director of Parks and Recreation Kaiser announced the Antioch Rocks event would be held from 4:00 P.M. – 6:00 P.M. on May 12, 2017 at the Antioch Community Center. She presented Council with flyers for the event and decorated rocks.

Environmental Resource Coordinator Haas-Wajdowicz announced Bike to Work Day would be held on May 10, 2017 with energizer stations opened from 6:00 A.M. – 8:30 A.M. and 5:00 P.M. – 7:00 P.M. at Sutter Delta Medical Center and Prewett Community Park. She invited members of the community to participate in the team bike challenge at [youcanbikethere.com](http://youcanbikethere.com).

## **PUBLIC COMMENTS**

Major Cheryl Clark, representing the Salvation Army, announced May 8-14, 2017 was National Salvation Army Week and recognized the volunteers who gave their time and talents to the Salvation Army. She encouraged Council to participate in a day at the red kettle at Christmas.

## **COUNCIL SUBCOMMITTEE REPORTS**

Councilmember Wilson reported on her attendance at the Tri Delta Transit and Sycamore Corridor Ad Hoc Committee meetings.

Councilmember Ogorchock reported on her attendance at the League of California Cities Bocce Ball Tournament and announced Antioch received 2<sup>nd</sup> Place.

Mayor Wright reported on his attendance at the Mayor's Conference and Sycamore Corridor Ad Hoc Committee meeting. He announced the County Director of Libraries would be making a presentation to Council at the May 23, 2017 meeting.

## **MAYOR'S COMMENTS**

Mayor Wright thanked Pittsburg Councilmember Jelani Killings for attending the meeting this evening. He reported on his attendance at the Volunteer Appreciation Breakfast and thanked all the volunteers in the community.

### **1. COUNCIL CONSENT CALENDAR**

**A. APPROVAL OF SPECIAL MEETING/CLOSED SESSION MINUTES FOR APRIL 20, 2017**

**B. APPROVAL OF COUNCIL MINUTES FOR APRIL 25, 2017**

- C. APPROVAL OF COUNCIL WARRANTS
- D. REJECTION OF CLAIM: DONALD RAY ELLIS
- E. **RESOLUTION NO. 2017/56 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) 2017-APPROVAL AND ALLOCATION OF GRANT FUNDS**

On motion by Councilmember Tiscareno, seconded by Councilmember Ogorchock, the City Council unanimously approved the Council Consent Calendar.

#### **COUNCIL REGULAR AGENDA**

#### **4. SALES TAX CITIZENS' OVERSIGHT COMMITTEE APPOINTMENT**

Mayor Wright nominated Elizabeth Householder to fill the Sales Tax Citizens' Oversight Committee partial term vacancy expiring March 2018.

On motion by Councilmember Ogorchock, seconded by Councilmember Tiscareno, Council unanimously appointed Elizabeth Householder to the Sales Tax Citizens' Oversight Committee for a partial term vacancy expiring March 2018.

#### **5. APPROVING THE AGREEMENT WITH ROWLAND BERNAL JR. FOR CITY MANAGER SERVICES AND AUTHORIZING THE MAYOR TO SIGN THE AGREEMENT**

City Manager Bernal introduced Regular Agenda item #5.

Administrative Services Director Mastay presented the staff report dated May 9, 2017 recommending the City Council approve the Agreement with Rowland Bernal Jr. for City Manager Services and authorizing the Mayor to sign the Agreement.

Councilmember Thorpe thanked City Manager Bernal for his hard work and stated he was proud to have him working in the capacity of City Manager.

On motion by Councilmember Thorpe, seconded by Councilmember Ogorchock, Council unanimously approved the Agreement with Rowland Bernal Jr. for City Manager Services and authorizing the Mayor to sign the Agreement.

The City Council congratulated City Manager Bernal and acknowledged his efforts to reach out to the community and noted it was a pleasure to work with him.

#### **6. AGREEMENT WITH COTA COLE AND HUBER LLP FOR INTERIM CITY ATTORNEY SERVICES**

City Manager Bernal introduced Regular Agenda item #6.

Administrative Services Director Mastay presented the staff report dated May 9, 2017 recommending the City Council adopt a resolution approving the Agreement with Cota Cole and Huber LLP to provide Interim City Attorney Services up to \$300,000 and authorize the Mayor to sign the Agreement.

Councilmember Thorpe thanked City Attorney Vigilia for his service and wished him luck in his new position.

**RESOLUTION NO. 2017/57**

On motion by Councilmember Ogorchock, seconded by Councilmember Tiscareno, Council unanimously adopted a resolution approving the Agreement with Cota Cole and Huber LLP to provide Interim City Attorney Services up to \$300,000 and authorize the Mayor to sign the Agreement.

The Council thanked Mr. Vigilia for his service and wished him luck in his new position.

Mayor Wright apologized for any issues that he may have caused and wished City Attorney Vigilia well.

**7. AD HOC COMMITTEE FOR 2018 QUALITY OF LIFE BALLOT MEASURES**

City Manager Bernal introduced Regular Agenda item #7.

City Manager Bernal presented the staff report dated May 9, 2017 recommending the City Council discuss and recommend the need for the Mayor to nominate and Council appoint a two (2) member Ad Hoc Committee for 2018 Quality of Life Ballot Measures.

Councilmember Thorpe stated this action would be the creation of an Ad Hoc Committee to present recommendations on local ballot measures to the City Council for approval.

Councilmembers Thorpe and Wilson volunteered to serve on the Ad Hoc committee.

On motion by Councilmember Tiscareno, seconded by Councilmember Ogorchock, Council unanimously appointed Councilmembers Thorpe and Wilson to serve on a two (2) member Ad Hoc Committee for 2018 Quality of Life Ballot Measures.

**8. COMMERCIAL NON-MEDICAL MARIJUANA USES WITHIN THE CITY OF ANTIOCH**

City Manager Bernal introduced Regular Agenda item #8.

City Attorney Vigilia gave a PowerPoint presentation and presented the staff report dated May 9, 2017 recommending the City Council provide direction regarding commercial non-medical marijuana uses within the City of Antioch.

Councilmember Thorpe stated that he recognized a majority of Antioch residents voted to legalize marijuana and he felt it was incumbent on Council to do their due diligence and produce something that made sense for residents. He stated he would support looking at advisory opinions on the matter.

Councilmember Tiscareno stated he would be willing to consider how commercial non-medical marijuana uses could affect Antioch and bring potential revenue; provided that it could be done so in a safe manner.

Mayor Wright suggested the Economic Development Commission explore this issue and bring back recommendations to the City Council.

City Attorney Vigilia stated this matter was within the purview of the Economic Development Department.

Councilmember Ogorchock stated she was willing to listen to all the recommendations; however, she was opposed to commercial non-medical marijuana uses within the City due to the potential adverse impacts. She added that marijuana remained a federally banned controlled substance.

City Attorney Vigilia added that the current administration's position on the issue was unknown at this time.

Councilmember Wilson stated she supported the issue being vetted by the Economic Development Commission and giving the residents the opportunity to provide input.

Councilmember Ogorchock supported working with other cities in the area on a regional approach.

Councilmember Thorpe agreed with Councilmember Wilson and reported the City of Pittsburg had approved a 10 percent sales tax on marijuana.

Councilmember Tiscareno stated he was willing to listen to the community and make a policy decision after they provided input.

Mayor Wright stated that he would support either an Ad Hoc committee of the Council working in conjunction with the Economic Development Commission or the Economic Development Commission considering and receiving public input on this issue.

Jelani Killings, Pittsburg resident, Henry Killings, Antioch resident and William Posada, Brentwood resident, stated they were opposed to any commercial cultivation and/or sales of marijuana due to the adverse impacts of such establishments in the community. They urged Council to support a full prohibition on commercial marijuana activities in Antioch.

City Attorney Vigilia stated the Interim City Attorney would bring an item forward within 45 days of the ban expiring. He clarified with Council's direction this evening, staff would work with the

Economic Development Commission and Ad Hoc Committee if one was formed, to consider this item and seek public input.

Councilmember Thorpe stated the Advisory Ad Hoc Committee would consider this item when they began meeting.

**PUBLIC COMMENTS** - None

**STAFF COMMUNICATIONS**

City Manager Bernal announced it was City Attorney Vigilia's last Council meeting and thanked Mike for his service and wished him well in his future endeavors.

City Attorney Vigilia thanked Council for the opportunity to serve and stated it had been a positive experience. He stated he was thankful to have served with City Manager Bernal and he felt he was the right person to lead the City in a positive direction.

**COUNCIL COMMUNICATIONS**

Councilmember Wilson reported Interim Chief Brooks was in attendance at the Sycamore Corridor Ad Hoc Committee meeting.

Councilmember Thorpe requested Council revisit tiered water rates given that the drought was officially over.

**ADJOURNMENT**

With no further business, Mayor Wright adjourned the meeting at 8:31 P.M. to the next regular Council meeting on May 23, 2017.

Respectfully submitted:

*Kitty Eiden*  
KITTY EIDEN, Minutes Clerk

CITY OF ANTIOCH  
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**100 General Fund**

**Non Departmental**

|                                      |                     |           |
|--------------------------------------|---------------------|-----------|
| 368430 DELTA DENTAL                  | PAYROLL DEDUCTIONS  | 737.49    |
| 368440 HARRISON, JACK                | OVERPAYMENT REFUND  | 2.00      |
| 368447 JOHAL, HARKAMAL               | OVERPAYMENT REFUND  | 1.00      |
| 368455 MICHAEL BAKER INTERNATIONAL   | CONSULTANT SERVICES | 937.50    |
| 368463 RANEY PLANNING & MANAGEMENT   | CONSULTING SERVICES | 10,958.03 |
| 368470 TELECOM LAW FIRM PC           | LEGAL SERVICES      | 2,250.00  |
| 368589 CONTRA COSTA COUNTY           | FILING FEES         | 2,216.25  |
| 929246 ZUMWALT ENGINEERING GROUP INC | CONSULTING SERVICES | 610.59    |

**City Council**

|                          |                       |       |
|--------------------------|-----------------------|-------|
| 300048 BAGEL STREET CAFE | MEETING EXPENSE       | 90.45 |
| 300049 OGORCHOCK, LORI   | EXPENSE REIMBURSEMENT | 61.74 |

**City Attorney**

|                           |                |        |
|---------------------------|----------------|--------|
| 368436 FEDEX              | SHIPPING       | 55.85  |
| 368475 WESTAMERICA BANK   | COPIER LEASE   | 78.95  |
| 368572 SHRED IT INC       | SHRED SERVICES | 113.24 |
| 929257 RAY MORGAN COMPANY | COPIER USAGE   | 166.14 |

**City Manager**

|                           |                |        |
|---------------------------|----------------|--------|
| 300047 ALHAMBRA           | WATER SUPPLIES | 71.14  |
| 368475 WESTAMERICA BANK   | COPIER LEASE   | 78.95  |
| 368584 VERIZON WIRELESS   | DATA USAGE     | 38.01  |
| 929257 RAY MORGAN COMPANY | COPIER USAGE   | 166.14 |

**City Clerk**

|                           |               |        |
|---------------------------|---------------|--------|
| 368434 EIDEN, KITTY J     | MINUTES CLERK | 196.00 |
| 368475 WESTAMERICA BANK   | COPIER LEASE  | 78.95  |
| 929257 RAY MORGAN COMPANY | COPIER USAGE  | 166.14 |

**City Treasurer**

|                           |                   |          |
|---------------------------|-------------------|----------|
| 368460 PFM ASSET MGMT LLC | ADVISORY SERVICES | 7,616.89 |
|---------------------------|-------------------|----------|

**Human Resources**

|                           |                |        |
|---------------------------|----------------|--------|
| 368436 FEDEX              | SHIPPING       | 234.05 |
| 368475 WESTAMERICA BANK   | COPIER LEASE   | 250.02 |
| 368572 SHRED IT INC       | SHRED SERVICES | 100.91 |
| 929257 RAY MORGAN COMPANY | COPIER USAGE   | 413.57 |

**Economic Development**

|                                     |                     |           |
|-------------------------------------|---------------------|-----------|
| 368475 WESTAMERICA BANK             | COPIER LEASE        | 78.95     |
| 368548 MUNICIPAL RESOURCE GROUP LLC | CONSULTING SERVICES | 18,102.48 |
| 929257 RAY MORGAN COMPANY           | COPIER USAGE        | 166.14    |

**Finance Administration**

|                         |              |        |
|-------------------------|--------------|--------|
| 368475 WESTAMERICA BANK | COPIER LEASE | 250.02 |
|-------------------------|--------------|--------|

Finance Accounting

Prepared by: Lauren Posada

5/18/2017

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May 23, 2017

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|  |                             |                          |           |
|--|-----------------------------|--------------------------|-----------|
| 368487   | BANK OF AMERICA             | SUBSCRIPTION             | 50.00     |
| 368555   | OFFICE MAX INC              | OFFICE SUPPLIES          | 388.86    |
| 929257   | RAY MORGAN COMPANY          | COPIER USAGE             | 475.44    |
| <b>Finance Accounting</b>                        |                             |                          |           |
| 368487   | BANK OF AMERICA             | MEETING EXPENSE          | 46.59     |
| 368554   | OFFICE MAX INC              | OFFICE SUPPLIES          | 50.87     |
| 368572   | SHRED IT INC                | SHRED SERVICES           | 100.89    |
| 929245   | SUNGARD PUBLIC SECTOR INC   | ASP SERVICE              | 20,573.58 |
| <b>Finance Operations</b>                        |                             |                          |           |
| 368467   | SKILLPATH INC               | TRAINING - SAUNDERS      | 199.00    |
| 368475   | WESTAMERICA BANK            | COPIER LEASE             | 350.36    |
| 368571   | SAUNDERS, LISA D            | EXPENSE REIMBURSEMENT    | 85.78     |
| 929257   | RAY MORGAN COMPANY          | COPIER USAGE             | 390.78    |
| <b>Non Departmental</b>                          |                             |                          |           |
| 368440   | HARRISON, JACK              | OVERPAYMENT REFUND       | 200.00    |
| 368447   | JOHAL, HARKAMAL             | OVERPAYMENT REFUND       | 630.00    |
| 368459   | PAC PRIDE DISTRIBUTION      | OVERPAYMENT REFUND       | 199.00    |
| 929252   | RETIREE                     | MEDICAL AFTER RETIREMENT | 1,709.04  |
| <b>Public Works Maintenance Administration</b>   |                             |                          |           |
| 368475   | WESTAMERICA BANK            | COPIER LEASE             | 22.50     |
| 368583   | VERIZON WIRELESS            | DATA USAGE               | 38.01     |
| 929257   | RAY MORGAN COMPANY          | COPIER USAGE             | 45.86     |
| <b>Public Works General Maintenance Services</b> |                             |                          |           |
| 368475   | WESTAMERICA BANK            | COPIER LEASE             | 60.00     |
| 929257   | RAY MORGAN COMPANY          | COPIER USAGE             | 122.30    |
| <b>Public Works Street Maintenance</b>           |                             |                          |           |
| 368456   | NEXTEL SPRINT               | CELL PHONE               | 172.19    |
| 368518   | FASTENAL CO                 | SUPPLIES                 | 408.50    |
| 368583   | VERIZON WIRELESS            | DATA USAGE               | 38.01     |
| 929250   | GRAINGER INC                | SUPPLIES                 | 390.83    |
| <b>Public Works-Signal/Street Lights</b>         |                             |                          |           |
| 368558   | PACIFIC GAS AND ELECTRIC CO | ELECTRIC                 | 811.29    |
| 368587   | WESCO RECEIVABLES CORP      | SUPPLIES                 | 22,057.76 |
| 929238   | ICR ELECTRICAL CONTRACTORS  | ELECTRICAL SERVICES      | 199.66    |
| 929253   | ICR ELECTRICAL CONTRACTORS  | ELECTRICAL SERVICES      | 7,902.00  |
| <b>Public Works-Striping/Signing</b>             |                             |                          |           |
| 368433   | EAST BAY WELDING SUPPLY     | SUPPLIES                 | 74.08     |
| 368438   | GALL, MATTHEW DAVID         | EXPENSE REIMBURSEMENT    | 80.00     |
| 368453   | MANERI SIGN COMPANY         | SIGNS                    | 8,865.65  |
| 368454   | MANERI SIGN COMPANY         | SIGNS                    | 803.88    |

Finance Accounting  
 Prepared by: Lauren Posada

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| 368456 NEXTEL SPRINT                       | CELL PHONE           | 172.19    |
| 368476 ZAP MANUFACTURING INC               | SIGNS                | 6,486.84  |
| 368542 MANERI SIGN COMPANY                 | SIGNS                | 483.27    |
| 368583 VERIZON WIRELESS                    | DATA USAGE           | 38.01     |
| 929250 GRAINGER INC                        | SUPPLIES             | 140.49    |
| <b>Public Works-Facilities Maintenance</b> |                      |           |
| 368432 DREAM RIDE ELEVATOR                 | ELEVATOR SERVICE     | 240.00    |
| 368442 HOME DEPOT, THE                     | SUPPLIES             | 6.80      |
| 368443 HONEYWELL INTERNATIONAL INC         | HVAC SERVICES        | 13,075.50 |
| 368450 LENHART ALARM AND SECURITY          | ALARM SYSTEM SERVICE | 600.00    |
| 368456 NEXTEL SPRINT                       | CELL PHONE           | 172.19    |
| 368482 AMERICAN PLUMBING INC               | PLUMBING SERVICES    | 840.36    |
| 368540 LENHART ALARM AND SECURITY          | ALARM SYSTEM SERVICE | 600.00    |
| 368552 OAKLEYS PEST CONTROL                | PEST CONTROL         | 165.00    |
| 368568 ROCHESTER MIDLAND CORP              | SANITATION SERVICES  | 219.48    |
| 368583 VERIZON WIRELESS                    | DATA USAGE           | 38.01     |
| 368587 WESCO RECEIVABLES CORP              | SUPPLIES             | 1,143.31  |
| 929236 GRAINGER INC                        | SUPPLIES             | 7.36      |
| 929250 GRAINGER INC                        | SUPPLIES             | 576.14    |
| <b>Public Works-Parks Maint</b>            |                      |           |
| 368411 AMERICAN PLUMBING INC               | PLUMBING SERVICES    | 255.00    |
| 368427 CRESCO EQUIPMENT RENTALS            | EQUIPMENT RENTALS    | 2,832.33  |
| 368431 DELTA FENCE CO                      | FENCE REPAIR         | 823.00    |
| 368532 IRRIGATION SYSTEM SERVICE           | IRRIGATION REPAIRS   | 500.00    |
| 368558 PACIFIC GAS AND ELECTRIC CO         | ELECTRIC             | 164.89    |
| <b>Public Works-Median/General Land</b>    |                      |           |
| 368558 PACIFIC GAS AND ELECTRIC CO         | ELECTRIC             | 47.85     |
| 368559 PACIFIC GAS AND ELECTRIC CO         | ELECTRIC             | 10.18     |
| 368575 STEWARTS TREE SERVICE INC           | TREE REMOVAL         | 900.00    |
| <b>Public Works-Work Alternative</b>       |                      |           |
| 368456 NEXTEL SPRINT                       | CELL PHONE           | 151.27    |
| <b>Police Administration</b>               |                      |           |
| 368418 BROWNELLS INC                       | SUPPLIES             | 464.95    |
| 368419 CALIFORNIA SURVEYING AND DRAFT      | PRINTER INK          | 405.73    |
| 368426 COVANTA ENERGY, LLC                 | EVIDENCE WASTE       | 833.91    |
| 368428 CRIME SCENE CLEANERS INC            | CRIME SCENE CLEAN    | 250.00    |
| 368429 CSI FORENSIC SUPPLY FORNERLY K      | EVIDENCE SUPPLY      | 327.21    |
| 368451 LEXIPOL LLC                         | POLICY UPDATE FEES   | 4,500.00  |
| 368458 NEXTEL SPRINT                       | CELL PHONE           | 322.31    |
| 368461 PITNEY BOWES INC                    | POSTAGE MACHINE      | 294.78    |

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| 368465 SHRED IT INC                      | SUPPLIES                    | 1,178.23  |
| 368469 STATE OF CALIFORNIA               | DOJ FEES                    | 221.00    |
| 368475 WESTAMERICA BANK                  | COPIER LEASE                | 1,642.05  |
| 368480 ALLENDORPH, MATTHEW JEFFREY       | TRAINING PER DIEM - 6/13/17 | 64.00     |
| 368481 ALLENDORPH, MATTHEW JEFFREY       | TRAINING PER DIEM - 5/24/17 | 64.00     |
| 368484 ARROWHEAD 24 HOUR TOWING INC      | TOWING SERVICE              | 952.00    |
| 368499 CNOA                              | TUITION - EVANS             | 35.00     |
| 368500 CNOA                              | TUITION - HOFFMAN           | 35.00     |
| 368501 CNOA                              | TUITION - MAGANA            | 35.00     |
| 368502 CNOA                              | TUITION - BROGDON           | 35.00     |
| 368503 CNOA                              | TUITION - WISECARVER        | 35.00     |
| 368504 CNOA REGION II                    | TUITION - ALLENDORPH        | 45.00     |
| 368507 CONCORD UNIFORMS LLC              | UNIFORMS                    | 91.51     |
| 368520 GALLS INC                         | FLASHLIGHT REPAIR           | 120.91    |
| 368524 HAMPTON INN                       | LODGING - ALLENDORPH        | 177.17    |
| 368526 HILTON                            | LODGING - ALLENDORPH        | 106.59    |
| 368528 IBS OF TRI VALLEY                 | SUPPLIES                    | 220.23    |
| 368531 INTERNATIONAL ASSOCIATION         | MEMBERSHIP RENEWAL          | 150.00    |
| 368538 LAW AND OFFICES OF JOHNSON        | SUBPUENA FEE                | 397.81    |
| 368539 LC ACTION POLICE SUPPLY           | AMMUNITION AND SUPPLIES     | 3,186.26  |
| 368543 MOORE, CARRIE J                   | EXPENSE REIMBURSEMENT       | 63.70     |
| 368544 MOORE, SHANNON L                  | TRAINING PER DIEM           | 306.00    |
| 368549 NATIONAL CRIME INVESTIGATION      | TUITION - PETERSON          | 1,052.00  |
| 368561 PETERSON, SAMANTHA GENOVEVA       | TRAINING PER DIEM           | 306.00    |
| 368562 PORAC LEGAL DEFENSE FUND          | PORAC RESERVE MEMBERSHIP    | 20.00     |
| 368563 PORAC LEGAL DEFENSE FUND          | RESERVE LDF DUES            | 27.00     |
| 368565 REACH PROJECT INC                 | PROGRAM SERVICES            | 17,083.00 |
| 368570 SACRAMENTO VALLEY SHOOTING CENTER | SNIPER TRAINING             | 200.00    |
| 929239 IMAGE SALES INC                   | ID CARDS                    | 79.45     |
| 929241 MOBILE MINI LLC                   | PORTABLE STORAGE            | 358.24    |
| 929250 GRAINGER INC                      | SUPPLIES                    | 59.24     |
| 929256 PRO FORCE LAW ENFORCEMENT         | TASERS                      | 1,280.59  |
| 929257 RAY MORGAN COMPANY                | COPIER USAGE                | 2,771.11  |
| <b>Police Prisoner Custody</b>           |                             |           |
| 368475 WESTAMERICA BANK                  | COPIER LEASE                | 151.33    |
| 929257 RAY MORGAN COMPANY                | COPIER USAGE                | 69.21     |
| <b>Police Community Policing</b>         |                             |           |
| 300071 CITY OF ANTIOCH                   | EXPENSE REIMBURSEMENT       | 158.94    |
| 368428 CRIME SCENE CLEANERS INC          | CRIME SCENE CLEANUP         | 70.00     |
| 368446 INTOXIMETERS                      | INTOXILYZER                 | 391.45    |

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| 368512 CRIME SCENE CLEANERS INC                     | CRIME SCENE CLEAN UP    | 70.00     |
| <b>Police Traffic Division</b>                      |                         |           |
| 368564 RADAR SHOP, THE                              | EQUIPMENT REPAIR        | 460.50    |
| <b>Police Investigations</b>                        |                         |           |
| 300071 CITY OF ANTIOCH                              | EXPENSE REIMBURSEMENT   | 40.00     |
| 368424 CONTRA COSTA COUNTY                          | LAB TESTING             | 3,858.75  |
| 368452 LEXISNEXIS                                   | DATA/INTEL MONTHLY FEES | 255.00    |
| 368475 WESTAMERICA BANK                             | COPIER LEASE            | 607.78    |
| 368479 ADVANTAGE SENTRY & PROTECTION                | PRISONER TRANSPORT      | 2,269.35  |
| 368485 AT AND T                                     | CELL PHONE TRACKING     | 175.00    |
| 368509 CONTRA COSTA COUNTY                          | CRIME LAB CHARGES       | 27,490.50 |
| 368573 SPRINT                                       | CELL PHONE FEES         | 702.11    |
| 368576 T MOBILE USA INC                             | PEN TRAP TRACE          | 1,214.00  |
| 368578 TRANSUNION RISK & ALTERNATIVE                | MONTHLY BILLING FEES    | 99.30     |
| 929257 RAY MORGAN COMPANY                           | COPIER USAGE            | 851.05    |
| <b>Office Of Emergency Management</b>               |                         |           |
| 368413 AT AND T MCI                                 | PHONE                   | 2,414.68  |
| <b>Police Community Volunteers</b>                  |                         |           |
| 368477 A AND B CREATIVE TROPHIES                    | VIPS AWARD              | 20.61     |
| 368507 CONCORD UNIFORMS LLC                         | UNIFORMS                | 38.01     |
| <b>Police Facilities Maintenance</b>                |                         |           |
| 368432 DREAM RIDE ELEVATOR                          | ELEVATOR SERVICES       | 80.00     |
| 368442 HOME DEPOT, THE                              | SUPPLIES                | 96.79     |
| 368443 HONEYWELL INTERNATIONAL INC                  | HVAC SERVICES           | 7,233.00  |
| 368450 LENHART ALARM AND SECURITY                   | ALARM SYSTEM SERVICE    | 75.00     |
| 368457 NEXTEL SPRINT                                | CELL PHONE              | 3,286.02  |
| 368458 NEXTEL SPRINT                                | CELL PHONE              | 3,403.37  |
| 368462 PURSUIT NORTH                                | VEHICLE UPFIT           | 8,049.51  |
| 368488 BARNETT MEDICAL SERVICES INC                 | BIO HAZARD DISPOSAL     | 165.00    |
| 368540 LENHART ALARM AND SECURITY                   | ALARM SYSTEM SERVICE    | 75.00     |
| 368580 TYLER SHAW DOORS                             | DOOR REPAIR             | 3,324.00  |
| 929236 GRAINGER INC                                 | SUPPLIES                | 120.72    |
| <b>Community Development Administration</b>         |                         |           |
| 368475 WESTAMERICA BANK                             | COPIER LEASE            | 227.38    |
| 929257 RAY MORGAN COMPANY                           | COPIER USAGE            | 439.96    |
| <b>Community Development Land Planning Services</b> |                         |           |
| 368515 EIDEN, KITTY J                               | MINUTES CLERK           | 210.00    |
| 368585 VERIZON WIRELESS                             | DATA USAGE              | 38.01     |
| <b>CD Code Enforcement</b>                          |                         |           |
| 368456 NEXTEL SPRINT                                | CELL PHONE              | 661.20    |

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| 368471 TRB AND ASSOCIATES                        | CONSULTANT SERVICES    | 12,480.00 |
| 368475 WESTAMERICA BANK                          | COPIER LEASE           | 175.26    |
| 368585 VERIZON WIRELESS                          | DATA USAGE             | 152.04    |
| 929257 RAY MORGAN COMPANY                        | COPIER USAGE           | 181.54    |
| <b>PW Engineer Land Development</b>              |                        |           |
| 368456 NEXTEL SPRINT                             | CELL PHONE             | 510.22    |
| 368475 WESTAMERICA BANK                          | COPIER LEASE           | 686.14    |
| 368585 VERIZON WIRELESS                          | DATA USAGE             | 76.02     |
| 929257 RAY MORGAN COMPANY                        | COPIER USAGE           | 283.97    |
| <b>Community Development Building Inspection</b> |                        |           |
| 368456 NEXTEL SPRINT                             | CELL PHONE             | 288.08    |
| <b>Capital Imp. Administration</b>               |                        |           |
| 368475 WESTAMERICA BANK                          | COPIER LEASE           | 108.50    |
| 368585 VERIZON WIRELESS                          | DATA USAGE             | 38.01     |
| 929257 RAY MORGAN COMPANY                        | COPIER USAGE           | 116.29    |
| Community Development Engineering Services       |                        |           |
| 368456 NEXTEL SPRINT                             | CELL PHONE             | 205.19    |
| 368475 WESTAMERICA BANK                          | COPIER LEASE           | 105.31    |
| 929257 RAY MORGAN COMPANY                        | COPIER USAGE           | 112.87    |
| <b>213 Gas Tax Fund</b>                          |                        |           |
| <b>Streets</b>                                   |                        |           |
| 368558 PACIFIC GAS AND ELECTRIC CO               | ELECTRIC               | 362.31    |
| 368559 PACIFIC GAS AND ELECTRIC CO               | ELECTRIC               | 12.57     |
| <b>214 Animal Control Fund</b>                   |                        |           |
| <b>Animal Control</b>                            |                        |           |
| 368441 HILLS PET NUTRITION                       | ANIMAL FOOD            | 1,393.09  |
| 368457 NEXTEL SPRINT                             | CELL PHONE             | 243.17    |
| 368458 NEXTEL SPRINT                             | CELL PHONE             | 243.39    |
| 368475 WESTAMERICA BANK                          | COPIER LEASE           | 151.33    |
| 368535 KOEFRAN SERVICES INC                      | MONTHLY SERVICE CHARGE | 1,850.00  |
| 929257 RAY MORGAN COMPANY                        | COPIER USAGE           | 235.08    |
| <b>219 Recreation Fund</b>                       |                        |           |
| <b>Non Departmental</b>                          |                        |           |
| 368468 STATE BOARD OF EQUALIZATION               | SALES TAX REMITTANCE   | 146.97    |
| 368525 HERNANDEZ, MONICA                         | DEPOSIT REFUND         | 340.00    |
| 368545 MORALES, DENISE                           | DEPOSIT REFUND         | 500.00    |
| <b>Recreation Admin</b>                          |                        |           |
| 368422 COLE SUPPLY CO INC                        | SUPPLIES               | 39.12     |
| 368443 HONEYWELL INTERNATIONAL INC               | HVAC SERVICES          | 625.50    |
| 368450 LENHART ALARM AND SECURITY                | ALARM SYSTEM SERVICE   | 240.00    |

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| 368505 COLE SUPPLY CO INC             | SUPPLIES              | 412.55   |
| 368540 LENHART ALARM AND SECURITY     | ALARM SYSTEM SERVICES | 240.00   |
| <b>Senior Programs</b>                |                       |          |
| 368443 HONEYWELL INTERNATIONAL INC    | HVAC SERVICES         | 5,406.25 |
| <b>Recreation Sports Programs</b>     |                       |          |
| 368414 BAY AREA BARRICADE             | SUPPLIES              | 909.43   |
| 368442 HOME DEPOT, THE                | SUPPLIES              | 161.29   |
| 368450 LENHART ALARM AND SECURITY     | ALARM SYSTEM SERVICE  | 75.00    |
| 368540 LENHART ALARM AND SECURITY     | ALARM SYSTEM SERVICE  | 75.00    |
| 929250 GRAINGER INC                   | SUPPLIES              | 99.71    |
| <b>Recreation-New Comm Cntr</b>       |                       |          |
| 368422 COLE SUPPLY CO INC             | SUPPLIES              | 196.10   |
| 368443 HONEYWELL INTERNATIONAL INC    | HVAC SERVICES         | 9,930.25 |
| 368475 WESTAMERICA BANK               | COPIER LEASE          | 300.62   |
| 368486 BAGNESCHI, ALBERTA             | CONTRACTOR PAYMENT    | 156.00   |
| 368489 BIG SKY LOGOS AND EMBROIDERY   | STAFF SHIRTS          | 693.74   |
| 368514 DUGAND, KARINA                 | CONTRACTOR PAYMENT    | 2,457.60 |
| 368547 MUIR, ROXANNE                  | CONTRACTOR PAYMENT    | 797.40   |
| 368558 PACIFIC GAS AND ELECTRIC CO    | GAS                   | 6,139.74 |
| 368585 VERIZON WIRELESS               | DATA USAGE            | 38.01    |
| 368587 WESCO RECEIVABLES CORP         | SUPPLIES              | 1,508.78 |
| 929257 RAY MORGAN COMPANY             | COPIER USAGE          | 358.16   |
| <b>221 Asset Forfeiture Fund</b>      |                       |          |
| <b>Non Departmental</b>               |                       |          |
| 368495 CARDOZA, CHANTEL               | RETURN PROPERTY       | 140.00   |
| 368533 JONES, JYOTHI MALAVEY          | RETURN PROPERTY       | 945.00   |
| <b>222 Measure C/J Fund</b>           |                       |          |
| <b>Streets</b>                        |                       |          |
| 368519 FEHR AND PEERS ASSOCIATES INC  | CONSULTING SERVICES   | 2,285.00 |
| <b>229 Pollution Elimination Fund</b> |                       |          |
| <b>Channel Maintenance Operation</b>  |                       |          |
| 368456 NEXTEL SPRINT                  | CELL PHONE            | 151.27   |
| 368491 BLANKINSHIP AND ASSOCIATES INC | NPDES TRAINING        | 2,700.00 |
| 929250 GRAINGER INC                   | SUPPLIES              | 325.83   |
| <b>251 Lone Tree SLLMD Fund</b>       |                       |          |
| <b>Lonetree Maintenance Zone 4</b>    |                       |          |
| 368466 SILVA LANDSCAPE                | LANDSCAPE SERVICES    | 3,420.00 |
| <b>254 Hillcrest SLLMD Fund</b>       |                       |          |
| <b>Hillcrest Maintenance Zone 4</b>   |                       |          |
| 368575 STEWARTS TREE SERVICE INC      | TREE SERVICES         | 800.00   |

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**255 Park 1A Maintenance District Fund**

**Park 1A Maintenance District**

|        |                             |          |       |
|--------|-----------------------------|----------|-------|
| 368558 | PACIFIC GAS AND ELECTRIC CO | ELECTRIC | 50.61 |
|--------|-----------------------------|----------|-------|

**257 SLLMD Administration Fund**

**SLLMD Administration**

|        |               |            |        |
|--------|---------------|------------|--------|
| 368456 | NEXTEL SPRINT | CELL PHONE | 491.90 |
|--------|---------------|------------|--------|

|        |                  |            |       |
|--------|------------------|------------|-------|
| 368583 | VERIZON WIRELESS | DATA USAGE | 76.02 |
|--------|------------------|------------|-------|

**570 Equipment Maintenance Fund**

**Non Departmental**

|        |                   |      |           |
|--------|-------------------|------|-----------|
| 368444 | HUNT AND SONS INC | FUEL | 21,174.81 |
|--------|-------------------|------|-----------|

|        |                   |      |          |
|--------|-------------------|------|----------|
| 368527 | HUNT AND SONS INC | FUEL | 7,745.64 |
|--------|-------------------|------|----------|

**Equipment Maintenance**

|        |                            |                      |        |
|--------|----------------------------|----------------------|--------|
| 368450 | LENHART ALARM AND SECURITY | ALARM SYSTEM SERVICE | 120.00 |
|--------|----------------------------|----------------------|--------|

|        |               |        |        |
|--------|---------------|--------|--------|
| 368462 | PURSUIT NORTH | LIGHTS | 266.22 |
|--------|---------------|--------|--------|

|        |                |       |          |
|--------|----------------|-------|----------|
| 368472 | TRED SHED, THE | TIRES | 4,533.90 |
|--------|----------------|-------|----------|

|        |                   |          |        |
|--------|-------------------|----------|--------|
| 368473 | WALNUT CREEK FORD | SUPPLIES | 882.06 |
|--------|-------------------|----------|--------|

|        |                  |              |       |
|--------|------------------|--------------|-------|
| 368475 | WESTAMERICA BANK | COPIER LEASE | 27.50 |
|--------|------------------|--------------|-------|

|        |                              |                |        |
|--------|------------------------------|----------------|--------|
| 368484 | ARROWHEAD 24 HOUR TOWING INC | TOWING SERVICE | 712.50 |
|--------|------------------------------|----------------|--------|

|        |                  |          |        |
|--------|------------------|----------|--------|
| 368490 | BILL BRANDT FORD | SUPPLIES | 287.17 |
|--------|------------------|----------|--------|

|        |                            |                       |        |
|--------|----------------------------|-----------------------|--------|
| 368540 | LENHART ALARM AND SECURITY | ALARM SYSTEM SERVICES | 120.00 |
|--------|----------------------------|-----------------------|--------|

|        |                         |              |        |
|--------|-------------------------|--------------|--------|
| 368546 | MSI FUEL MANAGEMENT INC | REPAIR PARTS | 953.29 |
|--------|-------------------------|--------------|--------|

|        |                  |              |        |
|--------|------------------|--------------|--------|
| 368553 | OCONNELL JETTING | REPAIR PARTS | 199.74 |
|--------|------------------|--------------|--------|

|        |                    |              |          |
|--------|--------------------|--------------|----------|
| 368557 | OREILLY AUTO PARTS | REPAIR PARTS | 2,664.38 |
|--------|--------------------|--------------|----------|

|        |                  |            |       |
|--------|------------------|------------|-------|
| 368583 | VERIZON WIRELESS | DATA USAGE | 38.01 |
|--------|------------------|------------|-------|

|        |                 |               |        |
|--------|-----------------|---------------|--------|
| 929240 | KIMBALL MIDWEST | SHOP SUPPLIES | 663.68 |
|--------|-----------------|---------------|--------|

|        |                         |               |        |
|--------|-------------------------|---------------|--------|
| 929248 | BIG SKY ENTERPRISES INC | TIRE DISPOSAL | 693.50 |
|--------|-------------------------|---------------|--------|

|        |              |          |        |
|--------|--------------|----------|--------|
| 929250 | GRAINGER INC | SUPPLIES | 250.34 |
|--------|--------------|----------|--------|

|        |                 |          |        |
|--------|-----------------|----------|--------|
| 929254 | KIMBALL MIDWEST | SUPPLIES | 734.99 |
|--------|-----------------|----------|--------|

|        |                    |              |       |
|--------|--------------------|--------------|-------|
| 929257 | RAY MORGAN COMPANY | COPIER USAGE | 56.05 |
|--------|--------------------|--------------|-------|

|        |          |     |          |
|--------|----------|-----|----------|
| 929258 | SC FUELS | OIL | 2,795.65 |
|--------|----------|-----|----------|

**573 Information Services Fund**

**Non Departmental**

|        |                 |                      |        |
|--------|-----------------|----------------------|--------|
| 368487 | BANK OF AMERICA | EE COMPUTER PURCHASE | 842.41 |
|--------|-----------------|----------------------|--------|

**Information Services**

|        |                  |            |        |
|--------|------------------|------------|--------|
| 368586 | VERIZON WIRELESS | DATA USAGE | 284.38 |
|--------|------------------|------------|--------|

**Network Support & PCs**

|        |         |                  |        |
|--------|---------|------------------|--------|
| 368423 | COMCAST | INTERNET SERVICE | 140.92 |
|--------|---------|------------------|--------|

|        |                  |              |        |
|--------|------------------|--------------|--------|
| 368475 | WESTAMERICA BANK | COPIER LEASE | 102.03 |
|--------|------------------|--------------|--------|

|        |                    |              |       |
|--------|--------------------|--------------|-------|
| 929257 | RAY MORGAN COMPANY | COPIER USAGE | 22.59 |
|--------|--------------------|--------------|-------|

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**Telephone System**

368413 AT AND T MCI PHONE 8,337.90

**Office Equipment Replacement**

368513 DELL COMPUTERS COMPUTER EQUIPMENT 4,357.66

**577 Post Retirement Medical-Police Fund**

**Non Departmental**

|                |                          |          |
|----------------|--------------------------|----------|
| 368373 RETIREE | MEDICAL AFTER RETIREMENT | 1,139.00 |
| 368374 RETIREE | MEDICAL AFTER RETIREMENT | 733.39   |
| 368381 RETIREE | MEDICAL AFTER RETIREMENT | 1,045.42 |
| 368384 RETIREE | MEDICAL AFTER RETIREMENT | 1,338.78 |
| 368387 RETIREE | MEDICAL AFTER RETIREMENT | 348.64   |
| 368390 RETIREE | MEDICAL AFTER RETIREMENT | 905.87   |
| 368393 RETIREE | MEDICAL AFTER RETIREMENT | 129.00   |
| 368394 RETIREE | MEDICAL AFTER RETIREMENT | 1,229.46 |
| 368401 RETIREE | MEDICAL AFTER RETIREMENT | 238.70   |
| 368403 RETIREE | MEDICAL AFTER RETIREMENT | 733.39   |
| 368404 RETIREE | MEDICAL AFTER RETIREMENT | 1,338.78 |
| 368408 RETIREE | MEDICAL AFTER RETIREMENT | 472.96   |
| 929095 RETIREE | MEDICAL AFTER RETIREMENT | 1,338.78 |
| 929097 RETIREE | MEDICAL AFTER RETIREMENT | 905.87   |
| 929098 RETIREE | MEDICAL AFTER RETIREMENT | 275.31   |
| 929100 RETIREE | MEDICAL AFTER RETIREMENT | 1,253.12 |
| 929103 RETIREE | MEDICAL AFTER RETIREMENT | 1,338.78 |
| 929104 RETIREE | MEDICAL AFTER RETIREMENT | 1,253.12 |
| 929112 RETIREE | MEDICAL AFTER RETIREMENT | 912.99   |
| 929114 RETIREE | MEDICAL AFTER RETIREMENT | 796.00   |
| 929117 RETIREE | MEDICAL AFTER RETIREMENT | 579.26   |
| 929120 RETIREE | MEDICAL AFTER RETIREMENT | 1,338.78 |
| 929131 RETIREE | MEDICAL AFTER RETIREMENT | 1,466.78 |
| 929136 RETIREE | MEDICAL AFTER RETIREMENT | 1,338.78 |
| 929137 RETIREE | MEDICAL AFTER RETIREMENT | 796.00   |
| 929138 RETIREE | MEDICAL AFTER RETIREMENT | 172.48   |
| 929148 RETIREE | MEDICAL AFTER RETIREMENT | 172.48   |
| 929151 RETIREE | MEDICAL AFTER RETIREMENT | 238.65   |
| 929153 RETIREE | MEDICAL AFTER RETIREMENT | 1,338.78 |
| 929154 RETIREE | MEDICAL AFTER RETIREMENT | 1,338.78 |
| 929174 RETIREE | MEDICAL AFTER RETIREMENT | 1,338.78 |
| 929176 RETIREE | MEDICAL AFTER RETIREMENT | 605.39   |
| 929177 RETIREE | MEDICAL AFTER RETIREMENT | 905.87   |
| 929187 RETIREE | MEDICAL AFTER RETIREMENT | 1,338.78 |

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|        |         |                          |          |
|--------|---------|--------------------------|----------|
| 929188 | RETIREE | MEDICAL AFTER RETIREMENT | 579.26   |
| 929189 | RETIREE | MEDICAL AFTER RETIREMENT | 1,338.78 |
| 929191 | RETIREE | MEDICAL AFTER RETIREMENT | 972.09   |
| 929200 | RETIREE | MEDICAL AFTER RETIREMENT | 605.29   |
| 929210 | RETIREE | MEDICAL AFTER RETIREMENT | 1,338.78 |
| 929215 | RETIREE | MEDICAL AFTER RETIREMENT | 472.96   |
| 929219 | RETIREE | MEDICAL AFTER RETIREMENT | 152.41   |
| 929229 | RETIREE | MEDICAL AFTER RETIREMENT | 605.39   |
| 929231 | RETIREE | MEDICAL AFTER RETIREMENT | 258.37   |
| 929232 | RETIREE | MEDICAL AFTER RETIREMENT | 952.99   |

**578 Post Retirement Medical-Misc Fund**

**Non Departmental**

|        |         |                          |        |
|--------|---------|--------------------------|--------|
| 368372 | RETIREE | MEDICAL AFTER RETIREMENT | 226.69 |
| 368375 | RETIREE | MEDICAL AFTER RETIREMENT | 375.57 |
| 368378 | RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 368379 | RETIREE | MEDICAL AFTER RETIREMENT | 473.38 |
| 368383 | RETIREE | MEDICAL AFTER RETIREMENT | 709.38 |
| 368388 | RETIREE | MEDICAL AFTER RETIREMENT | 226.69 |
| 368395 | RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 368398 | RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 368399 | RETIREE | MEDICAL AFTER RETIREMENT | 345.38 |
| 368400 | RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 368402 | RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 368406 | RETIREE | MEDICAL AFTER RETIREMENT | 100.00 |
| 368407 | RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 368409 | RETIREE | MEDICAL AFTER RETIREMENT | 581.38 |
| 929096 | RETIREE | MEDICAL AFTER RETIREMENT | 261.76 |
| 929099 | RETIREE | MEDICAL AFTER RETIREMENT | 581.38 |
| 929102 | RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 929107 | RETIREE | MEDICAL AFTER RETIREMENT | 226.69 |
| 929109 | RETIREE | MEDICAL AFTER RETIREMENT | 226.69 |
| 929110 | RETIREE | MEDICAL AFTER RETIREMENT | 581.38 |
| 929113 | RETIREE | MEDICAL AFTER RETIREMENT | 581.38 |
| 929119 | RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 929121 | RETIREE | MEDICAL AFTER RETIREMENT | 345.38 |
| 929124 | RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 929125 | RETIREE | MEDICAL AFTER RETIREMENT | 226.69 |
| 929127 | RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 929130 | RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 929133 | RETIREE | MEDICAL AFTER RETIREMENT | 581.38 |

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|                |                          |        |
|----------------|--------------------------|--------|
| 929134 RETIREE | MEDICAL AFTER RETIREMENT | 581.38 |
| 929135 RETIREE | MEDICAL AFTER RETIREMENT | 172.48 |
| 929142 RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 929143 RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 929150 RETIREE | MEDICAL AFTER RETIREMENT | 581.38 |
| 929152 RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 929156 RETIREE | MEDICAL AFTER RETIREMENT | 226.69 |
| 929157 RETIREE | MEDICAL AFTER RETIREMENT | 226.69 |
| 929160 RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 929162 RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 929165 RETIREE | MEDICAL AFTER RETIREMENT | 581.38 |
| 929168 RETIREE | MEDICAL AFTER RETIREMENT | 345.38 |
| 929169 RETIREE | MEDICAL AFTER RETIREMENT | 345.38 |
| 929173 RETIREE | MEDICAL AFTER RETIREMENT | 345.38 |
| 929183 RETIREE | MEDICAL AFTER RETIREMENT | 345.38 |
| 929184 RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 929185 RETIREE | MEDICAL AFTER RETIREMENT | 345.38 |
| 929193 RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 929196 RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 929199 RETIREE | MEDICAL AFTER RETIREMENT | 345.38 |
| 929205 RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |
| 929214 RETIREE | MEDICAL AFTER RETIREMENT | 345.38 |
| 929217 RETIREE | MEDICAL AFTER RETIREMENT | 73.38  |
| 929218 RETIREE | MEDICAL AFTER RETIREMENT | 172.48 |
| 929220 RETIREE | MEDICAL AFTER RETIREMENT | 581.38 |
| 929222 RETIREE | MEDICAL AFTER RETIREMENT | 709.38 |
| 929228 RETIREE | MEDICAL AFTER RETIREMENT | 345.38 |
| 929230 RETIREE | MEDICAL AFTER RETIREMENT | 108.69 |

**579 Post Retirement Medical-Mgmt Fund**

**Non Departmental**

|                |                          |          |
|----------------|--------------------------|----------|
| 368376 RETIREE | MEDICAL AFTER RETIREMENT | 885.90   |
| 368377 RETIREE | MEDICAL AFTER RETIREMENT | 166.69   |
| 368380 RETIREE | MEDICAL AFTER RETIREMENT | 108.69   |
| 368382 RETIREE | MEDICAL AFTER RETIREMENT | 226.69   |
| 368385 RETIREE | MEDICAL AFTER RETIREMENT | 400.00   |
| 368386 RETIREE | MEDICAL AFTER RETIREMENT | 581.38   |
| 368389 RETIREE | MEDICAL AFTER RETIREMENT | 1,778.81 |
| 368391 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 368392 RETIREE | MEDICAL AFTER RETIREMENT | 561.60   |
| 368396 RETIREE | MEDICAL AFTER RETIREMENT | 746.38   |

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|                |                          |          |
|----------------|--------------------------|----------|
| 368397 RETIREE | MEDICAL AFTER RETIREMENT | 108.69   |
| 368405 RETIREE | MEDICAL AFTER RETIREMENT | 1,778.81 |
| 929101 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929105 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929106 RETIREE | MEDICAL AFTER RETIREMENT | 172.48   |
| 929108 RETIREE | MEDICAL AFTER RETIREMENT | 166.70   |
| 929111 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929115 RETIREE | MEDICAL AFTER RETIREMENT | 581.38   |
| 929116 RETIREE | MEDICAL AFTER RETIREMENT | 581.38   |
| 929118 RETIREE | MEDICAL AFTER RETIREMENT | 709.38   |
| 929122 RETIREE | MEDICAL AFTER RETIREMENT | 651.52   |
| 929123 RETIREE | MEDICAL AFTER RETIREMENT | 196.21   |
| 929126 RETIREE | MEDICAL AFTER RETIREMENT | 581.38   |
| 929128 RETIREE | MEDICAL AFTER RETIREMENT | 461.38   |
| 929129 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929132 RETIREE | MEDICAL AFTER RETIREMENT | 261.76   |
| 929139 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929140 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929141 RETIREE | MEDICAL AFTER RETIREMENT | 108.69   |
| 929144 RETIREE | MEDICAL AFTER RETIREMENT | 579.26   |
| 929145 RETIREE | MEDICAL AFTER RETIREMENT | 466.89   |
| 929146 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929147 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929149 RETIREE | MEDICAL AFTER RETIREMENT | 472.96   |
| 929155 RETIREE | MEDICAL AFTER RETIREMENT | 330.53   |
| 929158 RETIREE | MEDICAL AFTER RETIREMENT | 711.38   |
| 929159 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929161 RETIREE | MEDICAL AFTER RETIREMENT | 885.90   |
| 929163 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929164 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929166 RETIREE | MEDICAL AFTER RETIREMENT | 1,338.78 |
| 929167 RETIREE | MEDICAL AFTER RETIREMENT | 108.69   |
| 929170 RETIREE | MEDICAL AFTER RETIREMENT | 40.79    |
| 929171 RETIREE | MEDICAL AFTER RETIREMENT | 972.09   |
| 929172 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929175 RETIREE | MEDICAL AFTER RETIREMENT | 547.61   |
| 929178 RETIREE | MEDICAL AFTER RETIREMENT | 261.76   |
| 929179 RETIREE | MEDICAL AFTER RETIREMENT | 166.69   |
| 929180 RETIREE | MEDICAL AFTER RETIREMENT | 1,778.81 |
| 929181 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |

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|----------------|--------------------------|----------|
| 929182 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929186 RETIREE | MEDICAL AFTER RETIREMENT | 108.69   |
| 929190 RETIREE | MEDICAL AFTER RETIREMENT | 605.39   |
| 929192 RETIREE | MEDICAL AFTER RETIREMENT | 108.69   |
| 929194 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929195 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929197 RETIREE | MEDICAL AFTER RETIREMENT | 226.69   |
| 929198 RETIREE | MEDICAL AFTER RETIREMENT | 166.70   |
| 929201 RETIREE | MEDICAL AFTER RETIREMENT | 885.90   |
| 929202 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929203 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929204 RETIREE | MEDICAL AFTER RETIREMENT | 108.69   |
| 929206 RETIREE | MEDICAL AFTER RETIREMENT | 261.76   |
| 929207 RETIREE | MEDICAL AFTER RETIREMENT | 651.52   |
| 929208 RETIREE | MEDICAL AFTER RETIREMENT | 108.69   |
| 929209 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929211 RETIREE | MEDICAL AFTER RETIREMENT | 461.38   |
| 929212 RETIREE | MEDICAL AFTER RETIREMENT | 193.51   |
| 929213 RETIREE | MEDICAL AFTER RETIREMENT | 108.69   |
| 929216 RETIREE | MEDICAL AFTER RETIREMENT | 571.52   |
| 929221 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929223 RETIREE | MEDICAL AFTER RETIREMENT | 345.38   |
| 929224 RETIREE | MEDICAL AFTER RETIREMENT | 226.69   |
| 929225 RETIREE | MEDICAL AFTER RETIREMENT | 1,667.46 |
| 929226 RETIREE | MEDICAL AFTER RETIREMENT | 108.69   |
| 929227 RETIREE | MEDICAL AFTER RETIREMENT | 1,748.00 |

**611 Water Fund**

**Non Departmental**

|                               |                   |           |
|-------------------------------|-------------------|-----------|
| 368414 BAY AREA BARRICADE     | SUPPLIES          | 429.56    |
| 368518 FASTENAL CO            | SUPPLIES          | 2,611.85  |
| 368567 ROBERTS AND BRUNE CO   | PIPE AND FITTINGS | 12,684.07 |
| 368588 WILCO SUPPLY           | SUPPLIES          | 630.96    |
| 929236 GRAINGER INC           | SUPPLIES          | 734.63    |
| 929237 HAMMONS SUPPLY COMPANY | SUPPLIES          | 646.15    |
| 929250 GRAINGER INC           | SUPPLIES          | 843.38    |

**Water Supervision**

|                          |                       |        |
|--------------------------|-----------------------|--------|
| 368456 NEXTEL SPRINT     | CELL PHONE            | 516.57 |
| 368508 CONNELLY, SHAUN P | EXPENSE REIMBURSEMENT | 94.86  |
| 368583 VERIZON WIRELESS  | DATA USAGE            | 76.02  |

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**Water Production**

|                                      |                            |           |
|--------------------------------------|----------------------------|-----------|
| 368417 BORGES AND MAHONEY            | REPAIR KITS                | 3,614.53  |
| 368435 FASTENAL CO                   | SUPPLIES                   | 29.47     |
| 368437 FISHER SCIENTIFIC COMPANY     | LAB SUPPLIES               | 10.67     |
| 368438 GALL, MATTHEW DAVID           | EXPENSE REIMBURSEMENT      | 94.00     |
| 368439 HACH CO                       | LAB SUPPLIES               | 979.43    |
| 368450 LENHART ALARM AND SECURITY    | ALARM SYSTEM SERVICE       | 150.00    |
| 368456 NEXTEL SPRINT                 | CELL PHONE                 | 315.45    |
| 368474 WALTER BISHOP CONSULTING      | CONSULTING SERVICES        | 3,252.06  |
| 368475 WESTAMERICA BANK              | COPIER LEASE               | 51.42     |
| 368483 ANCHOR CONCRETE CONSTRUCTION  | CONCRETE WORK              | 4,850.00  |
| 368492 BORGES AND MAHONEY            | SUPPLIES                   | 427.55    |
| 368494 CALLAHAN, STEVEN P            | EXPENSE REIMBURSEMENT      | 200.01    |
| 368517 EXPONENT INC                  | PROFESSIONAL SERVICES      | 16,080.00 |
| 368522 HAGGARD, WILLIAM T            | EXPENSE REIMBURSEMENT      | 252.97    |
| 368534 KARL NEEDHAM ENTERPRISES INC  | EQUIPMENT RENTAL           | 16,910.71 |
| 368536 KOFFLER ELECTRICAL MECH       | MOTOR REPAIR               | 3,373.75  |
| 368537 KORALEEN ENTERPRISES          | SAMPLE STATION             | 1,174.66  |
| 368540 LENHART ALARM AND SECURITY    | ALARM SYSTEM SERVICES      | 150.00    |
| 368555 OFFICE MAX INC                | OFFICE SUPPLIES            | 101.92    |
| 368558 PACIFIC GAS AND ELECTRIC CO   | ELECTRIC                   | 202.95    |
| 368577 TARGET SPECIALTY PRODUCTS     | CHEMICALS/SUPPLIES         | 5,305.62  |
| 368583 VERIZON WIRELESS              | DATA USAGE                 | 38.01     |
| 929233 AIRGAS SPECIALTY PRODUCTS     | AMMONIA                    | 2,389.51  |
| 929234 CHEMTRADE CHEMICALS US LLC    | ALUM                       | 2,554.56  |
| 929235 EUROFINS EATON ANALYTICAL INC | SAMPLE TESTING             | 810.00    |
| 929236 GRAINGER INC                  | SUPPLIES                   | 150.25    |
| 929242 OLIN CHLOR ALKALI PRODUCTS    | CAUSTIC                    | 5,295.92  |
| 929244 SIERRA CHEMICAL CO            | CHLORINE                   | 4,402.55  |
| 929249 CHEMTRADE CHEMICALS US LLC    | ALUM                       | 15,130.70 |
| 929250 GRAINGER INC                  | SUPPLIES                   | 498.44    |
| 929255 OLIN CHLOR ALKALI PRODUCTS    | OLIN CHLOR ALKALI PRODUCTS | 9,713.76  |
| 929257 RAY MORGAN COMPANY            | COPIER USAGE               | 47.19     |

**Water Distribution**

|                             |                       |          |
|-----------------------------|-----------------------|----------|
| 368438 GALL, MATTHEW DAVID  | EXPENSE REIMBURSEMENT | 94.50    |
| 368442 HOME DEPOT, THE      | RENTAL                | 188.02   |
| 368445 INFOSEND INC         | POSTAGE COSTS         | 4,478.83 |
| 368456 NEXTEL SPRINT        | CELL PHONE            | 1,360.84 |
| 368464 ROBERTS AND BRUNE CO | PIPE & FITTINGS       | 135.94   |
| 368475 WESTAMERICA BANK     | COPIER LEASE          | 70.01    |

CITY OF ANTIOCH  
 CLAIMS BY FUND REPORT  
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 APRIL 27 - MAY 11, 2017  
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|  |                       |            |
|--|-----------------------|------------|
| 368518 FASTENAL CO                       | SUPPLIES              | 154.74     |
| 368529 INFOSEND INC                      | POSTAGE COSTS         | 3,718.87   |
| 368567 ROBERTS AND BRUNE CO              | PIPE AND FITTINGS     | 12,014.48  |
| 368569 RT LAWRENCE CORP                  | MONTHLY LOCKBOX       | 588.17     |
| 368579 TRENCH PLATE RENTAL CO INC        | TRAINING              | 1,530.00   |
| 368581 TYLER TECHNOLOGIES                | INSITE FEES           | 340.00     |
| 368583 VERIZON WIRELESS                  | DATA USAGE            | 380.10     |
| 929236 GRAINGER INC                      | SUPPLIES              | 165.86     |
| 929250 GRAINGER INC                      | SUPPLIES              | 485.02     |
| 929257 RAY MORGAN COMPANY                | COPIER USAGE          | 142.68     |
| <b>Water Meter Reading</b>               |                       |            |
| 368456 NEXTEL SPRINT                     | CELL PHONE            | 159.52     |
| 368583 VERIZON WIRELESS                  | DATA USAGE            | 38.01      |
| <b>Public Buildings &amp; Facilities</b> |                       |            |
| 368420 CAROLLO ENGINEERS INC             | PROFESSIONAL SERVICES | 28,950.30  |
| 368436 FEDEX                             | SHIPPING              | 26.86      |
| 368493 BROWN AND CALDWELL INC            | PROFESSIONAL SERVICES | 11,401.19  |
| 368496 CAROLLO ENGINEERS INC             | CONSULTING SERVICES   | 28,873.14  |
| 368497 CAMP DRESSER AND MCKEE INC        | CONSULTING SERVICES   | 7,051.03   |
| 368566 RJ GORDON CONSTRUCTION INC        | PIPELINE PROJECT      | 103,241.25 |
| <b>Warehouse &amp; Central Stores</b>    |                       |            |
| 368450 LENHART ALARM AND SECURITY        | ALARM SYSTEM SERVICE  | 180.00     |
| 368456 NEXTEL SPRINT                     | CELL PHONE            | 214.59     |
| 368475 WESTAMERICA BANK                  | COPIER LEASE          | 151.33     |
| 368540 LENHART ALARM AND SECURITY        | ALARM SYSTEM SERVICE  | 180.00     |
| 929257 RAY MORGAN COMPANY                | COPIER USAGE          | 16.74      |
| <b>621 Sewer Fund</b>                    |                       |            |
| <b>Sewer-Wastewater Supervision</b>      |                       |            |
| 368475 WESTAMERICA BANK                  | COPIER LEASE          | 212.85     |
| 368569 RT LAWRENCE CORP                  | MONTHLY LOCKBOX       | 588.17     |
| 368583 VERIZON WIRELESS                  | DATA USAGE            | 76.02      |
| 929257 RAY MORGAN COMPANY                | COPIER USAGE          | 274.39     |
| <b>Sewer-Wastewater Collection</b>       |                       |            |
| 368425 COOK, JEFFREY DON                 | EXPENSE REIMBURSEMENT | 90.70      |
| 368445 INFOSEND INC                      | POSTAGE COSTS         | 4,478.83   |
| 368450 LENHART ALARM AND SECURITY        | ALARM SYSTEM SERVICE  | 405.00     |
| 368456 NEXTEL SPRINT                     | CELL PHONE            | 1,114.81   |
| 368518 FASTENAL CO                       | SUPPLIES              | 103.16     |
| 368521 GENERAL PLUMBING SUPPLY CO        | SUPPLIES              | 145.61     |
| 368529 INFOSEND INC                      | POSTAGE COSTS         | 3,718.87   |

CITY OF ANTIOCH  
 CLAIMS BY FUND REPORT  
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|                              |                               |                           |            |
|------------------------------|-------------------------------|---------------------------|------------|
| 368540                       | LENHART ALARM AND SECURITY    | ALARM SYSTEM SERVICES     | 405.00     |
| 368567                       | ROBERTS AND BRUNE CO          | PIPE AND FITTINGS         | 423.15     |
| 368579                       | TRENCH PLATE RENTAL CO INC    | COMPETENT PERSON TRAINING | 1,350.00   |
| 368581                       | TYLER TECHNOLOGIES            | INSITE FEES               | 340.00     |
| 368583                       | VERIZON WIRELESS              | DATA USAGE                | 228.06     |
| 929243                       | SCOTTO, CHARLES W AND DONNA F | RENT                      | 4,500.00   |
| 929250                       | GRAINGER INC                  | SUPPLIES                  | 273.27     |
| <b>Wastewater Collection</b> |                               |                           |            |
| 368478                       | A S PIPELINES INC             | SANITARY SEWER PROJECT    | 406,952.45 |
| <b>631 Marina Fund</b>       |                               |                           |            |
| <b>Marina Administration</b> |                               |                           |            |
| 368450                       | LENHART ALARM AND SECURITY    | ALARM SYSTEM SERVICE      | 75.00      |
| 368456                       | NEXTEL SPRINT                 | CELL PHONE                | 172.19     |
| 368475                       | WESTAMERICA BANK              | COPIER LEASE              | 51.42      |
| 368540                       | LENHART ALARM AND SECURITY    | ALARM SYSTEM SERVICE      | 75.00      |
| 929257                       | RAY MORGAN COMPANY            | COPIER USAGE              | 13.56      |
| <b>Marina Maintenance</b>    |                               |                           |            |
| 368435                       | FASTENAL CO                   | SUPPLIES                  | 170.22     |
| 929250                       | GRAINGER INC                  | SUPPLIES                  | 215.71     |
| <b>Major Projects</b>        |                               |                           |            |
| 368448                       | KAYAK DOCK                    | KAYAK DOCK                | 325.00     |
| 641 Prewett Water Park Fund  |                               |                           |            |
| <b>Non Departmental</b>      |                               |                           |            |
| 368468                       | STATE BOARD OF EQUALIZATION   | SALES TAX REMITTANCE      | 272.84     |
| 368523                       | HALL, LORENZO                 | DEPOSIT REFUNDS           | 1,000.00   |
| <b>Recreation Water Park</b> |                               |                           |            |
| 368415                       | BAY BUILDING MAINTENANCE INC  | JANITORIAL SERVICES       | 450.00     |
| 368421                       | CITY MECHANICAL INC           | POOL SERVICES             | 3,553.06   |
| 368422                       | COLE SUPPLY CO INC            | SUPPLIES                  | 644.59     |
| 368443                       | HONEYWELL INTERNATIONAL INC   | HVAC SERVICES             | 2,389.00   |
| 368449                       | KNORR SYSTEMS INC             | SUPPLIES                  | 365.01     |
| 368450                       | LENHART ALARM AND SECURITY    | ALARM SYSTEM SERVICE      | 540.00     |
| 368456                       | NEXTEL SPRINT                 | CELL PHONE                | 98.82      |
| 368475                       | WESTAMERICA BANK              | COPIER LEASE              | 250.02     |
| 368498                       | CITY MECHANICAL INC           | POOL SERVICE              | 4,613.06   |
| 368505                       | COLE SUPPLY CO INC            | SUPPLIES                  | 2,924.70   |
| 368506                       | COMMERCIAL POOL SYSTEMS INC   | PARTS                     | 4,387.37   |
| 368516                       | EM HUNDLEY HARDWARE           | REPAIR LOCKS              | 327.98     |
| 368540                       | LENHART ALARM AND SECURITY    | ALARM SYSTEM SERVICE      | 540.00     |
| 368541                       | LINCOLN EQUIPMENT INC         | SUPPLIES                  | 2,493.64   |

CITY OF ANTIOCH  
 CLAIMS BY FUND REPORT  
 FOR THE PERIOD OF  
 APRIL 27 - MAY 11, 2017  
 FUND/CHECK#

|                                  |               |          |
|----------------------------------|---------------|----------|
| 368575 STEWARTS TREE SERVICE INC | TREE SERVICES | 3,250.00 |
| 929236 GRAINGER INC              | SUPPLIES      | 217.77   |
| 929257 RAY MORGAN COMPANY        | COPIER USAGE  | 579.69   |

**721 Employee Benefits Fund**

**Non Departmental**

|                                       |                          |           |
|---------------------------------------|--------------------------|-----------|
| 368410 AFLAC                          | PAYROLL DEDUCTIONS       | 6,687.85  |
| 368416 BLUE SHIELD OF CALIFORNIA      | PAYROLL DEDUCTIONS       | 3,011.54  |
| 368430 DELTA DENTAL                   | PAYROLL DEDUCTIONS       | 35,828.01 |
| 368510 CONTRA COSTA COUNTY            | PAYROLL DEDUCTIONS       | 400.00    |
| 368511 CONTRA COSTA COUNTY            | PAYROLL DEDUCTIONS       | 50.00     |
| 368530 INTERNAL REVENUE SERVICE       | PAYROLL DEDUCTIONS       | 60.00     |
| 368550 NATIONWIDE RETIREMENT SOLUTION | PAYROLL DEDUCTIONS       | 3,057.21  |
| 368551 NATIONWIDE RETIREMENT SOLUTION | PAYROLL DEDUCTIONS       | 27,618.27 |
| 368556 OPERATING ENGINEERS TRUST FUND | PAYROLL DEDUCTIONS       | 14,941.61 |
| 368560 PARS                           | PAYROLL DEDUCTIONS       | 2,342.49  |
| 368574 STATE OF CALIFORNIA            | PAYROLL DEDUCTIONS       | 50.59     |
| 368582 VANTAGEPOINT TRANSFER AGENTS 3 | PAYROLL DEDUCTIONS       | 2,845.78  |
| 929247 RETIREE                        | MEDICAL AFTER RETIREMENT | 581.38    |
| 929251 RETIREE                        | MEDICAL AFTER RETIREMENT | 345.38    |



STAFF REPORT TO THE CITY COUNCIL  
FOR CONSIDERATION AT THE COUNCIL MEETING OF MAY 23, 2017

SUBMITTED BY: Donna Conley, City Treasurer *DC*

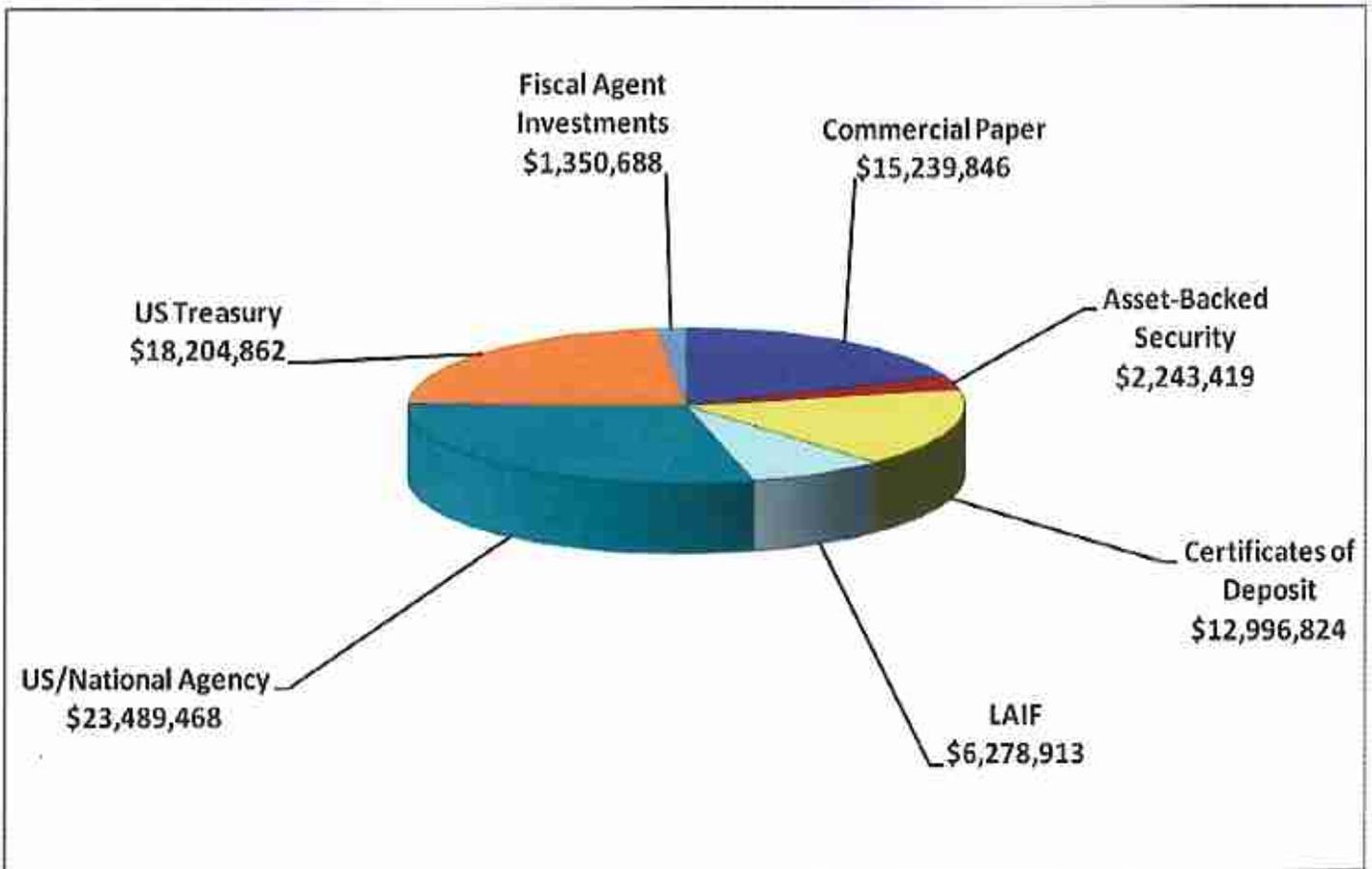
DATE May 17, 2017

SUBJECT: Treasurer's Report – APRIL 2017-

RECOMMENDATION: Review and file.

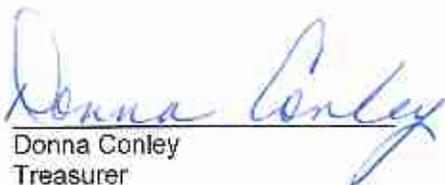
CITY OF ANTIOCH  
SUMMARY REPORT ON THE CITY'S INVESTMENTS

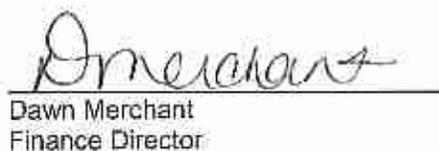
APRIL 30, 2017



Total of City and Fiscal Agent Investments = \$79,804,020

All City investments are shown above and conform to the City Investment Policy. All investment transactions during this period are included in this report. As Treasurer of the City of Antioch and Finance Director of the City of Antioch, we hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six (6) months' estimated expenditures.

  
Donna Conley  
Treasurer

  
Dawn Merchant  
Finance Director

**Summary of Fiscal Agent Balances by  
Debt Issue**

|  | <u>Amount</u>      |
|--|--------------------|
| Antioch Public Financing Authority 2015 Bonds        | 1,204,575          |
| Antioch Development Agency 2000 Tax Allocation Bonds | 1                  |
| Antioch Development Agency 2009 Tax Allocation Bonds | 146,111            |
|  | <u>\$1,350,688</u> |



**Managed Account Issuer Summary**

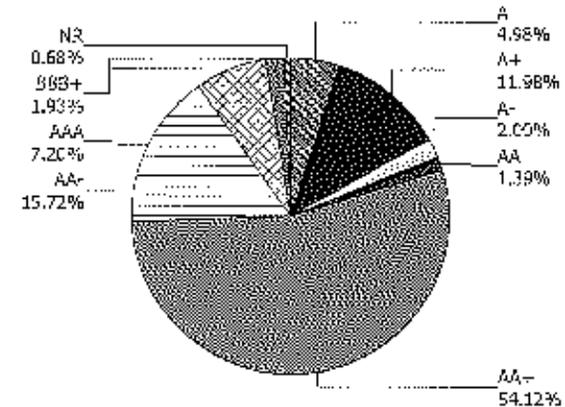
For the Month Ending April 30, 2017

CITY OF ANTIOCH, CA - 04380500

**Issuer Summary**

| Issuer                              | Market Value of Holdings | Percent |
|-------------------------------------|--------------------------|---------|
| ALLY AUTO RECEIVABLES TRUST         | 754,740.10               | 0.35    |
| AMERICAN EXPRESS CO                 | 702,628.66               | 0.98    |
| AMERICAN HONDA FINANCE              | 752,177.67               | 1.05    |
| APPLE INC                           | 717,659.38               | 1.00    |
| BANK OF AMERICA CORP                | 700,874.30               | 0.98    |
| BANK OF AMERICA CREDIT CARD TRUST   | 494,617.66               | 0.69    |
| BANK OF MONTREAL                    | 1,435,925.48             | 2.00    |
| BANK OF NEW YORK CO INC             | 1,400,406.00             | 1.95    |
| BANK OF NOVA SCOTIA                 | 1,425,535.80             | 1.99    |
| BB&T CORPORATION                    | 733,982.75               | 1.02    |
| BERKSHIRE HATHAWAY INC              | 279,706.39               | 0.39    |
| CA EARTHQUAKE AUTH TXBL REV BOND    | 150,234.00               | 0.21    |
| CANADIAN IMPERIAL BANK OF COMMERCE  | 1,458,869.65             | 2.02    |
| CARMAX AUTO OWNER TRUST             | 482,517.41               | 0.67    |
| CHEVRON CORP                        | 724,232.23               | 1.01    |
| CISCO SYSTEMS INC                   | 1,208,452.33             | 1.68    |
| CTTGROUPO INC                       | 279,361.32               | 0.39    |
| DEERE & COMPANY                     | 552,804.71               | 0.83    |
| FANNIE MAE                          | 12,584,158.05            | 17.41   |
| FEDERAL HOME LOAN BANKS             | 4,076,257.00             | 5.68    |
| FORD CREDIT AUTO OWNER TRUST        | 360,073.44               | 0.50    |
| FREDDIE MAC                         | 3,273,110.40             | 4.70    |
| GLAXOSMITHKLINE PLC                 | 547,604.40               | 0.76    |
| GOLDMAN SACHS GROUP INC             | 724,466.40               | 1.01    |
| HONDA AUTO RECEIVABLES              | 169,552.20               | 0.24    |
| HSBC HOLDINGS PLC                   | 1,402,786.00             | 1.95    |
| HYUNDAI AUTO RECEIVABLES            | 139,976.52               | 0.19    |
| INTER-AMERICAN DEVELOPMENT BANK     | 1,005,252.96             | 1.40    |
| INTL BANK OF RECONSTRUCTION AND DEV | 1,435,092.55             | 2.00    |
| MICROSOFT CORP                      | 876,656.98               | 1.15    |
| MORGAN STANLEY                      | 379,925.25               | 0.53    |
| NISSAN AUTO RECEIVABLES             | 339,632.05               | 0.47    |

**Credit Quality (S&P Ratings)**





### Managed Account Issuer Summary

For the Month Ending April 30, 2017

CITY OF ANTIPOCH, CA - 04380500

| Issuer                          | Market Value           |                |
|---------------------------------|------------------------|----------------|
|                                 | of Holdings            | Percent        |
| NORDEA BANK AB                  | 1,458,869.65           | 2.03           |
| PEPSICO INC                     | 360,275.40             | 0.50           |
| PEPSICO, INC                    | 158,961.12             | 0.22           |
| PFIZER INC                      | 721,924.55             | 1.01           |
| ROYAL BANK OF CANADA            | 1,452,435.55           | 2.02           |
| SKANDINAVISKA ENSKIDA BANKEN AB | 1,398,936.00           | 1.95           |
| STATE OF CONNECTICUT            | 786,763.80             | 1.10           |
| SVEENKA HANDELSBANKEN           | 1,397,655.00           | 1.95           |
| TEXAS INSTRUMENTS INCORPORATED  | 885,759.51             | 1.23           |
| THE WALT DISNEY CORPORATION     | 336,078.03             | 0.47           |
| TOYOTA MOTOR CORP               | 1,481,134.64           | 2.06           |
| UNITED STATES TREASURY          | 18,136,141.25          | 25.33          |
| US BANKCORP                     | 1,376,369.50           | 1.92           |
| WELLS FARGO & COMPANY           | 728,776.70             | 1.01           |
| <b>Total</b>                    | <b>\$71,820,514.94</b> | <b>100.00%</b> |



**Managed Account Detail of Securities Held**

For the Month Ending April 30, 2017

CITY OF ANTIOCH, CA - 04380500

| Security Type/Description<br>Dated Date/Coupon/Maturity | CUSIP     | Par                  | S&P Rating | Moody's Rating | Trade Date | Settle Date | Original Cost        | YTM at Cost | Accrued Interest | Amortized Cost       | Market Value         |
|---|-----------|----------------------|------------|----------------|------------|-------------|----------------------|-------------|------------------|----------------------|----------------------|
| <b>U.S. Treasury Bond / Note</b>                        |           |                      |            |                |            |             |                      |             |                  |                      |                      |
| US TREASURY NOTES<br>DTD 12/02/2013 1.250% 11/30/2018   | 912628A34 | 95,000.00            | AA+        | Aaa            | 11/05/15   | 11/09/15    | 95,192.97            | 1.18        | 495.88           | 95,100.82            | 95,040.85            |
| US TREASURY NOTES<br>DTD 12/02/2013 1.250% 11/30/2018   | 912628A34 | 875,000.00           | AA+        | Aaa            | 05/02/16   | 05/02/16    | 883,134.77           | 0.86        | 4,567.21         | 880,013.21           | 875,376.25           |
| US TREASURY NOTES<br>DTD 12/02/2013 1.250% 11/30/2018   | 912626A34 | 1,375,000.00         | AA+        | Aaa            | 05/03/16   | 05/06/16    | 1,389,501.95         | 0.93        | 7,177.20         | 1,383,972.26         | 1,375,591.25         |
| US TREASURY NOTES<br>DTD 12/31/2013 1.500% 12/31/2018   | 912828A75 | 2,435,000.00         | AA+        | Aaa            | 12/01/15   | 12/04/15    | 2,455,640.43         | 1.22        | 12,208.63        | 2,446,284.08         | 2,445,558.16         |
| US TREASURY NOTES<br>DTD 03/31/2014 1.625% 03/31/2019   | 912826C65 | 2,690,000.00         | AA+        | Aaa            | 03/02/16   | 03/04/16    | 2,736,654.69         | 1.05        | 3,702.42         | 2,719,248.91         | 2,708,388.84         |
| US TREASURY NOTES<br>DTD 04/30/2014 1.625% 04/30/2019   | 912826D23 | 1,580,000.00         | AA+        | Aaa            | 11/10/15   | 11/14/16    | 1,601,601.56         | 1.06        | 69.77            | 1,597,573.76         | 1,590,862.50         |
| US TREASURY NOTES<br>DTD 12/01/2014 1.500% 11/30/2019   | 912828G61 | 1,950,000.00         | AA+        | Aaa            | 12/20/16   | 12/23/16    | 1,947,791.02         | 1.54        | 12,214.29        | 1,945,055.79         | 1,956,321.90         |
| US TREASURY NOTES<br>DTD 12/01/2014 1.500% 11/30/2019   | 912828G61 | 3,350,000.00         | AA+        | Aaa            | 12/01/16   | 12/05/16    | 3,355,234.38         | 1.45        | 20,983.52        | 3,354,543.85         | 3,360,860.70         |
| US TREASURY NOTES<br>DTD 02/02/2015 1.250% 01/31/2020   | 912828H52 | 875,000.00           | AA+        | Aaa            | 01/03/17   | 01/05/17    | 858,027.34           | 1.52        | 2,719.27         | 868,740.65           | 871,137.75           |
| US TREASURY NOTES<br>DTD 04/30/2015 1.375% 04/30/2020   | 912828K58 | 1,250,000.00         | AA+        | Aaa            | 04/07/17   | 04/10/17    | 1,243,554.09         | 1.55        | 46.71            | 1,243,677.39         | 1,246,582.50         |
| US TREASURY NOTES<br>DTD 04/30/2015 1.375% 04/30/2020   | 912828K58 | 1,675,000.00         | AA+        | Aaa            | 04/03/17   | 04/05/17    | 1,667,475.59         | 1.53        | 62.58            | 1,667,652.71         | 1,670,420.55         |
| <b>Security Type Sub-Total</b>                          |           | <b>18,150,000.00</b> |            |                |            |             | <b>18,243,809.39</b> | <b>1.28</b> | <b>64,247.58</b> | <b>18,204,861.57</b> | <b>18,196,141.25</b> |

|   |           |              |     |     |          |          |              |      |          |              |              |
|---|-----------|--------------|-----|-----|----------|----------|--------------|------|----------|--------------|--------------|
| <b>Supra-National Agency Bond / Note</b>                                |           |              |     |     |          |          |              |      |          |              |              |
| INTL BANK OF RECON AND DEV SN NOTES<br>DTD 04/19/2016 0.875% 07/19/2018 | 459058FEB | 725,000.00   | AAA | Aaa | 04/12/16 | 04/19/16 | 723,716.75   | 0.95 | 1,797.40 | 724,301.83   | 721,285.55   |
| INTER-AMERICAN DEVELOPMENT BANK<br>DTD 04/12/2016 1.000% 05/13/2019     | 458182DX7 | 1,015,000.00 | AAA | Aaa | 04/05/16 | 04/12/16 | 1,011,955.00 | 1.10 | 4,736.67 | 1,012,980.97 | 1,005,252.96 |



**Managed Account Detail of Securities Held**

For the Month Ending April 30, 2017

**CITY OF ANTIOCH, CA - 04380500**

| Security Type / Description<br>Dated Date/Coupon/Maturity              | CUSIP     | Par                 | S&P Rating | Moody's Rating | Trade Date | Settle Date | Original Cost       | YTM at Cost | Accrued Interest | Amortized Cost      | Market Value        |
|--|-----------|---------------------|------------|----------------|------------|-------------|---------------------|-------------|------------------|---------------------|---------------------|
| <b>Supra-National Agency Bond / Note</b>                               |           |                     |            |                |            |             |                     |             |                  |                     |                     |
| INTL BANK OF RECON AND DEV SN NOTE<br>DTD 07/13/2016 0.875% 08/15/2019 | 45905BPK4 | 725,000.00          | AAA        | Aaa            | 07/06/16   | 07/13/16    | 724,847.75          | 0.88        | 1,339.24         | 724,886.04          | 713,805.00          |
| <b>Security Type Sub-Total</b>   |           | <b>2,465,000.00</b> |            |                |            |             | <b>2,460,519.50</b> | <b>0.99</b> | <b>7,873.31</b>  | <b>2,462,168.84</b> | <b>2,440,345.51</b> |
| <b>Municipal Bond / Note</b>   |           |                     |            |                |            |             |                     |             |                  |                     |                     |
| CA EARTHQUAKE AUTH TXBL REV BONDS<br>DTD 11/06/2014 1.824% 07/01/2017  | 13017HAD8 | 150,000.00          | NR         | A3             | 10/29/14   | 11/06/14    | 150,000.00          | 1.82        | 912.00           | 150,000.00          | 150,234.00          |
| CT ST TXBL GO BONDS<br>DTD 08/17/2015 1.300% 08/15/2019                | 20772JDD2 | 795,000.00          | AA-        | Aa3            | 08/03/16   | 08/17/16    | 796,717.20          | 1.23        | 2,181.83         | 796,317.89          | 786,763.80          |
| <b>Security Type Sub-Total</b>   |           | <b>945,000.00</b>   |            |                |            |             | <b>946,717.20</b>   | <b>1.32</b> | <b>3,093.83</b>  | <b>946,317.89</b>   | <b>936,997.80</b>   |
| <b>Federal Agency Collateralized Mortgage Obligation</b>               |           |                     |            |                |            |             |                     |             |                  |                     |                     |
| FNMA SERIES 2015-M1 ASQ2<br>DTD 01/15/2015 1.826% 02/01/2018           | 3136AMKW8 | 270,076.58          | AA+        | Aaa            | 01/15/15   | 01/30/15    | 272,775.43          | 1.26        | 365.95           | 270,461.96          | 270,208.64          |
| FNMA SERIES 2015-M7 ASQ2<br>DTD 04/01/2015 1.550% 04/01/2018           | 3136ANDY4 | 310,910.56          | AA+        | Aaa            | 04/15/15   | 04/30/15    | 323,108.51          | 0.83        | 413.22           | 320,593.91          | 319,663.11          |
| FNMA SERIES 2015-M15 ASQ2<br>DTD 11/01/2015 1.895% 01/01/2019          | 3136AQSWE | 295,000.00          | AA+        | Aaa            | 11/06/15   | 11/30/15    | 297,949.97          | 1.20        | 466.61           | 296,352.96          | 295,383.47          |
| FNMA SERIES 2016-M9 ASQ2<br>DTD 06/01/2016 1.785% 06/01/2019           | 3136ASPK8 | 550,000.00          | AA+        | Aaa            | 06/09/16   | 06/30/16    | 555,499.73          | 1.05        | 819.13           | 553,663.23          | 550,210.82          |
| FANNIE MAE SERIES 2015-M33 ASQ2<br>DTD 10/01/2015 1.646% 09/01/2019    | 3135AQDDG | 630,126.84          | AA+        | Aa2            | 10/07/15   | 10/30/15    | 636,436.87          | 1.08        | 864.32           | 633,617.57          | 630,348.08          |
| <b>Security Type Sub-Total</b>   |           | <b>2,065,114.08</b> |            |                |            |             | <b>2,085,770.51</b> | <b>1.07</b> | <b>2,928.23</b>  | <b>2,074,689.63</b> | <b>2,065,814.12</b> |
| <b>Federal Agency Bond / Note</b>                                      |           |                     |            |                |            |             |                     |             |                  |                     |                     |
| PHLB NOTES<br>DTD 07/08/2016 0.525% 08/07/2018                         | 3130ABPK3 | 2,650,000.00        | AA+        | Aaa            | 09/10/16   | 08/12/16    | 2,540,513.00        | 0.81        | 3,864.58         | 2,543,933.51        | 2,627,952.00        |



**Managed Account Detail of Securities Held**

For the Month Ending **April 30, 2017**

**CITY OF ANTIOCH, CA - 04380500**

| Security Type/Description<br>Dated Date/Coupon/Maturity  | CUSIP     | Par                  | S&P Rating | Moody's Rating | Trade Date | Settle Date | Original Cost        | YTM at Cost | Accrued Interest | Amortized Cost       | Market Value         |
|--|-----------|----------------------|------------|----------------|------------|-------------|----------------------|-------------|------------------|----------------------|----------------------|
| <b>Federal Agency Bond / Note</b>                        |           |                      |            |                |            |             |                      |             |                  |                      |                      |
| FHLS NOTES<br>DTD 12/08/2016 1.250% 01/16/2019           | 3130AAE46 | 1,450,000.00         | AA+        | Aaa            | 12/07/16   | 12/08/16    | 1,449,942.00         | 1.25        | 5,285.46         | 1,449,949.02         | 1,448,405.00         |
| FNMA BENCHMARK NOTE<br>DTD 02/23/2016 1.000% 02/26/2019  | 3135GCJ53 | 1,800,000.00         | AA+        | Aaa            | 02/19/16   | 02/23/16    | 1,795,752.00         | 1.08        | 3,250.00         | 1,797,414.57         | 1,788,653.60         |
| FNMA BENCHMARK NOTE<br>DTD 02/23/2016 1.000% 02/26/2019  | 3135GCJ53 | 2,000,000.00         | AA+        | Aaa            | 05/26/16   | 05/31/16    | 1,996,060.00         | 1.07        | 3,611.11         | 1,997,372.06         | 1,987,404.00         |
| FREDDIE MAC NOTES<br>DTD 03/21/2016 1.125% 04/15/2019    | 3137EAD29 | 375,000.00           | AA+        | Aaa            | 08/12/16   | 08/15/16    | 377,317.50           | 0.89        | 167.50           | 376,705.55           | 373,537.50           |
| FREDDIE MAC NOTES<br>DTD 03/21/2016 1.125% 04/15/2019    | 3137EAD29 | 1,225,000.00         | AA+        | Aaa            | 05/26/16   | 05/31/16    | 1,225,943.25         | 1.10        | 612.50           | 1,225,647.84         | 1,220,222.50         |
| FALMC REFERENCE NOTE<br>DTD 07/20/2016 0.875% 07/13/2019 | 3137EACB1 | 1,500,000.00         | AA+        | Aaa            | 07/19/16   | 07/20/16    | 1,795,644.00         | 0.96        | 4,462.50         | 1,796,766.79         | 1,779,350.40         |
| FNMA BENCHMARK NOTE<br>DTD 08/02/2016 0.875% 08/02/2019  | 3135GDR33 | 1,425,000.00         | AA+        | Aaa            | 07/29/16   | 08/02/16    | 1,422,606.00         | 0.93        | 3,062.55         | 1,423,196.26         | 1,407,713.33         |
| FNMA NOTES<br>DTD 09/02/2016 1.000% 08/28/2019           | 3135GDP49 | 1,650,000.00         | AA+        | Aaa            | 10/03/16   | 10/05/16    | 1,646,010.00         | 1.02        | 2,795.83         | 1,649,204.25         | 1,633,341.90         |
| FNMA NOTES<br>DTD 09/02/2016 1.000% 08/28/2019           | 3135GDP49 | 2,750,000.00         | AA+        | Aaa            | 08/31/16   | 09/02/16    | 2,745,710.00         | 1.05        | 4,659.72         | 2,745,645.91         | 2,722,241.50         |
| FNMA NOTES<br>DTD 02/28/2017 1.500% 02/28/2020           | 3135GCT29 | 900,000.00           | AA+        | Aaa            | 02/24/17   | 02/28/17    | 899,424.00           | 1.52        | 2,287.50         | 899,456.28           | 898,958.60           |
| <b>Security Type Sub-Total</b>                           |           | <b>18,025,000.00</b> |            |                |            |             | <b>17,997,921.75</b> | <b>1.04</b> | <b>34,100.25</b> | <b>18,006,292.06</b> | <b>17,887,803.33</b> |

|   |           |            |    |    |          |          |            |      |           |            |            |
|---|-----------|------------|----|----|----------|----------|------------|------|-----------|------------|------------|
| <b>Corporate Note</b>   |           |            |    |    |          |          |            |      |           |            |            |
| AMERICAN HONDA FINANCE CORP NOTES<br>DTD 03/13/2015 1.500% 03/13/2018 | 02655WATS | 410,000.00 | A+ | A1 | 03/10/15 | 03/13/15 | 409,450.60 | 1.55 | 820.00    | 409,838.74 | 410,412.05 |
| TEXAS INSTRUMENTS CORP NOTE<br>DTD 05/08/2013 1.000% 05/01/2018       | 882503AV6 | 890,000.00 | A+ | A1 | 04/02/15 | 04/03/15 | 885,202.50 | 1.18 | 4,450.00  | 888,415.75 | 806,755.51 |
| GLAXOSMITHKLINE CAP INC NOTES<br>DTD 05/13/2008 5.650% 05/15/2018     | 377372AD9 | 525,000.00 | A+ | A2 | 04/01/15 | 04/07/15 | 594,368.25 | 1.30 | 12,577.71 | 548,515.78 | 547,604.40 |



**Managed Account Detail of Securities Held**

For the Month Ending April 30, 2017

CITY OF ANTIOCH, CA - 04380500

| Security Type/Description<br>Dated Date/Coupon/Maturity                      | CUSIP     | Par          | S&P Rating | Moody's Rating | Trade Date | Settle Date | Original Cost | YTM at Cost | Accrued Interest | Amortized Cost | Market Value |
|--|-----------|--------------|------------|----------------|------------|-------------|---------------|-------------|------------------|----------------|--------------|
| <b>Corporate Note</b>  |           |              |            |                |            |             |               |             |                  |                |              |
| BANK OF NEW YORK MELLON CORP (CALLABLE)<br>DTD 05/29/2015 1.600% 05/22/2018  | 064061D52 | 1,400,000.00 | A          | A1             | 05/22/15   | 05/29/15    | 1,399,874.00  | 1.60        | 9,893.33         | 1,399,953.98   | 1,400,406.00 |
| BANK OF AMERICA BANK NOTES<br>DTD 06/05/2015 1.750% 06/05/2018               | 06050TMC3 | 700,000.00   | A+         | A1             | 10/05/15   | 10/09/15    | 701,442.00    | 1.67        | 4,968.06         | 700,604.13     | 700,874.30   |
| CISCO SYSTEMS INC CORP NOTE<br>DTD 05/17/2015 1.650% 06/15/2018              | 17275RAJ6 | 1,205,000.00 | AA-        | A1             | 06/10/15   | 06/17/15    | 1,204,795.15  | 1.66        | 7,511.17         | 1,204,921.89   | 1,205,452.33 |
| TOYOTA MOTOR CREDIT CORP<br>DTD 07/13/2015 1.550% 07/13/2018                 | 89236TCPS | 725,000.00   | AA-        | Aa3            | 07/08/15   | 07/13/15    | 724,383.75    | 1.58        | 3,371.25         | 724,750.10     | 725,235.63   |
| AMERICAN EXPRESS CRD CRP NT (CALLABLE)<br>DTD 07/31/2015 1.800% 07/31/2018   | 0258MDDV8 | 260,000.00   | A-         | A2             | 10/05/15   | 10/06/15    | 261,306.20    | 1.66        | 1,183.00         | 260,436.41     | 260,255.66   |
| BERKSHIRE HATHAWAY INC GLOBAL NOTES<br>DTD 08/15/2016 1.150% 08/15/2018      | 084670BX5 | 175,000.00   | AA         | Aa2            | 08/08/16   | 08/15/16    | 174,979.00    | 1.16        | 424.86           | 174,985.42     | 174,451.03   |
| JOHN DEERE CAPITAL CORP<br>DTD 01/06/2017 1.650% 10/15/2018                  | 24422ETM1 | 285,000.00   | A          | A2             | 01/03/17   | 01/06/17    | 284,814.75    | 1.69        | 209.00           | 284,845.70     | 285,227.15   |
| THE WALT DISNEY CORPORATION<br>DTD 01/08/2016 1.650% 01/08/2019              | 25468PDH6 | 195,000.00   | A          | A2             | 01/05/16   | 01/08/16    | 194,738.70    | 1.70        | 1,009.94         | 194,851.55     | 195,377.33   |
| TOYOTA MOTOR CREDIT CORP<br>DTD 02/19/2016 1.700% 02/19/2019                 | 89236TCU7 | 755,000.00   | AA-        | Aa3            | 02/16/16   | 02/19/16    | 754,939.40    | 1.70        | 2,567.00         | 754,945.10     | 755,895.21   |
| BERKSHIRE HATHAWAY INC NOTES<br>DTD 03/15/2016 1.700% 03/15/2019             | 084664CG4 | 105,000.00   | AA         | Aa2            | 03/08/16   | 03/15/16    | 104,920.20    | 1.73        | 228.08           | 104,949.73     | 105,255.36   |
| WELLS FARGO & COMPANY<br>DTD 04/22/2014 2.125% 04/22/2019                    | 94974BFU9 | 725,000.00   | A          | A2             | 03/10/16   | 03/15/16    | 727,965.25    | 1.95        | 385.16           | 726,312.35     | 728,779.70   |
| GOLDMAN SACHS GRP INC CORP NT (CALLABLE)<br>DTD 04/25/2016 2.000% 04/25/2019 | 3814JGVY8 | 100,000.00   | Baa+       | A3             | 04/20/16   | 04/25/16    | 99,722.00     | 2.10        | 33.33            | 99,814.28      | 99,926.40    |



**Managed Account Detail of Securities Held**

For the Month Ending April 30, 2017

CITY OF ANTIOCH, CA - 04380500

| Security Type/Description<br>Dated Date/Coupon/Maturity                         | CUSIP            | Par               | S&P Rating | Moody's Rating | Trade Date      | Settle Date     | Original Cost     | YTM at Cost | Accrued Interest | Amortized Cost    | Market Value      |
|---|------------------|-------------------|------------|----------------|-----------------|-----------------|-------------------|-------------|------------------|-------------------|-------------------|
| <b>Corporate Note</b>   |                  |                   |            |                |                 |                 |                   |             |                  |                   |                   |
| GOLDMAN SACHS GRP INC CORP NT<br>(CALLABLE)<br>DTD 04/25/2016 2.000% 04/25/2019 | 38141GV78        | 625,000.00        | BBB+       | A3             | 04/21/16        | 04/26/16        | 624,600.00        | 2.02        | 208.33           | 624,732.74        | 624,940.00        |
| <b>PEPSICO INC</b><br><b>DTD 05/02/2017 1.550% 05/02/2019</b>                   | <b>713448DR6</b> | <b>350,000.00</b> | <b>A</b>   | <b>A1</b>      | <b>04/27/17</b> | <b>05/02/17</b> | <b>359,730.00</b> | <b>1.59</b> | <b>0.00</b>      | <b>359,730.00</b> | <b>360,275.40</b> |
| CHEVRON CORP NOTES<br>DTD 05/16/2016 1.561% 05/16/2019                          | 165764BH2        | 725,000.00        | AA-        | Aa2            | 05/09/16        | 05/15/16        | 725,000.00        | 1.56        | 5,187.07         | 725,500.00        | 724,232.23        |
| PFIZER INC CORP NOTES<br>DTD 06/03/2016 1.450% 06/03/2019                       | 717081DU4        | 725,000.00        | AA         | A1             | 05/31/16        | 06/03/16        | 724,173.50        | 1.49        | 4,321.81         | 724,420.71        | 721,924.55        |
| CTIGROUP INC CORP NOTES<br>DTD 06/09/2016 2.050% 06/07/2019                     | 172957KS9        | 280,000.00        | BBB+       | Baa1           | 06/02/16        | 05/09/16        | 279,854.40        | 2.07        | 2,295.00         | 279,896.86        | 279,361.32        |
| APPLE INC CORP NOTES<br>DTD 08/04/2016 1.100% 08/02/2019                        | 037833CB4        | 725,000.00        | AA+        | Aa1            | 07/28/16        | 08/04/16        | 724,275.00        | 1.13        | 1,927.29         | 724,452.40        | 717,659.38        |
| MICROSOFT CORP NOTES<br>DTD 08/08/2016 1.100% 08/08/2019                        | 594918BF3        | 450,000.00        | AAA        | Aaa            | 08/01/16        | 06/08/16        | 479,505.60        | 1.14        | 1,217.33         | 479,624.51        | 475,327.66        |
| PEPSICO, INC CORP NOTES<br>DTD 10/06/2015 1.350% 10/04/2019                     | 713448DJ4        | 160,000.00        | A          | A1             | 10/03/16        | 10/06/16        | 159,976.00        | 1.36        | 162.00           | 159,980.46        | 168,961.12        |
| BB&T CORP NOTE<br>DTD 12/08/2014 2.450% 01/15/2020                              | 05531FAS2        | 725,000.00        | A-         | A2             | 01/31/17        | 02/03/17        | 732,227.53        | 2.10        | 5,230.07         | 731,646.08        | 733,982.75        |
| MORGAN STANLEY CORP BONDS<br>DTD 01/27/2015 2.550% 01/27/2020                   | 61747YDW2        | 375,000.00        | BBB+       | A3             | 01/31/17        | 02/03/17        | 378,243.75        | 2.35        | 2,594.79         | 377,966.06        | 379,925.25        |
| MICROSOFT CORP<br>DTD 02/06/2017 1.850% 02/06/2020                              | 594918BV5        | 350,000.00        | AAA        | Aaa            | 01/30/17        | 02/06/17        | 349,765.50        | 1.87        | 1,528.82         | 349,763.53        | 351,329.30        |
| AMERICAN HONDA FINANCE<br>DTD 02/16/2017 2.000% 02/14/2020                      | 02605WBM2        | 340,000.00        | A+         | A1             | 02/13/17        | 02/16/17        | 339,517.20        | 2.05        | 1,415.67         | 339,546.77        | 341,765.62        |
| AMERICAN EXPRESS CREDIT CORP NOTES<br>DTD 03/03/2017 2.200% 03/03/2020          | 0258MCEE5        | 440,000.00        | A-         | A2             | 02/28/17        | 03/03/17        | 439,542.40        | 2.24        | 1,559.66         | 439,565.30        | 442,332.00        |
| WALT DISNEY COMPANY CORP NOTES<br>DTD 03/06/2017 1.950% 03/04/2020              | 25468PDP8        | 140,000.00        | A          | A2             | 03/01/17        | 03/06/17        | 139,963.60        | 1.96        | 417.08           | 139,965.39        | 140,700.79        |



**Managed Account Detail of Securities Held**

For the Month Ending **April 30, 2017**

**CITY OF ANTIOCH, CA - 04380500**

| Security Type/Description<br>Dated Date/Coupon/Maturity                  | CUSIP     | Par                  | S&P<br>Rating | Moody's<br>Rating | Trade<br>Date | Settle<br>Date | Original<br>Cost     | YTM<br>at Cost | Accrued<br>Interest | Amortized<br>Cost    | Market<br>Value      |
|--|-----------|----------------------|---------------|-------------------|---------------|----------------|----------------------|----------------|---------------------|----------------------|----------------------|
| <b>Corporate Note</b>  |           |                      |               |                   |               |                |                      |                |                     |                      |                      |
| JOHN DEERE CAPITAL CORP CORP NOTES<br>DTD 03/15/2017 2.200% 03/13/2020   | 24422ETQ2 | 305,000.00           | A             | A2                | 03/10/17      | 03/15/17       | 304,752.10           | 2.23           | 857.39              | 304,771.93           | 307,577.56           |
| <b>Security Type Sub-Total</b>   |           | <b>15,210,000.00</b> |               |                   |               |                | <b>15,283,708.73</b> | <b>1.67</b>    | <b>79,656.10</b>    | <b>15,239,845.65</b> | <b>15,244,850.92</b> |
| <b>Certificate of Deposit</b>  |           |                      |               |                   |               |                |                      |                |                     |                      |                      |
| US BANK NA CINCINNATI (CALLABLE) CD<br>DTD 09/11/2014 1.375% 09/11/2017  | 90333VPF1 | 1,375,000.00         | AA-           | Aa1               | 09/09/14      | 09/11/14       | 1,372,786.25         | 1.41           | 2,625.87            | 1,374,731.37         | 1,376,369.30         |
| SKANDINAVISKA ENSKILDA BANKEN NY CD<br>DTD 11/17/2015 1.480% 11/16/2017  | 85053FBG5 | 1,400,000.00         | A+            | Aa3               | 11/16/15      | 11/17/15       | 1,400,000.00         | 1.48           | 9,554.22            | 1,400,000.00         | 1,398,536.00         |
| HSBC BANK USA NA FLOATING CERT DEPOS<br>DTD 11/18/2015 1.632% 11/17/2017 | 4042BAR41 | 1,400,000.00         | AA-           | Aa2               | 11/17/15      | 11/18/15       | 1,400,000.00         | 0.97           | 4,632.44            | 1,400,000.00         | 1,402,786.00         |
| ROYAL BANK OF CANADA NY CD<br>DTD 03/15/2016 1.700% 03/09/2018           | 78009KZZ2 | 1,450,000.00         | AA-           | Aa3               | 03/11/16      | 03/15/16       | 1,450,000.00         | 1.69           | 3,550.56            | 1,450,000.00         | 1,452,405.55         |
| CANADIAN IMPERIAL BANK NY CD<br>DTD 12/05/2016 1.760% 11/30/2018         | 13606A5Z7 | 1,450,000.00         | A+            | Aa3               | 12/01/16      | 12/05/16       | 1,448,869.00         | 1.78           | 10,420.67           | 1,449,098.32         | 1,458,869.65         |
| NORDEA BANK FINLAND NY CD<br>DTD 12/05/2016 1.750% 11/30/2018            | 65558LWA6 | 1,450,000.00         | AA-           | Aa3               | 12/03/16      | 12/05/16       | 1,450,000.00         | 1.74           | 10,420.67           | 1,450,000.00         | 1,458,869.55         |
| SVENSKA HANDELSBANKEN NY LT CD<br>DTD 01/12/2017 1.890% 01/10/2019       | 86958JH88 | 1,400,000.00         | AA-           | Aa2               | 01/10/17      | 01/12/17       | 1,400,000.00         | 1.91           | 8,011.50            | 1,400,000.00         | 1,397,655.00         |
| BANK OF MONTREAL CHICAGO CERT DEPOS<br>DTD 02/09/2017 1.880% 02/07/2019  | 06427KRC3 | 1,425,000.00         | A+            | Aa3               | 02/08/17      | 02/09/17       | 1,425,000.00         | 1.90           | 6,927.75            | 1,425,000.00         | 1,435,925.48         |
| BANK OF NOVA SCOTIA HOUSTON LT CD<br>DTD 04/06/2017 1.910% 04/05/2019    | 06417GV66 | 1,425,000.00         | A+            | Aa3               | 04/03/17      | 04/06/17       | 1,425,000.00         | 1.91           | 1,890.10            | 1,425,000.00         | 1,425,535.80         |
| <b>Security Type Sub-Total</b>   |           | <b>12,775,000.00</b> |               |                   |               |                | <b>12,771,655.25</b> | <b>1.64</b>    | <b>57,143.78</b>    | <b>12,773,829.69</b> | <b>12,807,352.63</b> |
| <b>Asset-Backed Security / Collateralized Mortgage Obligation</b>        |           |                      |               |                   |               |                |                      |                |                     |                      |                      |
| CARMAX ABS 2016-3 A2<br>DTD 07/20/2016 1.170% 08/15/2019                 | 14314EAB7 | 483,056.12           | AAA           | NR                | 07/14/16      | 07/20/16       | 483,015.71           | 1.18           | 251.19              | 483,027.17           | 482,617.41           |



**Managed Account Detail of Securities Held**

For the Month Ending **April 30, 2017**

**CITY OF ANTIOCH, CA - 04380500**

| Security Type/Description<br>Dated Date/Coupon/Maturity                 | CUSIP     | Par                    | S&P Rating | Moody's Rating | Trade Date | Settle Date | Original Cost          | YTM at Cost  | Accrued Interest    | Amortized Cost         | Market Value           |
|---|-----------|------------------------|------------|----------------|------------|-------------|------------------------|--------------|---------------------|------------------------|------------------------|
| <b>Asset-Backed Security / Collateralized Mortgage Obligation</b>       |           |                        |            |                |            |             |                        |              |                     |                        |                        |
| HONDA ABS 2016-1 A3<br>DTD 02/25/2016 1.220% 12/18/2019                 | 43514NAC9 | 170,000.00             | AAA        | NR             | 02/16/16   | 02/25/16    | 169,975.84             | 1.23         | 74.89               | 169,984.49             | 169,552.20             |
| FORD ABS 2015-C A3<br>DTP 09/22/2015 1.410% 02/15/2020                  | 3453CYAD5 | 360,000.00             | AAA        | Aaa            | 09/15/15   | 09/22/15    | 359,929.64             | 1.42         | 225.60              | 359,958.30             | 360,073.44             |
| NISSAN ABS 2015-B A3<br>DTD 07/22/2015 1.340% 03/15/2020                | 65475WAD0 | 340,000.00             | NR         | Aaa            | 07/15/15   | 07/22/15    | 339,972.97             | 1.34         | 202.49              | 339,984.76             | 339,632.05             |
| ALLY ABS 2016-3 A3<br>DTD 05/31/2016 1.440% 06/15/2020                  | 02007LAC6 | 255,000.00             | AAA        | Aaa            | 05/24/16   | 05/31/16    | 254,975.24             | 1.44         | 163.20              | 254,980.94             | 254,740.10             |
| HYUNDAI ABS 2016-A A3<br>DTD 03/30/2016 1.560% 09/15/2020               | 44930UAD8 | 140,000.00             | AAA        | Aaa            | 03/22/16   | 03/30/16    | 139,972.84             | 1.57         | 97.07               | 139,980.10             | 139,976.52             |
| BANK OF AMER CREDIT CARD TR 2015-A2<br>DTD 04/29/2015 1.360% 09/15/2020 | 05522RCU0 | 495,000.00             | AAA        | Aaa            | 10/28/15   | 10/29/15    | 495,715.43             | 1.20         | 299.20              | 495,503.67             | 494,617.66             |
| <b>Security Type Sub-Total</b>  |           | <b>2,243,056.12</b>    |            |                |            |             | <b>2,243,558.97</b>    | <b>1.33</b>  | <b>1,313.64</b>     | <b>2,243,419.43</b>    | <b>2,241,209.38</b>    |
| <b>Managed Account Sub-Total</b>  |           | <b>71,878,170.20</b>   |            |                |            |             | <b>72,033,661.30</b>   | <b>1.35</b>  | <b>250,356.72</b>   | <b>71,951,424.76</b>   | <b>71,820,514.94</b>   |
| <b>Securities Sub-Total</b>   |           | <b>\$71,878,170.20</b> |            |                |            |             | <b>\$72,033,661.30</b> | <b>1.35%</b> | <b>\$250,356.72</b> | <b>\$71,951,424.76</b> | <b>\$71,820,514.94</b> |
| <b>Accrued Interest</b>   |           |                        |            |                |            |             |                        |              |                     |                        | <b>\$250,356.72</b>    |
| <b>Total Investments</b>  |           |                        |            |                |            |             |                        |              |                     |                        | <b>\$72,070,871.66</b> |

Bolded items are forward settling trades.



**Managed Account Security Transactions & Interest**

For the Month Ending April 30, 2017

**CITY OF ANTIOCH, CA - 04380500**

| Transaction Type | Trade           | Settle          | Security Description  | CUSIP            | Par               | Principal Proceeds  | Accrued Interest | Total               | Realized G/L Cost | Realized G/L Amort Cost | Sale Method |
|------------------|-----------------|-----------------|---|------------------|-------------------|---------------------|------------------|---------------------|-------------------|-------------------------|-------------|
| <b>BUY</b>       |                 |                 |   |                  |                   |                     |                  |                     |                   |                         |             |
|                  | 04/03/17        | 04/05/17        | US TREASURY NOTES<br>DTD 04/30/2015 1.375% 04/30/2020                   | 912828K58        | 1,675,000.00      | (1,667,475.59)      | (9,925.07)       | (1,677,400.66)      |                   |                         |             |
|                  | 04/05/17        | 04/06/17        | BANK OF NOVA SCOTIA HOUSTON LT CD<br>DTD 04/06/2017 1.910% 04/05/2019   | 06417GUE5        | 1,425,000.00      | (1,425,000.00)      | 0.00             | (1,425,000.00)      |                   |                         |             |
|                  | 04/07/17        | 04/10/17        | US TREASURY NOTES<br>DTD 04/30/2015 1.375% 04/30/2020                   | 912828K58        | 1,250,000.00      | (1,243,554.69)      | (7,644.16)       | (1,251,198.85)      |                   |                         |             |
|                  | <b>04/27/17</b> | <b>05/02/17</b> | <b>PEPSICO INC</b><br><b>DTD 05/02/2017 1.550%</b><br><b>05/02/2019</b> | <b>713448DR6</b> | <b>360,000.00</b> | <b>(359,730.00)</b> | <b>0.00</b>      | <b>(359,730.00)</b> |                   |                         |             |

**Transaction Type Sub-Total** **4,710,000.00** **(4,695,760.28)** **(17,569.23)** **(4,713,329.51)**

|                 |          |          |  |           |            |      |          |          |  |  |  |
|-----------------|----------|----------|--|-----------|------------|------|----------|----------|--|--|--|
| <b>INTEREST</b> |          |          |  |           |            |      |          |          |  |  |  |
|                 | 04/01/17 | 04/25/17 | FNMA SERIES 2015-M15 ASQ2<br>DTD 11/01/2015 1.898% 01/01/2019              | 3136AOSW1 | 295,000.00 | 0.00 | 466.61   | 466.61   |  |  |  |
|                 | 04/01/17 | 04/25/17 | FNMA SERIES 2015-M7 ASQ2<br>DTD 04/01/2015 1.550% 04/01/2018               | 3136ANDY4 | 325,000.00 | 0.00 | 419.79   | 419.79   |  |  |  |
|                 | 04/01/17 | 04/25/17 | FNMA SERIES 2015-M9 ASQ2<br>DTD 06/01/2016 1.765% 06/01/2019               | 3136ASFX8 | 550,000.00 | 0.00 | 818.13   | 818.13   |  |  |  |
|                 | 04/01/17 | 04/25/17 | FNMA SERIES 2015-M1 ASQ2<br>DTD 01/15/2015 1.626% 02/01/2018               | 3136AMKWS | 285,524.42 | 0.00 | 386.89   | 386.89   |  |  |  |
|                 | 04/01/17 | 04/25/17 | FANNIE MAE SERIES 2015-M13 ASQ2<br>DTD 10/01/2015 1.546% 09/01/2019        | 3136AOD00 | 631,138.35 | 0.00 | 865.71   | 865.71   |  |  |  |
|                 | 04/04/17 | 04/04/17 | PEPSTCO, INC CORP NOTES<br>DTD 10/06/2016 1.350% 10/04/2019                | 713448DJ4 | 150,000.00 | 0.00 | 1,068.00 | 1,068.00 |  |  |  |
|                 | 04/15/17 | 04/15/17 | PCRD ABS 2015-C A3<br>DTD 09/22/2015 1.410% 02/15/2020                     | 3453DYAD5 | 360,000.00 | 0.00 | 423.00   | 423.00   |  |  |  |
|                 | 04/15/17 | 04/15/17 | BANK OF AMER CREDIT CARD TR<br>2015-A2<br>DTD 04/29/2015 1.360% 09/15/2020 | 05522RCJ0 | 495,000.00 | 0.00 | 561.00   | 561.00   |  |  |  |
|                 | 04/15/17 | 04/15/17 | CARMAX ABS 2016-3 A2<br>DTD 07/20/2016 1.170% 08/15/2019                   | 14314EAB7 | 530,691.18 | 0.00 | 517.42   | 517.42   |  |  |  |
|                 | 04/15/17 | 04/15/17 | ALLY ABS 2016-3 A3<br>DTD 05/31/2016 1.440% 08/15/2020                     | 02307LAC6 | 255,000.00 | 0.00 | 306.00   | 306.00   |  |  |  |



**Managed Account Security Transactions & Interest**

For the Month Ending April 30, 2017

CITY OF ANTIOCH, CA - 04380500

| Transaction Type                  | Trade    | Settle   | Security Description  | CUSIP     | Par                  | Principal Proceeds | Accrued Interest | Total            | Realized G/L Cost | Realized G/L Amort Cost | Sale Method |
|-----------------------------------|----------|----------|---|-----------|----------------------|--------------------|------------------|------------------|-------------------|-------------------------|-------------|
| <b>INTEREST</b>                   |          |          |   |           |                      |                    |                  |                  |                   |                         |             |
|                                   | 04/15/17 | 04/15/17 | HYGNDAT ABS 2016-A A3<br>DTD 03/30/2016 1.550% 09/15/2020                       | 44930UADR | 140,000.00           | 0.00               | 182.00           | 182.00           |                   |                         |             |
|                                   | 04/15/17 | 04/15/17 | FREDDIE MAC NOTES<br>DTD 03/21/2016 1.125% 04/15/2019                           | 3137FADZ9 | 2,225,000.00         | 0.00               | 6,890.63         | 6,890.63         |                   |                         |             |
|                                   | 04/15/17 | 04/15/17 | FREDDIE MAC NOTES<br>DTD 03/21/2016 1.125% 04/15/2019                           | 3137EADZ9 | 375,000.00           | 0.00               | 2,109.38         | 2,109.38         |                   |                         |             |
|                                   | 04/15/17 | 04/15/17 | NISSAN ABS 2015-B A3<br>DTD 07/22/2015 1.340% 03/15/2020                        | 65175WADC | 340,000.00           | 0.00               | 379.67           | 379.67           |                   |                         |             |
|                                   | 04/15/17 | 04/15/17 | JOHN DEERE CAPITAL CORP<br>DTD 01/06/2017 1.650% 10/15/2018                     | 24422E7M1 | 285,000.00           | 0.00               | 1,293.19         | 1,293.19         |                   |                         |             |
|                                   | 04/18/17 | 04/18/17 | HONDA ABS 2016-1 A3<br>DTD 02/25/2016 1.220% 12/16/2019                         | 43824NAC9 | 170,000.00           | 0.00               | 172.83           | 172.83           |                   |                         |             |
|                                   | 04/22/17 | 04/22/17 | WELLS FARGO & COMPANY<br>DTD 04/22/2014 2.125% 04/22/2019                       | 949748FU9 | 725,000.00           | 0.00               | 7,703.13         | 7,703.13         |                   |                         |             |
|                                   | 04/25/17 | 04/25/17 | GOLDMAN SACHS GRP INC CORP NT<br>(CALLABLE)<br>DTD 04/25/2016 2.000% 04/25/2019 | 38141GV78 | 625,000.00           | 0.00               | 6,250.00         | 6,250.00         |                   |                         |             |
|                                   | 04/25/17 | 04/25/17 | GOLDMAN SACHS GRP INC CORP NT<br>(CALLABLE)<br>DTD 04/25/2016 2.000% 04/25/2019 | 38141GV78 | 300,000.00           | 0.00               | 3,000.00         | 1,900.00         |                   |                         |             |
|                                   | 04/30/17 | 04/30/17 | US TREASURY NOTES<br>DTD 04/30/2015 1.375% 04/30/2020                           | 91282BK58 | 1,675,000.00         | 0.00               | 11,515.63        | 11,515.63        |                   |                         |             |
|                                   | 04/30/17 | 04/30/17 | US TREASURY NOTES<br>DTD 04/30/2015 1.375% 04/30/2020                           | 91282BK58 | 1,250,000.00         | 0.00               | 6,593.75         | 5,593.75         |                   |                         |             |
|                                   | 04/30/17 | 04/30/17 | US TREASURY NOTES<br>DTD 04/30/2014 1.625% 04/30/2019                           | 912828D23 | 1,500,000.00         | 0.00               | 12,837.50        | 12,837.50        |                   |                         |             |
| <b>Transaction Type Sub-Total</b> |          |          |   |           | <b>12,377,354.15</b> | <b>0.00</b>        | <b>64,760.26</b> | <b>64,760.26</b> |                   |                         |             |

|                 |          |          |   |           |          |          |      |          |         |      |  |
|-----------------|----------|----------|---|-----------|----------|----------|------|----------|---------|------|--|
| <b>PAYDOWNS</b> |          |          |   |           |          |          |      |          |         |      |  |
|                 | 04/01/17 | 04/25/17 | FNMA SERIES 2015-M7 ASQ2<br>DTD 05/01/2015 1.550% 04/01/2018        | 3135ANJY4 | 5,089.44 | 5,089.44 | 0.00 | 5,089.44 | (50.88) | 0.00 |  |
|                 | 04/01/17 | 04/25/17 | FANNIE MAE SERIES 2015-M13 ASQ2<br>DTD 10/01/2015 1.645% 09/01/2019 | 3135AQDQC | 1,011.71 | 1,011.71 | 0.00 | 1,011.71 | (10.13) | 0.00 |  |



**Managed Account Security Transactions & Interest**

For the Month Ending **April 30, 2017**

**CITY OF ANTIOCH, CA - 04380500**

| Transaction Type                   |                 |   |                  |                     | Principal           | Accrued            |                     | Realized G/L        | Realized G/L        | Sale        |
|------------------------------------|-----------------|---|------------------|---------------------|---------------------|--------------------|---------------------|---------------------|---------------------|-------------|
| Trade                              | Settle          | Security Description  | CUSIP            | Par                 | Proceeds            | Interest           | Total               | Cost                | Amort Cost          | Method      |
| <b>PAYDOWNS</b>                    |                 |   |                  |                     |                     |                    |                     |                     |                     |             |
| 04/01/17                           | 04/25/17        | FNMA SERIES 2015-M1 ASQ2<br>DTD 01/15/2015 1.626% 02/01/2018                  | 3136AMKW8        | 15,447.74           | 15,447.74           | 0.00               | 15,447.74           | (154.35)            | 0.00                |             |
| 04/15/17                           | 04/15/17        | CARMAX ABS 2016-3 A2<br>DTD 07/20/2016 1.170% 08/15/2019                      | 14314EA37        | 47,635.06           | 47,635.06           | 0.00               | 47,635.06           | 3.89                | 0.00                |             |
| <b>Transaction Type Sub-Total</b>  |                 |   |                  | <b>69,183.95</b>    | <b>69,183.95</b>    | <b>0.00</b>        | <b>69,183.95</b>    | <b>(211.48)</b>     | <b>0.00</b>         |             |
| <b>SELL</b>                        |                 |   |                  |                     |                     |                    |                     |                     |                     |             |
| 04/03/17                           | 04/05/17        | FEDERAL HOME LOAN BANKS AGCY<br>DTD 05/27/2016 0.875% 06/29/2018              | 3130A83D4        | 1,655,000.00        | 1,656,105.90        | 3,885.00           | 1,662,990.90        | (1,881.45)          | (3,513.93)          | FIFO        |
| 04/05/17                           | 04/05/17        | BANK OF NOVA SCOTIA HOUSTON YCD<br>DTD 11/09/2015 1.560% 11/06/2017           | 064175A57        | 1,400,000.00        | 1,401,620.00        | 9,100.00           | 1,410,920.00        | 1,820.00            | 1,820.00            | FIFO        |
| 04/07/17                           | 04/10/17        | EXXON MOBIL CORP NOTES<br>DTD 03/05/2015 1.305% 03/06/2019                    | 30231GAL6        | 1,235,000.00        | 1,234,357.80        | 1,522.14           | 1,235,879.94        | (642.20)            | (642.20)            | FIFO        |
| <b>04/27/17</b>                    | <b>05/02/17</b> | <b>US TREASURY NOTES</b><br><b>DTD 01/31/2014 1.500%</b><br><b>01/31/2019</b> | <b>912828B33</b> | <b>190,000.00</b>   | <b>190,883.20</b>   | <b>716.44</b>      | <b>191,599.64</b>   | <b>185.54</b>       | <b>484.08</b>       | <b>FIFO</b> |
| 04/27/17                           | 05/02/17        | US TREASURY NOTES<br>DTD 03/31/2014 1.625%<br>03/31/2019                      | 912828C65        | 170,000.00          | 171,215.23          | 241.53             | 171,456.76          | (1,733.21)          | (630.60)            | FIFO        |
| <b>Transaction Type Sub-Total</b>  |                 |   |                  | <b>4,660,000.00</b> | <b>4,657,382.13</b> | <b>15,465.11</b>   | <b>4,672,847.24</b> | <b>(2,251.32)</b>   | <b>(2,482.65)</b>   |             |
| <b>Managed Account Sub-Total</b>   |                 |   |                  |                     | <b>30,805.80</b>    | <b>62,656.14</b>   | <b>93,461.94</b>    | <b>(2,462.80)</b>   | <b>(2,482.65)</b>   |             |
| <b>Total Security Transactions</b> |                 |   |                  |                     | <b>\$30,805.80</b>  | <b>\$62,656.14</b> | <b>\$93,461.94</b>  | <b>(\$2,462.80)</b> | <b>(\$2,482.65)</b> |             |

Blinded items are forward settling trades.



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Dawn Merchant, Finance Director *DM*

**SUBJECT:** Resolution Establishing the Appropriations Limit for the 2017-18 Fiscal Year

---

### **RECOMMENDED ACTION**

It is recommended that the City Council adopt the resolution establishing the appropriations limit for the 2017-18 Fiscal Year pursuant to California Constitution Article XIII B.

### **STRATEGIC PURPOSE**

This action falls under Strategic Plan Long Term Goal N: Financial Services. This action is required to comply with state law and ensure the City is financially stable by not exceeding allowed appropriations.

### **FISCAL IMPACT**

The attached resolution establishes a maximum limitation of appropriations of \$127,032,420, which the City cannot exceed. This does not mean the City has revenue sources to meet such a level of appropriation. The City's 2017-18 General Fund budget appropriations subject to this limit are approximately \$73.4 million below this legal limit.

### **DISCUSSION**

The passage of Proposition 4 in November 1979 amended the California Constitution and set appropriations limits for cities. The State-implemented legislation requires cities to annually adopt a resolution establishing the appropriations limit on spending by cities of funds from proceeds of taxes.

#### **Analysis**

Statistical information for calculating the City of Antioch's appropriation limit is as follows:

2016-17 Appropriations Limit - \$121,713,538  
Per Capita Personal Income - percent increase over previous year – 3.69%  
Population Change - percent increase from previous year .66%

Based on the above statistics, the City of Antioch's appropriations limit for 2017-18 is \$127,032,420.

Attachment B provides calculations for current and previous years.

**D**

Agenda Item #

**ATTACHMENTS**

- A.** Resolution Setting the Appropriations Limit for the 2017-18 Fiscal Year
- B.** Calculations for Current and Previous Years
- C.** Letter from the State Department of Finance dated May 2017

RESOLUTION NO. 2017/

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH SETTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2017-18 AND SELECTING THE CALIFORNIA PER CAPITA PERSONAL INCOME AND THE STATE DEPARTMENT OF FINANCE POPULATION GROWTH FACTORS FOR FISCAL YEAR 2017-18**

WHEREAS, Article XIII B of the California Constitution (Proposition 4) establishes expenditure limits for cities;

WHEREAS, State implementing legislation requires cities to annually adopt a resolution establishing its appropriations limit for the following fiscal year; and

WHEREAS, the Director of Finance has made the calculations specified in said law, and concludes that the appropriations limit is the sum of \$127,032,420.

WHEREAS, pursuant to said law, this agenda item has been made available to the public for two weeks prior to the date of adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Antioch selects the California per capita personal income cost of living growth factor for Fiscal Year 2017-18, selects the population percent change certified by the State Department of Finance for Fiscal Year 2017-18, and establishes the appropriations limit for the Fiscal Year 2017-18 as \$127,032,420.

\* \* \* \* \*

The foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof held on May 23, 2017, by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
ARNE SIMONSEN  
CITY CLERK OF THE CITY OF ANTIOCH

**CITY OF ANTIOCH  
APPROPRIATION LIMIT  
APPLICATION OF REVISED RATES**

**ATTACHMENT B**

Base Year = 1986/87 - \$20,840,418

| Year    | New<br>Rate                         |              | Calculated<br>Limit |  | Year           | New<br>Rate  |                      | Calculated<br>Limit |
|---------|-------------------------------------|--------------|---------------------|--|----------------|--|----------------------|---------------------|
| 96/97   | 1.0467<br><u>1.0213 x</u><br>1.0690 | 42,973,104 = | 45,938,248          |  | 2007/08        | 1.0442<br><u>0.9999 x</u><br>1.0441                      | 85,288,276 =         | 89,049,489          |
| 97/98   | 1.0467<br><u>1.0214 x</u><br>1.0691 | 45,938,248 = | 49,112,581          |  | 2008/09        | 1.0429<br><u>1.0068 x</u><br>1.0499                      | 89,049,489 =         | 93,493,058          |
| 98/99   | 1.0415<br><u>1.0267 x</u><br>1.0693 | 49,112,581 = | 52,516,083          |  | 2009/10        | 1.0062<br><u>1.0096 x</u><br>1.0159                      | 93,493,058 =         | 94,979,598          |
| 99/00   | 1.0453<br><u>1.0218 x</u><br>1.0681 | 52,516,083 = | 56,092,428          |  | 2010/11        | 0.9746<br><u>1.0128</u><br>0.9871                        | 94,979,598 =         | 93,754,361          |
| 2000/01 | 1.0491<br><u>1.0269 x</u><br>1.0773 | 56,092,428 = | 60,428,373          |  | 2011/12        | 1.0251<br><u>1.0081 x</u><br>1.0334                      | 93,754,361 =         | 96,885,757          |
| 2001/02 | 1.0782<br><u>1.0280 x</u><br>1.1084 | 60,428,373 = | 66,978,809          |  | 2012/13        | 1.0377<br><u>1.0075 x</u><br>1.0455                      | 96,885,757 =         | 101,294,059         |
| 2002/03 | 0.9873<br><u>1.0384 x</u><br>1.0252 | 66,978,809 = | 68,666,675          |  | 2013/14        | 1.0512<br><u>1.0112 x</u><br>1.0630                      | 101,294,059 =        | 107,675,585         |
| 2003/04 | 1.0231<br><u>1.0276 x</u><br>1.0513 | 68,666,675 = | 72,189,275          |  | 2014/15        | 0.9977<br><u>1.0112 x</u><br>1.0089                      | 107,675,585 =        | 108,633,898         |
| 2004/05 | 1.0328<br><u>1.0154 x</u><br>1.0487 | 72,189,275 = | 75,704,893          |  | 2015/16        | 1.0382<br><u>1.0151 x</u><br>1.0539                      | 108,633,898 =        | 114,489,265         |
| 2005/06 | 1.0526<br><u>0.9995 x</u><br>1.0521 | 75,704,893 = | 79,649,118          |  | 2016/17        | 1.0537<br><u>1.0089 x</u><br>1.0631                      | 114,489,265 =        | 121,713,538         |
| 2006/07 | 1.0396<br><u>1.03 x</u><br>1.07079  | 79,649,118 = | 85,288,276          |  | <b>2017/18</b> | <b>1.0369</b><br><u><b>1.0066 x</b></u><br><b>1.0437</b> | <b>121,713,538 =</b> | <b>127,032,420</b>  |



DEPARTMENT OF  
**FINANCE**  
OFFICE OF THE DIRECTOR

EDMUND G. BROWN JR. ■ GOVERNOR  
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2017

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2017, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2017-18. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2017-18 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2017.**

**Please Note:** Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN  
Director  
By:

AMY M. COSTA  
Chief Deputy Director

Attachment

May 2017

## Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2017-18 appropriation limit is:

## Per Capita Personal Income

| Fiscal Year<br>(FY) | Percentage change<br>over prior year |
|---------------------|--------------------------------------|
| 2017-18             | 3.69                                 |

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2017-18 appropriation limit.

**2017-18:**

Per Capita Cost of Living Change = 3.69 percent  
Population Change = 0.85 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.69 + 100}{100} = 1.0369$

Population converted to a ratio:  $\frac{0.85 + 100}{100} = 1.0085$

Calculation of factor for FY 2017-18:  $1.0369 \times 1.0085 = 1.0457$

Fiscal Year 2017-18

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2016 to January 1, 2017 and Total Population, January 1, 2017**

| <b>County<br/>City</b> | <b><u>Percent Change</u></b> | <b><u>--- Population Minus Exclusions ---</u></b> |               | <b><u>Total<br/>Population</u></b> |
|------------------------|------------------------------|---|---------------|------------------------------------|
|                        | <b>2016-2017</b>             | <b>1-1-16</b>                                     | <b>1-1-17</b> | <b>1-1-2017</b>                    |
| Contra Costa           |                              |   |               |                                    |
| Antioch                | 0.66                         | 113,495   | 114,241       | 114,241                            |
| Brentwood              | 3.38                         | 59,058  | 61,055        | 61,055                             |
| Clayton                | 0.20                         | 11,262  | 11,284        | 11,284                             |
| Concord                | 0.07                         | 128,280   | 128,370       | 128,370                            |
| Danville               | 0.16                         | 43,287  | 43,355        | 43,355                             |
| El Cerrito             | 0.45                         | 24,490  | 24,600        | 24,600                             |
| Hercules               | 3.08                         | 24,909  | 25,675        | 25,675                             |
| Lafayette              | 0.63                         | 25,041  | 25,199        | 25,199                             |
| Martinez               | 1.17                         | 37,224  | 37,658        | 37,658                             |
| Moraga                 | 0.57                         | 16,581  | 16,676        | 16,676                             |
| Oakley                 | 2.16                         | 40,327  | 41,199        | 41,199                             |
| Orinda                 | 0.51                         | 18,838  | 18,935        | 18,935                             |
| Pinole                 | 0.79                         | 18,827  | 18,975        | 18,975                             |
| Pittsburg              | 2.47                         | 68,133  | 69,818        | 69,818                             |
| Pleasant Hill          | 1.24                         | 34,232  | 34,657        | 34,657                             |
| Richmond               | 0.81                         | 110,886   | 111,785       | 111,785                            |
| San Pablo              | 0.26                         | 30,972  | 31,053        | 31,053                             |
| San Ramon              | 2.31                         | 78,729  | 80,550        | 80,550                             |
| Walnut Creek           | 0.90                         | 70,340  | 70,974        | 70,974                             |
| Unincorporated         | 0.90                         | 171,829   | 173,370       | 173,454                            |
| County Total           | 1.13                         | 1,126,740   | 1,139,429     | 1,139,513                          |

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Forrest Ebbs, Community Development Director *FE*

**SUBJECT:** Authorization to Amend Consultant Contract with Planning Firm Raney Planning and Management to Increase the Contract Value to a Total Not to Exceed Four Hundred Thousand Dollars (\$400,000)

---

### RECOMMENDED ACTION

It is recommended that the City Council authorize the City Manager to amend the contract for Raney Planning and Management to increase the contract value by \$100,000, bringing the total to \$400,000.

### STRATEGIC PURPOSE

These actions are essential to continue to process project applications in a timely manner (Strategic Plan Long Term Goal F: Economic Development. Grow the City out of Recession; and Long Term Goal G: Planning, Entitlements and Permitting. Provide consistent and efficient entitlement, permitting, and development services to the public) in that the consultants will be assisting with the efficient processing of development applications.

### FISCAL IMPACT

The majority of the consultant's time and material costs would be paid by project applicants. The City collects a 10% fee on all applicant funded contracts to recover the cost of Community Development staff administration. However, there is no mechanism for cost recovery of citywide administrative overhead on consultant contracts similar to the cost recovery that is incorporated into planning staff's hourly billing rate.

### DISCUSSION

With the improvement in the economy and lean staffing levels, the City entered into three year agreements (February 2013 – February 2016) with three planning consultants to provide contract planning services to augment staff time in order to continue to process entitlement applications efficiently. Those consultants were selected following a Request for Qualifications (RFQ) by the City, review and interviews by staff, and approval of the City Manager.

On May 13, 2014, the City Council authorized the City Manager to amend the contracts with the three consultants since the contracts were going to exceed the City Manager's

\$50,000 contractual authority. The contracts were then amended to have a not to exceed amount of \$100,000.

On June 9, 2015, the City Council authorized the City Manager to amend the contracts with the same three consultants since the contracts were due to expire and exceed the \$100,000 limiting fee. The new term was 3 years expiring February 25, 2019 and a limiting fee of \$200,000.

On March 22, 2016 the City Council authorized the City Manager to amend the contract with Raney Planning and Management in the amount of \$100,000 for a limiting fee of \$300,000.

We are approaching this amount with Raney Planning and Management as they have worked on several projects, including multiple projects within the Sand Creek Focus Area. Staff has also received multiple requests for Raney Planning and Management to work on upcoming projects in this area due to their established reputation and familiarity with the intricacies of this complex planning area.

Council approval is requested to amend the existing contract to provide for a not to exceed amount of \$400,000 and an expiration of February 2019 for this contract. This continuation of our consultant resources will allow the City to continue to provide essential and mandated development review services to our customers in an effective and efficient manner. It is especially important that this action occur now, as we have not permanently re-established full staffing levels within the Planning Division.

**ATTACHMENTS**

None.

# ATTACHMENT "A"

RESOLUTION NO. 2017/\*\*

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
AUTHORIZING AN AMENDMENT TO THE CONSULTANT CONTRACT WITH  
RANEY PLANNING AND MANAGEMENT TO AN AMOUNT NOT TO EXCEED  
FOUR HUNDRED THOUSAND DOLLARS (\$400,000)**

**WHEREAS**, on February 25, 2013, the City of Antioch and Raney Planning and Management entered into an Agreement to provide on-call Planning Services; and

**WHEREAS**, in order for the City to continue to provide essential and mandated development review services to our customers in an effective and efficient manner, it is necessary to amend the current \$300,000 contract price to an amount not to exceed \$400,000.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Antioch authorizes the City Manager to amend the consultant contract with Raney Planning and Management to an amount not to exceed four hundred thousand dollars (\$400,000), in a form approved by the City Attorney.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 23<sup>rd</sup> day of May, 2017 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

---

**ARNE SIMONSEN  
CITY CLERK OF THE CITY OF ANTIOCH**



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Ken Warren, Associate Engineer *kw*

**APPROVED BY:** Lynne Filson, Assistant City Engineer *LF*

**SUBJECT:** Approval of Improvement Agreements and Improvement Plans for an Offsite Sanitary Sewer Line and In-Tract Storm Drain Outfall Improvements for Aviano Unit 1 Subdivision 9279 (PW 676)

---

### RECOMMENDED ACTION

It is recommended that the City Council adopt the resolution approving an Improvement Agreement and Improvement Plans for an offsite sanitary sewer line (Attachment "A") and adopt the resolution approving an Improvement Agreement and Improvement Plans for in-tract storm drain outfall improvements (Attachment "C") for Aviano Unit 1 Subdivision 9279 (PW 676), and authorize the City Manager to execute the Improvement Agreements in substantially the same form as attached hereto.

### STRATEGIC PURPOSE

This item supports Long Term Strategic Goal K: Public Works & Engineering; to design, build, operate, maintain, steward and enhance Antioch's assets and resources in partnership with the community, and to create a safe, beautiful, highly functioning and desirable community. Specifically, it supports Strategy K-1: ensure well maintained public facilities; and Strategy K-4: prioritize infrastructure improvements to coincide with economic development goals. Additionally, this item supports Long Term Strategic Goal H: Planning, Entitlements and Permitting; to provide consistent and efficient entitlement, permitting, and development services to the public. Specifically, it supports Strategy H-4: streamline entitlement and permit processes; and Strategy H-5: grow Antioch's economy through residential development.

### FISCAL IMPACT

There is no projected financial impact. The developer has paid all required fees and is responsible for all costs of construction and maintenance until the City Council accepts the improvements.

### DISCUSSION

The applicant, De Nova Homes, dba Aviano Farms, LLC, requests approval of two (2) Improvement Agreements and respective improvement plans for an offsite sanitary sewer line and an in-tract storm drain outfall to facilitate development of a 533-unit

residential community on a portion of an approximately 184-acre site. The project is located on the easterly side of the Sand Creek Focus Area of the General Plan, west of the current terminus of Hillcrest Avenue, east and north of Dozier Libby Medical High School (APNs 057-050-022, 057-030-005).

On September 8, 2015, the City Council:

1. Adopted Resolution No. 2015/66 adopting the Addendum to the Environmental Impact Report for the Aviano Adult Community Project;
2. Introduced the Ordinance approving a Development Agreement between the City of Antioch and Aviano Farms LLC;
3. Adopted Resolution No. 2015/67 approving a General Plan Amendment for purposes of amending the Sand Creek Focus Area text to allow small-lot single family residential uses on-site (GP-15-02);
4. Introduced the Ordinance approving a rezone to modify the current Aviano Adult Community Planned Development zone standards (PD-14-01); and
5. Adopted Resolution No. 2015/68 approving a Vesting Tentative Map/Final Development Plan and Use Permit for Phase 1 consisting of 127 units (UP-14-15).

On September 22, 2015 the City Council adopted Ordinance No. 2107-C-S approving the Development Agreement and Ordinance No. 2108-C-S approving a rezone to modify the current Aviano Adult Community Planned Development zone standards.

On August 22, 2012, the owners of the Ginocchio property ("Vineyards at Sand Creek Subdivision 9390") entered into a 5-year *Option Agreement for Sanitary Sewer Easement* with the Aviano property owners. The option agreement predates the tentative map and development agreement for the Vineyards subdivision which were approved by the City Council on February 2, 2016. The Vineyards at Sand Creek EIR shows an 18" sanitary sewer line traversing the center of the Vineyard's site and connecting to a 24" sewer line in Heidorn Ranch Road, whereas the proposed Aviano offsite sanitary sewer improvements show an 18" sewer line located further north on the Vineyards property.

At this time, the applicant wishes to exercise the Option Agreement prior to its expiration date (August 22, 2017) and construct the improvements during the current dry season (roughly April 15-October 15). If approved, the Vineyards property owners will dedicate a sanitary sewer easement to the City in the northerly alignment shown on the improvement plans, and the applicant will construct the ultimate 18" sanitary sewer line shown on the Offsite Sewer Improvement plans within the proposed easement area. Additionally, the applicant wishes to construct certain in-tract storm drainage outfall improvements shown on the Sand Creek Outfall plans.

The applicant will apply to the City Council for approval of the final map and in-tract subdivision improvements at a later date. Final map and improvement plan review for the first phase of the project is substantially completed. The final map will create 127

single family lots in the northeast corner of the project and is consistent with the Vesting Tentative Map and the Antioch General Plan.

**ATTACHMENTS**

A: Resolution 2017/\*\*

B: Improvement Agreement – Off Site Sewer

C: Resolution 2017/\*\*

D: Improvement Agreement – In-Tract Storm Drain Outfall

E: Vicinity Map

# ATTACHMENT "A"

## RESOLUTION NO. 2017/\*\*

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH APPROVING AN IMPROVEMENT AGREEMENT AND IMPROVEMENT PLANS FOR AN OFFSITE SANITARY SEWER LINE FOR AVIANO UNIT 1 SUBDIVISION 9279, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE IMPROVEMENT AGREEMENT IN SUBSTANTIALLY THE SAME FORM AS ATTACHED (PW 676)

**WHEREAS**, on September 8, 2015, the City Council:

1. Adopted Resolution No. 2015/66 adopting the Addendum to the Environmental Impact Report for the Aviano Adult Community Project;
2. Introduced the Ordinance approving a Development Agreement between the City of Antioch and Aviano Farms LLC;
3. Adopted Resolution No. 2015/67 approving a General Plan Amendment for purposes of amending the Sand Creek Focus Area text to allow small-lot single family residential uses on-site (GP-15-02);
4. Introduced the Ordinance approving a rezone to modify the current Aviano Adult Community Planned Development zone standards (PD-14-01);
5. Adopted Resolution No. 2015/68 approving a Vesting Tentative Map/Final Development Plan and Use Permit for Phase 1 consisting of 127 units (UP-14-15); and

**WHEREAS**, on September 22, 2015 the City Council adopted Ordinance No. 2107-C-S approving the Development Agreement and Ordinance No. 2108-C-S approving a rezone to modify the current Aviano Adult Community Planned Development zone standards, and

**WHEREAS**, this City Council has specifically found that the design of these improvements will not likely cause substantial environmental damage and is not likely to substantially and avoidably injure fish or wildlife or their habitats; and

**WHEREAS**, this City Council has specifically found that the design of these improvements will not likely cause serious public health problems; and

**WHEREAS**, the applicant has paid all the necessary fees, made all deposits required to date, and submitted the Improvement Agreement and the required bonds;

**NOW THEREFORE BE IT RESOLVED** that the Improvement Agreement for Aviano Unit 1 Subdivision 9279 and improvement plans relating thereto are hereby approved; and

**BE IT FURTHER RESOLVED** that the sanitary sewer easement offered for dedication is hereby accepted; and

**RESOLUTION NO. 2017/\*\***

May 23, 2017

Page 2

**BE IT FURTHER RESOLVED** that the City Manager of the City of Antioch is hereby authorized to sign the Improvement Agreement in substantially the same form as attached hereto.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 23<sup>rd</sup> day of May 2017, by the following vote:

**AYES:**

**ABSENT:**

**NOES:**

---

**ARNE SIMONSEN**  
**CITY CLERK OF THE CITY OF ANTIOCH**

AZ

# ATTACHMENT "B"

## IMPROVEMENT AGREEMENT OFFSITE SEWER

THIS AGREEMENT is made and entered into by and between the City of Antioch, hereinafter referred to as "City", and Aviano Farms, LLC, hereinafter referred to as "Developer", both of who understand as follows:

Developer has presented to City for approval improvement plans (hereinafter called the "Plans") entitled: "Aviano Subdivision 9249 Infrastructure Phase I Off-Site Sewer Improvement Plans".

The Plans have been filed with the City Engineer of City for presentation to the City Council of the City for its approval, which Plans are hereby referred to and incorporated herein;

Developer has requested approval of the Plans prior to the construction and completion of improvements, including all public utility facilities which are a part of, or appurtenant to, designated on the Plans, all in accordance with, and as required by, the Plans for all or any of said improvements in, appurtenant to, or outside the limits of development, which Plans are now on file in the office of the City Engineer of City;

This agreement is executed pursuant to the provisions of the Subdivision Map Act of the State of California and Title 9, Chapter 4 of the Antioch Municipal Code.

NOW THEREFORE, for and in consideration of the approval of the Plans and of the acceptance of the dedication, or some thereof, and in order to insure satisfactory performance by Developer's obligations under said Subdivision Map Act and said Municipal Code, the parties agree as follows:

1. PERFORMANCE OF WORK. Developer will do and perform or cause to be done and performed, at Developer's own expense, in a good and workmanlike manner, and furnish all required materials, all under the direction and to the satisfaction of the City Engineer of City, all of the following work and improvements within (and/or without) the dedication, to wit:

- a) Those certain improvements designated and shown as sanitary sewers and other appurtenant on or off-site improvements, and Developer shall also do all work and furnish all materials necessary in the opinion of the City Engineer to complete the improvements in accordance with the Plans on file, or with any changes required or ordered by said Engineer, which in his opinion are necessary or required to complete

the work, at no cost to the City. All work shall meet the minimum construction standards contained in the City Construction Details and the State of California Department of Transportation Standard Specifications, current edition, unless noted otherwise by the City.

2. WORK: PLACES AND GRADES TO BE FIXED BY ENGINEER. All of said work is to be done to the satisfaction of the City Engineer, and to the grades as shown upon the Plans on file in the office of the City Engineer.

3. WORK: TIME FOR COMMENCEMENT AND PERFORMANCE. At least twenty-four hours prior to the commencement of any work hereunder, Developer shall notify City Engineer in writing of the date fixed by Developer for commencement thereof, so that City Engineer shall be able to provide services of inspection.

The Developer will complete, or cause to be completed, all improvements in accordance with the Plans on file as hereinbefore specified, including any changes required or ordered by the said Engineer pursuant to a time schedule approved by the City Engineer. The City Engineer may, from time to time, extend the schedule. The schedule shall be deemed to be extended if any completion date is not met and there is no objection from the City Engineer. Any such extension may be effective without notice to developer surety, and no extension shall release or modify the surety's liability on the bond to secure the faithful performance of this agreement, or for the payment of labor and materials.

The work shall be performed in a safe and good workmanlike manner, and enough workmen to quickly and adequately perform the work shall be employed and used. All work must comply with State of California, Division of Industrial Safety Construction Orders, and to the State of California Department of Transportation Standard Specifications, current edition. Compaction shall be 95% relative compaction to a depth of 30" (30 inches).

No work on any public improvement will be permitted unless performed in a safe, workmanlike manner, and unless sufficient workmen are on the job to adequately perform the work in that manner.

Except as approved by the City Engineer in writing, all work shall be performed Monday through Friday, excluding City holidays between the hours of 8:00 a.m. and 5:00 p.m.

Any contractor not performing as required by this agreement may, at the discretion of the City Engineer, be barred from doing any work within the City on any subdivision or any Public Works project for a maximum period of two years.

The Developer shall furnish a licensed Soils Engineer to test and certify that all cuts, fills, and trench backfill conform to the requirements of the City and State Codes.

4. REPAIRS AND REPLACEMENTS. Developer shall replace, or have replaced, or repair or have repaired, as the case may be, all pipes shown on the Plans which have been destroyed or damaged, and Developer shall replace or have replaced, repair or have repaired, as the case may be, or pay the owner, the entire cost of replacement or repairs, of any and all property damaged or destroyed by reason of any work done hereunder, whether such property be owned by the United States or any agency thereof, or the State of California or any agency or political subdivision thereof, or by the City or by any public or private corporation, or by any person whomsoever, or by any combination of such owners. Any such repair or replacement shall be to the satisfaction, and subject to the approval, of the City Engineer.

5. PERMITS, COMPLIANCE WITH LAW. Developer shall, at Developer's expense, obtain all necessary permits and licenses for the construction of such improvements, give all necessary notices and pay all fees and taxes required by law. No Permits will be issued until all applicable Mitigation Monitoring Reporting Program (MMRP) checklist items have been completed and approved by the Community Development Department.

6. SUPERINTENDENCE BY DEVELOPER. Developer shall give personal superintendence to the work on said improvement, or have a competent foreman or superintendent, satisfactory to the City Engineer, on the work at all times during progress, with authority to act for Developer.

7. INSPECTION BY CITY. Developer shall at all times maintain property facilities, and provide safe access for inspection by City to all parts of the work, and to the shops wherein the work is in preparation.

8. CONTRACT SECURITY. Concurrently with the execution hereof, Developer shall furnish: (1) A surety bond, or cash deposit in an amount equal to at least one hundred percent (100%) of the estimated cost of improvements as security for the faithful performance of this agreement; and (2) a separate surety bond or cash deposit in an equal amount to at least one hundred percent (100%) of the estimated cost of improvements as security for the payment of all persons performing labor and furnishing materials in connection with this agreement. The surety on each of said bonds, and the form thereof, shall be satisfactory to the City Attorney. All surety bonds and cash deposits furnished in connection with this agreement shall be held by the City and not released until sufficient time has elapsed after completion of construction so that the City

is assured that no claim against the City in connection therewith can successfully be asserted. The faithful performance bond may be released by the City upon acceptance of the work in exchange for the Developer providing a warranty bond for the work. The labor and materials bond shall be reduced or released pursuant to Government Code section 66499.7(h). The warranty bond shall remain in effect for the period described in Paragraph No. 12 of this agreement.

9. HOLD-HARMLESS AGREEMENT. Developer hereby agrees to, and shall hold City, its elective and appointive boards, commissions, officers, agents, and employees, harmless from any liability for damage for personal injury, including death, as well as from claims for property damage which may arise from Developer or Developer's contractors', sub-contractors', agents' or employees' operations under this agreement, whether such operations be by Developer or by any of Developer's contractors, sub-contractors, or by any one or more persons directly or indirectly employed by, or acting as agent for, Developer or any of Developer's contractors or subcontractors. Developer agrees to, and shall, defend City and its elective and appointive boards, commissions, officers, agents and employees from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of any of the aforesaid operations; provided as follows:

- a) That City does not, and shall not; waive any rights against Developer which it may have by reason of the aforesaid hold-harmless agreement, because of the acceptance by City, or the deposit with City by Developer.
- b) That the aforesaid hold-harmless agreement by Developer shall apply to all damages and claims for damages and claims for damages of every kind suffered, or alleged to have been suffered, by reason of any of the aforesaid operations referred to in this paragraph, regardless of whether or not City has prepared, supplied or approved of, plans and/or specifications for the subdivision.

10. TITLE TO IMPROVEMENTS. Title to, and ownership of, all improvements constructed hereunder by Developer shall vest absolutely in City, upon completion and acceptance of such improvements by City. Developer shall provide dedication of a public sanitary sewer easement centered along the subject offsite sanitary sewer improvements to the City, at no cost to the City.

11. REPAIR OR RECONSTRUCTION OF DEFECTIVE WORK. If, within a period of one year final acceptance of the work performed under this agreement, any structure or part of any structure furnished and/or installed or constructed, or caused to be installed or constructed by

Developer, or any of the work done under this agreement, fails to fulfill any of the requirements of this agreement or the specifications referred to herein, Developer shall without delay and without any cost to the City, repair or replace or reconstruct any defective or otherwise unsatisfactory part or parts of the work or structure. Should Developer fail to act promptly or in accordance with this requirement, or should the exigencies of the case require repairs or replacements to be made before Developer can be notified, City may, as its option, make the necessary repairs or replacements or perform the necessary work and Developer shall pay to City the actual cost of such repairs plus twenty-five percent (25%).

12. DEVELOPER NOT AGENT OF CITY. Neither Developer nor any of Developer's agents or contractors are or shall be considered to be agents of City in connection with the performance of Developer's obligations under this agreement.

13. COST OF ENGINEERING AND INSPECTION. The Developer shall be responsible for the actual costs of all plan checking, inspection, administration, and testing services furnished by the City in connection with this Agreement, including those performed by consultants under contract with the City (the "City Costs"). The Developer's subdivision inspection deposit and billing for hourly staff time shall be based upon the City of Antioch Master Fee Schedule in effect at the time this Agreement is fully executed. As work progresses, an invoice for staff time and materials shall be delivered each month to the Developer for payment. In addition, the Developer shall pay any direct City costs of all outside inspection, including soils and materials testing, as required by the City Engineer, promptly upon receipt of a City invoice for the work and prior to final acceptance of the improvements by City.

No work shall be performed without inspection by the City. Any work performed without an inspection will not be accepted by the City.

All work which requires inspection shall be performed during the City's normal working hours and work days. If any work is performed before 8:00 a.m. and after 5:00 p.m., or on a City holiday, or on a weekend, there must be a request in writing 3 working days in advance for an inspector during those hours. All overtime inspections will be invoiced at double the inspector's hourly cost to the City.

If an inspector is not available to work during such hours, as requested, no work shall be performed during those hours.

14. NOTICE OF BREACH AND DEFAULT. If Developer refuses or fails to obtain prosecution of the work, or any severable part thereof, with such diligence as will insure its

completion within the time specified, or any extensions thereof, or fails to obtain completion of said work within such time, or if the Developer should be adjudged a bankrupt, or Developer should make a general assignment for the benefit of Developer's creditors, or if a receiver should be appointed in the event of Developer's insolvency, or if Developer, or any of Developer's contractors, subcontractors, agents or employees, should violate any of the provisions of this agreement, City Engineer or City Council may serve written notice upon Developer and Developer's surety of breach of this agreement, or of any portion thereof and default of Developer.

15. BREACH OF AGREEMENT: PERFORMANCE BY SURETY OR CITY. In the event of any such notice, Developer's surety shall have the duty to take over and complete the work and the improvement herein specified; provided, however, that if the surety, within five days after the serving upon it of such notice of breach, does not give City written notice of its intention to take over the performance of the contract, and does not commence performance thereof within five days after notice to City of such election, City may take over the work and prosecute the same to completion, by contract or by any other method City may deem advisable, for the account and at the expense of developer, and Developer's surety shall be liable to City for any excess cost or damages occasioned City thereby; and, in such event, City, without liability for so doing, may take possession of, and utilize in completing the work, such materials, appliances, plant and other property belonging to Developer as may be on the site of work and necessary therefore.

16. NOTICES. All notices herein required shall be in writing, and delivered in person or sent by registered mail, postage paid.

Notices required to be given to City shall be addressed as follows:

CITY ENGINEER/CITY HALL/P.O. BOX 5007/ANTIOCH, CA 94531-5007

Notices required to be given surety of Developer shall be addressed as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provided that any party or the surety may change such address by notice of writing to the other party and thereafter notices shall be addressed and transmitted to the new address.

**CITY:**

CITY OF ANTIOCH

\_\_\_\_\_  
Ron Bernal, City Manager

**DEVELOPER:**

Aviano Farms LLC.

\_\_\_\_\_  
David Sanson, President

Attest:

\_\_\_\_\_  
Arne Simonsen, City Clerk

Approved as to Form:

\_\_\_\_\_  
City Attorney

## ATTACHMENT "C"

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
APPROVING AN IMPROVEMENT AGREEMENT AND IMPROVEMENT PLANS FOR  
IN-TRACT STORM DRAIN OUTFALL IMPROVEMENTS FOR AVIANO UNIT 1  
SUBDIVISION 9279, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE  
IMPROVEMENT AGREEMENT IN SUBSTANTIALLY THE SAME FORM AS  
ATTACHED (PW 676)**

**WHEREAS**, on September 8, 2015, the City Council:

1. Adopted Resolution No. 2015/66 adopting the Addendum to the Environmental Impact Report for the Aviano Adult Community Project;
2. Introduced the Ordinance approving a Development Agreement between the City of Antioch and Aviano Farms LLC;
3. Adopted Resolution No. 2015/67 approving a General Plan Amendment for purposes of amending the Sand Creek Focus Area text to allow small-lot single family residential uses on-site (GP-15-02);
4. Introduced the Ordinance approving a rezone to modify the current Aviano Adult Community Planned Development zone standards (PD-14-01);
5. Adopted Resolution No. 2015/68 approving a Vesting Tentative Map/Final Development Plan and Use Permit for Phase 1 consisting of 127 units (UP-14-15); and

**WHEREAS**, on September 22, 2015 the City Council adopted Ordinance No. 2107-C-S approving the Development Agreement and Ordinance No. 2108-C-S approving a rezone to modify the current Aviano Adult Community Planned Development zone standards, and

**WHEREAS**, this City Council has specifically found that the design of these improvements will not likely cause substantial environmental damage and is not likely to substantially and avoidably injure fish or wildlife or their habitats; and

**WHEREAS**, this City Council has specifically found that the design of these improvements will not likely cause serious public health problems; and

**WHEREAS**, the applicant has paid all the necessary fees, made all deposits required to date, and submitted the Improvement Agreement and the required bonds;

**NOW THEREFORE BE IT RESOLVED** that the Improvement Agreement for Aviano Unit 1 Subdivision 9279 and improvement plans relating thereto are hereby approved; and

**RESOLUTION NO. 2017/\*\***

May 23, 2017

Page 2

**BE IT FURTHER RESOLVED** that the City Manager of the City of Antioch is hereby authorized to sign the Improvement Agreement in substantially the same form as attached hereto.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 23<sup>rd</sup> day of May 2017, by the following vote:

**AYES:**

**ABSENT:**

**NOES:**

---

**ARNE SIMONSEN**  
**CITY CLERK OF THE CITY OF ANTIOCH**

## ATTACHMENT "D"

### IMPROVEMENT AGREEMENT SAND CREEK OUTFALL

THIS AGREEMENT is made and entered into by and between the City of Antioch, hereinafter referred to as "City", and Aviano Farms, LLC, hereinafter referred to as "Developer", both of who understand as follows:

Developer has presented to City for approval improvement plans (hereinafter called "Plans") entitled: "Sand Creek Outfall".

The Plans have been filed with the City Engineer of City for presentation to the City Council of the City for its approval, which Plans are hereby referred to and incorporated herein;

Developer has requested approval of the Plans prior to the construction and completion of improvements, including all public utility facilities which are a part of, or appurtenant to, designated on the Plans, all in accordance with, and as required by, the Plans for all or any of said improvements in, appurtenant to, or outside the limits of development, which Plans are now on file in the office of the City Engineer of City;

This agreement is executed pursuant to the provisions of the Subdivision Map Act of the State of California and Title 9, Chapter 4 of the Antioch Municipal Code.

NOW THEREFORE, for and in consideration of the approval of the Plans and of the acceptance of the dedication, or some thereof, and in order to insure satisfactory performance by Developer's obligations under said Subdivision Map Act and said Municipal Code, the parties agree as follows:

1. PERFORMANCE OF WORK. Developer will do and perform or cause to be done and performed, at Developer's own expense, in a good and workmanlike manner, and furnish all required materials, all under the direction and to the satisfaction of the City Engineer of City, all of the following work and improvements within (and/or without) the dedication, to wit:
  - a) Those certain improvements designated and shown as drainage outfall and other appurtenant on or off-site improvements, and Developer shall also do all work and furnish all materials necessary in the opinion of the City Engineer to complete the

improvements in accordance with the Plans on file, or with any changes required or ordered by said Engineer, which in his opinion are necessary or required to complete the work, at no cost to the City. All work shall meet the minimum construction standards contained in the City Construction Details and the State of California Department of Transportation Standard Specifications, current edition, unless noted otherwise by the City.

2. WORK: PLACES AND GRADES TO BE FIXED BY ENGINEER. All of said work is to be done to the satisfaction of the City Engineer, and to the grades as shown upon the Plans on file in the office of the City Engineer.

3. WORK: TIME FOR COMMENCEMENT AND PERFORMANCE. At least twenty-four hours prior to the commencement of any work hereunder, Developer shall notify City Engineer in writing of the date fixed by Developer for commencement thereof, so that City Engineer shall be able to provide services of inspection.

The Developer will complete, or cause to be completed, all improvements in accordance with the Plans on file as hereinbefore specified, including any changes required or ordered by the said Engineer pursuant to a time schedule approved by the City Engineer. The City Engineer may, from time to time, extend the schedule. The schedule shall be deemed to be extended if any completion date is not met and there is no objection from the City Engineer. Any such extension may be effective without notice to developer surety, and no extension shall release or modify the surety's liability on the bond to secure the faithful performance of this agreement, or for the payment of labor and materials.

The work shall be performed in a safe and good workmanlike manner, and enough workmen to quickly and adequately perform the work shall be employed and used. All work must comply with State of California, Division of Industrial Safety Construction Orders, and to the State of California Department of Transportation Standard Specifications, current edition. Compaction shall be 95% relative compaction to a depth of 30" (30 inches).

No work on any public improvement will be permitted unless performed in a safe, workmanlike manner, and unless sufficient workmen are on the job to adequately perform the work in that manner.

Except as approved by the City Engineer in writing, all work shall be performed Monday through Friday, excluding City holidays between the hours of 8:00 a.m. and 5:00 p.m.

Any contractor not performing as required by this agreement may, at the discretion of the City Engineer, be barred from doing any work within the City on any subdivision or any Public Works project for a maximum period of two years.

The Developer shall furnish a licensed Soils Engineer to test and certify that all cuts, fills, and trench backfill conform to the requirements of the City and State Codes.

4. REPAIRS AND REPLACEMENTS. Developer shall replace, or have replaced, or repair or have repaired, as the case may be, all pipes shown on the Plans which have been destroyed or damaged, and Developer shall replace or have replaced, repair or have repaired, as the case may be, or pay the owner, the entire cost of replacement or repairs, of any and all property damaged or destroyed by reason of any work done hereunder, whether such property be owned by the United States or any agency thereof, or the State of California or any agency or political subdivision thereof, or by the City or by any public or private corporation, or by any person whomsoever, or by any combination of such owners. Any such repair or replacement shall be to the satisfaction, and subject to the approval, of the City Engineer.

5. PERMITS, COMPLIANCE WITH LAW. Developer shall, at Developer's expense, obtain all necessary permits and licenses for the construction of such improvements, give all necessary notices and pay all fees and taxes required by law. No Permits will be issued until all applicable Mitigation Monitoring Reporting Program (MMRP) checklist items have been completed and approved by the Community Development Department.

6. SUPERINTENDENCE BY DEVELOPER. Developer shall give personal superintendence to the work on said improvement, or have a competent foreman or superintendent, satisfactory to the City Engineer, on the work at all times during progress, with authority to act for Developer.

7. INSPECTION BY CITY. Developer shall at all times maintain property facilities, and provide safe access for inspection by City to all parts of the work, and to the shops wherein the work is in preparation.

8. CONTRACT SECURITY. Concurrently with the execution hereof, Developer shall furnish: (1) A surety bond, or cash deposit in an amount equal to at least one hundred percent (100%) of the estimated cost of improvements as security for the faithful performance of this agreement; and (2) a separate surety bond or cash deposit in an equal amount to at least one hundred percent (100%) of the estimated cost of improvements as security for the payment of all persons performing labor and furnishing materials in connection with this agreement. The surety on each of said bonds, and the form thereof, shall be satisfactory to the City Attorney. All surety bonds and cash deposits furnished in connection with this agreement shall be held by the City and not released until sufficient time has elapsed after completion of construction so that the City is assured that no claim against the City in connection therewith can successfully be asserted. The faithful performance bond may be released by the City upon acceptance of the work in exchange for the Developer providing a warranty bond for the work. The labor and materials bond shall be reduced or released pursuant to Government Code section 66499.7(h). The warranty bond shall remain in effect for the period described in Paragraph No. 12 of this agreement.

9. HOLD-HARMLESS AGREEMENT. Developer hereby agrees to, and shall hold City, its elective and appointive boards, commissions, officers, agents, and employees, harmless from any liability for damage for personal injury, including death, as well as from claims for property damage which may arise from Developer or Developer's contractors', sub-contractors', agents' or employees' operations under this agreement, whether such operations be by Developer or by any of Developer's contractors, sub-contractors, or by any one or more persons directly or indirectly employed by, or acting as agent for, Developer or any of Developer's contractors or subcontractors. Developer agrees to, and shall, defend City and its elective and appointive boards, commissions, officers, agents and employees from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of any of the aforesaid operations; provided as follows:

- c) That City does not, and shall not; waive any rights against Developer which it may have by reason of the aforesaid hold-harmless agreement, because of the acceptance by City, or the deposit with City by Developer.

d) That the aforesaid hold-harmless agreement by Developer shall apply to all damages and claims for damages and claims for damages of every kind suffered, or alleged to have been suffered, by reason of any of the aforesaid operations referred to in this paragraph, regardless of whether or not City has prepared, supplied or approved of, plans and/or specifications for the subdivision.

10. TITLE TO IMPROVEMENTS. Title to, and ownership of, all improvements constructed hereunder by Developer shall vest absolutely in Developer. Developer shall provide dedication of a public storm drain easement centered along the subject storm drain outfall improvements to the City with the filing of the final map, at no cost to the City. Upon recordation of the final map and completion and acceptance of such improvements by City, title to, and ownership of, all improvements construction hereunder by Developer shall vest absolutely in City.

11. REPAIR OR RECONSTRUCTION OF DEFECTIVE WORK. If, within a period of one year final acceptance of the work performed under this agreement, any structure or part of any structure furnished and/or installed or constructed, or caused to be installed or constructed by Developer, or any of the work done under this agreement, fails to fulfill any of the requirements of this agreement or the specifications referred to herein, Developer shall without delay and without any cost to the City, repair or replace or reconstruct any defective or otherwise unsatisfactory part or parts of the work or structure. Should Developer fail to act promptly or in accordance with this requirement, or should the exigencies of the case require repairs or replacements to be made before Developer can be notified, City may, as its option, make the necessary repairs or replacements or perform the necessary work and Developer shall pay to City the actual cost of such repairs plus twenty-five percent (25%).

12. DEVELOPER NOT AGENT OF CITY. Neither Developer nor any of Developer's agents or contractors are or shall be considered to be agents of City in connection with the performance of Developer's obligations under this agreement.

13. COST OF ENGINEERING AND INSPECTION. The Developer shall be responsible for the actual costs of all plan checking, inspection, administration, and testing services furnished by the City in connection with this Agreement, including those performed by consultants under contract with the City (the "City Costs"). The Developer's subdivision inspection deposit and

billing for hourly staff time shall be based upon the City of Antioch Master Fee Schedule in effect at the time this Agreement is fully executed. As work progresses, an invoice for staff time and materials shall be delivered each month to the Developer for payment. In addition, the Developer shall pay any direct City costs of all outside inspection, including soils and materials testing, as required by the City Engineer, promptly upon receipt of a City invoice for the work and prior to final acceptance of the improvements by City.

No work shall be performed without inspection by the City. Any work performed without an inspection will not be accepted by the City.

All work which requires inspection shall be performed during the City's normal working hours and work days. If any work is performed before 8:00 a.m. and after 5:00 p.m., or on a City holiday, or on a weekend, there must be a request in writing 3 working days in advance for an inspector during those hours. All overtime inspections will be invoiced at double the inspector's hourly cost to the City

If an inspector is not available to work during such hours, as requested, no work shall be performed during those hours.

14. NOTICE OF BREACH AND DEFAULT. If Developer refuses or fails to obtain prosecution of the work, or any severable part thereof, with such diligence as will insure its completion within the time specified, or any extensions thereof, or fails to obtain completion of said work within such time, or if the Developer should be adjudged a bankrupt, or Developer should make a general assignment for the benefit of Developer's creditors, or if a receiver should be appointed in the event of Developer's insolvency, or if Developer, or any of Developer's contractors, subcontractors, agents or employees, should violate any of the provisions of this agreement, City Engineer or City Council may serve written notice upon Developer and Developer's surety of breach of this agreement, or of any portion thereof and default of Developer.

15. BREACH OF AGREEMENT: PERFORMANCE BY SURETY OR CITY. In the event of any such notice, Developer's surety shall have the duty to take over and complete the work and the improvement herein specified; provided, however, that if the surety, within five days after the serving upon it of such notice of breach, does not give City written notice of its

intention to take over the performance of the contract, and does not commence performance thereof within five days after notice to City of such election , City may take over the work and prosecute the same to completion, by contract or by any other method City may deem advisable, for the account and at the expense of developer, and Developer's surety shall be liable to City for any excess cost or damages occasioned City thereby; and, in such event, City, without liability for so doing, may take possession of, and utilize in completing the work, such materials, appliances, plant and other property belonging to Developer as may be on the site of work and necessary therefore.

16. NOTICES. All notices herein required shall be in writing, and delivered in person or sent by registered mail, postage paid.

Notices required to be given to City shall be addressed as follows:

CITY ENGINEER/CITY HALL/P.O. BOX 5007/ANTIOCH, CA 94531-5007

Notices required to be given surety of Developer shall be addressed as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provided that any party or the surety may change such address by notice of writing to the other party and thereafter notices shall be addressed and transmitted to the new address.

**CITY:**

CITY OF ANTIOCH

**DEVELOPER:**

Aviano Farms LLC.

\_\_\_\_\_  
Ron Bernal, City Manager

\_\_\_\_\_  
David Sanson, President

Attest:

\_\_\_\_\_  
Arne Simonsen, City Clerk

Approved as to Form:

\_\_\_\_\_  
City Attorney

# ATTACHMENT "E"



City of Antioch GIS

13



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Phil Hoffmeister, Administrative Analyst *PH*

**APPROVED BY:** Lynne Filson, Assistant City Engineer *LBF*

**SUBJECT:** Resolution Approving Consolidated Engineer's Report and Declaring Intention to Levy and Collect Assessments for the Hillcrest, Citywide, Downtown, Almondridge, Lone Tree, and East Lone Tree Landscape Maintenance Districts, and Setting Public Hearing (PW 500)

---

### **RECOMMENDED ACTION**

It is recommended that the City Council adopt the attached Resolution approving the Consolidated Engineer's Report and setting June 13, 2017 as the date for the Public Hearing.

### **STRATEGIC PURPOSE**

This action is the essential funding mechanism in meeting Citywide Strategic Plan, Strategy K-1: Ensure well maintained public facilities, rights-of-way, and parks. This action also contributes to fulfilling Long Term Goal K: Designing, building, operating, maintaining, stewarding and enhancing Antioch's assets and resources in partnership with the community; and Long Term Goal J: Provide outstanding parks and recreation facilities for the community.

### **FISCAL IMPACT**

Street Light and Landscape Maintenance District (SLLMD) assessment revenues for FY 2017-18 are estimated at approximately \$2,158,851 and maintenance costs are estimated at approximately \$4,691,085. After applying available SLLMD balances, \$1,680,027 will be needed from the General Fund to cover remaining costs, which is already incorporated into the proposed General Fund budget for FY2017-18.

### **DISCUSSION**

In Fiscal Year (FY) 2001-02 a Citywide Proposition 218 ballot to create one citywide Street Light and Landscape Maintenance District (SLLMD), subdivided into four benefit zones, failed by a 70% margin. Following that failed election, Council approved the Engineer's Report for the "existing" or "base assessment" Assessment District. That report, as does this year's, assesses only properties that are subject to assessments that were previously imposed by petition of the developer of the parcel.

The 1972 Street Light and Landscape Maintenance District Act requires a Registered Civil Engineer prepare an Engineer's Report annually prior to rate setting by the City Council.

The attached Engineer's Report presents maintenance cost estimates based on FY 2016-17 budgets and approximately \$2,158,851 in collected assessments. None of the assessments exceed their respective maximum base rate. Based on previous Council direction, assessments have been allocated first to cover costs of administration, then to local landscaping, and finally arterials and medians. Any shortfalls are shown as a contribution by the General Fund.

The action of the Council tonight is to approve the receipt of the Engineer's Report and to set a Public Hearing to consider it fully on June 13, 2017. At that time, staff will recommend that Council confirm the levy of assessments and certify them to the County.

**ATTACHMENTS**

- A. Resolution
- B. Engineer's Report
- C. Street Light and Landscape Maintenance District Boundary Map

# ATTACHMENT "A"

## RESOLUTION NO. 2017/\*\*

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH APPROVING THE CONSOLIDATED ENGINEER'S REPORT AND DECLARING THE INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR THE HILLCREST, CITYWIDE, DOWNTOWN, ALMONDRIDGE, LONE TREE, AND EAST LONE TREE LANDSCAPE MAINTENANCE DISTRICTS, AND SETTING PUBLIC HEARING (PW 500)

**WHEREAS**, the City Council has ordered the formation of the Hillcrest, Citywide, Downtown, Almondridge, Lone Tree Way, and East Lone Tree Landscape Maintenance Districts; and

**WHEREAS**, Streets & Highway Code §22620 et seq and Proposition 218 provide the procedures for the levy of annual assessments and the formation of such assessment districts; and

**WHEREAS**, the engineer of work has filed a report with the City Clerk, setting out the matters required by state law; and

**WHEREAS**; the City Council hereby approves the Consolidated Engineer's Report as submitted;

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Antioch as follows:

The City Council hereby approves the Consolidated Engineer's Report as submitted and declares its intention to levy and collect assessments within the Hillcrest, Citywide, Downtown, Almondridge, Lone Tree, and East Lone Tree Landscape Maintenance Districts for the fiscal year 2017-2018.

1. The improvements in each District include maintenance of public landscaping, including but not limited to roadside and medians on collector streets, cul-de-sacs, landscaped trails and open space. No substantial changes are proposed to be made regarding the existing improvements, except the maintenance of new facilities that have been constructed since the last Engineer's Report.
2. The Hillcrest Landscape Maintenance District generally encompass the subdivisions abutting or in the area of Hillcrest Avenue. The Downtown District generally encompasses the commercial downtown area of the City. The Almondridge District generally encompasses the Almondridge subdivision. The Lone Tree District generally encompasses the subdivisions in the area south of Lone Tree Way. The East Lone Tree District generally encompasses the subdivisions in the area east of Vista Grande Drive and west of Empire Avenue. The Citywide District encompasses the remainder of the City, which is not included in one of the above-mentioned districts.

**RESOLUTION NO. 2017/\*\***

May 23, 2017

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3. Reference is made to the Consolidated Engineer's Report, on file with the City Clerk, for a full and detailed description of the improvements, the boundaries of the assessment districts, and any zones therein, and the proposed assessments upon assessable lots and parcels within those districts.
4. Notice is hereby given that the City Council will conduct a public hearing on the matter of the levy and collection of assessments as described herein at 7:00 p.m. on June 13<sup>th</sup>, 2017 at the City Council Chambers, City Hall, Third and "H" Streets, Antioch, California. Public testimony will be allowed at this public hearing regarding the proposed levy and collection of assessments as described herein.
5. The City of Antioch is proposed to be assessed for its proportional street frontage in Downtown District 4, Zone 1.
6. Separate written protests may be filed with the City Clerk, City Hall, Third and "H" Streets, P.O. Box 5007, Antioch, California, 94531-5007 at any time prior to the conclusion of the public hearing on June 13<sup>th</sup>, 2017. Protests must state all grounds of objection. A protest filed by a property owner must contain the address of the affected property. The City Council will also receive oral testimony and objections.
7. The City Clerk is hereby directed to publish a public hearing notice in the Contra Costa Times, as required by law.
8. None of the proposed assessments are proposed to be increased over the amounts authorized by the ballot measure.

If any person challenges the decision of the City in this matter in court, he or she may be limited to raising only those issues that were raised at the public hearing described in this notice, or in written correspondence delivered to the City at, or prior to, the public hearing.

A copy of the Engineer's Report is available for inspection at the Community Development, Engineering and Development Services Division, 2<sup>nd</sup> Floor, City Hall, Third and "H" Streets, Antioch, California. Written statements in favor of, or in opposition to this matter, may be filed with the City Clerk, City Hall, Third and "H" Streets (P.O. Box 5007), Antioch CA 94531-5007, at any time prior to the hearing and to be heard thereon. The meeting facility is accessible to the handicapped. Auxiliary aides will be made available, upon request in advance, for persons with hearing or vision disabilities.

AZ

**RESOLUTION NO. 2017/\*\***

May 23, 2017

Page 3

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing resolution was adopted by the City Council of the City of Antioch at a regular meeting thereof; held on the 23<sup>rd</sup> day of May, 2017 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

---

**ARNE SIMONSEN**  
**CITY CLERK OF THE CITY OF ANTIOCH**

# ATTACHMENT "B"



CITY OF ANTIOCH  
CONTRA COSTA COUNTY, CALIFORNIA

CONSOLIDATED ENGINEER'S REPORT  
FOR THE  
CITY OF ANTIOCH  
STREET LIGHT AND LANDSCAPE MAINTENANCE  
DISTRICT NUMBERS 1, 2A, 4, 5, 9, AND 10  
AND THE  
LEVY OF THE ANNUAL ASSESSMENT  
FOR THE 2017/18 FISCAL YEAR

City of Antioch

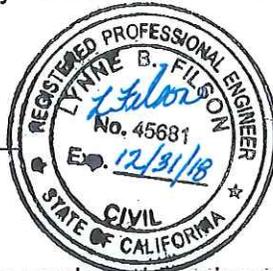
May 23<sup>rd</sup>, 2017

Prepared by  
City of Antioch  
Assistant City Engineer  
Lynne B. Filson, P.E.  
Philip Hoffmeister, Administrative Analyst

STREET LIGHT AND LANDSCAPE MAINTENANCE DISTRICT  
NUMBERS 1, 2A, 4, 5, 9, AND 10  
(Pursuant to the Landscaping and Lighting Act of 1972 and Proposition 218)

The undersigned respectfully submits the enclosed Engineer's Report as directed by the City Council.

Dated May 17, 2017



By Lynne B. Filson  
Lynne B. Filson, P.E.  
License Expires 12/31/18

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with me on the \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Arne Simonsen, City Clerk  
City of Antioch  
Contra Costa County, California

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Antioch, California on the \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Arne Simonsen, City Clerk  
City of Antioch  
Contra Costa County, California

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with the County Auditor of the County of Contra Costa, California on the \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Arne Simonsen, City Clerk  
City of Antioch  
Contra Costa County, California

By \_\_\_\_\_

Date \_\_\_\_\_

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## I. INTRODUCTION

### A. Preamble

In March 2001, Council considered a "reorganized" Street Light and Landscape Maintenance District (SLLMD) that would have created a single citywide District, subdivided into multiple benefit zones. In accordance with Proposition 218, ballots were sent to property owners for their approval/disapproval of that reorganized district. The result of that election was a majority "No" vote defeating the proposal. At its meeting on June 26, 2001, Council voted to approve the "Existing Light and Landscape Maintenance District", and that assessments could be levied only up to the "base assessments" for each parcel as recorded in Fiscal Year (FY) 2000-2001, (Resolution 2001/63). Since June 2001, new districts and zones have been formed that established a base rate plus an inflationary adjustment equal to the San Francisco Consumer Price Index (CPI) increase for the preceding twelve-month period.

As indicated in previous Engineer's Reports, most districts and zones did not collect sufficient assessments to finance estimated maintenance costs. Shortfalls were covered by contributions by the City General Fund. In FY 2003-04 Staff presented Council options for increasing assessments to their maximum base rates to reduce those shortfalls. In June 2003, Council decided to increase assessments to their respective maximum base assessments over a 3-year period. The final increment was approved by Council for FY 2005-06; however, some shortfalls remain. Those shortfalls continue to shown as paid by a contribution from the General Fund.

This Annual Consolidated Street Light and Landscape Maintenance Districts Engineer's Report continues with Council direction and presents maintenance costs for the existing lighting and landscaping districts and zones and assessments.

### B. Enabling Legislation

Prior to November 1996, the City of Antioch Street Light and Landscape Maintenance Districts were governed only by the Landscaping and Lighting Act of 1972 (Streets and Highways Code Section 22500, and following) which allows a municipality or other local public agency to establish a special assessment district to raise funds for installing, maintaining and servicing public lighting, landscaping, park and recreational facilities. The revenue to pay for these improvements came from special assessments levied on the land benefiting from the improvements. The local legislative body set the assessment each year after receiving an Engineer's Report and holding a public hearing. The assessments were collected as a separately stated item on the county tax bill.

During that period, the City Council took five basic steps to levy the assessment:

- Adopt a Resolution Directing Filing of Annual Engineer's Report
- Preliminarily Approve the Engineer's Report
- Adopt a Resolution of Intention to Order Improvements
- Conduct a Public Hearing

- Adopt a Resolution Confirming the Diagram and Assessment and Levying the Annual Assessment.

A certified copy of the Engineer's Report and a computer data tape containing the assessment roll were then submitted to the Contra Costa County Auditor for collection of the approved assessments.

With the passage of Proposition 218 in November of 1996, additional actions were required to impose new, or increase existing, assessments. Proposition 218 also exempted "Any assessment imposed pursuant to a petition signed by persons owning all of the parcels subject to the assessment at the time the assessment is initially imposed." For the City of Antioch, the City Attorney has determined that the base amount of assessment that was in effect at the time a new development petitioned for annexation into the district is excluded from the provisions of Proposition 218.

### C. Consolidated Engineer's Report

This Consolidated Engineer's Report recommends an assessment for parcels within each of the six Districts in the City of Antioch that are subject to an assessment, up to the base amount. The recommended assessments are based on estimates of the benefits to be received by each assessable parcel for District landscaping and recreational improvements. The benefit estimates are used to apportion costs to each assessable parcel, up to the maximum amount each parcel may be assessed without exceeding the base amount.

The 1972 Act does not specify a method or formula for apportioning costs. The assessment may be apportioned by any formula or method that fairly distributes the costs among all assessable lots or parcels.

This report summarizes the proposed assessment methods and the resulting assessments recommended. The report includes the following:

- Assessment Diagram
- Description of Improvements
- Estimate of Operation and Maintenance costs for FY 2017/2018
- Description of Assessment Methodology
- Summary of Recommended Assessments
- Assessment Roll

## II. ASSESSMENT DIAGRAM

### A. Assessment Districts

This Consolidated Engineer's Report covers each of the six Street Lighting and Landscape Maintenance Districts within the City of Antioch. Collectively, these six

Districts encompass the entire area of the City that benefits from the improvements to be maintained. The Number and common name of each District is listed below:

**TABLE 1  
DISTRICT NUMBERS AND COMMON NAMES**

| District Number | Common Name          |
|-----------------|----------------------|
| 1               | Hillcrest Avenue     |
| 2A              | Antioch or City-wide |
| 4               | Downtown             |
| 5               | Almondridge          |
| 9               | Lone Tree Way        |
| 10              | East Lone Tree Way   |

District boundaries are depicted on the Assessment Diagram on file with the City of Antioch. The Assessment Diagram shows District boundaries, benefit zone boundaries, and City streets. For a description of lines and dimensions of each lot or parcel within the District, the reader is referred to the Assessor's parcel maps on file at the County Assessor's office. The Assessor's parcel maps are incorporated by reference into the Assessment Diagram. The Assessor's parcel number is adopted as the distinctive designation of each lot or parcel.

**B. Zone Boundaries**

The Districts are subdivided into one or more benefit zones. These benefit zones indicate areas within which parcels of similar use receive approximately equivalent benefits from District improvements. The dividing lines between benefit zones coincide with major arterial streets or other major facilities (i.e. canal, freeway). Refer to the Assessment Diagram for a description of the zone boundaries.

**III. DESCRIPTION OF IMPROVEMENTS**

This Section describes the public improvements to be installed, operated, serviced and maintained by the District.

District improvements are generally described as operating, servicing, maintaining, repairing and replacing the following: public landscaping, including improvements for standard City of Antioch cul-de-sacs; public medians, rights-of-way and park sites; weed abatement for publicly owned open space parcels.

**PARKS:** The cost of contract maintenance and/or City work for maintenance of the neighborhood and community parks listed in Table 2. Park improvements to be maintained include, but are not limited to, tot lots, picnic facilities, landscaping and lighting, and the cost of utilities serving the park.

**LOCAL LANDSCAPING:** Includes the costs of pruning, irrigation, maintenance planting, debris removal and clean up along the City's trails, cul-de-sac bulbs, and local and collector streets. It also includes both contract and City work associated with weed abatement and the maintenance of firebreaks. Localized landscaping improvements including planters, trees in the public right-of-way, sound walls and entry signs are also maintained under this class of improvement.

**MAJOR MEDIAN AND ROADSIDE LANDSCAPING:** Includes the costs of pruning, irrigation, maintenance planting, debris removal and clean up along the City's arterial roadway system. Roadways included in this system are A Street, Buchanan Road, Contra Loma Boulevard, Dallas Ranch Road, Davison Drive, Deer Valley Road, Delta Fair Boulevard, East Eighteenth Street, Hillcrest Avenue, James Donlon Boulevard, L Street, Laurel Avenue, Lone Tree Way, Prewett Ranch Road, Somersville Road, West Fourth Street, West Tenth Street, and Wilbur Avenue.

**PROGRAM ADMINISTRATION:** Includes the costs of acquiring and maintaining equipment necessary to operate the program and conduct maintenance activities and the work of management staff that provide program oversight, scheduling, budgeting and coordination for special work groups.

**TABLE 2  
NEIGHBORHOOD AND COMMUNITY PARKS**

| <b>District Number</b> | <b>Common Name</b>       |
|------------------------|--------------------------|
| 1-1                    | Hillcrest Park           |
|                        | Nelson Ranch Park        |
| 1-2                    | Country Manor Park       |
|                        | Deerfield Park           |
|                        | Knoll Park               |
|                        | Prewett Community Park   |
| 1-4                    | Meadow Creek Park        |
| 2A-1                   | Contra Loma Estates Park |
|                        | Fairview Park            |
|                        | Prosserville Park        |
| 2A-2                   | City Park                |
| 2A-3                   | Jacobsen Park            |
|                        | Meadowbrook Park         |
| 2A-4                   | Harbour Park             |
|                        | Mountaire Park           |
| 2A-5                   | Chichibu Park            |
| 2A-6                   | Canal Park               |
|                        | Gentrytown Park          |
|                        | Mira Vista Park          |
|                        | Village East Park        |

|       |                        |
|-------|------------------------|
| 2A-7  | Marchetti Park         |
| 2A-8  | Antioch Community Park |
|       | Mira Vista Hills Park  |
| 2A-9  | Eaglesridge Park       |
| 2A-10 | Markley Creek Park     |
| 4-1   | --                     |
| 5-1   | Almondridge Park       |
| 9-1   | Williamson Ranch Park  |
|       | Chaparral Park         |
| 9-2   | Diablo West Park       |
| 9-3   | Hansen Park            |
|       | Dallas Ranch Park      |
| 9-4   | Heidorn Park           |
| 10    | --                     |

#### IV. COST ESTIMATES

Cost estimates for operating, maintaining, servicing, installing, repairing, replacing and upgrading lighting, landscaping, parks and recreational improvements are provided by the City of Antioch. Tables 3 through 22 present cost estimates for each benefit area.

**Table 3**  
**COST ESTIMATE -- 2017/2018**  
**District 1, Zone 1 -- Hillcrest Avenue District**

The following schedule shows the allocation of costs to be spread to this District/Zone (254-4541)

|                                       | Base Rate Benefit Units<br>1,681 |                  |                        |
|---------------------------------------|----------------------------------|------------------|------------------------|
|                                       | Total Cost                       | District<br>Need | Assessments<br>Applied |
| <b>MAINTENANCE AND SERVICES:</b>      |                                  |                  |                        |
| Parks                                 | \$131,618                        | \$131,618        | \$0                    |
| Arterial Medians and Roadside         | \$28,541                         | \$28,541         | \$0                    |
| Local Landscaping, Trails, Open Space | \$229,315                        | \$80,383         | \$148,932              |
| Administration                        | \$126,131                        | \$0              | \$126,131              |
| <b>SUBTOTAL:</b>                      | <b>\$515,605</b>                 | <b>\$240,542</b> | <b>\$275,063</b>       |

|     |                     |       |            |           |
|-----|---------------------|-------|------------|-----------|
| 535 | Parcels Assessed at | \$216 | per unit = | \$115,560 |
| 413 | Parcels Assessed at | \$190 | per unit = | \$78,470  |
| 283 | Parcels Assessed at | \$165 | per unit = | \$46,695  |
| 207 | Parcels Assessed at | \$94  | per unit = | \$19,458  |
| 131 | Parcels Assessed at | \$64  | per unit = | \$8,384   |
| 112 | Parcels Assessed at | \$58  | per unit = | \$6,496   |

**TOTAL ASSESSED:**

**\$275,063**

Ending FY16/17 Fund Balance (Estimated):

\$125,306

**GENERAL FUND PORTION OF MAINTENANCE COST:**

**\$115,236**

***District/Zone Benefits:***

Parks: Hillcrest, Nelson Ranch

Arterial Landscaping: Hillcrest Avenue

Roadway Landscaping: Larkspur Drive, Wild Horse Road and cul-de-sac bulbs

Miscellaneous: Open space and trails

Table 3A  
District 1, Zone 1  
Base Assessment Allocation

| Dist/Zone | Sub'd               | Tract | Benefit Units | Base Fee | FY 16-17 Assmnt | FY17-18 Assessment |
|-----------|---------------------|-------|---------------|----------|-----------------|--------------------|
| 1-1       | California Terrace  | 7222  | 123           | 165      | 165             | 165                |
| 1-1       | Hillcrest Subd Un 1 | 5653  | 221           | 190      | 190             | 190                |
| 1-1       | Hillcrest Subd Un 2 | 6067  | 83            | 190      | 190             | 190                |
| 1-1       | Hillcrest Subd Un 3 | 6068  | 61            | 190      | 190             | 190                |
| 1-1       | Nelson Ranch I      | 6893  | 102           | 216      | 216             | 216                |
| 1-1       | Nelson Ranch II     | 8850  | 128           | 216      | 216             | 216                |
| 1-1       | Nelson Ranch III    | 8851  | 138           | 216      | 216             | 216                |
| 1-1       | Northwood Downs 1   | 6429  | 81            | 58       | 58              | 58                 |
| 1-1       | Northwood Downs 2   | 6564  | 31            | 58       | 58              | 58                 |
| 1-1       | Northwood Downs 3   | 6565  | 76            | 64       | 64              | 64                 |
| 1-1       | Ridgeview Un 1      | 6262  | 48            | 190      | 190             | 190                |
| 1-1       | Ridgeview Un 2      | 6264  | 55            | 64       | 64              | 64                 |
| 1-1       | Viera Ranch 1-1     | 6855  | 172           | 94       | 94              | 94                 |
| 1-1       | Viera Ranch 1-2     | 7180  | 116           | 165      | 165             | 165                |
| 1-1       | Viera Ranch 1-3     | 7181  | 69            | 216      | 216             | 216                |
| 1-1       | Viera Ranch 2-1     | 6925  | 44            | 165      | 165             | 165                |
| 1-1       | Viera Ranch 2-2     | 7219  | 49            | 216      | 216             | 216                |
| 1-1       | Viera Ranch 2-3     | 7220  | 49            | 216      | 216             | 216                |
| 1-1       | Viera Ranch 3       | 6943  | 35            | 94       | 94              | 94                 |
| Total:    |                     |       | 1,681         |          |                 | 275,063            |

Note: Values in the "FY 17-18 Assessment" column are for the forthcoming Fiscal Year. Assessments for the previous year (FY 16-17) are included for comparison.

**Table 4**  
**COST ESTIMATE -- 2017/2018**  
**District 1, Zone 2 -- Hillcrest Avenue District**

The following schedule shows the allocation of costs to be spread to this District/Zone (254-4542)

|                                       | Base Rate Benefit Units<br>3,237 |                  |                        |
|---------------------------------------|----------------------------------|------------------|------------------------|
|                                       | Total Cost                       | District<br>Need | Assessments<br>Applied |
| <b>MAINTENANCE AND SERVICES:</b>      |                                  |                  |                        |
| Parks                                 | \$180,144                        | \$180,144        | \$0                    |
| Arterial Medians and Roadside         | \$92,019                         | \$92,019         | \$0                    |
| Local Landscaping, Trails, Open Space | \$331,254                        | \$55,200         | \$276,054              |
| Administration                        | \$87,172                         | \$0              | \$87,172               |
| <b>SUBTOTAL:</b>                      | <b>\$690,589</b>                 | <b>\$327,363</b> | <b>\$363,226</b>       |

|      |                     |          |            |           |
|------|---------------------|----------|------------|-----------|
| 882  | Parcels Assessed at | \$216.00 | per unit = | \$190,512 |
| 88   | Parcels Assessed at | \$158.00 | per unit = | \$13,904  |
| 1290 | Parcels Assessed at | \$82.00  | per unit = | \$105,780 |
| 53   | Parcels Assessed at | \$76.00  | per unit = | \$4,028   |
| 184  | Parcels Assessed at | \$69.00  | per unit = | \$12,696  |
| 52   | Parcels Assessed at | \$56.00  | per unit = | \$2,912   |
| 64   | Parcels Assessed at | \$151.20 | per unit = | \$9,676   |
| 458  | Parcels Assessed at | \$42.00  | per unit = | \$19,236  |
| 166  | Parcels Assessed at | \$27.00  | per unit = | \$4,482   |

**TOTAL ASSESSED:** \$363,226

Ending FY16/17 Fund Balance (Estimated): \$113,167

**GENERAL FUND PORTION OF MAINTENANCE COST:** \$214,196

***District/Zone Benefits:***

Parks: Country Manor, Deerfield Mini, Knoll, Prewett Water Park  
 Arterial Landscaping: Hillcrest Avenue, Lone Tree Way and Deer Valley Road  
 Roadway Landscaping: Via Dora, Country Hills, Asilomar Drive and cul-de-sac bulbs  
 Miscellaneous: open space and trails

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Table 4A  
District 1, Zone 2  
Base Assessment Allocation

| Dist/Zone | Sub'd                | Tract | Benefit Units | Base Fee | FY 16-17 Assmnt | FY17-18 Assessment |
|-----------|----------------------|-------|---------------|----------|-----------------|--------------------|
| 1-2       | Bear Ridge Un 1      | 7145  | 93            | 216      | 216.00          | 216.00             |
| 1-2       | Bear Ridge Un 2      | 7251  | 79            | 216      | 216.00          | 216.00             |
| 1-2       | Country Hills        | 6800  | 243           | 82       | 82.00           | 82.00              |
| 1-2       | Country Manor Un 1   | 5891  | 69            | 69       | 69.00           | 69.00              |
| 1-2       | Country Manor Condos | 6657  | 233           | 82       | 82.00           | 82.00              |
| 1-2       | Country Manor Un 2   | 6178  | 54            | 69       | 69.00           | 69.00              |
| 1-2       | Country Manor Un 3   | 6179  | 61            | 69       | 69.00           | 69.00              |
| 1-2       | Country Manor Un 4   | 6180  | 71            | 82       | 82.00           | 82.00              |
| 1-2       | Country Manor Un 5   | 6181  | 18            | 82       | 82.00           | 82.00              |
| 1-2       | Country Manor Un 6   | 6256  | 19            | 82       | 82.00           | 82.00              |
| 1-2       | Country Manor Un 7R  | 6653  | 101           | 82       | 82.00           | 82.00              |
| 1-2       | Deer Park Un 1       | 6899  | 204           | 42       | 42              | 42.00              |
| 1-2       | Deer Park Un 4       | 7569  | 38            | 216      | 216.00          | 216.00             |
| 1-2       | Deer Park Un 5       | 7847  | 38            | 216      | 216.00          | 216.00             |
| 1-2       | Deer Park Un 6       | 7848  | 34            | 216      | 216.00          | 216.00             |
| 1-2       | Deer Park Un 7       | 7281  | 35            | 216      | 216.00          | 216.00             |
| 1-2       | Deerfield Un 1       | 6732  | 113           | 27       | 27              | 27.00              |
| 1-2       | Deerfield Un 2       | 6733  | 53            | 27       | 27              | 27.00              |
| 1-2       | Deerfield Un 3       | 6818  | 138           | 82       | 82.00           | 82.00              |
| 1-2       | Deerfield Un 4       | 6817  | 150           | 82       | 82.00           | 82.00              |
| 1-2       | Deerfield Un 5       | 6908  | 32            | 42       | 42              | 42.00              |
| 1-2       | Deerfield Un 6       | 7283  | 53            | 76       | 76.00           | 76.00              |
| 1-2       | Deerfield Un 7       | 7281  | 67            | 216      | 216.00          | 216.00             |
| 1-2       | Deerfield Un 8       | 7286  | 60            | 216      | 216.00          | 216.00             |
| 1-2       | Deerfield Un 9       | 7284  | 47            | 158      | 158.00          | 158.00             |
| 1-2       | Deerfield Un 10      | 7285  | 52            | 56       | 56              | 56.00              |
| 1-2       | Deerfield Un 11      | 7282  | 71            | 216      | 216.00          | 216.00             |
| 1-2       | Hillcrest View Apts  | -     | 64            | 151.20   | 151.20          | 151.20             |
| 1-2       | Ho Property Un 1     | 7973  | 41            | 158      | 158.00          | 158.00             |
| 1-2       | Ho Property Un 2     | 7974  | 65            | 216      | 216.00          | 216.00             |
| 1-2       | Ho Property Un 8     | 8230  | 79            | 216      | 216.00          | 216.00             |
| 1-2       | Ho Property Un 9     | 8231  | 80            | 216      | 216.00          | 216.00             |
| 1-2       | Ho Property Un 10    | 8232  | 54            | 216      | 216.00          | 216.00             |
| 1-2       | Parkside Un 1        | 6975  | 158           | 82       | 82.00           | 82.00              |
| 1-2       | Parkside Un 2        | 7104  | 101           | 42       | 42              | 42.00              |
| 1-2       | Shelbourne Un 1      | 7019  | 121           | 42       | 42              | 42.00              |
| 1-2       | Shelbourne Un 2      | 7218  | 89            | 216      | 216.00          | 216.00             |
| 1-2       | Sterling Gate Un 1   | 6616  | 76            | 82       | 82.00           | 82.00              |
| 1-2       | Sterling Gate Un 2   | 6928  | 83            | 82       | 82.00           | 82.00              |
| Total:    |                      |       | 3237          |          |                 | 363,226.80         |

**Table 5**  
**COST ESTIMATE -- 2017/2018**  
**District 1, Zone 4 -- Hillcrest Avenue District**

The following schedule shows the allocation of costs to be spread to this District/Zone (254-4544)

|                                       | Base Rate Benefit Units<br>1,607 |                  |                        |
|---------------------------------------|----------------------------------|------------------|------------------------|
|                                       | Total Cost                       | District<br>Need | Assessments<br>Applied |
| <b>MAINTENANCE AND SERVICES:</b>      |                                  |                  |                        |
| Parks                                 | \$34,607                         | \$34,607         | \$0                    |
| Arterial Medians and Roadside         | \$31,159                         | \$31,159         | \$0                    |
| Local Landscaping, Trails, Open Space | \$155,544                        | \$71,992         | \$83,552               |
| Administration                        | \$102,269                        | \$0              | \$102,269              |
| <b>SUBTOTAL:</b>                      | <b>\$323,579</b>                 | <b>\$137,758</b> | <b>\$185,821</b>       |

|     |                     |          |            |          |
|-----|---------------------|----------|------------|----------|
| 350 | Parcels Assessed at | \$193.00 | per unit = | \$67,550 |
| 119 | Parcels Assessed at | \$167.00 | per unit = | \$19,873 |
| 344 | Parcels Assessed at | \$216.00 | per unit = | \$74,304 |
| 117 | Parcels Assessed at | \$44.00  | per unit = | \$5,148  |
| 225 | Parcels Assessed at | \$38.00  | per unit = | \$8,550  |
| 452 | Parcels Assessed at | \$23.00  | per unit = | \$10,396 |

|  |                  |
|--|------------------|
| <b>TOTAL ASSESSED:</b>                           | <b>\$185,821</b> |
| Ending FY16/17 Fund Balance (Estimated):         | \$46,502         |
| <b>GENERAL FUND PORTION OF MAINTENANCE COST:</b> | <b>\$91,256</b>  |

**District/Zone Benefits:**

Parks: Meadow Creek Estates

Arterial Landscaping: Hillcrest Avenue and Lone Tree Way

Roadway Landscaping: Laurel Road, Country Hills Drive and cul-de-sac bulbs

Miscellaneous: Open space and trails



**Table 6**  
**COST ESTIMATE -- 2017/2018**  
**District 2A, Zone 1 -- Citywide District**

The following schedule shows the allocation of costs to be spread to this District/Zone (256-4561)

|  |                 | Base Rate Benefit Units<br>0 |                        |
|--|-----------------|------------------------------|------------------------|
|  | Total Cost      | District<br>Need             | Assessments<br>Applied |
| <b>MAINTENANCE AND SERVICES:</b>                 |                 |                              |                        |
| Parks  | \$68,991        | \$68,991                     | \$0                    |
| Arterial Medians and Roadside                    | \$30,810        | \$30,810                     | \$0                    |
| Local Landscaping, Trails, Open Space            | \$0             | \$0                          | \$0                    |
| Administration                                   | \$0             | \$0                          | \$0                    |
| <b>SUBTOTAL:</b>                                 | <b>\$99,801</b> | <b>\$99,801</b>              | <b>\$0</b>             |
| <b>TOTAL ASSESSED:</b>                           |                 |                              | <b>\$0</b>             |
| Ending FY16/17 Fund Balance (Estimated):         |                 |                              | \$0                    |
| <b>GENERAL FUND PORTION OF MAINTENANCE COST:</b> |                 |                              | <b>\$99,801</b>        |

**District/Zone Benefits:**

Parks: Contra Loma, Fairview, Prosserville

Arterial Somersville Road, L Street, Fourth Street, West Tenth Street

Roadway Landscaping: Sycamore Drive, G Street and cul-de-sac bulbs

Miscellaneous: open space and trails

**Table 7**  
**COST ESTIMATE -- 2017/2018**  
**District 2A, Zone 2 -- Citywide District**

The following schedule shows the allocation of costs to be spread to this District/Zone (256-4562)

|  |                 | Base Rate Benefit Units<br>0 |                 |
|--|-----------------|------------------------------|-----------------|
|  |                 | District<br>Need             | Assessed        |
| <b>MAINTENANCE AND SERVICES:</b>                 |                 |                              |                 |
| Parks  | \$32,274        | \$32,274                     | \$0             |
| Arterial Medians and Roadside                    | \$6,410         | \$6,410                      | \$0             |
| Local Landscaping, Trails, Open Space            | \$0             | \$0                          | \$0             |
| Administration                                   | \$0             | \$0                          | \$0             |
| <b>SUBTOTAL:</b>                                 | <b>\$38,684</b> | <b>\$38,684</b>              | <b>\$0</b>      |
| <b>TOTAL ASSESSED:</b>                           |                 |                              | <b>\$0</b>      |
| Ending FY16/17 Fund Balance (Estimated):         |                 |                              | \$0             |
| <b>GENERAL FUND PORTION OF MAINTENANCE COST:</b> |                 |                              | <b>\$38,684</b> |

***District/Zone Benefits:***

Parks: City Park

Arterial: A Street

Roadway Landscaping: Merrill Drive, G Street and Cavallo Road roadside and cul-de-sac bulbs

Miscellaneous: open space and trails

**Table 8**  
**COST ESTIMATE -- 2017/2018**  
**District 2A, Zone 3 -- Citywide District**

The following schedule shows the allocation of costs to be spread to this District/Zone (256-4563)

|                                       | Base Rate Benefit Units<br>230 |                  |                        |
|---------------------------------------|--------------------------------|------------------|------------------------|
|                                       | Total Cost                     | District<br>Need | Assessments<br>Applied |
| <b>MAINTENANCE AND SERVICES:</b>      |                                |                  |                        |
| Parks                                 | \$41,096                       | \$41,096         | \$0                    |
| Arterial Medians and Roadside         | \$16,760                       | \$16,760         | \$0                    |
| Local Landscaping, Trails, Open Space | \$20,449                       | \$20,449         | \$0                    |
| Administration                        | \$15,584                       | \$1,088          | \$14,496               |
| <b>SUBTOTAL:</b>                      | <b>\$93,889</b>                | <b>\$79,393</b>  | <b>\$14,496</b>        |

|     |                     |         |            |          |
|-----|---------------------|---------|------------|----------|
| 188 | Parcels Assessed at | \$66.00 | per unit = | \$12,408 |
| 36  | Parcels Assessed at | \$22    | per unit = | \$792    |
| 6   | Parcels Assessed at | \$216   | per unit = | \$1,296  |

**TOTAL ASSESSED:** **\$14,496**

Ending FY16/17 Fund Balance (Estimated): \$26,611  
**GENERAL FUND PORTION OF MAINTENANCE COST:** **\$52,782**

***District/Zone Benefits:***

- Parks: Jacobsen, Meadowbrook
- Arterial: East 18th Street and Wilbur Avenue
- Roadway Landscaping: Cavallo Road and cul-de-sac bulbs
- Miscellaneous: open space and trails

Table 8A  
 District 2A, Zone 3  
 Base Assessment Allocation

| Dist/Zone | Sub'd           | Tract | Benefit Units | Base Fee | FY 16-17 Assmnt | FY17-18 Assessment |
|-----------|-----------------|-------|---------------|----------|-----------------|--------------------|
| 2A-3      | Lakeshore Apt.  | 6770  | 188           | 66       | 66              | 66                 |
| 2A-3      | Terrace Gardens | 5582  | 36            | 22       | 22              | 22                 |
| 2A-3      | Bermuda Way     | 8848  | 6             | 216      | 216             | 216                |

Total: 230 14,496

**Table 9**  
**COST ESTIMATE -- 2017/2018**  
**District 2A, Zone 4 -- Citywide District**

The following schedule shows the allocation of costs to be spread to this District/Zone (256-4564)

|  |                  | Base Rate Benefit Units<br>337 |                     |
|--|------------------|--------------------------------|---------------------|
|  | Total Cost       | District Need                  | Assessments Applied |
| <b>MAINTENANCE AND SERVICES:</b>                 |                  |                                |                     |
| Parks  | \$79,773         | \$79,773                       | \$0                 |
| Arterial Medians and Roadside                    | \$40,921         | \$40,921                       | \$0                 |
| Local Landscaping, Trails, Open Space            | \$20,009         | \$11,963                       | \$8,046             |
| Administration                                   | \$4,870          | \$0                            | \$4,870             |
| <b>SUBTOTAL:</b>                                 | <b>\$145,573</b> | <b>\$132,657</b>               | <b>\$12,916</b>     |
|  |                  |                                | \$10,260            |
| 171 Parcels Assessed at \$60 per unit =          |                  |                                | \$2,656             |
| 166 Parcels Assessed at \$16 per unit =          |                  |                                | <b>\$12,916</b>     |
| <b>TOTAL ASSESSED:</b>                           |                  |                                | <b>\$12,916</b>     |
| Ending FY16/17 Fund Balance (Estimated):         |                  |                                | \$15,758            |
| <b>GENERAL FUND PORTION OF MAINTENANCE COST:</b> |                  |                                | <b>\$116,899</b>    |

**District/Zone Benefits:**

- Parks: Harbour, Mountaire
- Arterial: Lone Tree Way, Davison Drive and Hillcrest Avenue
- Roadway Landscaping: Cul-de-sac bulbs
- Miscellaneous: open space and trails

Table 9A  
 District 2A, Zone 4  
 Base Assessment Allocation

| Dist/Zone | Sub'd                  | Tract | Benefit Units | Base Fee | FY 16-17 Assmnt | FY17-18 Assessment |
|-----------|------------------------|-------|---------------|----------|-----------------|--------------------|
| 2A-4      | Hillcrest Estates      | 5494  | 54            | 60       | 60              | 60                 |
| 2A-4      | Hillcrest Estates Un 2 | 6184  | 53            | 60       | 60              | 60                 |
| 2A-4      | Brookside Estates      | 7155  | 166           | 16       | 16              | 16                 |
| 2A-4      | Shelbourne Un 3        | 7294  | 64            | 60       | 60              | 60                 |

Total:

337

12,916

Table 10  
**COST ESTIMATE -- 2017/2018**  
**District 2A, Zone 5 -- Citywide District**

The following schedule shows the allocation of costs to be spread to this District/Zone (256-4565)

|  |                  | Base Rate Benefit Units<br>13 |                     |
|--|------------------|-------------------------------|---------------------|
|  | Total Cost       | District Need                 | Assessments Applied |
| <b>MAINTENANCE AND SERVICES:</b>                 |                  |                               |                     |
| Parks  | \$43,640         | \$43,640                      | \$0                 |
| Arterial Medians and Roadside                    | \$42,745         | \$42,745                      | \$0                 |
| Local Landscaping, Trails, Open Space            | \$40,149         | \$40,149                      | \$0                 |
| Administration                                   | \$22,889         | \$21,397                      | \$1,492             |
| <b>SUBTOTAL:</b>                                 | <b>\$149,423</b> | <b>\$147,931</b>              | <b>\$1,492</b>      |
|  |                  |                               | \$556               |
| 4 Parcels Assessed at \$139 per unit =           |                  |                               | \$936               |
| 9 Parcels Assessed at \$104 per unit =           |                  |                               | <b>\$1,492</b>      |
| <b>TOTAL ASSESSED:</b>                           |                  |                               | <b>\$1,492</b>      |
| Ending FY16/17 Fund Balance (Estimated):         |                  |                               | \$23,789            |
| <b>GENERAL FUND PORTION OF MAINTENANCE COST:</b> |                  |                               | <b>\$124,142</b>    |

***District/Zone Benefits:***

Parks: Chichibu

Arterial: Lone Tree Way, James Donlon Boulevard, Contra Loma Boulevard

Roadway Landscaping: Cul-de-sac bulbs

Miscellaneous: open space and trails

| Table 10A<br>District 2A, Zone 5<br>Base Assessment Allocation |               |       |                  |          |                    |                       |
|--|---------------|-------|------------------|----------|--------------------|-----------------------|
| Dist/Zone  | Sub'd         | Tract | Benefit<br>Units | Base Fee | FY 16-17<br>Assmnt | FY17-18<br>Assessment |
| 2A-5   | Wilhelm Sub'd | 7121  | 4                | 139      | 139                | 139                   |
| 2A-5   | Wilhelm Sub'd | 7412  | 9                | 104      | 104                | 104                   |
| Total:   |               |       | 13               |          |                    | 1,492                 |

Table 11  
**COST ESTIMATE -- 2017/2018**  
**District 2A, Zone 6 -- Citywide District**

The following schedule shows the allocation of costs to be spread to this District/Zone (256-4566)

|  |                  | Base Rate Benefit Units<br>274 |                        |
|--|------------------|--------------------------------|------------------------|
|  |                  | District<br>Need               | Assessments<br>Applied |
| <b>MAINTENANCE AND SERVICES:</b>                 |                  |                                |                        |
| Parks  | \$168,091        | \$168,091                      | \$0                    |
| Arterial Medians and Roadside                    | \$51,870         | \$51,870                       | \$0                    |
| Local Landscaping, Trails, Open Space            | \$61,846         | \$40,569                       | \$21,277               |
| Administration                                   | \$7,305          | \$0                            | \$7,305                |
| <b>SUBTOTAL:</b>                                 | <b>\$289,112</b> | <b>\$260,530</b>               | <b>\$28,582</b>        |
| 148 Parcels Assessed at \$139 per unit =         |                  |                                | \$20,572               |
| 18 Parcels Assessed at \$103 per unit =          |                  |                                | \$1,854                |
| 108 Parcels Assessed at \$57 per unit =          |                  |                                | \$6,156                |
| <b>TOTAL ASSESSED:</b>                           |                  |                                | <b>\$28,582</b>        |
| Ending FY16/17 Fund Balance (Estimated):         |                  |                                | \$26,944               |
| <b>GENERAL FUND PORTION OF MAINTENANCE COST:</b> |                  |                                | <b>\$233,586</b>       |

***District/Zone Benefits:***

Parks: Canal, Gentrytown, Mira Vista, Village East

Arterial: Somersville Road, Buchanan Road, James Donlon Boulevard, Contra Loma Boulevard

Roadway Landscaping: Putnam Street, Johnson Drive and Cul-de-sac bulbs

Miscellaneous: open space and trails

| Table 11A<br>District 2A, Zone 6<br>Base Assessment Allocation |                   |       |                  |          |                    |                       |
|--|-------------------|-------|------------------|----------|--------------------|-----------------------|
| Dist/Zone  | Sub'd             | Tract | Benefit<br>Units | Base Fee | FY 16-17<br>Assmnt | FY17-18<br>Assessment |
| 2A-6   | California Gables | 7105  | 148              | 139      | 139                | 139                   |
| 2A-6   | Centennial Park   | 6812  | 108              | 57       | 57                 | 57                    |
| 2A-6   | Mira Vista Un 11  | 7034  | 18               | 103      | 103                | 103                   |
| Total:   |                   |       | 274              |          |                    | 28,582                |

Table 12  
**COST ESTIMATE -- 2017/2018**  
**District 2A, Zone 7 -- Citywide District**

The following schedule shows the allocation of costs to be spread to this District/Zone (256-4567)

|   |            | Base Rate Benefit Units |                    |
|---|------------|-------------------------|--------------------|
|   |            | 0                       |                    |
| MAINTENANCE AND SERVICES:                 | Total Cost | District Need           | Assesments Applied |
| Parks                                     | \$30,774   | \$30,774                | \$0                |
| Arterial Medians and Roadside             | \$17,028   | \$17,028                | \$0                |
| Local Landscaping, Trails, Open Space     | \$0        | \$0                     | \$0                |
| Administration                            | \$0        | \$0                     | \$0                |
| SUBTOTAL:                                 | \$47,802   | \$47,802                | \$0                |
| TOTAL ASSESSED:                           |            |                         | \$0                |
| Ending FY16/17 Fund Balance (Estimated):  |            |                         | \$0                |
| GENERAL FUND PORTION OF MAINTENANCE COST: |            |                         | \$47,802           |

***District/Zone Benefits:***

Parks: Marchetti

Arterial: Somersville Road, Delta Fair Boulevard

Roadway Landscaping: None

Miscellaneous: open space and trails

Table 13  
**COST ESTIMATE -- 2017/2018**  
**District 2A, Zone 8 -- Citywide District**

The following schedule shows the allocation of costs to be spread to this District/Zone (256-4568)

|  |           | Base Rate Benefit Units<br>426  |                        |   |          |  |          |  |       |  |         |                        |  |                 |
|--|-----------|---|------------------------|---|----------|--|----------|--|-------|--|---------|------------------------|--|-----------------|
|  |           | District<br>Need  | Assessments<br>Applied |   |          |  |          |  |       |  |         |                        |  |                 |
| <b>MAINTENANCE AND SERVICES:</b>                 |           |   |                        |   |          |  |          |  |       |  |         |                        |  |                 |
| Parks  | \$218,788 | \$218,788   | \$0                    |   |          |  |          |  |       |  |         |                        |  |                 |
| Arterial Medians and Roadside                    | \$31,014  | \$31,014  | \$0                    |   |          |  |          |  |       |  |         |                        |  |                 |
| Local Landscaping, Trails, Open Space            | \$48,598  | \$10,356  | \$38,242               |   |          |  |          |  |       |  |         |                        |  |                 |
| Administration                                   | \$36,524  | \$0   | \$36,524               |   |          |  |          |  |       |  |         |                        |  |                 |
| <b>SUBTOTAL:</b>                                 |           | <b>\$334,924</b>  | <b>\$74,766</b>        |   |          |  |          |  |       |  |         |                        |  |                 |
|  |           | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">261 Parcels Assessed at \$216.00 per unit =</td> <td style="text-align: right;">\$56,376</td> </tr> <tr> <td style="padding-left: 20px;">120 Parcels Assessed at \$129 per unit =</td> <td style="text-align: right;">\$15,480</td> </tr> <tr> <td style="padding-left: 20px;">5 Parcels Assessed at \$118 per unit =</td> <td style="text-align: right;">\$590</td> </tr> <tr> <td style="padding-left: 20px;">40 Parcels Assessed at \$58 per unit =</td> <td style="text-align: right;">\$2,320</td> </tr> <tr> <td colspan="2"><b>TOTAL ASSESSED:</b></td> <td style="text-align: right;"><b>\$74,766</b></td> </tr> </table> |                        | 261 Parcels Assessed at \$216.00 per unit = | \$56,376 | 120 Parcels Assessed at \$129 per unit = | \$15,480 | 5 Parcels Assessed at \$118 per unit = | \$590 | 40 Parcels Assessed at \$58 per unit = | \$2,320 | <b>TOTAL ASSESSED:</b> |  | <b>\$74,766</b> |
| 261 Parcels Assessed at \$216.00 per unit =      | \$56,376  |   |                        |   |          |  |          |  |       |  |         |                        |  |                 |
| 120 Parcels Assessed at \$129 per unit =         | \$15,480  |   |                        |   |          |  |          |  |       |  |         |                        |  |                 |
| 5 Parcels Assessed at \$118 per unit =           | \$590     |   |                        |   |          |  |          |  |       |  |         |                        |  |                 |
| 40 Parcels Assessed at \$58 per unit =           | \$2,320   |   |                        |   |          |  |          |  |       |  |         |                        |  |                 |
| <b>TOTAL ASSESSED:</b>                           |           | <b>\$74,766</b>   |                        |   |          |  |          |  |       |  |         |                        |  |                 |
| Ending FY16/17 Fund Balance (Estimated):         |           | \$25,427  |                        |   |          |  |          |  |       |  |         |                        |  |                 |
| <b>GENERAL FUND PORTION OF MAINTENANCE COST:</b> |           | <b>\$234,731</b>  |                        |   |          |  |          |  |       |  |         |                        |  |                 |

***District/Zone Benefits:***

- Parks: Mira Vista Hills, Antioch Community Park
- Arterial: James Donlon Boulevard
- Roadway Landscaping: Cul-de-sac bulbs
- Miscellaneous: open space and trails

B26

Table 13A  
 District 2A, Zone 8  
 Base Assessment Allocation

| Dist/Zone | Sub'd                   | Tract | Benefit Units | Base Fee | FY 16-17 Assmnt | FY17-18 Assessment |
|-----------|-------------------------|-------|---------------|----------|-----------------|--------------------|
| 2A-8      | Mira Vista Hills        | 4420  | 5             | 118      | 118             | 118                |
| 2A-8      | Mira Vista Hills, Un 10 | 6472  | 78            | 129      | 129             | 129                |
| 2A-8      | Mira Vista Hills, Un 12 | 6744  | 40            | 58       | 58              | 58                 |
| 2A-8      | Mira Vista Hills, Un 13 | 6708  | 95            | 216      | 216             | 216                |
| 2A-8      | Mira Vista Hills, Un 14 | 6824  | 42            | 129      | 129             | 129                |
| 2A-8      | Mira Vista Hills, Un 15 | 6920  | 79            | 216      | 216             | 216                |
| 2A-8      | Mira Vista Hills, Un 16 | 6921  | 87            | 216      | 216             | 216                |

Total:

426

74,766.00

Table 14  
**COST ESTIMATE -- 2017/2018**  
**District 2A, Zone 9 -- Citywide District**

The following schedule shows the allocation of costs to be spread to this District/Zone (256-4569)

|                                       |                  | Base Rate Benefit Units<br>1,379 |                        |
|---------------------------------------|------------------|----------------------------------|------------------------|
|                                       |                  | District<br>Need                 | Assessments<br>Applied |
| <b>MAINTENANCE AND SERVICES:</b>      |                  |                                  |                        |
| Parks                                 | \$32,772         | \$32,772                         | \$0                    |
| Arterial Medians and Roadside         | \$55,851         | \$55,851                         | \$0                    |
| Local Landscaping, Trails, Open Space | \$181,201        | \$99,299                         | \$81,902               |
| Administration                        | \$34,090         | \$0                              | \$34,090               |
| <b>SUBTOTAL:</b>                      | <b>\$303,914</b> | <b>\$187,922</b>                 | <b>\$115,992</b>       |

|     |                     |       |            |          |
|-----|---------------------|-------|------------|----------|
| 68  | Parcels Assessed at | \$144 | per unit = | \$9,792  |
| 174 | Parcels Assessed at | \$135 | per unit = | \$23,490 |
| 442 | Parcels Assessed at | \$108 | per unit = | \$47,736 |
| 122 | Parcels Assessed at | \$107 | per unit = | \$13,054 |
| 34  | Parcels Assessed at | \$74  | per unit = | \$2,516  |
| 539 | Parcels Assessed at | \$36  | per unit = | \$19,404 |

**TOTAL ASSESSED:**

**\$115,992**

Ending FY16/17 Fund Balance (Estimated):

\$67,044

**GENERAL FUND PORTION OF MAINTENANCE COST:**

**\$120,878**

***District/Zone Benefits:***

Parks: Eaglesridge

Arterial: Lone Tree Way, Deer Valley Road

Roadway Landscaping: Ridgerock Drive, Asilomar, Country Hills Drive and cul-de-sac bulbs

Miscellaneous: Open space and trails

Table 14A  
District 2A, Zone 9  
Base Assessment Allocation

| Dist/Zone | Sub'd                | Tract | Benefit Units | Base Assmnt | FY 16-17 Assmnt | FY17-18 Assessment |
|-----------|----------------------|-------|---------------|-------------|-----------------|--------------------|
| 2A-9      | Eagles Ridge Un 1    | 5614  | 116           | 36          | 36              | 36                 |
| 2A-9      | Eagles Ridge Un 2    | 6162  | 151           | 36          | 36              | 36                 |
| 2A-9      | Eagles Ridge Un 3    | 6163  | 122           | 36          | 36              | 36                 |
| 2A-9      | Eagles Ridge Un 4    | 6164  | 150           | 36          | 36              | 36                 |
| 2A-9      | Deer Park Un 2       | 7290  | 68            | 144         | 144             | 144                |
| 2A-9      | Deer Park Un 3       | 7291  | 94            | 135         | 135             | 135                |
| 2A-9      | Lone Tree Est. Un 1  | 7079  | 122           | 107         | 107             | 107                |
| 2A-9      | Lone Tree Est. Un 1A | 7880  | 5             | 108         | 108             | 108                |
| 2A-9      | Lone Tree Est. Un 2  | 7691  | 80            | 135         | 135             | 135                |
| 2A-9      | Lone Tree Est. Un 3  | 7900  | 75            | 108         | 108             | 108                |
| 2A-9      | Lone Tree Est. Un 4  | 8020  | 46            | 108         | 108             | 108                |
| 2A-9      | Lone Tree Est. Un 5  | 8120  | 62            | 108         | 108             | 108                |
| 2A-9      | Lone Tree Est. Un 6  | 8366  | 99            | 108         | 108             | 108                |
| 2A-9      | Ho Sub'd, Un 3       | 7999  | 34            | 74          | 74              | 74                 |
| 2A-9      | Ho Sub'd, Un 4       | 8025  | 47            | 108         | 108             | 108                |
| 2A-9      | Ho Sub'd, Un 5       | 8045  | 61            | 108         | 108             | 108                |
| 2A-9      | Ho Sub'd, Un 6       | 8102  | 47            | 108         | 108             | 108                |

Total: 1,379 115,992

Table 15  
 COST ESTIMATE -- 2017/2018  
 District 2A, Zone 10 -- Citywide District

The following schedule shows the allocation of costs to be spread to this District/Zone (256-4572)

|   |                  | Base Rate Benefit Units         |                     |
|---|------------------|---------------------------------|---------------------|
|   |                  | 286 Residential<br>4 Commercial |                     |
| MAINTENANCE AND SERVICES:                                   | Total Cost       | District Need                   | Assessments Applied |
| Parks   | \$31,140         | \$19,570                        | \$11,570            |
| Arterial Medians and Roadside                               | \$14,568         | \$0                             | \$15,199            |
| Local Landscaping, Trails, Open Space                       | \$132,656        | \$0                             | \$132,656           |
| Channel Maintenance   | \$10,000         | \$0                             | \$10,000            |
| Administration  | \$7,208          | \$0                             | \$7,208             |
| <b>SUBTOTAL:</b>  | <b>\$195,572</b> | <b>\$19,570</b>                 | <b>\$176,633</b>    |
| 286 Parcels Assessed at \$609.08 per unit =                 |                  |                                 | \$174,197           |
| 1 Commercial Parcel Assessed at \$609.08 per benefit unit = |                  |                                 | \$2,436             |
| <b>TOTAL ASSESSED:</b>                                      |                  |                                 | <b>\$176,633</b>    |
| Ending FY16/17 Fund Balance (Estimated):                    |                  |                                 | \$116,560           |
| <b>GENERAL FUND PORTION OF MAINTENANCE COST:</b>            |                  |                                 | <b>\$0</b>          |

**District/Zone Benefits:**

- Parks: Markley Creek
- Arterial: James Donlan, Somersville
- Roadway Landscaping: cul-de-sac bulbs

| Table 15A<br>District 2A, Zone 10<br>Base Assessment Allocation |                          |       |                  |             |                    |                      |
|---|--------------------------|-------|------------------|-------------|--------------------|----------------------|
| Dist/Zone   | Sub'd                    | Tract | Benefit<br>Units | Base<br>Fee | FY 15-16<br>Assmnt | FY16-17<br>Assesment |
| 2A-10   | Black Diamond Ranch Un 1 | 7487  | 58               | 629.80      | 609.08             | 609.08               |
| 2A-10   | Black Diamond Ranch Un 2 | 8585  | 117              | 629.80      | 609.08             | 609.08               |
| 2A-10   | Black Diamond Ranch Un 3 | 8586  | 111              | 629.80      | 609.08             | 609.08               |
| 2A-10   | Commerical Parcel        | -     | 4                | 629.80      | 609.08             | 609.08               |
| Total:  |                          |       | 290              |             |                    | 176,633              |

Table 16  
**COST ESTIMATE -- 2017/2018**  
**District 4, Zone 1 -- Downtown District**

The following schedule shows the allocation of costs to be spread to this District/Zone (252-4521)

|  | Base Rate Benefit Units |                 |                     |
|--|-------------------------|-----------------|---------------------|
|  | 0                       |                 |                     |
|  | Total Cost              | District Need   | Assessments Applied |
| <b>MAINTENANCE AND SERVICES:</b>   |                         |                 |                     |
| Parks  | \$0                     | \$0             | \$0                 |
| Arterial Medians and Roadside  | \$0                     | \$0             | \$0                 |
| Local Landscaping, Trails, Open Space  | \$87,492                | \$87,492        | \$0                 |
| Administration   | \$390                   | \$390           | \$0                 |
| <b>SUBTOTAL:</b>   | <b>\$87,882</b>         | <b>\$87,882</b> | <b>\$0</b>          |
| <b>TOTAL ASSESSED:</b>   |                         |                 | <b>\$0</b>          |
| Ending FY16/17 Fund Balance (Estimated):   |                         |                 | \$29,106            |
| <b>GENERAL FUND PORTION OF MAINTENANCE COST:</b>   |                         |                 | <b>\$58,776</b>     |
| <b>District/Zone Benefits:</b>   |                         |                 |                     |
| Roadway Landscaping: Waldie Plaza, Rivertown Promenade, public parking lots, A Street extension, train station |                         |                 |                     |

Table 17  
**COST ESTIMATE -- 2017/2018**  
**District 5, Zone 1 -- Almondridge District**

The following schedule shows the allocation of costs to be spread to this District/Zone (253-4531)

|  |                  | Base Rate Benefit Units<br>560 |                        |
|--|------------------|--------------------------------|------------------------|
|  |                  | District<br>Need               | Assessments<br>Applied |
| <b>MAINTENANCE AND SERVICES:</b>                 |                  |                                |                        |
| Parks  | \$63,178         | \$8,508                        | \$54,670               |
| Arterial Medians and Roadside                    | \$0              | \$0                            | \$0                    |
| Local Landscaping, Trails, Open Space            | \$44,512         | \$0                            | \$44,512               |
| Administration                                   | \$9,740          | \$0                            | \$9,740                |
| <b>SUBTOTAL:</b>                                 | <b>\$117,430</b> | <b>\$8,508</b>                 | <b>\$108,922</b>       |
|  |                  |                                |                        |
| 463 Parcels Assessed at \$190.00 per unit =      |                  | \$87,970                       |                        |
| 97 Parcels Assessed at \$216.00 per unit =       |                  | \$20,952                       |                        |
| <b>TOTAL ASSESSED:</b>                           |                  | <b>\$108,922</b>               |                        |
| Ending FY16/17 Fund Balance (Estimated):         |                  | \$75,361                       |                        |
| <b>GENERAL FUND PORTION OF MAINTENANCE COST:</b> |                  | <b>\$0</b>                     |                        |

***District/Zone Benefits:***

Parks: Almondridge

Arterial: None

Roadway Landscaping: Viera Avenue, Willow Avenue and cul-de-sac bulbs

Miscellaneous: open space and trails

| Table 17A<br>District 5, Zone 1<br>Base Assessment Allocation |                   |       |                  |          |                    |                       |
|---|-------------------|-------|------------------|----------|--------------------|-----------------------|
| Dist/Zone   | Sub'd             | Tract | Benefit<br>Units | Base Fee | FY 16-17<br>Assmnt | FY17-18<br>Assessment |
| 5-1   | Almondridge West  | 6621  | 25               | 190      | 190                | 190.00                |
| 5-1   | Almondridge Un 1  | 6109  | 93               | 190      | 190                | 190.00                |
| 5-1   | Almondridge Un 2  | 6454  | 35               | 190      | 190                | 190.00                |
| 5-1   | Almondridge Un 3  | 6788  | 50               | 190      | 190                | 190.00                |
| 5-1   | Almondridge Un 4  | 6869  | 52               | 190      | 190                | 190.00                |
| 5-1   | Almondridge Un 5  | 7190  | 96               | 190      | 190                | 190.00                |
| 5-1   | Almondridge Un 6  | 7411  | 48               | 190      | 190                | 190.00                |
| 5-1   | Almondridge Un 9  | 7673  | 35               | 190      | 190                | 190.00                |
| 5-1   | Almondridge Un 11 | 7901  | 25               | 190      | 190                | 190.00                |
| 5-1   | Almondridge Un 12 | 8065  | 4                | 190      | 190                | 190.00                |
| 5-1   | Oakley Knolls     | 8501  | 16               | 216      | 216                | 216.00                |
| 5-1   | Almondridge East  | 8880  | 81               | 216      | -                  | 216.00                |
| Total:  |                   |       | 560              |          |                    | 108,922               |

Table 18  
**COST ESTIMATE -- 2017/2018**  
**District 9, Zone 1 -- Lone Tree District**

The following schedule shows the allocation of costs to be spread to this District/Zone (251-4511)

|  |                  | Base Rate Benefit Units<br>1,200 |                     |
|--|------------------|----------------------------------|---------------------|
|  | Total Cost       | District Need                    | Assessments Applied |
| <b>MAINTENANCE AND SERVICES:</b>                 |                  |                                  |                     |
| Parks  | \$69,520         | \$69,520                         | \$0                 |
| Arterial Medians and Roadside                    | \$34,091         | \$34,091                         | \$0                 |
| Local Landscaping, Trails, Open Space            | \$137,722        | \$11,929                         | \$125,793           |
| Administration                                   | \$22,207         | \$0                              | \$22,207            |
| <b>SUBTOTAL:</b>                                 | <b>\$263,540</b> | <b>\$115,540</b>                 | <b>\$148,000</b>    |
| 575 Parcels Assessed at \$140 per unit =         |                  |                                  | \$80,500            |
| 625 Parcels Assessed at \$108 per unit =         |                  |                                  | \$67,500            |
| <b>TOTAL ASSESSED:</b>                           |                  |                                  | <b>\$148,000</b>    |
| Ending FY16/17 Fund Balance (Estimated):         |                  |                                  | \$71,685            |
| <b>GENERAL FUND PORTION OF MAINTENANCE COST:</b> |                  |                                  | <b>\$43,855</b>     |

***District/Zone Benefits:***

Parks: Chapparal, Williamson Ranch

Arterial: Hillcrest Avenue, Lone Tree Way, Deer Valley Road, Prewett Ranch

Roadway Landscaping: Lone Tree Way, Deer Valley Road, Dallas Ranch Road, Prewett Ranch Road

Miscellaneous: open space and trails

Table 18A  
 District 9, Zone 1  
 Base Assessment Allocation

| Dist/Zone | Sub'd              | Tract | Benefit Units | Base Fee | FY 16-17 Assmnt | FY17-18 Assessment |
|-----------|--------------------|-------|---------------|----------|-----------------|--------------------|
| 9-1       | Diablo East Un 1   | 7121  | 177           | 108      | 108             | 108                |
| 9-1       | Diablo East Un 2   | 7400  | 44            | 108      | 108             | 108                |
| 9-1       | Diablo East Un 3   | 7401  | 21            | 140      | 140             | 140                |
| 9-1       | Diablo East Un 4   | 8038  | 39            | 140      | 140             | 140                |
| 9-1       | Diablo East Un 5   | 8052  | 39            | 140      | 140             | 140                |
| 9-1       | Diablo East Un 6   | 8079  | 34            | 140      | 140             | 140                |
| 9-1       | Diablo East Un 7   | 8122  | 52            | 140      | 140             | 140                |
| 9-1       | Diablo East Un 8   | 8164  | 77            | 140      | 140             | 140                |
| 9-1       | Diablo East Un 9   | 8191  | 71            | 140      | 140             | 140                |
| 9-1       | Williamson Ranch 1 | 7114  | 20            | 108      | 108             | 108                |
| 9-1       | Williamson Ranch 2 | 7258  | 166           | 108      | 108             | 108                |
| 9-1       | Williamson Ranch 3 | 7587  | 86            | 108      | 108             | 108                |
| 9-1       | Williamson Ranch 4 | 7606  | 93            | 108      | 108             | 108                |
| 9-1       | Williamson Ranch 5 | 7618  | 39            | 108      | 108             | 108                |
| 9-1       | Williamson Ranch 6 | 7619  | 75            | 140      | 140             | 140                |
| 9-1       | Williamson Ranch 7 | 7620  | 82            | 140      | 140             | 140                |
| 9-1       | Williamson Ranch 8 | 7826  | 85            | 140      | 140             | 140                |

Total: 1,200 148,000

Table 19  
**COST ESTIMATE -- 2017/2018**  
**District 9, Zone 2 -- Lone Tree Way District**

The following schedule shows the allocation of costs to be spread to this District/Zone (251-4512)

|                                       | Total Cost       | Base Rate Benefit Units<br>2,024 |                        |
|---------------------------------------|------------------|----------------------------------|------------------------|
|                                       |                  | District<br>Need                 | Assessments<br>Applied |
| <b>MAINTENANCE AND SERVICES:</b>      |                  |                                  |                        |
| Parks                                 | \$24,300         | \$24,300                         | \$0                    |
| Medians and Roadside                  | \$40,866         | \$40,866                         | \$0                    |
| Local Landscaping, Trails, Open Space | \$173,282        | \$76,538                         | \$96,744               |
| Administration                        | \$100,418        | \$0                              | \$100,418              |
| <b>SUBTOTAL:</b>                      | <b>\$338,866</b> | <b>\$141,704</b>                 | <b>\$197,162</b>       |

|      |                     |          |            |           |
|------|---------------------|----------|------------|-----------|
| 229  | Parcels Assessed at | \$216.00 | per unit = | \$49,464  |
| 1149 | Parcels Assessed at | \$93.00  | per unit = | \$106,857 |
| 29   | Parcels Assessed at | \$88.00  | per unit = | \$2,552   |
| 45   | Parcels Assessed at | \$83.00  | per unit = | \$3,735   |
| 38   | Parcels Assessed at | \$216.00 | per unit = | \$8,208   |
| 460  | Parcels Assessed at | \$51.00  | per unit = | \$23,460  |
| 74   | Parcels Assessed at | \$39.00  | per unit = | \$2,886   |

**TOTAL ASSESSED:**

**\$197,162**

Ending FY16/17 Fund Balance (Estimated):

**\$84,619**

**GENERAL FUND PORTION OF MAINTENANCE COST:**

**\$57,085**

***District/Zone Benefits:***

Parks: Diablo West

Arterial: Lone Tree Way, Deer Valley Road, Dallas Ranch Road, Prewett Ranch Road

Roadway Landscaping: Lone Tree Way, Deer Valley Road, Dallas Ranch Road, Prewett Ranch Road

Miscellaneous: open space and trails

Table 19A  
District 9, Zone 2  
Base Assessment Allocation

| Dist/Zone | Sub'd                | Tract | Benefit Units | Base Fee | FY 16-17 Assmnt | FY17-18 Assessment |
|-----------|----------------------|-------|---------------|----------|-----------------|--------------------|
| 9-2       | Black Dia. Knolls 1  | 7201  | 29            | 51       | 51              | 51                 |
| 9-2       | Black Dia. Knolls 2  | 7498  | 45            | 51       | 51              | 51                 |
| 9-2       | Black Dia. Knolls 3  | 7554  | 28            | 51       | 51              | 51                 |
| 9-2       | Black Dia. Knolls 4  | 7592  | 36            | 51       | 51              | 51                 |
| 9-2       | Black Dia. Knolls 5  | 7499  | 64            | 51       | 51              | 51                 |
| 9-2       | Black Dia. Knolls 6  | 7593  | 24            | 51       | 51              | 51                 |
| 9-2       | Black Dia. Knolls 7  | 7594  | 31            | 93       | 93              | 93                 |
| 9-2       | Black Dia. Knolls 8  | 7825  | 26            | 83       | 83              | 83                 |
| 9-2       | Black Dia. Knolls 9  | 8008  | 19            | 83       | 83              | 83                 |
| 9-2       | Black Dia. Knolls 10 | 7824  | 29            | 88       | 88              | 88                 |
| 9-2       | Black Dia. Knolls 11 | 7500  | 48            | 93       | 93              | 93                 |
| 9-2       | Black Dia. Knolls 12 | 7823  | 26            | 93       | 93              | 93                 |
| 9-2       | Black Dia. Knolls 13 | 7822  | 32            | 93       | 93              | 93                 |
| 9-2       | Black Dia. Knolls 14 | 8110  | 43            | 93       | 93              | 93                 |
| 9-2       | Black Dia. Knolls 15 | 8181  | 53            | 93       | 93              | 93                 |
| 9-2       | Black Dia. Knolls 16 | 8182  | 42            | 93       | 93              | 93                 |
| 9-2       | Black Dia. Knolls 17 | 8183  | 45            | 93       | 93              | 93                 |
| 9-2       | Black Dia. Knolls 18 | 8324  | 56            | 93       | 93              | 93                 |
| 9-2       | Black Dia. Knolls 19 | 8325  | 89            | 93       | 93              | 93                 |
| 9-2       | Black Dia. Knolls 20 | 8326  | 64            | 93       | 93              | 93                 |
| 9-2       | Black Dia. Knolls 21 | 8466  | 49            | 216      | 216             | 216                |
| 9-2       | Black Dia. Knolls 22 | 8467  | 64            | 216      | 216             | 216                |
| 9-2       | Black Dia. Knolls 23 | 8525  | 27            | 216      | 216             | 216                |
| 9-2       | Black Dia. Knolls 24 | 8526  | 89            | 216      | 216             | 216                |
| 9-2       | Black Dia. Knolls 25 | 8528  | 38            | 216      | 216             | 216                |
| 9-2       | Diablo West Un 1     | 7128  | 74            | 39       | 39              | 39                 |
| 9-2       | Diablo West Un 2     | 7469  | 119           | 51       | 51              | 51                 |
| 9-2       | Diablo West Un 3     | 7616  | 115           | 51       | 51              | 51                 |
| 9-2       | Diablo West Un 4     | 8243  | 71            | 93       | 93              | 93                 |
| 9-2       | Diablo West Un 5     | 8244  | 56            | 93       | 93              | 93                 |
| 9-2       | Diablo West Un 6     | 8245  | 81            | 93       | 93              | 93                 |
| 9-2       | Diablo West Un 7     | 8312  | 99            | 93       | 93              | 93                 |
| 9-2       | Diablo West Un 8     | 8313  | 46            | 93       | 93              | 93                 |
| 9-2       | Diablo West Un 9     | 8314  | 106           | 93       | 93              | 93                 |
| 9-2       | Lone Tree Glen       | 7275  | 161           | 93       | 93              | 93                 |

Total: 2,024 197,162

Table 20  
**COST ESTIMATE -- 2017/2018**  
**District 9, Zone 3 -- Lone Tree Way District**

The following schedule shows the allocation of costs to be spread to this District/Zone (251-4513)

|                                       | Total Cost       | Base Rate Benefit Units<br>1,953 |                        |
|---------------------------------------|------------------|----------------------------------|------------------------|
|                                       |                  | District<br>Need                 | Assessments<br>Applied |
| <b>MAINTENANCE AND SERVICES:</b>      |                  |                                  |                        |
| Parks                                 | \$80,560         | \$80,560                         | \$0                    |
| Arterial Medians and Roadside         | \$22,409         | \$22,409                         | \$0                    |
| Local Landscaping, Trails, Open Space | \$141,783        | \$15,526                         | \$126,257              |
| Administration                        | \$89,412         | \$0                              | \$89,412               |
| <b>SUBTOTAL:</b>                      | <b>\$334,164</b> | <b>\$118,495</b>                 | <b>\$215,669</b>       |

|     |                     |          |            |           |
|-----|---------------------|----------|------------|-----------|
| 129 | Parcels Assessed at | \$216.00 | per unit = | \$27,864  |
| 860 | Parcels Assessed at | \$139.00 | per unit = | \$119,540 |
| 519 | Parcels Assessed at | \$95.00  | per unit = | \$49,305  |
| 120 | Parcels Assessed at | \$93.00  | per unit = | \$11,160  |
| 25  | Parcels Assessed at | \$216.00 | per unit = | \$5,400   |
| 300 | Parcels Assessed at | \$8.00   | per unit = | \$2,400   |

|  |                  |
|--|------------------|
| <b>TOTAL ASSESSED:</b>                           | <b>\$215,669</b> |
| Ending FY16/17 Fund Balance (Estimated):         | \$88,175         |
| <b>GENERAL FUND PORTION OF MAINTENANCE COST:</b> | <b>\$30,320</b>  |

**District/Zone Benefits:**

Parks: Hansen and Dallas Ranch Park

Arterial: Lone Tree Way, Dallas Ranch Road

Roadway Landscaping: Prewett Ranch Road, Golf Course Road, Frederickson Lane and cul-de-sac bulbs

Miscellaneous: Open space and trails

Table 20A  
 District 9, Zone 3  
 Base Assessment Allocation

| Dist/Zone | Sub'd                 | Tract | Benefit Units | Base Fee | FY 16-17 Assmnt | FY17-18 Assessment |
|-----------|-----------------------|-------|---------------|----------|-----------------|--------------------|
| 9-3       | Black Dia. Est. Un 1  | 7515  | 31            | 95       | 95              | 95                 |
| 9-3       | Black Dia. Est. Un 2  | 7644  | 41            | 139      | 139             | 139                |
| 9-3       | Black Dia. Est. Un 3  | 8064  | 54            | 139      | 139             | 139                |
| 9-3       | Black Dia. Est. Un 4  | 8194  | 64            | 139      | 139             | 139                |
| 9-3       | Black Dia. Est. Un 5  | 8076  | 55            | 139      | 139             | 139                |
| 9-3       | Black Dia. Est. Un 6  | 8317  | 56            | 139      | 139             | 139                |
| 9-3       | Black Dia. Est. Un 7  | 8318  | 73            | 139      | 139             | 139                |
| 9-3       | Black Dia. Est. Un 8  | 8319  | 47            | 216      | 216             | 216                |
| 9-3       | Black Dia. Est. Un 9  | 8320  | 49            | 216      | 216             | 216                |
| 9-3       | Black Dia. Est. Un 10 | 8472  | 33            | 216      | 216             | 216                |
| 9-3       | Black Dia. Est. Un 11 | 8567  | 25            | 216      | 216             | 216                |
| 9-3       | Dallas Ranch Un 1     | 7380  | 58            | 95       | 95              | 95                 |
| 9-3       | Dallas Ranch Un 2     | 7859  | 50            | 95       | 95              | 95                 |
| 9-3       | Dallas Ranch Un 3     | 7860  | 34            | 95       | 95              | 95                 |
| 9-3       | Dallas Ranch Un 4     | 7198  | 138           | 95       | 95              | 95                 |
| 9-3       | Dallas Ranch Un 5     | 7376  | 122           | 95       | 95              | 95                 |
| 9-3       | Dallas Ranch Un 6     | 7966  | 45            | 95       | 95              | 95                 |
| 9-3       | Dallas Ranch Un 7     | 7377  | 187           | 139      | 139             | 139                |
| 9-3       | Dallas Ranch Un 8     | 7378  | 54            | 139      | 139             | 139                |
| 9-3       | Dallas Ranch Un 9     | 8107  | 34            | 139      | 139             | 139                |
| 9-3       | Dallas Ranch Un 10    | 8108  | 63            | 139      | 139             | 139                |
| 9-3       | Dallas Ranch Un 11    | 8109  | 120           | 93       | 93              | 93                 |
| 9-3       | Diamond Ridge Un 1    | 7317  | 179           | 8        | 8               | 8                  |
| 9-3       | Diamond Ridge Un 2    | 7536  | 86            | 8        | 8               | 8                  |
| 9-3       | Diamond Ridge Un 3    | 7537  | 41            | 95       | 95              | 95                 |
| 9-3       | Diamond Ridge Un 4    | 7627  | 35            | 8        | 8               | 8                  |
| 9-3       | Sandhill I            | 8247  | 75            | 139      | 139             | 139                |
| 9-3       | Sandhill II           | 8410  | 104           | 139      | 139             | 139                |

Total: 1,953 215,669

Table 21  
**COST ESTIMATE -- 2017/2018**  
**District 9, Zone 4 -- Lone Tree Way District**

The following schedule shows the allocation of costs to be spread to this District/Zone (251-4514)

|  |                  | Base Rate Benefit Units<br>435 |                     |
|--|------------------|--------------------------------|---------------------|
|  | Total Cost       | District Need                  | Assessments Applied |
| <b>MAINTENANCE AND SERVICES:</b>                 |                  |                                |                     |
| Parks  | \$21,391         | \$21,391                       | \$0                 |
| Arterial Medians and Roadside                    | \$12,770         | \$12,770                       | \$0                 |
| Local Landscaping, Trails, Open Space            | \$69,263         | \$18,462                       | \$50,801            |
| Administration                                   | \$25,324         | \$0                            | \$25,324            |
| <b>SUBTOTAL:</b>                                 | <b>\$128,748</b> | <b>\$52,623</b>                | <b>\$76,125</b>     |
| 435 Parcels Assessed at \$175.00 per unit =      |                  |                                | \$76,125            |
| <b>TOTAL ASSESSED:</b>                           |                  |                                | <b>\$76,125</b>     |
| Ending FY16/17 Fund Balance (Estimated):         |                  |                                | \$54,046            |
| <b>GENERAL FUND PORTION OF MAINTENANCE COST:</b> |                  |                                | <b>\$0</b>          |

**District/Zone Benefits:**

Park: Heidorn

Arterial: Lone Tree Way, Hillcrest Avenue

Roadway Landscaping: Vista Grande Drive and cul-de-sac bulbs

Miscellaneous: Open space and trails

| Table 21A<br>District 9, Zone 4<br>Base Assessment Allocation |                       |       |                  |          |                    |                       |
|---|-----------------------|-------|------------------|----------|--------------------|-----------------------|
| Dist/Zone   | Sub'd                 | Tract | Benefit<br>Units | Base Fee | FY 16-17<br>Assmnt | FY17-18<br>Assessment |
| 9-4   | Meadow Crk. Village 1 | 7862  | 55               | 216      | 145                | 175                   |
| 9-4   | Meadow Crk. Village 2 | 7947  | 77               | 216      | 145                | 175                   |
| 9-4   | Meadow Crk. Village 3 | 7967  | 108              | 216      | 145                | 175                   |
| 9-4   | Meadow Crk. Village 4 | 7971  | 98               | 216      | 145                | 175                   |
| 9-5   | Meadow Crk. Village 5 | 7897  | 97               | 216      | 145                | 175                   |
| Total:  |                       |       | 435              |          |                    | 76,125                |

Table 22  
**COST ESTIMATE -- 2017/2018**  
**District 10, Zone 1 -- East Lone Tree Way District**

The following schedule shows the allocation of costs to be spread to this District/Zone (259-4591)

|  |                  | Base Rate Benefit Units<br>660.5 |                     |
|--|------------------|----------------------------------|---------------------|
|  | Total Cost       | District Need                    | Assessments Applied |
| <b>MAINTENANCE AND SERVICES:</b>                 |                  |                                  |                     |
| Parks  | \$0              | \$0                              | \$0                 |
| Arterial Medians and Roadside                    | \$10,950         | \$10,950                         | \$0                 |
| Local Landscaping, Trails, Open Space            | \$129,383        | \$0                              | \$129,383           |
| Channel Maintenance                              | \$20,000         | \$0                              | \$20,000            |
| Administration                                   | \$31,655         | \$0                              | \$31,655            |
| <b>SUBTOTAL:</b>                                 | <b>\$191,988</b> | <b>\$10,950</b>                  | <b>\$181,038</b>    |
|  |                  |                                  | <b>\$163,986</b>    |
| Ending FY16/17 Fund Balance (Estimated):         |                  |                                  | <b>\$103,101</b>    |
| <b>GENERAL FUND PORTION OF MAINTENANCE COST:</b> |                  |                                  | <b>\$0</b>          |

**District/Zone Benefits:**

Park: None

Arterial: Lone Tree Way

Roadway Landscaping: Country Hills Drive, Canada Valley Road, Vista Grande, and cul de sacs

Miscellaneous: Open space and trails

| Table 22A<br>District 10<br>Base Assessment Allocation |                    |       |                  |             |                    |                       |
|--|--------------------|-------|------------------|-------------|--------------------|-----------------------|
| Dist/Zone  | Sub'd              | Tract | Benefit<br>Units | Base<br>Fee | FY 16-17<br>Assmnt | FY17-18<br>Assessment |
| 10-1   | Sand Creek Ranch 1 | 8114  | 57               | 505.23      | 279.00             | 279.00                |
| 10-1   | Sand Creek Ranch 2 | 8958  | 27               | 505.23      | 279.00             | 279.00                |
| 10-1   | Sand Creek Ranch 4 | 8640  | 97               | 505.23      | 279.00             | 279.00                |
| 10-1   | Sand Creek Ranch 5 | 8885  | 42               | 505.23      | 279.00             | 279.00                |
| 10-1   | Sand Creek Ranch 6 | 8886  | 31               | 505.23      | 279.00             | 279.00                |
| 10-1   | Sand Creek Ranch 7 | 8948  | 52               | 505.23      | 279.00             | 279.00                |
| 10-1   | Sand Creek Ranch 8 | 8951  | 156              | 505.23      | 279.00             | 279.00                |
| 10-1   | Multi-Family Apts  | -     | 152              | 352.88      | 191.48             | 191.48                |
| 10-1   | Commercial parcel  | -     | 12.6             | 292.98      | 157.08             | 157.08                |
| 10-1   | Business Park      | -     | 33.9             | 227.87      | 118.10             | 118.10                |
| Total:   |                    |       | 660.5            |             |                    | 163,986               |

Table 23

Summary of Costs, Benefits and Assessments by Zone -- Fiscal Year 2017/2018

| District/<br>Zone | Benefit<br>Units | Ending Bal<br>FY16/17 | Est. Cost<br>of Maintenance | Estimated<br>Assessments | Zone<br>Deficit | Assessment<br>per BU |
|-------------------|------------------|-----------------------|-----------------------------|--------------------------|-----------------|----------------------|
| 1-1               | 1,681            | \$125,306             | \$515,605                   | \$275,063                | (\$115,236)     | \$58 to \$216        |
| 1-2               | 3,237            | \$113,167             | \$690,589                   | \$363,226                | (\$214,196)     | \$27 to \$216        |
| 1-4               | 1,607            | \$46,502              | \$323,579                   | \$185,821                | (\$91,256)      | \$23 to \$216        |
| 2A-1              | 0                | \$0                   | \$99,801                    | \$0                      | (\$99,801)      | \$0                  |
| 2A-2              | 0                | \$0                   | \$38,684                    | \$0                      | (\$38,684)      | \$0                  |
| 2A-3              | 230              | \$26,611              | \$93,889                    | \$14,496                 | (\$52,782)      | \$22 to \$216        |
| 2A-4              | 337              | \$15,758              | \$145,573                   | \$12,916                 | (\$116,899)     | \$16 to \$60         |
| 2A-5              | 13               | \$23,789              | \$149,423                   | \$1,492                  | (\$124,142)     | \$104 to \$139       |
| 2A-6              | 274              | \$26,944              | \$289,112                   | \$28,582                 | (\$233,586)     | \$57 to \$139        |
| 2A-7              | 0                | \$0                   | \$47,802                    | \$0                      | (\$47,802)      | \$0                  |
| 2A-8              | 426              | \$25,427              | \$334,924                   | \$74,766                 | (\$234,731)     | \$58 to \$216        |
| 2A-9              | 1,379            | \$67,044              | \$303,914                   | \$115,992                | (\$120,878)     | \$36 to \$144        |
| 2A-10             | 290              | \$116,560             | \$195,572                   | \$176,633                | \$0             | \$609                |
| 4-1               | 0                | \$29,106              | \$87,882                    | \$0                      | (\$58,776)      | \$0                  |
| 5-1               | 560              | \$75,361              | \$117,430                   | \$108,922                | \$0             | \$190 to \$216       |
| 9-1               | 1,200            | \$71,685              | \$263,540                   | \$148,000                | (\$43,855)      | \$108 to \$140       |
| 9-2               | 2,024            | \$84,619              | \$338,866                   | \$197,162                | (\$57,085)      | \$39 to \$216        |
| 9-3               | 1,953            | \$88,175              | \$334,164                   | \$215,669                | (\$30,320)      | \$8 to \$216         |
| 9-4               | 435              | \$54,046              | \$128,748                   | \$76,125                 | \$0             | \$175                |
| 10-1              | 660.5            | \$103,101             | \$191,988                   | \$163,986                | \$0             | \$118 to \$279       |
| Totals            |                  | \$1,093,204           | \$4,691,085                 | \$2,158,851              | (\$1,680,027)   |                      |

## V. ASSESSMENT METHODS

Proposition 218 provides that assessments imposed by petition signed by persons owning all of the parcels subject to assessment are exempt from the requirements of Prop. 218 insofar as the amount of such assessments are not increased over the amount in effect at the time of the petition. These assessments are known as the "base amount" or "base assessments".

A large number of parcels fall within this situation and have base assessments in place. Those parcels are the subjects of this Engineer's Report. The base assessment amounts vary, depending upon when the petition was filed with the City and the scope of improvements in place at the time that were being maintained by assessment. In preparing this Report, the Engineer determined the maximum base assessment that is assessable against each parcel, the improvements that are being maintained within the benefit zone, the cost of maintaining the improvements, and the total amount generated by the relevant base assessments. In instances where the cost of maintaining the improvements is less than the maximum assessable amount, the base assessments were proportionally reduced.

The assessment method suggested was to increase assessments to the maximum base rates over a 3-year period beginning in Fiscal Year 2003-04. The final increment was reached in FY 2005-06. Allocation of assessments has been applied first to administration costs; followed by local landscaping, trails, and open space; and finally arterials medians and roadside landscaping. Park costs continue to be shown; however, they also are shown as being paid by those districts and zones that can afford it. Remaining costs are shown as a contribution from the General Fund.

## VI. SUMMARY OF ASSESSMENTS

The methods described in Section V are applied to estimate the benefits received by each assessable parcel, in every District and benefit zone, from the improvements described in this report.

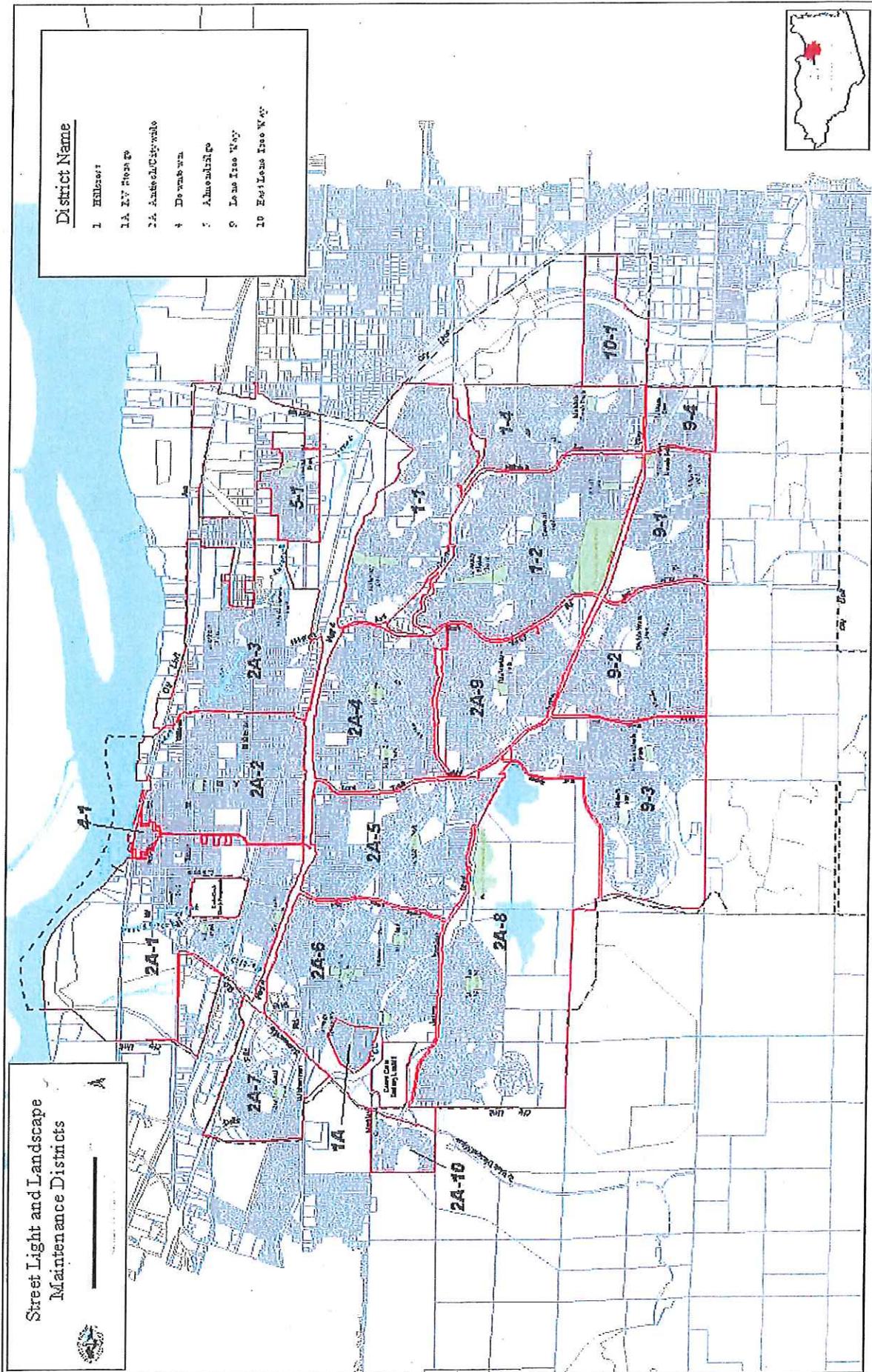
Table 23, Summary of Costs, Benefits and Assessments by Zone, presents a summary of assessments for each District and benefit zone.

## VII. ASSESSMENT ROLL

The Assessment Roll is a listing of all assessable parcels of land within the District. Because of its large size, the Assessment Roll is presented under separate cover and is incorporated by reference into this report. The Assessment Roll can be inspected at the office of the City Engineer during regular working hours.

The Assessment Roll lists each parcel in the District by its distinctive designation, the Assessor's Parcel Number, and includes the Assessment amount for each parcel.

# ATTACHMENT "C"





## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Scott Buenting, Project Manager, Capital Improvements Division *SB*

**APPROVED BY:** Lynne B. Filson, Assistant City Engineer II *Lynne B. Filson*

**SUBJECT:** Community Development Block Grant Downtown Roadway Pavement Rehabilitation, Phase 7 (P.W. 678-7)

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### RECOMMENDED ACTION

It is recommended that the City Council reject all bids for the Community Development Block Grant (CDBG) Downtown Roadway Pavement Rehabilitation, Phase 7 project and direct staff to re-bid the project with a revised scope of work.

### STRATEGIC PURPOSE

This item supports Strategy K-1 in the Strategic Plan by ensuring well maintained public facilities and rights-of-way.

### FISCAL IMPACT

There is no fiscal impact by rejecting all bids for this project.

### DISCUSSION

On May 2, 2017, four (4) bids were received and opened as shown on the attached tabulation. The proposed work includes removal and replacement of the asphalt concrete over the full width of the roadways of West Seventh Street from 'D' to 'G' Streets, West Eighth Street from 'D' to 'G' Streets, 'E' Street from West Sixth and West Tenth Streets and 'F' Street from West Sixth and West Ninth Streets and the complete reconstruction of six intersections. The replacement of deteriorating, damaged and uneven concrete flatwork, installation of twenty-four new curb ramps and various storm drainage improvements are also included.

All bids received for this project exceeded the \$1,250,000 included in the 2016-17 Capital Improvement Budget with the lowest bid submitted by Empire Engineering & Construction, Inc. of San Francisco in the amount of \$1,295,735. Staff believes it would be fiscally inappropriate to award this contract to Empire Engineering & Construction, Inc. at this time. It is recommended that all bids be rejected and the project be re-bid with a revised scope of work.

### ATTACHMENTS

A: Bid Tabulation

**CITY OF ANTIOCH  
TABULATION OF BIDS**

**JOB TITLE:** Community Development Block Grant Downtown Roadway Pavement Rehabilitation, Phase 7  
(P.W. 678-7)

**BIDS OPENED:** May 2, 2017 ~ 2:00 p.m.  
City Council Chambers

|                        |                        |  |                                    |  |                         |  |
|------------------------|------------------------|--|------------------------------------|--|-------------------------|--|
|                        | Engineer's<br>Estimate | Empire Engineering & Construction, Inc.<br>San Francisco | Ghilotti Bros., Inc.<br>San Rafael | Bay Cities Paving & Grading, Inc.<br>Concord | Graniterock<br>San Jose |  |
| <b>TOTAL BID PRICE</b> | \$1,200,000.00         | \$1,295,735.00   | \$1,469,766.00                     | \$1,499,390.00                               | \$1,826,145.00          |  |

| <i>Empire Engineering &amp; Construction</i>  | <i>Ghilotti Bros, Inc.</i>   | <i>Bay Cities Paving &amp; Grading</i>   | <i>Graniterock</i>  |  |
|---|--|--|---|--|
| <u>Paving Fabric</u><br>Telfer<br><u>Striping</u><br>Chrisp Company<br><u>Paving</u><br>AM Construction, Inc. | <u>Paving Fabric</u><br>Pacific Northwest Oil<br><u>Minor Concrete</u><br>TNB Construction | <u>Pavement Mat</u><br>Telfer Pavement Technologies<br><u>Striping</u><br>Chrisp Company<br><u>Concrete</u><br>Murga Strange & Chalmers<br><u>Cold Plane AC</u><br>ABSL Construction | <u>Minor Concrete</u><br>TNB Construction<br><u>Adjust Utilites</u><br>Pixley Construction<br><u>Pavement Fabric</u><br>Telfer Pavement |  |

**ATTACHMENT "A"**



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Ahmed Abu-Aly, Associate Engineer, Capital Improvements Division *AK*

**APPROVED BY:** Lynne B. Filson, Assistant City Engineer II *LBF*

**SUBJECT:** Resolution Verifying that the City of Antioch Complies with the Terms of the Surplus Land Act – Assembly Bill 2135 (California Government Code Section 54220) as a Requirement for OBAG Grant Funding for the “L” Street Pathway to Transit – Pedestrian and Bike Improvement project, P.W. 234-15

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### RECOMMENDED ACTION

It is recommended that the City Council adopt the attached resolution verifying that the City of Antioch complies with the terms of the Surplus Land Act - Assembly Bill 2135 (California Government Code Section 54220) as a requirement for the OBAG Safe Route to School grant funding for the “L” Street Pathway to Transit – Pedestrian and Bike Improvement project.

### STRATEGIC PURPOSE

This program will support Strategy K-4 by pursuing grant funding to improve infrastructure; and Strategy K-5 by reducing City liability from third party claims by increasing and enhancing ADA accessibility and reducing trip hazards.

### FISCAL IMPACT

The project cost estimate is \$2,600,000. The City has submitted to MTC/CCTA a grant application and is being recommended for \$1,223,000 in grant funds for this project. Adoption of the attached resolution is a requirement by MTC for approval of this grant.

### DISCUSSION

On April 25<sup>th</sup> the City Council approved the filing of a grant application for the OBAG Safe Route to School funding for the “L” Street Pathway to Transit – Pedestrian and Bike Improvement project. The project will install new sidewalks, retaining walls, new bike lanes, pedestrian median barriers, and new handicap ramps from Highway 4 to the Antioch Marina at the foot of “L” Street.

The Metropolitan Transportation Commission (MTC) requires for approval of the grant that the project sponsor adopt the attached council resolution verifying that the City of Antioch complies with the terms of the Surplus Land Act - Assembly Bill 2135 (California Government Code Section 54220).

### ATTACHMENTS

A: MTC Resolution

**ATTACHMENT "A"**

**RESOLUTION NO. 2017/\*\*  
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
TO COMPLY WITH ASSEMBLY BILL 2135, SURPLUS LAND ACT  
FOR THE "L" STREET PATHWAY TO TRANSIT – PEDESTRIAN AND BIKE  
IMPROVEMENT PROJECT  
P.W. 234-15**

**WHEREAS**, the San Francisco region has the highest housing costs in the United States; and

**WHEREAS**, the Bay Area produced less than 30% of the need for low- and moderate-income housing units from 2007-2014; and

**WHEREAS**, there are limited funding sources available to secure land for the construction of low- and moderate-income housing; and

**WHEREAS**, public lands can play a critical role in increasing the supply of land for affordable housing; and

**WHEREAS**, the Metropolitan Transportation Commission adopted Resolution No. 4202, outlining the programming policy and project selection criteria for the One Bay Area Grant Program (OBAG 2), including certain requirements to access these funds.

**NOW, THEREFORE BE IT RESOLVED**, that the City of Antioch agrees to comply with the terms of Surplus Land Act - Assembly Bill 2135 (California Government Code § 54220, et seq.), as exists now or may be amended in the future.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof held on the 23<sup>rd</sup> day of May, 2017 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

---

**ARNE SIMONSEN  
CITY CLERK OF THE CITY OF ANTIOCH**



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Lynne B. Filson, Assistant City Engineer II *LBF*

**SUBJECT:** Traffic Signal Installation – Wild Horse Road and Folsom Drive and Traffic Signal Modifications – W. 10<sup>th</sup> Street/L Street, P.W. 636-8

---

### RECOMMENDED ACTION

It is recommended that the City Council adopt a resolution amending the fiscal year 2016/2017 Capital Improvement budget to increase funding from the Traffic Signal Fund by \$91,379 for a total budget of \$430,000 for the Traffic Signal Installation – Wild Horse Road and Folsom Drive and Traffic Signal Modifications – W. 10<sup>th</sup> Street/L Street project, and award the project to the lowest responsive and responsible bidder, Mike Brown Electric, Co., and authorize the City Manager to execute a construction agreement in the amount of \$400,000.

### STRATEGIC PURPOSE

This item supports Strategy K in the Strategic Plan by continuing to create a safe, highly functional and desirable community. In addition, this will support Strategy K-5 by reducing liability from third party claims and workers compensation claims.

### FISCAL IMPACT

Adoption of this resolution will amend the fiscal year 2016/2017 Capital Improvements budget to increase funding from the Traffic Signal Fund for this project by \$91,379 for a total budget of \$430,000 to include the cost of the construction contract, engineering, construction, inspection, testing and contract administration.

### DISCUSSION

On May 9, 2017, five (5) bids were received and opened as shown on the attached tabulation. The low bid was submitted by Mike Brown Electric, Co. of Cotati in the amount of \$400,000. The bids have been checked and found to be without any errors or omissions.

This project includes the traffic signal installation at the intersection of Wild Horse Road/Folsom Drive with interconnect to the intersection of Wild Horse Road and Hillcrest Avenue including curb ramps, and signing and striping modifications. The project will also consist of traffic signal modifications at the intersection of W. 10<sup>th</sup> Street/L Street.

### ATTACHMENTS

- A: Resolution
- B: Bid Tabulation

**ATTACHMENT "A"**

**RESOLUTION NO. 2017/\*\***

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
AMENDING THE FISCAL YEAR 2016/2017 CAPITAL IMPROVEMENT BUDGET TO  
INCREASE FUNDING FROM THE TRAFFIC SIGNAL FUND FOR THE TRAFFIC  
SIGNAL INSTALLATION – WILD HORSE ROAD AND FOLSOM DRIVE AND  
TRAFFIC SIGNAL MODIFICATIONS – W. 10<sup>TH</sup> STREET/L STREET PROJECT AND  
AWARD THE PROJECT TO THE LOWEST RESPONSIVE AND RESPONSIBLE  
BIDDER, MIKE BROWN ELECTRIC, CO., AND AUTHORIZE THE CITY MANAGER  
TO EXECUTE A CONSTRUCTION AGREEMENT  
P.W. 636-8**

**WHEREAS**, the current FY 16/17 CIP budget for this project is \$338,621; and

**WHEREAS**, an amendment to the current FY 16/17 CIP budget for this project in the amount of \$91,379 from the Traffic Signal fund, for a total project budget of \$430,000, is necessary to cover the cost of the construction contract and construction inspection; and

**WHEREAS**, the City Council has considered awarding the Traffic Signal Installation – Wild Horse Road and Folsom Drive and Traffic Signal Modifications – W. 10<sup>th</sup> Street/L Street project construction contract to the lowest responsive and responsible bidder, Mike Brown Electric, Co., in the amount of \$400,000; and

**WHEREAS**, the City authorizes the City Manager to execute a construction agreement with Mike Brown Electric, Co., in the amount of \$400,000 for the Traffic Signal Installation – Wild Horse Road and Folsom Drive and Traffic Signal Modifications – W. 10<sup>th</sup> Street/L Street project;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Antioch hereby approves amending the fiscal year 2016/2017 Capital Improvements budget to increase the Traffic Signal Fund by \$91,379 for a total project budget of \$430,000 and award the project to the lowest responsive and responsible bidder, Mike Brown Electric, Co., and authorize the City Manager to execute a construction agreement in the amount of \$400,000 for the Traffic Signal Installation – Wild Horse Road and Folsom Drive and Traffic Signal Modifications – W. 10<sup>th</sup> Street/L Street project, in a form approved by the City Attorney.

\* \* \* \* \*

AI

**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 23<sup>rd</sup> day of May 2017, by the following vote:

**AYES:**

**ABSENT:**

**NOES:**

---

**ARNE SIMONSEN**  
**CITY CLERK OF THE CITY OF ANTIOCH**

CITY OF ANTIOCH  
**TABULATION OF BIDS**

**JOB TITLE:** Traffic Signal Installation – Wild Horse Road & Folsom Drive and Traffic Signal Modifications – W. 10<sup>th</sup> Street/L Street  
(P.W. 636-8)

**BIDS OPENED:** May 9, 2017 ~ 2:00 p.m.  
City Council Chambers

|                        |                        |                                   |  |                                     |                           |                                      |
|------------------------|------------------------|-----------------------------------|--|-------------------------------------|---------------------------|--------------------------------------|
|                        | Engineer's<br>Estimate | Mike Brown Electric Co.<br>Cotati | St. Francis Electric, LLC<br>San Leandro | W. Bradley Electric, Inc.<br>Novato | Ray's Electric<br>Oakland | Tennyson Electric, Inc.<br>Livermore |
| <b>TOTAL BID PRICE</b> | \$375,000.00           | \$400,000.00                      | \$432,300.00                             | \$437,000.00                        | \$492,000.00              | \$584,505.00                         |

| <i>Mike Brown Electric Co.</i>  | <i>St. Francis Electric, LLC.</i>  | <i>W. Bradley Electric, Inc.</i>  | <i>Ray's Electric</i>  | <i>Tennyson Electric, Inc.</i>  |
|---|--|---|--|---|
| <u>Handicap Ramps</u><br>Swisher Concrete<br><u>Striping</u><br>Striping Graphics<br><u>Lane Closer</u><br>Cal. Vet | <u>Striping</u><br>Bayside Stripe & Seal<br><u>A/C-PCC</u><br>Ghilotti Bros. | <u>Striping</u><br>Bayside Stripe & Seal<br><u>Concrete</u><br>FBD Vanguard Construction<br><u>Boring</u><br>Tight Access Excavation, Inc.<br><u>Auger</u><br>Hicklin General Eng.<br><u>Loops</u><br>LIR | <u>Boring/Vacuum</u><br>Precision Drilling<br><u>Water Pollution Control</u><br>Appian UDDBE SWPPP<br><u>Striping</u><br>Compass Engineering | <u>Signing &amp; Striping</u><br>Chrisp<br><u>Concrete</u><br>R & R Maher |

ATTACHMENT "B"



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Duane Anderson, Superintendent, Water Treatment Plant

**APPROVED BY:** Mike Bechtholdt, Deputy Public Works Director *MB*

**SUBJECT:** Water Treatment Chemicals Purchase

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### **RECOMMENDED ACTION**

It is recommended that the City Council adopt a resolution to approve and authorize the joint agency cooperative purchase arrangement for bulk water treatment plant chemicals, and authorize the City Manager to enter into an agreement with the overall lowest bidders, Chemtrade Chemicals, Pacific Coast Chemical, Sierra Chemical, Univar USA, and Solvay Flourides in the amount not to exceed \$750,000 for the period of July 1, 2017 through June 30, 2018.

### **STRATEGIC PURPOSE**

These actions support Long Term Goal K/Strategy K-2 to operate, maintain, and steward Antioch's water assets and resources and deliver high quality water to our customers

### **FISCAL IMPACT**

Funding for this annual expenditure is allocated in the Water Treatment budget and is in an amount not to exceed \$750,000.

### **DISCUSSION**

The City of Antioch is a member of the Bay Area Chemical Consortium (BACC). The BACC is a group of public agencies seeking to cooperatively competitively bid for the supply and delivery of water and wastewater chemicals for the period of July 1, 2017 through June 30, 2018.

This is the second consecutive year that Antioch has collaborated with the BACC consortium allowing us to secure the best price and eliminating the duplication of efforts of each agency bidding chemicals individually. In previous years Antioch participated in a joint bid with Pittsburg, Martinez (Cities) and Diablo Water District; these agencies are also participating in the BACC bid this year. Although jointly bid, the chemicals are delivered and invoiced separately to the respective cities.

Antioch purchases only the products (depicted by shading in Attachments B, C, D, E, F and G) within the North Bay column from the low bidders. Products must comply with all applicable Federal and State of California drinking water laws and regulations and meet or exceed all terms and conditions specified in the bid.

**ATTACHMENTS**

- A. Resolution No. 2017/\*\*
- B. Aluminum Sulfate Bid Tabulation Bid No. 01-2017
- C. Ammonium Sulfate Bid Tabulation Bid No. 02-2017
- D. Liquid Chlorine Bid Tabulation Bid No. 10-2017
- E. Sodium Hydroxide Bid Tabulation Bid No. 12-2017
- F. Sodium Hypochlorite 12.5% Bid Tabulation Bid No. 13-2017
- G. Hydrofluosilicic Acid Bid Tabulation Bid No. 08-2017

# ATTACHMENT A

## RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH APPROVING THE JOINT AGENCY COOPERATIVE PURCHASE ARRANGEMENT FOR BULK WATER TREATMENT PLANT CHEMICALS AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH CHEMTRADE CHEMICALS, SIERRA CHEMICAL, PACIFIC COAST CHEMICAL, UNIVAR USA AND SOLVAY FLOURIDES

**WHEREAS**, the City of Antioch a member of the Bay Area Chemical Consortium (BACC), an informal cooperative that prepares bid recommendations and combines bid solicitations which allow participating agencies to obtain lower prices than bidding alone for the supply and delivery of water and wastewater chemicals; and

**WHEREAS**, the City of Antioch will benefit from the supply and delivery of water chemical products that comply with all applicable Federal and State of California drinking water laws, and related cost savings through membership.

**THEREFORE, BE IT RESOLVED** that the City Council of the City of Antioch hereby approves the joint agency cooperative purchase agreement and authorizes the City Manager to execute an agreement to purchase bulk water treatment plant chemicals through the consortium, for the period of July 1, 2017 through June 30, 2018, in the amount not to exceed \$750,000, in a form approved by the City Attorney.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 23<sup>rd</sup> day of May 2017, by the following vote:

**AYES:**

**ABSENT:**

**NOES:**

---

**ARNE SIMONSEN**  
**CITY CLERK OF THE CITY OF ANTIOCH**

## ATTACHMENT B

### BAY AREA CHEMICAL CONSORTIUM

Final Bid Tabulation for Bid No. 01-2017

Supply and Delivery of Aluminum Sulfate

Open Date: Tuesday, April 4, 2017 at 9:00 a.m. PDT

| Name of Bidder                       | North Bay<br>Unit Price<br>Per Gallon | South Bay<br>Unit Price<br>Per Gallon | South Bay<br>Unit Price<br>Per Gallon<br>2% Acidized | South Bay<br>Unit Price<br>Per Gallon<br>5% Acidized | Marin-Sonoma-<br>Napa<br>Unit Price<br>Per Gallon | Sacramento Area<br>Unit Price<br>Per Gallon |
|--------------------------------------|---------------------------------------|---------------------------------------|--|--|---|---|
| Thatcher Company of California, Inc. | \$0.670                               | \$0.735                               | \$0.735  | \$0.720  | \$0.690   | \$0.63                                      |
| Chemtrade Chemicals US LLC           | \$0.6332                              | \$0.6471                              | \$0.6064   | \$0.5700   | \$0.6293  | \$0.6101                                    |
| Univar USA Inc.                      | No Bid                                | No Bid                                | No Bid   | No Bid   | No Bid  | No Bid                                      |
| Sierra Chemical Co.                  | No Bid                                | No Bid                                | No Bid   | No Bid   | No Bid  | No Bid                                      |

Lowest Responsive Bid

## ATTACHMENT C

### BAY AREA CHEMICAL CONSORTIUM

Final Bid Tabulation for Bid No. 02-2017

Supply and Delivery of Ammonium Sulfate

Open Date: Tuesday, April 4, 2017 at 9:00 a.m. PDT

| Name of Bidder          | North Bay<br>40% Liquid Solution<br>Unit Price<br>Per Gallon | East Bay<br>40% Liquid Solution<br>Unit Price<br>Per Gallon | South Bay<br>40% Liquid Solution<br>Unit Price<br>Per Gallon | Tri-Valley<br>25% Dry Material<br>Unit Price<br>Per Lb. |
|-------------------------|--|---|--|---|
| Brenntag Pacific, Inc.  | \$2.94   | \$2.94  | \$2.94   | \$0.49  |
| Pacific Coast Chemicals | \$1.53   | \$1.428   | \$2.04   | \$0.45  |
| Univar USA Inc.         | No Bid   | No Bid  | No Bid   | No Bid  |
| Sierra Chemical Co.     | No Bid   | No Bid  | No Bid   | No Bid  |

Lowest Responsive Bid

## ATTACHMENT D

### BAY AREA CHEMICAL CONSORTIUM

Final Bid Tabulation for Bid No. 10-2017

Supply and Delivery of Liquid Chlorine

Open Date: Tuesday, April 4, 2017 at 9:00 a.m. PDT

| Name of Bidder             | North Bay<br>One-Ton Cylinders<br>Unit Price<br>Per Ton | Central Valley<br>One-Ton Cylinders<br>Unit Price<br>(Rail Cars)<br>Per Ton | Sacramento Area<br>One-Ton Cylinders<br>Unit Price<br>Per Ton | Sacramento Area<br>150 Lb. Cylinders<br>Unit Price<br>Per Lb. |
|----------------------------|---|---|---|---|
| JCI Jones Chemicals, Inc.  | No Bid  | \$500.00  | No Bid  | No Bid  |
| Sierra Chemical Co.        | \$706.00  | No Bid  | \$615.00  | \$0.95  |
| Olin Chlor Alkali Products | No Bid  | No Bid  | No Bid  | No Bid  |
| Univar USA Inc.            | No Bid  | No Bid  | No Bid  | No Bid  |

Lowest Responsive Bid

# ATTACHMENT E

**BAY AREA CHEMICAL CONSORTIUM**  
 Final Bid Tabulation for Bid No. 12-2017  
 Supply and Delivery of Sodium Hydroxide  
 Open Date: Tuesday, April 4, 2017 at 9:00 a.m. PDT

| Name of Bidder             | North Bay<br>30% NaOH<br>Unit Price<br>Per Dry Lb. | North Bay<br>50% NaOH<br>Unit Price<br>Per Dry Lb. | East Bay<br>50% NaOH<br>Unit Price<br>Per Dry Lb. | South Bay<br>20% NaOH<br>Unit Price<br>Per Dry Lb. | South Bay<br>50% NaOH<br>Unit Price<br>Per Dry Lb. | Tri-Valley<br>25% NaOH<br>Unit Price<br>Per Dry Lb. | Tri-Valley<br>50% NaOH<br>Unit Price<br>Per Dry Lb. | Marin-<br>Sonoma-Napa<br>25% NaOH<br>Unit Price<br>Per Dry Lb. | Marin-<br>Sonoma-Napa<br>50% NaOH<br>Unit Price<br>Per Dry Lb. | Central Valley<br>25% NaOH<br>Unit Price<br>Per Dry Lb. | Central Valley<br>50% NaOH<br>Unit Price<br>Per Dry Lb. | Sacramento<br>Area<br>20% NaOH<br>Unit Price<br>Per Dry Lb. | Sacramento<br>Area<br>25% NaOH<br>Unit Price<br>Per Dry Lb. | Sacramento<br>Area<br>30% NaOH<br>Unit Price<br>Per Dry Lb. | Sacramento<br>Area<br>50% NaOH<br>Unit Price<br>Per Dry Lb. | Sacramento Area<br><u>Optional Bid Item</u><br>25% NaOH<br>Unit Price<br>Per Dry Lb. in<br>totes |
|----------------------------|--|--|---|--|--|---|---|--|--|---|---|---|---|---|---|--|
| Olin Chlor Alkali Products | \$0.313  | \$0.282  | \$0.285   | \$0.447  | \$0.286  | \$0.309   | \$0.280   | \$0.312  | \$0.281  | \$0.308   | \$0.283   | \$0.360   | \$0.328   | \$0.317   | \$0.291   | No Bid   |
| Univar USA Inc.            | \$0.2730   | \$0.2504   | \$0.2577  | \$0.3074   | \$0.2590   | \$0.2882  | \$0.2551  | \$0.2908   | \$0.2586   | \$0.2894  | \$0.2557  | \$0.3085  | \$0.3049  | \$0.2998  | \$0.2632  | No Bid   |
| Brenntag Pacific Inc.      | \$0.293  | \$0.271  | \$0.271   | \$0.850  | \$0.296  | \$0.860   | \$0.271   | \$0.302  | \$0.272  | \$0.350   | \$0.294   | \$0.381   | \$0.379   | \$0.354   | \$0.304   | \$1.51   |
| Sierra Chemical Co.        | No Bid   | No Bid   | No Bid  | No Bid   | No Bid   | No Bid  | No Bid  | No Bid   | No Bid   | No Bid  | No Bid  | No Bid  | No Bid  | No Bid  | No Bid  | No Bid   |
|                            |  |  |   |  |  |   |   |  |  |   |   |   |   |   |   |  |
|                            |  |  |   |  |  |   |   |  |  |   |   |   |   |   |   |  |

**Lowest Responsive Bid for each Region**

**BAY AREA CHEMICAL CONSORTIUM**

Final Bid Tabulation for Bid No. 13-2017

Supply and Delivery of 12.5% Sodium Hypochlorite

Open Date: Tuesday, April 4, 2017 at 9:00 a.m. PDT

**ATTACHMENT F**

| Name of Bidder  | North Bay<br>Unit Price<br>Per Gallon | North Bay<br><u>Optional Bid Item</u><br>Unit Price<br>Per Gallon in<br>drums | East Bay<br>Unit Price<br>Per Gallon | Tri-Valley<br>Unit Price<br>Per Gallon | South Bay<br>Unit Price<br>Per Gallon | South Bay<br><u>Optional Bid Item</u><br>Unit Price<br>Per Gallon in<br>carboys | South Bay<br><u>Optional Bid Item</u><br>Unit Price<br>Per Gallon in<br>drums | Peninsula<br>Unit Price<br>Per Gallon | Marin-<br>Sonoma-Napa<br>Unit Price<br>Per Gallon | Sacramento<br>Area<br>Unit Price<br>Per Gallon | Sacramento Area<br><u>Optional Bid Item</u><br>Unit Price<br>Per Gallon in<br>carboys | Central Valley<br>Unit Price<br>Per Gallon |
|---|---------------------------------------|---|--------------------------------------|--|---------------------------------------|---|---|---------------------------------------|---|--|---|--|
| Olin Chlor Alkalai Products   | \$0.539                               | No Bid  | \$0.539                              | \$0.524                                | \$0.524                               | No Bid  | No Bid  | \$0.549                               | \$0.569   | \$0.534  | No Bid  | \$0.524                                    |
| Sierra Chemical Co.<br><small>*Non-reponsive bid for Central Valley region.<br/>Product does not meet NSF standard; includes<br/>freight charge outside 10 delivery area; Bidder<br/>is unable to supply product to all agencies<br/>within the region.</small> | \$2.00                                | \$1.75  | \$2.00                               | \$2.00                                 | \$2.00                                | \$2.53  | \$2.10  | \$2.00                                | \$2.00  | \$2.00   | \$2.65  | \$0.33*                                    |
| Univar USA Inc.   | \$0.465                               | No Bid  | \$0.447                              | \$0.471                                | \$0.441                               | No Bid  | No Bid  | \$0.488                               | \$0.549   | \$0.645  | No Bid  | \$0.482                                    |
| HASA, Inc.  | \$0.785                               | No Bid  | \$0.805                              | \$0.795                                | \$0.826                               | No Bid  | No Bid  | \$0.856                               | \$0.876   | \$0.882  | No Bid  | \$0.892                                    |

Lowest Responsive Bid for each Region

## ATTACHMENT G

**BAY AREA CHEMICAL CONSORTIUM**

Final Bid Tabulation for Bid No. 08-2017

Supply and Delivery of Hydrofluosilicic Acid

Open Date: Tuesday, April 4, 2017 at 9:00 a.m. PDT

| Name of Bidder         | North Bay Unit Price Per Gallon | North Bay Cost Estimated at<br><b>64,180 Gals</b> | East Bay Unit Price Per Gallon | East Bay Cost Estimated at<br><b>39,000 Gals</b> | South Bay Unit Price Per Gallon | South Bay Cost Estimated at<br><b>75,000 Gals</b> | Tri-Valley Unit Price Per Gallon | Tri-Valley Cost Estimated at<br><b>33,000 Gals</b> | Marin-Sonoma-Napa Unit Price Per Gallon | Marin-Sonoma-Napa Cost Estimate at<br><b>28,000 Gals</b> | Sacramento Area Unit Price Per Gallon | Sacramento Area Cost Estimated at<br><b>133,750 Gals</b> | Total Overall Cost |
|------------------------|---------------------------------|---|--------------------------------|--|---------------------------------|---|----------------------------------|--|---|--|---------------------------------------|--|--------------------|
| Sierra Chemical Co.    | \$1.80                          | \$115,524.00                                      | \$1.98                         | \$77,220.00                                      | \$1.80                          | \$135,000.00                                      | \$2.60                           | \$85,800.00  | \$1.87                                  | \$52,360.00  | \$1.98                                | \$264,825.00   | \$730,729.00       |
| Thatcher Company of CA | \$2.0178                        | \$129,502.40                                      | \$2.1539                       | \$84,002.10                                      | \$2.2776                        | \$170,820.00                                      | \$2.9580                         | \$97,614.00  | \$2.0178                                | \$56,498.40  | \$2.0178                              | \$269,880.75   | \$808,317.65       |
| Brenntag Pacific, Inc. | \$1.57<br>\$2.55 Diablo         |   | \$1.66                         |  | \$1.60                          |   | \$2.55                           |  | \$1.59                                  |  | \$1.59<br>\$2.55 SCWA                 |  | *                  |
| Solvay Fluorides, LLC  | \$1.71                          | \$109,747.80                                      | \$1.71                         | \$66,690.00                                      | \$1.71                          | \$128,250.00                                      | \$2.72                           | \$89,760.00  | \$1.71                                  | \$47,880.00  | \$1.71                                | \$228,712.50   | \$671,040.30       |
| Pencco, Inc.           | No Bid                          |   | No Bid                         |  | No Bid                          |   | No Bid                           |  | No Bid                                  |  | No Bid                                |  |                    |
| Univar USA Inc.        | No Bid                          |   | No Bid                         |  | No Bid                          |   | No Bid                           |  | No Bid                                  |  | No Bid                                |  |                    |

\*Brenntag bid considered irregular - submitted multiple unit prices for North Bay and Sacramento locations.

Lowest Responsive Bid



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**APPROVED BY:** Mike Bechtholdt, Deputy Public Works Director *MBS*

**SUBJECT:** Antioch Building Materials - Asphalt Contract Amendment

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### **RECOMMENDED ACTION**

It is recommended that the City Council adopt a resolution to amend the existing Asphalt Materials agreement with Antioch Building Materials, and authorize the City Manager to execute the extension of the existing Asphalt Materials agreement with Antioch Building Materials for an additional two years ending June 30, 2019, in the amount not to exceed \$700,000 per contract year, for a total budget not to exceed \$1,400,000.

### **STRATEGIC PURPOSE**

This item supports Strategy K-1 in the Strategic Plan to ensure well maintained public facilities, rights-of-way and parks. By supplying asphalt for street repairs and base rock for back fill of utility trenches in our roadways, this project fulfills an integral part of operating and maintaining Antioch's assets to create a safe, beautiful, highly functional and desirable community; and Strategy K-5, which reduces liability by eliminating a significant number of locations for potential pot hole claims.

### **FISCAL IMPACT**

Funding for these materials has been allocated in Paving Materials in the General Fund Street Maintenance and Water and Sewer Enterprise Funds in the FY2017/18 and FY2018/19 draft budgets.

### **DISCUSSION**

On April 23, 2014, Council authorized the asphalt materials agreement with Antioch Building Materials for the period beginning in fiscal year 2014/15 through fiscal year 2016/17. The specifications of Bid No. 745-0414-14F allowed for a two year contract renewal.

Antioch Building Materials agrees to the proposed two year extension of the existing agreement with no modifications. Under this agreement Antioch Building Materials will continue to supply the City with asphalt materials and base rock under the same terms and cost structure identified on the attached bid tabulation.

**ATTACHMENTS**

- A. Resolution 2017/\*\*
- B. Bid Tabulation

RESOLUTION NO. 2017/\*\*

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
AMENDING THE 2014 ASPHALT MATERIALS AGREEMENT WITH  
ANTIOCH BUILDING MATERIALS  
AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN EXTENSION OF THE  
EXISTING MATERIALS AGREEMENT FOR A PERIOD OF TWO YEARS**

**WHEREAS**, on, April 23, 2014, the City of Antioch and Antioch Building Materials entered into an Asphalt Materials agreement for repairs to City's roads; and

**WHEREAS**, the parties have agreed to a two year extension of the existing Asphalt Materials agreement with Antioch Building Materials to continue providing asphalt for repairs to the City's roads; and

**THEREFORE, BE IT RESOLVED** that the City Council of the City of Antioch hereby authorizes the City Manager to amend the Asphalt Materials Agreement with Antioch Building Materials extending the existing agreement for a period of two years, ending June 30, 2019, in the amount not to exceed \$1,400,000, in a form approved by the City Attorney.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 23<sup>rd</sup> day of May 2017, by the following vote:

**AYES:**

**ABSENT:**

**NOES:**

\_\_\_\_\_  
**ARNE SIMONSEN**  
**CITY CLERK OF THE CITY OF ANTIOCH**

**CITY OF ANTIOCH - Bid Tabulation**  
**Asphalt/Street Materials 07/01/2014 thru 06/30/2017**  
**BID NO. 745-0414-14F - Closed April 15, 2014, 2:00 p.m.**

**ATTACHMENT B**

Antioch Building Materials  
P.O. Box 870  
Antioch, CA 94509-0086

**NO BID**

| <u>Bid Line Items</u>                       | Cost for<br>1 - 99 tons   | Cost for<br>100 - 399 tons | Cost for<br>400 + tons |
|---|---|----------------------------|------------------------|
| 1/4" AR P6 64-16 Asphalt                    | \$82.00/ton   | \$82.00/ton                | \$82.00/ton            |
| 3/8" AR P6 64-16 Asphalt:                   | \$78.00/ton   | \$78.00/ton                | \$78.00/ton            |
| 1/2" AR P6 64-16 Asphalt:                   | \$69.75/ton   | \$69.75/ton                | \$69.75/ton            |
| 1/4" SC 800 Asphalt:<br>(cutback, cold mix) | \$110./ton  | \$110./ton                 | \$110./ton             |
| SS-1 Oil Street Material:                   | No Bid  |                            |                        |
| Class II A.B:                               | No Bid  |                            |                        |
| Cash Discount/Terms:                        | \$1 per ton if paid by the 10th of the following month; Net 30. Price assumes current oil pricing. Asphalt price fluctuates with oil. |                            |                        |

Telfer Oil Co.  
211 Foster Street  
Martinez, CA 94553-1029

Teichert Aggregates  
29099 S. Macarthur Drive  
Tracy, CA 95376-9170

County Asphalt  
5501 Imhoff Drive  
Martinez, CA 94553-4391

New Generation Technologies  
1155 Park Avenue  
Emeryville, CA 94608



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Nickie Mastay, Administrative Services Director 

**SUBJECT:** Resolution Approving the Class Specification Updates with no Salary Changes for the following bargaining units: Antioch Public Works Employees Association; Operating Engineers Union Local No. 3; Confidential; and Management

---

### **RECOMMENDED ACTION**

It is recommended that the City Council adopt a resolution approving class specification updates with no salary changes for the following bargaining units: Antioch Public Works Employees Association; Operating Engineers Union Local No. 3; Confidential; and Management.

### **STRATEGIC PURPOSE**

**Strategy L-10:** Effective and efficient management of all aspects of Human Resources Management, including Employer/Employee Relations, labor negotiations, classification and compensation, recruitment and selection, benefits administration, and staff development.

### **FISCAL IMPACT**

Approving the updates to the class specifications has no financial impact.

### **DISCUSSION**

Due to changes in State agencies, laws and education and experience requirements for various positions, the following is a list of positions and proposed changes:

#### **Cross-Control Specialist, Lead Cross-Connection Control Specialist, Lead Water Distribution Operator**

The updates for Cross-Connection Control Specialist, Lead Cross-Connection Control Specialist, and Lead Water Distribution Operator class specifications are in the License and Certificate section of the class specifications. The State Water Resource Control Board is issuing the certificates instead of the Department of Public Health. These class specifications are part of the Antioch Public Works Employees Association bargaining unit.

#### **Recreation Specialist, Junior Engineer/Assistant Engineer/Associate Civil Engineer**

The updates for Recreation Specialist, Junior Engineer/Assistant Engineer/Associate Civil Engineer class specifications are located under FLSA status. These are non-exempt positions, not exempt positions. These class specifications are part of the Operating Engineers Union Local No. 3 bargaining unit.

#### Human Resources Analyst

The updates for the Human Resources Analyst class specification are located in the Representative Duties section adding: maintain, process and file, with the appropriate entity, Affordable Care Act required forms for employees and employer and continue to keep apprised of any Federal and State changes. The Education/Training section is updated to: A Bachelor's degree in public administration, business administration, human resources, psychology, or a related field or four years of experience in the City of Antioch Human Resources Technician class specification. Currently, there is a Bachelor's degree requirement, with this update, the City will be able to attract more candidates and offer this opportunity to individuals who have experience in the City of Antioch Human Resources Technician class specification.

#### Administrative Analyst II/III

The updates to the Administrative Analyst II/III class specification are located in the Education and Experience Guidelines, Analyst II, Education/Training section, the update is: A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a field related to area of assignment or four years of experience in the City of Administrative Analyst I class specification. The next update to the Administrative Analyst II/III class specification are located in the Education and Experience Guidelines, Analyst III, Education/Training section, the update is: A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a field related to area of assignment or four years of experience in the City of Antioch Administrative Analyst II class specification. Currently, there is a Bachelor's degree requirement for the Administrative Analyst II/III class specification, with this update, the City will be able to attract more candidates and offer this opportunity to individuals who have experience in the City of Antioch Administrative Analyst I and Administrative Analyst II class specification.

The Human Resource Analyst class specification and the Administrative Analyst II/III class specification are part of the Confidential bargaining unit.

#### Deputy Public Works Director II

The updates for Deputy Public Works Director II class specifications are in the Representative Duties section of the class specifications. The updates to this section are for the Management, overseeing and administration of daily operations for the water distribution and water treatment divisions. This class specification is part of the Management bargaining unit.

**ATTACHMENTS**

A. Resolution

Exhibit 1 to Resolution: Cross-Connection Control Specialist Class Specification

Exhibit 2 to Resolution: Lead Cross-Connection Control Specialist Class  
Specification

Exhibit 3 to Resolution: Lead Water Distribution Operator Class Specification

Exhibit 4 to Resolution: Recreation Specialist Class Specification

Exhibit 5 to Resolution: Junior Engineer/Assistant Engineer/Associate Civil  
Engineer Class Specification

Exhibit 6 to Resolution: Human Resource Analyst Class Specification

Exhibit 7 to Resolution: Administrative Analyst II/II Class Specification

Exhibit 8 to Resolution: Deputy Public Works Director II Class Specification

**RESOLUTION NO. 2017/\*\***

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
APPROVING CLASS SPECIFICATION UPDATES FOR THE ANTIOCH PUBLIC  
WORKS EMPLOYEES ASSOCIATION, OPERATING ENGINEERS UNION LOCAL  
NO. 3, CONFIDENTIAL, AND MANAGEMENT BARGAINING UNITS  
WITHOUT ANY SALARY CHANGES**

**WHEREAS**, the City has an interest in updating the class specifications for classifications; and

**WHEREAS**, Council has considered updated class specifications on a case-by-case basis as needed for recruitments; and

**WHEREAS**, department management has reviewed and updated the descriptions to reflect current organizational structure and operational needs.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Antioch as follows:

**Section 1.** That the class specification updates for the Antioch Public Works Employees Association Bargaining Unit, which are attached hereto as Exhibit 1 Cross-Connection Control Specialist; Exhibit 2 Lead Cross-Connection Control Specialist; and Exhibit 3 Lead Water Distribution Operator; and

**Section 2.** That the class specification updates for Operating Engineers Union Local 3 Bargaining Unit, which are attached hereto as Exhibit 4 Recreation Specialist and Exhibit 5 Junior Engineer/Assistant Engineer/Associate Civil Engineer; and

**Section 3.** That the class specification updates for the Confidential Bargaining Unit, which are attached hereto as Exhibit 6 Human Resources Analyst and Exhibit 7 Administrative Analyst II/III; and

**Section 4.** That the class specification updates for the Management Bargaining Unit, which is attached hereto as Exhibit 8 Deputy Public Works Director II; and

**Section 5.** That there is no adjustment to the established salary ranges; and

**Section 6.** That copies of this resolution be certified to all holders of the City of Antioch Employees' Classification System.

**RESOLUTION NO. 2017/\*\***

May 23, 2017

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\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 23<sup>rd</sup> day of May, 2017, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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**ARNE SIMONSEN  
CITY CLERK OF THE CITY OF ANTIOCH**

**CROSS-CONNECTION CONTROL SPECIALIST I  
CROSS-CONNECTION CONTROL SPECIALIST II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under supervision (Cross-Connection Control Specialist I) or general supervision (Cross-Connection Control Specialist II), performs a variety of work in support of the City's cross-connection inspection and backflow prevention control program; conducts cross connection control surveys and inspections (Cross-Connection Control Specialist II); installs, tests, inspects, maintains, repairs, and certifies backflow prevention devices in order to control, prevent, and eliminate contamination to the City water supply; provides information and assistance to other departments, contractors, engineers, and the general public; and maintains a variety of records, files, and related documents.

**DISTINGUISHING CHARACTERISTICS**

**Cross-Connection Control Specialist I** – This is the entry level class in the Cross-Connection Control Specialist series performing routine and less complex cross connection and backflow prevention duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Cross-Connection Control Specialist II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

**Cross-Connection Control Specialist II** – This is the full journey level class within the Cross-Connection Control Specialist series. Employees within this class are distinguished from the Cross-Connection Control Specialist I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Cross-Connection Control Specialist I level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Receive, investigate, review, trouble-shoot and respond to complaints on backflow prevention devices and other relevant issues related to the operation and maintenance of the City's water distribution system; resolve complaints in a timely and efficient manner.

**CITY OF ANTIOCH**  
**CROSS-CONNECTION CONTROL SPECIALIST I/II (CONTINUED)**

2. Install, test, inspect, maintain, repair, and certify backflow prevention devices within the City's distribution system; ensure backflow devices are properly installed to protect against backflow, back-siphonage, and back pressure; ensure compliance with all regulations.
3. Notify customers of scheduled backflow testing.
4. Conduct cross-connection surveys and inspections of water user premises to identify where cross-connections are likely to occur and determine degree of hazard; ensure conformance with federal, state, and local cross connection regulations.
5. Maintain a variety of computerized records on backflow prevention device locations, testing, repairs, and installation.
6. Maintain schedules for testing and/or replacement of obsolete or inefficient backflow prevention devices.
7. Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
8. Respond to inquiries from contractors, architects, engineers, and the general public concerning the City rules and regulations regarding the cross connection and backflow prevention control program; provide information within the area of assignment.
9. Coordinate activities with the City's Finance Department to ensure all backflow prevention devices are recorded for collection of maintenance fees.
10. Maintains inventory of backflow prevention and cross-connection parts and fittings; assist in ordering parts as necessary.
11. Prepare and maintain a variety of reports, correspondence, records, and files related to area of assignment; enter data into computer system.
12. Read maps and interpret plans, specifications, and maintenance manuals.
13. Observe safe work methods and safety precautions related to all work sites.
14. Work with Meter Service Workers and assist them as needed.
15. Perform special projects related to area of assignment as assigned.
16. Train and direct the work of others as necessary.
17. Perform related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operations, services, and activities of a cross connection control program.
- Practices, principles, and techniques of cross connections.
- Procedures for inspection, installation, cleaning, repairing, removing, testing and certifying backflow prevention devices.
- Methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
- Methods and techniques of performing diagnostic troubleshooting services.
- Basic legal requirements of cross connections.
- Backflow prevention testing regulations.
- Piping and plumbing systems.
- Principles and practices used in the identification of water user connections and locations where cross-connections are likely to occur and the type of backflow prevention assembly required.
- Tools and equipment used in area of assignment.
- Pertinent safety principles and practices including working in confined spaces.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Basic office procedures, methods, and equipment including computers.
- Basic mathematical principles.
- Principles and practices of customer service.
- Principles and procedures of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local laws, codes, and regulations including City ordinances that pertain to water quality and county, state and federal water quality standards and regulations.

### **Ability to:**

- Perform a variety of skilled and complex work to inspect, install, repair, maintain, test, and certify backflow prevention devices.
- Evaluate the degree of potential health hazard to the public water supply that may be created as a result of conditions existing on a user's premises.
- Interpret, apply, and enforce pertinent rules and regulations.
- Interpret and explain cross connection and water quality regulations.
- Read, research, and reference various technical and regulatory methods and procedures.
- Plan, organize and lay out work.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Operate office equipment including computers and supporting software applications.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.

CITY OF ANTIOCH  
CROSS-CONNECTION CONTROL SPECIALIST I/II (CONTINUED)

- Maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Assign and review the work of others as assigned.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

**Education and Experience Guidelines**

**Cross-Connection Control Specialist I**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Six months of work experience in the maintenance of water distribution systems or cross-connection control program.

**License or Certificate:**

Possession of, an appropriate, valid driver's license.

Possession of a Backflow Prevention Devices Tester Certificate issued by the American Water Works Association, or another approved and recognized agency.

**Cross-Connection Control Specialist II**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training related to cross-connection inspection and backflow prevention.

**Experience:**

Two years of responsible experience in the operation, testing, and maintenance of backflow prevention devices and/or cross connection control surveys comparable to a Cross-Connection Control Specialist I with the City of Antioch. Employee must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to flexing to the Specialist II classification.

**License or Certificate:**

Possession of, an appropriate, valid driver's license.

Possession of a Backflow Prevention Devices Tester Certificate issued by the American Water Works Association, or another approved and recognized agency; or other City recognized Tester Certification.

Possession of a Grade I ~~Permanent~~ Water Distribution Certificate issued by the ~~Department of Public Services~~ State Water Resources Control Board (SWRCB).

Possession of a Cross-Connection Control Specialist Certificate issued by the American Water Works Association, or another approved and recognized agency.

Possession of a Traffic Control Certificate.

Possession of a CPR/First Aid certificate is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: April 2002

Revised: April 2014, May 2017

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**LEAD CROSS-CONNECTION CONTROL SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for performing a variety of work in support of the City's cross-connection inspection and backflow prevention control program; oversees and participates in conducting cross connection control surveys and inspections; oversees and participates in the installation, testing, inspection, maintenance, repair, and certification of backflow prevention devices in order to control, prevent, and eliminate contamination to the City water supply; ensures compliance with local and state regulations; provides information and assistance to other departments, contractors, engineers, and the general public; maintains a variety of records, files, and related documents; ensures work quality and adherence to established policies and procedures; and performs a variety of technical tasks relative to assigned areas of responsibility.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Cross-Connection Control Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Lead, plan, train, and review the work of staff responsible for performing a variety of work in support of the City's cross-connection inspection and backflow prevention control program; discuss work to be performed with supervisors; plan and implement staff assignments; assist staff in troubleshooting and performing the more complex cross connection inspection and backflow prevention control activities.
2. Train assigned employees in their areas of work including cross connection inspection and backflow prevention methods, procedures, and techniques.
3. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
4. Conduct visual inspection of jobsites throughout the City for possible cross-connections, unauthorized use of water, and progress of backflow devices being installed by contractors to prevent mistakes violating the CDs of the City's backflow and meter installations.
5. Oversee and participate in receiving, investigating, reviewing, trouble-shooting and responding to complaints on backflow prevention devices and other relevant issues related to the operation and maintenance of the City's water distribution system; resolve complaints in a timely and efficient manner.

**CITY OF ANTIOCH**  
**LEAD CROSS-CONNECTION CONTROL SPECIALIST (CONTINUED)**

6. Oversee and participate in installing, testing, inspecting, maintaining, repairing and certifying backflow prevention devices within the City's distribution system; ensure backflow devices are properly installed to protect against backflow, back-siphonage, and back pressure; ensure compliance with all regulations.
7. Notify customers of scheduled backflow testing.
8. Oversee and participate in conducting cross-connection surveys and inspections of water user premises to identify where cross-connections are likely to occur and determine degree of hazard; ensure conformance with federal, state, and local cross connection regulations.
9. Maintain a variety of computerized records on backflow prevention device locations, testing, repairs, and installation; prepare surveys and reports required by the State Department of Health Services.
10. Maintain schedules for testing and/or replacement of obsolete or inefficient backflow prevention devices.
11. Respond to inquiries from contractors, architects, engineers, and the general public concerning the City rules and regulations regarding the cross connection and backflow prevention control program; provide information within the area of assignment.
12. Coordinate activities with the City's Finance Department to ensure all backflow prevention devices are recorded for collection of maintenance fees.
13. Maintains inventory of backflow prevention and cross-connection parts and fittings; assist in ordering parts as necessary.
14. Monitor Underground Service Alert (USA) marking crew member to ensure work is completed in a timely and accurate manner; perform utilities marking activities as necessary.
15. Supervise the installation of water meters; inspect and survey water services for the prevention, control, and elimination of contamination or pollution hazards to the City's water supply.
16. Oversee and participate in preparing, maintaining, and/or submitting a variety of written records and reports; enter data into computer system.
17. Read maps and interpret plans, specifications, and maintenance manuals.
18. Estimate time, materials and equipment required for jobs assigned; requisitions materials as required.
19. Work with Meter Service Workers and assist them as needed.
20. Work within a budget; code invoices for payment.
21. Ensure compliance with County, State and Federal regulations.
22. Perform related duties as required.

**QUALIFICATIONS**

**CITY OF ANTIOCH**  
**LEAD CROSS-CONNECTION CONTROL SPECIALIST (CONTINUED)**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a cross connection control program.
- Principles of lead supervision and training.
- Advanced practices, principles, and techniques of cross connections.
- Advanced procedures for inspection, installation, cleaning, repairing, removing, testing and certifying backflow prevention devices and water meters.
- Advanced methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
- Advanced methods and techniques of performing diagnostic troubleshooting services.
- Legal requirements of cross connections.
- Backflow prevention testing regulations.
- Piping and plumbing systems.
- Principles and practices used in the identification of water user connections and locations where cross-connections are likely to occur and the degree of hazard and type of backflow prevention assembly required.
- Tools and equipment used in area of assignment.
- Pertinent safety principles and practices including working in confined spaces.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Office procedures, methods, and equipment including computers.
- Mathematical principles.
- Principles and practices of customer service.
- Principles and procedures of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local laws, codes, and regulations including City ordinances that pertain to water quality and county, state and federal water quality standards and regulations.

**Ability to:**

- Lead, organize, and review the work of staff.
- Instruct and direct proper work methods.
- Identify and implement effective courses of action to complete assigned work.
- Interpret, explain, and enforce department policies and procedures.
- Interpret, apply, and enforce pertinent rules and regulations including cross connection and water quality regulations.
- Provide input on employee performance.
- Oversee and independently perform the most difficult cross connection control and backflow prevention program duties; oversee and perform a variety of skilled and complex work to inspect, install, repair, maintain, test and certify backflow prevention devices.
- Evaluate the degree of potential health hazard to the public water supply that may be created as a result of conditions existing on a user's premises.
- Read, research and reference various technical and regulatory methods and procedures.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Estimate material and labor needs for maintenance projects.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.

- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic.
- Minimize public and employee safety hazards by conforming to required codes.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Prepare and maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training related to cross-connection and backflow prevention.

**Experience:**

Two years of responsible experience in the operation, testing, and maintenance of backflow prevention devices and/or cross connection control surveys comparable to a Cross-Connection Control Specialist II with the City of Antioch.

**License or Certificate:**

Possession of, an appropriate, valid driver's license.

Possession of a Backflow Prevention Devices Tester Certificate issued by the American Water Works Association, or another approved and recognized agency; or other City recognized Tester Certification.

Possession of a Grade I ~~Permanent~~ Water Distribution Certificate issued by the ~~Department of Public Health~~ State Water Resources Control Board (SWCRB).

Possession of a Cross-Connection Control Specialist Certificate issued by the American Water Works Association, or another approved and recognized agency.

Possession of a Traffic Control Certificate.

Possession of a CPR/First Aid Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

CITY OF ANTIOCH  
LEAD CROSS-CONNECTION CONTROL SPECIALIST (CONTINUED)

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Revised: April 2002; April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**LEAD WATER DISTRIBUTION OPERATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, leads, oversees, reviews, and participates in the more complex and difficult work of staff responsible for the installation, maintenance, and repair of the water distribution system and non-potable water system; ensures an uninterrupted supply of quality potable and non-potable water to the customers of the City; operates and maintains a variety of heavy equipment and hand and power tools and equipment; ensures work quality and adherence to established policies and procedures; and performs a variety of technical tasks relative to assigned areas of responsibility.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Water Distribution Operator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. This class is distinguished from the Water Distribution Supervisor in that the Water Distribution Supervisor is the first-line supervisory level.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Lead, plan, train, and review the work of staff responsible for installation, maintenance, and repair of the water distribution system and non-potable water system; discuss work to be performed with supervisors; plan and implement crew assignments; assist maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
2. Train assigned employees in their areas of work including water distribution maintenance methods, procedures, and techniques.
3. Supervise the use, care, and operation of water distribution equipment including trucks, power tools and equipment.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
5. Oversee and participate in the installation, repair, and maintenance of the water distribution system and non-potable water system including system mains, valves, service lines, pipes, meters, hydrants, fittings, and other related apparatus; monitor and ensure compliance with City, state, and federal regulations regarding water system operations.
6. Oversee and participate in the installation of cathodic protection on copper service lines.

**CITY OF ANTIOCH**  
**LEAD WATER DISTRIBUTION OPERATOR (CONTINUED)**

7. Oversee and participate in marking and/or locating City utilities including water, collection, storm, and electrical lines; communicate with USA and outside utilities for routine and emergency evacuations.
8. Oversee and participate in exercising and maintaining distribution system valves using a variety of manual and motorized tools and equipment; modify and maintain air relief and blow off valves.
9. Oversee and participate in recording and performing unidirectional flushing of water distribution system water mains.
10. Oversee and participate in installing, inspecting, repairing, and maintaining all backflow devices; test devices as assigned.
11. Operate and maintain a variety of tools and equipment including backhoes, dump trucks, jack hammers, pavement saws, compressors, locaters, pneumatic tools, and hand and power tools; loads and unloads vehicles and equipment.
12. Oversee and participate in excavating and backfilling trenches; cut, break, and remove surfaces; dig, shovel, hauls, loads, and unloads materials.
13. Oversee and participate in assessing soil, trench, and surrounding conditions and installing proper shoring when required.
14. Create and implement traffic control plans; conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
15. Coordinate and perform system shut downs for contract work and emergency situations; notify public with service interruption information.
16. May remove and make minor repairs to fences, landscaping, brick and concrete, and other private property affected by City easement work.
17. Perform emergency repairs as necessary; respond to emergency calls at irregular hours.
18. Respond to public inquiries and request in a courteous manner; provide information within the area of assignment including explaining water distribution procedures; resolve complaints in an efficient and timely manner.
19. Oversee and participate in preparing, maintaining, and/or submitting a variety of written records and reports.
20. Read maps and interpret plans, specifications, and maintenance manuals.
21. Perform after-hours emergency work and on-call duties as assigned.
22. Estimate time, materials and equipment required for jobs assigned; requisitions materials as required.
23. Work within a budget; code invoices for payment.

24. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operational characteristics of the City's water distribution systems.
- Principles of lead supervision and training.
- Advanced materials, methods, techniques, and terminology used in maintenance and repair activities related to the maintenance, installation, and repair of water distribution infrastructure.
- City construction details as they pertain to AWWA and/or other applicable standards.
- Tools and equipment used in the maintenance and repair of water distribution systems.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Safety requirements for operation of trucks and other equipment.
- Industry mathematics.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local codes, laws, and regulations.

#### **Ability to:**

- Lead, organize, and review the work of staff.
- Instruct and direct proper work methods.
- Identify and implement effective courses of action to complete assigned work.
- Interpret, explain, and enforce department policies and procedures.
- Provide input on employee performance.
- Oversee and perform a variety of semi-skilled and skilled duties involved in the maintenance, installation, and repair of the City's water distribution infrastructure.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Respond to distribution system maintenance/repair emergencies.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Estimate material and labor needs for maintenance projects.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using a computer or other types of hand held electronic devices.
- Prepare and maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

CITY OF ANTIOCH  
LEAD WATER DISTRIBUTION OPERATOR (CONTINUED)

- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in the maintenance and repair of water distribution systems.

**Experience:**

Two years of journey level experience in the installation, maintenance, and repair of water distribution systems comparable to a Water Distribution Operator II with the City of Antioch.

**License or Certificate:**

Possession of a D2 Water Distribution Operator Certificate issued by the State Water Resources Control Board and Possession of a D3 Water Distribution Operator Certificate issued by the Department of Public Health State Water Resources Control Board (SWRCB) within eighteen months of appointment.

Possession of an appropriate, valid Class B driver's license.

Possession of a Backflow Prevention Devices Tester certificate issued by the American Water Works Association, or other City recognized Tester Certification.

Possession of a Traffic Control Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Revised: September 2013, Sept 2016, May 2017

**CITY OF ANTIOCH  
LEAD WATER DISTRIBUTION OPERATOR (CONTINUED)**

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**RECREATION SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, oversees and coordinates the operations and services of assigned community recreation programs including sports, aquatics, youth, seniors, instructional classes, or recreation programs, events, and activities; assesses needs, plans, implements, supervises and evaluates program instructors and other program staff.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan and organize assigned recreation activities in the areas of sports, aquatics, youth, seniors, instructional classes, or recreation programs, events, and activities.
2. Recruit, train, schedule, and supervise a variety of personnel and volunteers.
3. Develop new programs and activities by researching trends, community requests, and evaluating community needs.
4. Promote Recreation Department programs; prepare class and schedule information and market it using brochures, the department website, or other materials and methods; assist in developing and implementing a comprehensive and consistent marketing plan for department offerings.
5. Observe and monitor the quality of programs, events, and classes.
6. Prepare and control equipment inventory and stock deliveries.
7. Order, inspect, and maintain recreation equipment and materials.
8. Develop and administer programs budgets and monitor expenses; provide input in the preparation of the department budget.
9. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required.
10. Process contractor and vendor payments.
11. Oversee and schedule usage of assigned facilities; provide information and assistance to users of facilities; explain policies, rules and regulations of facility use; monitor and inspect assigned facilities after use; schedule maintenance and secure facilities.
12. Collect and account for program fees and registration; maintain appropriate financial records and prepare state and federally mandated reports.
13. Respond to requests and inquiries from the general public; provide information regarding assigned recreational program area; analyze customer inquiries and determine steps necessary to resolve issues.

**CITY OF ANTIOCH  
RECREATION SPECIALIST (CONTINUED)**

14. Secure funding to maintain quality programs or events by applying for grants, securing corporate sponsors, or other fundraising efforts.
15. May coordinate, schedule, and staff concessions, including maintaining vendor relations and ordering stock.
16. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Basic operations, services and activities of the recreation program to which assigned.
- Methods and techniques of planning, organizing, implementing, and coordinating assigned recreation program, activity, or class.
- Basic principles of municipal budget preparation and control.
- Basic principles of supervision, training, and performance evaluation.
- Principles and practices of recreation program development and implementation.
- Methods and techniques of special events planning and coordination.
- Principles and practices of coordinating, maintaining and scheduling facilities.
- Marketing theories, principles and practices and their application to the assigned recreation program.
- Program content for specialized community activities.
- Techniques used in public relations and customer service practices.
- Rules and equipment used in assigned recreation program area.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Basic principles and practices of fiscal, statistical, and administrative research and report preparation.
- Appropriate safety precautions and procedures within the area of assignment.
- Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

- Coordinate and direct assigned recreation programs.
- Assist in the coordination and promotion of City sponsored events.
- Develop, coordinate, organize, and conduct assigned recreation programs, activities, events, or classes in assigned area.
- Recruit, select, train, and evaluate a variety of personnel and volunteers.
- Understand community needs in recreational areas and evaluate activities according to those needs.
- Recommend and implement goals and objectives for providing assigned recreation services.
- Elicit community and organizational support for assigned recreation programs.
- Interpret and explain City policies and procedures.
- Allocate limited resources in a cost effective manner.
- Respond to requests and inquiries from the general public.
- Prepare and administer assigned program budgets.

- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Maintain program related records, statistics, and documents.
- Prepare clear and concise schedules and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in recreation, physical education, public administration, or a related field.

**Experience:**

Two years of increasingly responsible technical and supervisory experience in recreation program coordination.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain within three months of employment, appropriate, valid CPR and First Aid certificates.

Possession of, or ability to obtain within three months of employment, appropriate, valid certification in Lifeguard Training, Lifeguard Instruction, Lifeguard Instructor Trainer, Water Safety Instruction, and Water Safety Instructor Trainer when assigned to water programs or facilities.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a standard office environment and at indoor and outdoor recreational facilities with travel to different locations; incumbents may be exposed to inclement weather conditions and may have some contact with chemical agents used in pool maintenance; work and/or walk on various types of surfaces including slippery or uneven surfaces; extensive public contact; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of transportation; and to verbally communicate to exchange information.

FLSA: [Exempt Non-Exempt](#)

August 1996

Revised: June 2014, [May 2017](#)

CITY OF ANTIOCH  
RECREATION SPECIALIST (CONTINUED)

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**JUNIOR ENGINEER  
ASSISTANT ENGINEER  
ASSOCIATE CIVIL ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under supervision (Junior Engineer), general supervision (Assistant Engineer), or direction (Associate Civil Engineer), performs professional engineering work in the design, construction and maintenance of public works projects; plans and coordinates a major public works program; and assists in supervision of engineering division activities.

**DISTINGUISHING CHARACTERISTICS**

**Junior Engineer** - This is the entry level class in the Engineer series. This class is distinguished from the Assistant Engineer by the performance of the more routine tasks and duties assigned to employees within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Incumbents perform office or field engineering projects of easy to average difficulty, including routine professional and non-professional assignments. Advancement to the Assistant Engineer level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

**Assistant Engineer** - This is the second level class in the Engineer series. This class is distinguished from the Associate Civil Engineer by the performance of the more routine tasks and duties not requiring a Professional Engineer certification. Employees work independently, receiving only occasional instruction or assistance. Incumbents are responsible for a variety of office or field projects of average difficulty and are expected to direct them to completion. Advancement to the Associate Civil Engineer level is based on demonstration of sound engineering judgment, possession of a Professional Engineer certification, and requires considerable knowledge of civil engineering practice including land development, traffic engineering and the planning, design, construction and maintenance of a wide variety of civil engineering projects. Advancement to the Associate Civil Engineer level is at the discretion of management staff.

**Associate Civil Engineer** - This is the full journey level class in the Engineer series. Employees within this class are distinguished from the Assistant Engineer by the performance of the full range of duties as assigned including the performance of duties requiring a Professional Engineer certification. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform responsible engineering work in connection with municipal public works projects; plan, schedule and coordinate work on major or complex engineering projects.

**CITY OF ANTIOCH  
JUNIOR/ASSISTANT/ASSOCIATE CIVIL ENGINEER (CONTINUED)**

2. Prepare engineering plans, specifications, and costs for the construction of streets, storm drains, parks, signals, buildings and other capital improvement projects.
3. Prepare engineering reports concerning traffic related complaints and problems.
4. Review a variety of construction plans, maps, reports, applications, and various development and construction agreements.
5. Provide information and respond to questions from the public, contractors, developers, and other City departments.
6. Determine design procedures; interpret the application of design criteria.
7. Prepare grant funding applications for various projects; process and track grant applications and funds.
8. Check plans and specification for accuracy and completeness of design.
9. Prepare preliminary and final project cost estimates.
10. Provide project management for construction projects to ensure contractor compliance with project specifications, time, and budget parameters; provide engineering information to contractors, developers, engineers and the public.
11. Review and approve payments for consultants, vendors, and contractors.
12. Resolve disputes between the City and contractors concerning plans, specifications and extra work.
13. Prepare staff reports, and make presentations to the City Council, commissions and other groups, as necessary.
14. Coordinate engineering work with other City divisions, consultants, developers and property owners.
15. May perform field survey work.
16. May supervise subordinate staff.
17. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles and practices of civil engineering and its application to municipal public works and construction.
- Land development, including planning and analysis of engineering systems needed for the use of land including streets, highways, sewage, water facility, storm drain, grading, land use and utilities.

**CITY OF ANTIOCH  
JUNIOR/ASSISTANT/ASSOCIATE CIVIL ENGINEER (CONTINUED)**

- Public works contract administration including the process of contract preparation, contractor selection, administration of contract work, change orders, disputes, claims, equal opportunity and closing of contracts.
- Field and construction survey techniques.
- Design and drafting methods and equipment.
- Civil engineering applied to estimates, studies, technical reports, design, plans, specifications and professional recommendations for a variety of engineering activities.
- Construction including survey, inspection and public works contract administration procedures, and engineering materials and methods.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local codes, laws, and regulations.

**Ability to:**

- Prepare and review plans, specifications, cost estimates and engineering reports.
- Make accurate engineering computations and drawings.
- Coordinate engineering activities with activities of other divisions and outside organizations.
- Write clear, concise and accurate technical and non-technical reports, correspondence and memoranda; prepare reports, agreements and accurate records.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Deal tactfully with the public, high level staff or other public and private agencies, contractors, private engineers, governmental officials and other City employees.
- Explain complicated technical matters in non-technical terms.
- Select, train, and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Junior Engineer**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

**Experience:**

No experience is required.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**Assistant Engineer**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

**Experience:**

Two years of increasingly responsible and professional engineering experience in

plan checking, design, construction, or contract management comparable to that of a Junior Engineer with the City of Antioch.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of registration as an Engineer-In-Training.

**Associate Civil Engineer**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

**Experience:**

Two years of increasingly responsible and professional engineering experience comparable to that of an Assistant Engineer with the City of Antioch.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of registration as a Professional Engineer in the State of California.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with occasional exposure to an outdoor field setting and travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and outdoor field setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

| FLSA: ~~Exempt~~ Non-Exempt

March 1990

| Revised: June 2014, May 2017

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**HUMAN RESOURCES ANALYST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Performs administrative and professional work in a variety of areas of human resources management including classification, compensation, recruitment, examination, employee relations, safety, training, benefits, and workers compensation; performs surveys and studies and analyzes data; prepares reports and recommendations; maintains the City's personnel and recordkeeping systems and other documentation programs; serves as the subject matter expert on multiple subjects; performs related work as assigned.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans and conducts classification and organization studies; assists departments in determining the most effective organizational structure and staffing patterns using current classifications or developing new ones as appropriate.
2. Plans and conducts compensation and benefit surveys, analyzes and presents survey data and related recommendations; administers wage and salary rules, regulations, and approved pay schedules; responds to surveys from other agencies.
3. Designs compensation systems that support and reinforce the City's long range goals and objectives.
4. Performs a variety of investigations such as harassment, discrimination, and/or employee misconduct; prepares appropriate reports of findings.
5. Assists with labor relations work related to negotiations, contract (MOU) interpretation, and grievance administration; researches, develops, costs out and analyzes issues and proposals as part of the collective bargaining process; attends negotiations sessions; participates in strategy sessions.
6. Interprets City personnel rules, policies and procedures, and related regulations for supervisors and employees.
7. Assists Department Directors, managers and supervisors with employee relations issues, including discipline matters.
8. Assumes a lead role in the City's safety program.
9. Conducts desk audits and/or job analyses to determine duties and responsibilities of positions; develops classification specifications; recommends allocation of existing classes or proposes the establishment of new classes.

**CITY OF ANTIOCH**  
**HUMAN RESOURCES ANALYST (CONTINUED)**

10. Develops, conducts, and/or arranges for appropriate selection devices, including written, oral and performance examinations; reviews and screens employment applications; determines and recommends appropriate pass points; prepares oral interview materials; compiles scores and prepares employment lists.
11. Provides information and interpretations to various City departments, employees, employee organizations, other employers, the public, and applicants regarding human resources policies, procedures, practices, and decisions; escalates inquires to the Human Resources Director as appropriate.
12. Identifies organization-wide training needs and participates in developing effective responses to these needs; develops and implements training programs on a variety of personnel issues.
13. Prepares a variety of written documents including City Council staff reports, proposals, contracts, publications, correspondence, and analytical summaries.
14. May assist in the development of the department budget and expenditure monitoring.
15. Plans and performs a variety of administrative work related to the maintenance of employee benefits programs, including health, dental, retirement, long-term disability and employee assistance.
16. Implements and monitors human resource functions, activities and strategies to support the overall Human Resources Department's and City's goals, objectives and philosophy; assists in the development and implementation of department goals, objectives, policies and procedures.
17. Assists in the development of citywide personnel rules, administrative orders, policies and procedures; identifies opportunities for improvement in the current policies, procedures and systems; develops recommendations for changes recognizing the implications of recommendations; implements modifications to the programs, policies, and/or procedures as appropriate and as directed.
18. Maintains official and confidential City employee personnel records.
19. Processes workers' compensation claims; works with the third-party administrator regarding management of such claims.
- ~~19-20.~~ Maintain, process and file, with the appropriate entity, Affordable Care Act required forms for employees and employer and continue to keep apprised of any Federal and State changes.
- ~~20-21.~~ Administers the City's deferred compensation plans.
- ~~21-22.~~ Handles all aspects of pre-employment candidate processing; conducts new employee orientations and separating employee exit interviews.
- ~~22-23.~~ May represent the Human Resources Department and the City to outside agencies and organizations.
- ~~23-24.~~ Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, elected officials, and the public.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Standard and accepted principles, practices and methods of public personnel administration including recruitment, selection, job analysis, classification and compensation systems, employee benefits, training and career development.
- Labor and employee relations in the public sector.
- Methods, techniques and practices of data collection and report writing.
- Public administration policies and procedures; structure and organization of public sector agencies.
- Standard and accepted principles, practices and methods of administrative and organizational analyses.
- Correct English usage, including spelling, grammar and punctuation.
- Applicable Federal and State laws, codes and regulations.
- Records management principles and practices.
- Standard office practices and procedures, including the use of standard office equipment and computer applications.

### **Ability to:**

- Interpret, apply and explain laws, regulations, policies, procedures and practices of Human Resources administration.
- Analyze Human Resources administration, operational and organizational problems, evaluate alternatives, and reach sound conclusions in an independent and effective manner, within procedural guidelines.
- Consult and communicate independently and effectively with management and staff.
- Conduct a variety of sensitive and complex studies and/or investigations.
- Prepare clear and concise administrative documents and reports.
- Communicate clearly and concisely both orally and in writing.
- Review personnel documents for completeness and accuracy.
- Plan effective recruitment, testing and selection practices.
- Maintain accurate and confidential personnel records.
- Organize and set priorities in order to meet deadlines
- Establish and maintain effective working relationships with those contacted in the course of the work.

## **Education and Experience Guidelines**

### **Education/Training:**

A Bachelor's degree in public administration, business administration, human resources, psychology, or a related field or four years of experience in the City of Antioch Human Resource Technician class specification-

### **Experience:**

**CITY OF ANTIOCH  
HUMAN RESOURCES ANALYST (CONTINUED)**

At least three (3) years of progressively responsible human resources experience performing administrative, program/project management, and/or analytical functions, preferably in a public agency or other similar organization.

**License:**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting, with some travel to different sites; Must be able to attend off-hours meetings or events or work occasional overtime as required. May travel outside of the City.

**Physical:** Must possess mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to use standard office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; strength and stamina to lift, carry, push and/or pull up to 20 pounds; vision to read printed materials, and a computer screen; and hearing and speech to communicate in person and over the telephone to exchange information.

FLSA: Exempt

Established: September 2013, [May 2017](#)

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**ADMINISTRATIVE ANALYST II/III**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general direction, performs a full range of responsible and varied professional, analytical, programmatic and administrative duties involved in providing responsible staff support to a City department, office, and/or program area; assumes responsibility for the management and administration of a specific program area; recommends action and assists in policy, procedure, work methods, and budget development and implementation for area of assignment; and coordinates assigned activities with other divisions, outside agencies, and the general public.

**DISTINGUISHING CHARACTERISTICS**

These are the journey level classes in the professional Administrative Analyst series. Positions at this level are generally assigned responsibility for the management and administration of a specific program or function and independently perform a wide range of responsible and difficult analytical duties in providing responsible staff support to a City department, office, and/or program area. Assignments are typically received in broad, outline form, and incumbents are expected to have the competencies needed to act independently in developing applicable resources and information. Projects may include statistical analysis, operations support, and policy, procedures, and budget development, or other areas specific to the department or office. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provide assistance in resolving the more difficult operational and administration problems; identify problem areas and issues; plan, organize, coordinate, direct, and/or conduct administrative and/or management studies relating to the activities or operation of the assigned department, office, or program area.
2. Conduct complex surveys, research, and analysis on administrative, fiscal, and operational issues; determine analytical techniques and information-gathering processes and obtain required information and data for analysis; analyze alternatives and make recommendations regarding such areas as staffing, facilities, equipment, cost analysis, productivity, and policy or procedure modifications; discuss findings with management staff and prepare reports of study conclusions; oversee and assist in the implementation of recommendations.
3. Provide complex staff assistance to management staff; participate on and provide staff support to a variety of committees and boards; prepare and present staff reports and other correspondence as appropriate and necessary.
4. Plan, coordinate, implement, promote, and oversee assigned programs, projects, and initiatives; oversee and participate in the development and implementation of program/project goals, objectives, policies, procedures, and priorities; oversee and participate in the development and implementation of strategies and workplans for the achievement of these goals.

**CITY OF ANTIOCH**  
**ADMINISTRATIVE ANALYST II/III (CONTINUED)**

5. Oversee and participate in the design, production, and distribution of a variety of promotional, marketing, outreach, and information materials, communications, and presentations; create press releases; serve as media contact for assigned programs.
6. Perform a range of duties involved in the identification, planning, development, and implementation of new and/or modified programs/projects that would promote and enhance the mission, goals, and objectives of the City; oversee or perform the necessary research and analysis to justify the appropriateness of implementing the proposed program/project; prepare presentation materials and background documentation; monitor project success using appropriate tracking and feedback systems.
7. Perform a range of duties involved in researching, negotiating, and monitoring assigned contracts and agreements with outside suppliers, service providers, leasing agents, and others; ensure work is performed in compliance with contracts and agreements.
8. Coordinate assigned services and program/project activities with those of other City programs, functions, departments and staff, boards, committees, and task forces as well as external agencies, groups, and the general public to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy; coordinate data, resources, and work products as necessary and upon request in support of a productive and positive working environment; represent the assigned area to public and private groups, organizations, and other City groups; provide information and assistance as appropriate.
9. Ensure that assigned program/project activities and services comply with relevant federal, state, and local laws, policies, and regulations.
10. May participate in the selection, training, and evaluation of assigned administrative support personnel; provide or coordinate staff training; work with employees to correct deficiencies.
11. Serve as primary contact and liaison for assigned functions and programs with other City departments and staff, the general public, and outside agencies and organizations; negotiate and resolve sensitive and controversial issues; explain, justify, and defend programs, policies, and activities.
12. Participate in the budget development process and budget monitoring activities for assigned areas of responsibility; collect and analyze financial data; review and analyze budget requests and budget changes; make recommendations and obtain final approval for changes; create data tracking and reporting systems; monitor monthly status.
13. Administer, write, and prepare assigned grants; monitor and prepare reports on authorized grant expenditures.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of business and public administration and issues related to field of expertise.
15. May direct the work of support staff on a project or day-to-day basis.
16. Perform related duties as required.

**QUALIFICATIONS**

**CITY OF ANTIOCH**  
**ADMINISTRATIVE ANALYST II/III (CONTINUED)**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles and practices of public administration.
- Organization and operation of municipal government.
- Municipal government functions specifically related to assigned program area.
- Operational characteristics, services, and activities of assigned program area.
- Principles and practices of program development and administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.
- Principles and practices of contract negotiation, preparation and monitoring.
- Principles and applications of critical thinking and analysis.
- Techniques and formulae for administrative, financial, and comparative analyses.
- Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.
- Recent developments, research methods, current literature, and sources of information related to assigned programs and service areas.
- Principles and practices of budget preparation and administration and grant application and administration principles and practices.
- Finance and accounting systems.
- Principles of business letter writing.
- Federal, state, and local government organizations.
- Principles of supervision, training, and performance evaluation.
- Modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles, trends, methods, and techniques used in customer service, public relations, public information, and program education and promotion.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Perform a wide range of professional analytical duties involving the use of independent judgment and personal initiative.
- Independently plan, organize, direct, coordinate, and evaluate assigned programs, projects, events, or technical area.
- Quickly assimilate new information and adapt to changing priorities.
- Oversee and participate in the development and administration of program goals, objectives and procedures.
- Collect, evaluate, and interpret varied information and data.
- Select, train, and evaluate assigned staff may be required for some positions.
- Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Read and interpret technical information.
- Prepare clear and concise technical, administrative and financial reports.
- Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form.

**CITY OF ANTIOCH  
ADMINISTRATIVE ANALYST II/III (CONTINUED)**

- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Research, negotiate, manage, and monitor contracts and agreements.
- Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations and policies.
- Identify and respond to community and organizational issues, concerns, and needs.
- Coordinate multiple projects and meet critical deadlines.
- Organize and prioritize timelines and project schedules in an effective and timely manner.
- Plan, schedule, and review the work and performance of subordinates in a manner conducive to proficient performance and high morale may be required for some positions.
- Participate in the preparation and administration of budgets.
- Operate and use modern office equipment including a computer and various software packages.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Analyst II**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a field related to area of assignment- or four years of experience in the City of Antioch Administrative Analyst I class specification.

**Experience:**

Two (2) years of responsible professional level administrative and management analysis experience related to assigned area.

**Analyst III**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a field related to area of assignment- or four years of experience in the City of Antioch Administrative Analyst II class specification.

**Experience:**

Five (5) years of responsible professional level administrative and management analysis experience related to assigned area, equivalent to the City's Administrative Analyst II classification. Time in classification is not sufficient to warrant moving from an Analyst II to an Analyst III. Employees must demonstrate the ability to assume independent responsibility for the most complex projects and assignments, to the satisfaction of Management staff. This is not an automatic flexing class series.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created October 1987

Revised February 2003; December 2003; November 2006; November 2007; June 2014, [May 2017](#)

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**DEPUTY PUBLIC WORKS DIRECTOR II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Operations Division and Collection Systems/NPDES Division within the Public Works Department including streets, fleet, parks and landscape, facilities and marina sections, wastewater and storm water systems; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Public Works Director; and serves as second in charge of the Public Works Department and acts as the Public Works Director in his/her absence.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Participate in the overall management of the Public Works Department; assume day-to-day management responsibility for the Operations Division including streets, fleet, parks and landscape, facilities and marina sections; wastewater and storm water systems for the Collections Systems/NPDES Division and water distribution and water treatment division;
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned service areas, programs, and operations; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for operations staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the division's annual budget; in association with the Public Works Director, participate in the development and administration of the Public Works Department budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Oversee and administer the daily operations of the streets, fleet, parks and landscape, facilities and marina sections; ~~and~~ wastewater and storm water systems division; and water distribution and water treatment division in compliance with guidelines, requirements, and regulations; oversee the submittal of required reports.
8. Oversee the establishment, implementation, and monitoring of a preventive maintenance program with responsibility for division staff and equipment to include inspection, cleaning, and repair of the City's assets relating to the wastewater collection and storm water systems.
9. Oversee preparation and submittal of regular operations and maintenance reports and required regulatory reports to consultant and local, state, and federal agencies; ensure compliance with local, state, and federal regulations.
10. Establish management reporting systems and ensure the availability of accurate data for the Computerized Maintenance Management System (CMMS); work with engineering staff to develop

**CITY OF ANTIOCH**  
**DEPUTY PUBLIC WORKS DIRECTOR II (CONTINUED)**

and implement capital projects for improvements and expansion of the collection and storm water systems.

11. Develop bid specs and obtain and review bids for chemicals, supplies, and outside contractual services, monitor and approve equipment purchases; order supplies and initiate purchase orders; assist staff in developing specification as necessary.
12. Serve as the liaison for the Operations and Collections Systems/NPDES Divisions with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Oversee and inspect public works facilities and infrastructures; visits work sites to monitor progress and quality of work performed, provide direction, and assist in resolving problems encountered in the field.
14. Oversee safety programs for assigned sections and work groups; assist with action planning for safety programs.
15. Serve as the liaison for the Operations Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
16. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
17. Provide responsible staff assistance to the Public Works Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to planning programs, policies, and procedures as appropriate.
18. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public works; incorporate new developments as appropriate.
19. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
20. Serve as the Public Works Director as required.
21. Perform related duties as required.

**ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Greater signing authority and oversight for department purchases up to \$25,000
- Signing authority for all timesheets, personnel action forms, requisitions, etc.
- Oversee Public Works Maintenance budget preparation, department goals, objective and priorities and provide regular oversight and monitoring.
- Chair bi-weekly Manager's and Superintendent's Meetings, and monthly Central Safety Committee Meetings.
- Oversee preparation of weekly and quarterly City Manager's Reports.
- Oversee preparation and submittal of all City Council Staff Reports.
- Attend City Council and Parks and Recreation Commission Meetings and present Public Works Maintenance staff reports and presentations.
- Oversee Public Works Administration Division and assist Assistant City Engineer in overseeing GIS group.
- In conjunction with Parks and Recreation Director, oversee research and preparation of Antioch Park and Playground Condition Assessment for presentation to the City Council and inclusion in the 5-Year CIP.
- Respond to and resolve most difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operational characteristics, services, and activities of assigned public works maintenance operations and program areas including street maintenance, fleet services, parks and landscape maintenance, facility maintenance and marina maintenance; a comprehensive municipal collections system and NPDES program functions and program areas.
- Advanced methods, practices, procedures and materials used in the construction maintenance, operation, repair and improvement of municipal street, fleet, parks and landscape, facilities and marina; wastewater collection, storm channels and related facilities.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of project management, administration, and coordination.
- Modern methods, tools, equipment, materials, and work practices utilized in public works maintenance operations and service areas including street maintenance, fleet services, and parks maintenance.
- Types and level of maintenance and repair activities generally performed in a public works maintenance operations and program areas, including street maintenance, fleet services, and parks maintenance.
- Geography and public works systems of the City.
- Principles of business letter writing and report preparation.
- Occupational hazards and standard safety precautions.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

### **Ability to:**

- Oversee and participate in the management of multiple sections, work groups, and/or service areas within a comprehensive public works operations division, collection systems, and NPDES program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned areas of responsibility.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare and administer program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Oversee and participate in the completion of data, maintenance of records and files, and the preparation of clear and concise administrative and financial reports.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Ensure adherence to established safety rules, regulations and guidelines.
- Oversee and participate in the provision of a high level of customer service to internal and external customers.
- Respond to requests and inquiries from the general public; tactfully and courteously

- represent the Public Works Department during public contacts.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in construction, business administration, public administration, or a closely related field; or

**Experience:**

Six years of broad and extensive experience in public works development and maintenance activities or related service delivery operations, including two years of administrative and supervisory responsibility.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be exposed to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

March 2017

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

CITY OF ANTIOCH AS SUCCESSOR AGENCY  
THE ANTIOCH DEVELOPMENT AGENCY  
CLAIMS BY FUND REPORT  
FOR THE PERIOD OF  
APRIL 14 - MAY 11, 2017  
FUND/CHECK#

|   |                       |        |
|---|-----------------------|--------|
| <b>239 Redevelopment Obligation Retirement Fund</b> |                       |        |
| 368184 MUNICIPAL RESOURCE GROUP LLC                 | PROFESSIONAL SERVICES | 560.00 |

CITY OF ANTIOCH AS HOUSING SUCCESSOR TO  
THE ANTIOCH DEVELOPMENT AGENCY  
CLAIMS BY FUND REPORT  
FOR THE PERIOD OF  
APRIL 14 - MAY 11, 2017  
FUND/CHECK #

**227 Housing Fund**

**Housing - CIP**

|  |               |          |
|--|---------------|----------|
| 368343 SHELTER INC                         | CDBG SERVICES | 4,096.81 |
| 368351 STAND FOR FAMILIES FREE OF VIOLENCE | CDBG SERVICES | 1,271.21 |



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Dawn Merchant, Finance Director *DM*

**SUBJECT:** **Proposed Updates to the Master Fee Schedule Effective July 1, 2017**

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### **RECOMMENDED ACTION**

It is recommended that the City Council adopt the resolution approving updates to the Master Fee Schedule effective July 1, 2017.

### **STRATEGIC PURPOSE**

This action falls under Strategic Plan Long Term Goal O: Achieve and maintain financial stability and transparency. This action is essential to Strategy O-1: Improve the City's financial stability. This is achieved through the specific short term objective of reviewing and increasing as many fees as possible annually to ensure maximum cost recovery is obtained.

### **FISCAL IMPACT**

The fee increases will ensure that the City recovers as much of the cost for providing services as possible. The Consumer Price Index (CPI) is a reasonable mechanism to use to increase some fees to ensure that they are limited to the reasonable cost of providing services, while capturing the increasing costs of labor and goods. Recovery of fees is imperative to maintain our fiscal stability. Departments have incorporated proposed fees into their budgets.

### **DISCUSSION**

Exhibit 1 to Attachment A contains the current Master Fee Schedule. Changes to fees are highlighted and contain strikethroughs and changes/additions in red throughout the document. The following is a brief summary of changes.

Proposed Police Department and Animal Services Amendments: The majority of fees have increased in accordance with the San Francisco–Oakland–San Jose Consumer Price Index calculated at 3.4%, which is consistent with increased costs of labor and goods to the City.

Proposed Community Development Fee Amendments: The majority of fees have increased in accordance with the San Francisco–Oakland–San Jose Consumer Price Index calculated at 3.4%, which is consistent with increased costs of labor and goods to

the City.

Proposed Public Works Fee Amendments: A majority of increases are based on the San Francisco-Oakland-San Jose Consumer Price Index calculated at 3.4%. Water and Sewer rates have been updated to memorialize the rates approved by City Council on May 12, 2015 via resolution 2015/26 which established the rates for fiscal years 2016 through 2020. This is the third year of a five year plan to adjust rates to provide revenue necessary to operate these enterprises.

Recreation and Community Services: A majority of increases are based on the San Francisco-Oakland-San Jose Consumer Price Index calculated at 3.4%, which is consistent with increased costs of labor and goods to the City. A small number of changes have made increases slightly above the CPI when it was found the cost recovery of providing the service was higher.

Compliance with State Law:

The proposed fee increases comply with the requirements of applicable state law including, but not limited to, Proposition 218, Proposition 26 and the Mitigation Fee Act (Gov. Code section 66014, et. seq.) Some of the fee increases represented in the Proposed Master Fee Schedule were previously approved by the City Council during public hearings pursuant to specific state statutes, such as Proposition 218, and are identified in the Proposed Master Fee Schedule accordingly.

**ATTACHMENT**

- A.** Resolution of the City Council of the City of Antioch Approving Updates to the City of Antioch Master Fee Schedule effective July 1, 2017
  - 1.** Exhibit to Resolution - Proposed Master Fee Schedule

RESOLUTION NO. 2017/

RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF ANTIOCH APPROVING UPDATES TO THE CITY OF ANTIOCH  
MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2017

BE IT RESOLVED that the City of Antioch Master Fee, a true copy of which is on file in the City Clerk's office and incorporated herein by reference is hereby updated and the same shall be considered the Master Fee Schedule of the City of Antioch, all such updates becoming effective July 1, 2017, unless otherwise specifically stated.

\* \* \* \* \*

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 23rd day of May 2017, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
ARNE SIMONSEN, CITY CLERK OF THE CITY OF ANTIOCH



**DRAFT**  
**CITY OF ANTIOCH**  
**MASTER FEE SCHEDULE**

EFFECTIVE JULY 1, 2017



**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

**>>POLICE DEPARTMENT<<**

| DESCRIPTION  | FEE AMOUNT  | ACCT CODE      |
|--|---|----------------|
| Personal/or Non Law Enforcement Local Criminal History Summary                                   | \$ <del>28.00</del> <u>35.00</u>  | 100-3110.46010 |
| Accident Investigation Report Copy   | \$ <del>24.00</del> <u>26.00</u>  | 100-3110.46010 |
| Administrative Tow Fee: DUI/suspended license, 30 day tows                                       | \$ <del>127.00</del> <u>150.00</u>  | 100-3110.46300 |
| Administrative Tow Fee: All others except evidence (victim vehicles & recovered stolen vehicles) | \$ <del>111.00</del> <u>121.00</u>  | 100-3110.46300 |
| Administrative Fee: Repossession of vehicles   | \$ <del>15.00</del> <u>18.00</u>  | 100-3110.46300 |
| Bicycle Registration   | \$ <del>6.00</del>  | 100-3110.42030 |
| Card Room: Regulation fees per table/year  | \$ <del>317.00</del>  | 100-3110.46300 |
| Card Room: Owner application fee, plus Owner Department of Justice Fee                           | \$ <del>2,724.00</del><br>\$ <del>50.00</del>   | 100-3110.46300 |
| Clearance Letters  | \$ <del>38.00</del> <u>40.00</u>  | 100-3110.46300 |
| Code Enforcement (Municipal Code Violations)   | Set by courts   |                |
| Crime Report Copy  | <u>Victim of Domestic Violence: First copy free</u><br><del>Four pages or less—Free; \$5.00 for all others</del><br><del>Five pages or more—20 cents per page for all pages</del> | 100-3110.46010 |
| Event Screen   | <del>Four pages or less—Free; \$2.00</del><br><del>Five pages or more—20 cents per page for all pages</del>   | 100-3110.46010 |
| DUI Arrest/Accident Processing-GC 53155/56   | Direct costs of responding to an emergency incident to recovered - not to exceed \$12,000   | 100-3110.46300 |
| Escort of Wide or Overload Vehicle   | Actual police and engineering time for investigation of route and escort if required  | 100-3110.46300 |
| False Alarm Permit Fee   | \$ <del>39.00</del> <u>45.00</u>  | 100-3110.46315 |
| False Alarm Response (After the third Response within a calendar year)                           | \$ <del>81.00</del> <u>150.00</u>   | 100-3110.46320 |
| ABC Daily License Authorization  | \$ <del>24.00</del>   | 100-3110.46300 |
| <b>Gun Permit Fees – Concealed Weapons</b>   |   | 100-3110.46300 |
| Application (non-refundable):  | Not to exceed \$100.00  |                |
| Limo Driver - Application Fee  | \$ <del>551.00</del> <u>570.00</u>  | 100-3110.46300 |
| Limo Driver - Renewal Fee Per Year   | \$ <del>268.00</del> <u>277.00</u>  | 100-3110.46300 |
| Limo Vehicle Inspection: per vehicle – per inspection  | \$ <del>77.00</del> <u>80.00</u>  | 570-2610.46630 |
| Parking Enforcement  | Established by Council Resolution   | 100-3150.43020 |
| Parties & Nuisances – AMC Chapter 13, Sec 5-13.03/05   | Cost of personnel & equipment, but not more than \$1,000.00   | 100-3110.46300 |
| Reproduction Services - Media:   |   | 100-3110.46300 |
| Audio copy   | \$ <del>44.00</del> <u>46.00</u>  |                |
| Photo print (black & white; color; digital Process)-service fee plus cost of prints              | \$ <del>44.00</del> <u>46.00</u>  |                |
| Video Tape/DVD-CD Duplication  | \$ <del>70.00</del> <u>72.00</u>  |                |
| Police Department Room Rental:   |   | 100-3110.46300 |
| <b><u>Nonprofit Uses:</u></b>  |   |                |
| Classroom (Animal Services area) per hr  | \$ <del>33.00</del> <u>35.00</u>  |                |
| Community Room Use (police area) per hr  | \$ <del>56.00</del> <u>60.00</u>  |                |
| <b><u>Commercial or Private:</u></b>   |   |                |
| Classroom use (Animal Services area) per hr  | \$ <del>55.00</del> <u>58.00</u>  |                |
| Community Room Use (Police area) per hr  | \$ <del>95.00</del> <u>105.00</u>   |                |
| Second hand dealer - application fee   | \$ <del>956.00</del>  | 100-3110.46300 |
| Second hand dealer - Department of Justice fee (initial and renewal)                             | \$ <del>300.00</del>  | 100-3110.46300 |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

**>>POLICE DEPARTMENT<<**

| DESCRIPTION   | FEE AMOUNT   | ACCT CODE      |
|---|--|----------------|
| Special Event Regulation (group putting on Event)<br>Event charged for Police Officer, Corporal and<br>Sergeant at overtime rate for Step "E" of regular pay<br>scale plus a 25% Administrative Fee. Event charged<br>for Reserve Police Officer at Step "A" rate of regular<br>officer pay scale plus a 25% Administrative Fee | Time, materials and Administrative overhead cost   | 100-3120.46300 |
| Subpoena, Civil deposit/officer/day plus Admin fee  | \$ 275.00 per G.C. 68096.1 deposit plus actual cost  | 753-0000.22315 |
| Subpoena, Civil Administrative Fee  | Clerical cost @ max of \$24/hr (\$6 per ¼ hr), plus 10<br>cents/page document duplication – charged by<br>clerical staff | 100-3110.47010 |
| Subpoena Duces Tecum/Deposition Subpoena,<br>Plus reasonable/actual costs (per 1563 E.C.)   | Clerical cost @ max of \$24/hr (\$6 per ¼ hr), plus 10<br>cents/page document duplication – charged by<br>clerical staff | 100-3110.47010 |
| Taxi driver application   | \$ <del>551.00</del> <u>570.00</u>   | 100-3110.46300 |
| Taxi permit renewal per year  | \$ <del>276.00</del> <u>285.00</u>   | 100-3110.46300 |
| Taxi owner application  | \$ <del>551.00</del> <u>570.00</u>   | 100-3110.46300 |
| Taxi-vehicle inspection: per inspection per year  | \$ <del>77.00</del> <u>80.00</u>   | 570-2610.46630 |
| Verification letters  | \$ <del>26.00</del> <u>29.00</u>   | 100-3110.46300 |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

>>ANIMAL SERVICES<<

| DESCRIPTION  | FEE AMOUNT   | ACCT CODE      |
|--|--|----------------|
| <b>Adoption Fees</b>                                 |  |                |
| Adopt - Dog/Cat                                      | \$ 18.00   | 214-3320.46710 |
| Adopt - Rabbit                                       | \$ 13.00   |                |
| Adopt - Small animal (rats, hamsters, guinea pigs)   | \$ 7.00  |                |
| <b>Animal Licensing Fees – Dogs</b>                  |  | 214-3320.42010 |
| <b>License - Altered:</b>                            | \$ 19.00   |                |
| Altered License - 1 Year                             | \$ 34.00   |                |
| Altered License - 2 Year                             | \$ 49.00   |                |
| Altered License - 3 year                             |  |                |
| <b>Senior Citizen License – Altered Dog</b>          |  | 214-3320.42010 |
| Senior Altered License - 1 Year                      | \$ 10.00   |                |
| Senior Altered License - 2 Year                      | \$ 18.00   |                |
| Senior Altered License - 3 Year                      | \$ 25.00   |                |
| <b>License - Unaltered</b>                           |  | 214-3320.42010 |
| Unaltered License - 1 Year                           | \$ 40.00   |                |
| Unaltered License - 2 Year                           | \$ 70.00   |                |
| Unaltered License - 3 Year                           | \$ 108.00  |                |
| <b>Senior Citizen License – Unaltered Dog</b>        |  | 214-3320.42010 |
| Senior Unaltered License - 1 Year                    | \$ 21.00   |                |
| Senior Unaltered License - 2 Year                    | \$ 36.00   |                |
| Senior Unaltered License - 3 Year                    | \$ 54.00   |                |
| <b>License - Unaltered &amp; Impounded (U&amp;A)</b> |  |                |
| License U&A - 1 yr                                   | \$ 63.00   |                |
| License U&A - 2 yr                                   | \$ 93.00   |                |
| License U&A - 3 yr                                   | \$ 130.00  |                |
| <b>License – Potential Dangerous/Vicious Animal</b>  |  |                |
| Potentially Dangerous-Vicious Animal – 1 Year        | \$ <del>58.00</del> <u>60.00</u>   | 214-3320.42010 |
| <b>License - Fees, Other</b>                         |  |                |
| License - Multiple Pet Permit/year                   | \$ 111.00  |                |
| License - Tag Transfer                               | \$ 7.00  |                |
| License - Fee - Duplicate for lost license tag       | \$ 7.00  |                |
| <b>Animal Licenses - Late Fee Penalty</b>            | \$ 34.00   | 214-3320.42020 |
| <b>Cat Trap Fees:</b>                                |  |                |
| Trap Deposit   | \$ 60.00   | 214-3320.47010 |
| Trap Rental/day                                      | \$ 6.00  |                |
| <b>Board/Care Fees:</b>                              |  | 214-3320.46710 |
| Dog/day  | \$ 19.00   |                |
| Cat or small animal/day                              | \$ 19.00   |                |
| Livestock, reptiles/day                              | \$ 18.00 (at cost if not at Animal Shelter)  |                |
| Potentially Dangerous/Vicious Animal/day             | \$ <del>26.00</del> <u>29.00</u>   |                |
| <b>Potentially Dangerous/Vicious Animal</b>          |  | 214-3320.46719 |
| Impound Fee  | \$ <del>159.00</del> <u>165.00</u>   |                |
| Conditional Release Agreement                        | \$ <del>50.00</del> <u>53.00</u> inspection fee + impound, boarding, alteration, microchipping and other fees and costs    |                |
| Dangerous Animal Administrative Fee                  | \$ 410.00 + impound, boarding, alteration, microchipping, vaccinations and other fees and costs paid before appeal hearing |                |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

**>>ANIMAL SERVICES<<**

| DESCRIPTION  | FEE AMOUNT                         | ACCT CODE      |
|--|------------------------------------|----------------|
| <b>Disposal Fees:</b>  |                                    | 214-3320.46731 |
| Disposal - dog licensed*   | \$ <del>19.00</del> <u>20.00</u>   |                |
| Disposal - dog unlicensed  | \$ <del>35.00</del> <u>36.00</u>   |                |
| Disposal - cat   | \$ <del>19.00</del> <u>20.00</u>   |                |
| Disposal - other animal  | \$ <del>19.00</del> <u>20.00</u>   |                |
| *If the dog to be disposed has a current, multiple year license and has a full year's credit remaining, that amount will be applied against the disposal fee. There will be no refunds.  |                                    |                |
| <b>Euthanasia Fees</b>   |                                    | 214-3320.46728 |
| Euthanasia - dog with license  | \$ <del>35.00</del> <u>36.00</u>   |                |
| Euthanasia - dog unlicensed  | \$ <del>55.00</del> <u>57.00</u>   |                |
| Euthanasia - cat   | \$ <del>35.00</del> <u>36.00</u>   |                |
| Euthanasia - small animal  | \$ <del>24.00</del> <u>25.00</u>   |                |
| Vet Pick up  | \$ <del>38.00</del> <u>40.00</u>   |                |
| Vet Per Animal Charge  | \$ <del>9.00</del> <u>10.00</u>    |                |
| <b>Handling Fees:</b>  |                                    | 214-3320.46719 |
| Pick up fees:  |                                    |                |
| Dog (plus surrender fee)   | \$ <del>35.00</del> <u>36.00</u>   |                |
| Cat or small animal (plus surrender fee)   | \$ <del>35.00</del> <u>36.00</u>   |                |
| <b>Impound Fees and Fines:</b>   |                                    | 214-3320.46719 |
| <b>With Current license:</b>   |                                    |                |
| Impound - Dog - 1 <sup>st</sup>  | \$ <del>29.00</del> <u>30.00</u>   |                |
| Impound - Dog - 2 <sup>nd</sup> within 12 months   | \$ <del>69.00</del> <u>75.00</u>   |                |
| Impound - Dog - 3 <sup>rd</sup> within 24 months   | \$ <del>115.00</del> <u>120.00</u> |                |
| Impound - Dog - 4 <sup>th</sup> within 36 months   | \$ <del>170.00</del> <u>180.00</u> |                |
| <b>Unlicensed:</b>   |                                    |                |
| Impound - Dog - 1 <sup>st</sup>  | \$ <del>47.00</del> <u>50.00</u>   |                |
| Impound - Dog - 2 <sup>nd</sup> within 12 months   | \$ <del>85.00</del> <u>88.00</u>   |                |
| Impound - Dog - 3 <sup>rd</sup> within 24 months   | \$ <del>175.00</del> <u>181.00</u> |                |
| Impound - Dog - 4 <sup>th</sup> within 36 months   | \$ <del>226.00</del> <u>234.00</u> |                |
| <b>Other Fees:</b>   |                                    |                |
| Impound - Cat/ Small   | \$ <del>29.00</del> <u>30.00</u>   |                |
| Impound - Livestock  | \$ <del>57.00</del> <u>59.00</u>   |                |
| After Hours Impound  | \$ <del>29.00</del> <u>30.00</u>   |                |
| <b>Inspection Fee</b>  | \$ <del>52.00</del>                |                |
| <b>Unaltered Dog/Cat Penalty - State law (Food &amp; Ag. Code section 31751.7) mandates that a fine shall be levied against the owners of unaltered dogs and cats that are impounded. These fines are charged in addition to the City's impound and redemption fees:</b> |                                    | 214-3320.46719 |
| Penalty - First Offense  | \$ <del>35.00</del> <u>36.00</u>   |                |
| Penalty - Second Offense   | \$ <del>50.00</del> <u>52.00</u>   |                |
| Penalty - Third Offense  | \$ <del>100.00</del> <u>104.00</u> |                |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

**>>ANIMAL SERVICES<<**

| DESCRIPTION   | FEE AMOUNT  | ACCT CODE      |
|---|---|----------------|
| <b>Microchipping Fees:</b><br>Microchipping of dogs and cats - includes microchip implant and registration on the Animal Shelter database. Pet owners may additionally register their pets directly with the American Kennel club by sending a \$6.25 registration fee: |   | 214-3320.46735 |
| Adopted and "Return to Owner" animals   | \$ 24.00  |                |
| Micro - Antioch Residents   | \$ 24.00  |                |
| Micro - Non-residents   | \$ 29.00  |                |
| <b>Vaccinations</b> – Fee is per vaccination  | \$ <del>18.00</del> <u>20.00</u>  | 214-3320.46716 |
| <b>Neuter or Spay Fees:</b>   |   | 214-3320.46734 |
| <b>Neuter Fees:</b>   |   |                |
| Neuter – Feline/Canine  | Vet Cost  |                |
| <b>Spay Fees:</b>   |   |                |
| Spay – Feline/Canine  | Vet Cost  |                |
| <b>Redemption Fees:</b><br>Redemption fees to be charged to pet owner(s) upon the redemption of their pet:  |   | 214-3320.46733 |
| 1. Administration of reasonable veterinary medical treatments, which may be required in order to treat an injured and/or sick animal.   | Vet cost  |                |
| 2. Medical treatments which may include the administration of veterinary drugs and/or medicinal products  | Vet Cost  |                |
| <b>Quarantine Fees:</b>   |   | 214-3320.46710 |
| Quarantine Admin Fee - Home   | \$ <del>51.00</del> <u>53.00</u> + inspection fees                          |                |
| Quarantine Admin Fee - Shelter, plus  | \$ <del>51.00</del> <u>53.00</u> + board fees                               |                |
| Dog/board   | \$ <del>27.00</del> <u>28.00</u> per day                                    |                |
| Cat or small animal   | \$ <del>22.00</del> <u>23.00</u> per day                                    |                |
| Livestock   | \$ <del>27.00</del> <u>28.00</u> per day (at cost if not at Animal Shelter) |                |
| Dog/Cat Vaccination   | \$ 19.00  |                |
| <b>Surrender Fees:</b>  |   | 214-3320.46725 |
| Surrender - dog with license  | \$ <del>29.00</del> <u>30.00</u>  |                |
| Surrender - dog unlicensed  | \$ <del>52.00</del> <u>54.00</u>  |                |
| Surrender - puppy litter  | \$ <del>40.00</del> <u>42.00</u>  |                |
| Surrender - kitten litter   | \$ <del>40.00</del> <u>42.00</u>  |                |
| Surrender - small animals (rats, misc. hamsters, birds, snakes)   | \$ <del>14.00</del> <u>15.00</u>  |                |
| Surrender - cat/rabbit/snake/lizard (2 lbs and larger)  | \$ <del>29.00</del> <u>30.00</u>  |                |
| Surrender - vaccination for unvaccinated dogs & cats (fee is per vaccination)   | \$ <del>19.00</del> <u>20.00</u>  |                |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

>>COMMUNITY DEVELOPMENT<<

| DESCRIPTION   | FEE AMOUNT   | ACCT CODE      |
|---|--|----------------|
| <b>PLANNING/ENGINEERING HOURLY RATES:</b>   |  | Various        |
| Asst. City Engineer/Dep. Dir of Community Development   | \$ <del>201</del> <u>208</u> /hour   |                |
| Planner/Engineer/Sr. Public Works Inspector   | \$ <del>151</del> <u>156</u> /hour   |                |
| Public Works Inspector/Building Inspector   | \$ <del>132</del> <u>136</u> /hour   |                |
| Community Development Technician  | \$ <del>112</del> <u>116</u> /hour   |                |
| All Other Staff Time Positions Not Listed Above   | Fully Burdened Hourly Rate x 100% (based on 1800 hrs/yr)                   |                |
| <b>PLANNING FEES:</b>   |  |                |
| Administrative Use Permit Fee   | \$ <del>151</del> <u>156.00</u>  | 100-5130.46610 |
| Application Extension   | \$ <del>191</del> <u>197.00</u>  | 100-5130.46610 |
| Environmental Document Preparation/Review   | Actual consultant cost plus 35% of contract to City for admin & staff time |                |
| Professional Services & Technical Studies   | Actual Consultant cost plus 10% admin fee                                  |                |
| General Plan Maintenance Fee/residential permit   | \$ <del>193.00</del> <u>200.00</u>   | 100-5130.46617 |
| Home Occupation Review  | \$ <del>112.00</del> <u>116.00</u>   | 100-5130.46610 |
| Plan Review – Residential/Commercial  | \$ <del>151.00</del> <u>156.00</u>   | 100-5130.46610 |
| Sign Admin Approval   | \$ <del>151.00</del> <u>156.00</u>   | 100-5130.46610 |
| Specific Plan Preparation   | Actual consultant cost plus 35% of contract to City for admin & staff time | 100-5130.46610 |
| Zoning Verification Letter  | \$ <del>151.00</del> <u>156.00</u>   | 100-5130.46610 |
| <b>PLANNING DEPOSIT APPLICATIONS – The following are deposits required for the items of work. Actual costs will be billed monthly on a time and material basis:</b> |  | 100-0000.27000 |
| Annexations   | \$ 3,000.00  |                |
| Design Review (deposit)   | \$ 2,000.00  |                |
| Development Agreement (deposit)   | \$ 2,500.00  |                |
| Final Development Plan (deposit)  | \$ 10,000.00   |                |
| General Plan Amendment (deposit)  | \$ 2,000.00  |                |
| Master Development Plan (deposit)   | \$ 2,000.00  |                |
| Merger of Contiguous Parcels (deposit)  | \$ 1,500.00  |                |
| Municipal Code Amendment Review (deposit)   | \$ 2,000.00  |                |
| Preliminary Development Plan (deposit)  | \$ 2,000.00  |                |
| Residential Development Application (deposit)   | \$ 3,000.00  |                |
| Sign - Design Review Approval (deposit)   | \$ 500.00  |                |
| Sign - Sign Program (deposit)   | \$ 500.00  |                |
| Tentative Tract Map: 1-4 lots (deposit)   | \$ 7,500.00  |                |
| Tentative Tract Map: 5 or more lots (deposit)   | \$ 25,000.00   |                |
| Use Permit (deposit)  | \$ 2,000.00  |                |
| Variance Review (deposit)   | \$ 500.00  |                |
| Zoning/Rezoning Request (deposit)   | \$ 2,000.00  |                |
| Administrative Use Permit (deposit)   | \$ 1,500.00  |                |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

>>COMMUNITY DEVELOPMENT<<

| DESCRIPTION  | FEE AMOUNT  | ACCT CODE      |
|--|---|----------------|
| <b>DEVELOPMENT IMPACT FEES</b>   | Effective 6/24/14 (Reso 2014/21):   |                |
| <b>Development Impact Fees, charged per unit for residential and per sq. ft. non-residential:</b>            | <u>Single Family    Multi-Family    Non-Residential</u>   |                |
| General Administration   | \$ <del>445</del> <del>460</del> <del>282</del> <del>292</del> _____ 0.07   | 321-5500-46660 |
| Public Works   | \$ <del>430</del> <del>445</del> <del>273</del> <del>282</del> _____ 0.06   | 321-5505.46661 |
| Police   | \$ <del>1,151</del> <del>1,190</del> <del>730</del> <del>755</del> _____ 0.17   | 321-5510.46662 |
| Parks and Recreation   | \$ <del>3,154</del> <del>3,261</del> <del>1,997</del> <del>2,065</del> _____ 0.00   | 321-5515.46663 |
| <b>Total</b>   | <b>\$ <del>5,180</del> <del>5,356</del>                      <del>3,282</del> <del>3,394</del>                      <b>0.30</b></b>                   |                |
|  | <b>A 3% administrative charge shall be applied to all fees listed above.</b>  | 100-5130.47010 |
| <b>BUILDING FEES:</b>  |   |                |
| Pool Safety Fee – applies to all pools, hot tubs, or any structure capable of holding more than 18” of water | 1/10 of 1% of valuation   | 100-5160.46650 |
| Certified Access Specialist Consultation Fee   | Actual Consultant Cost + 10% admin fee  | 100-5160.46651 |
| Solar Photovoltaic System – ( <del>Building Permit Fee</del> ) Residential                                   | \$ <del>248.00</del> <u>300.20</u>  | 100-5160.42040 |
| Commercial - \$1,000 + \$7 per kW for each kW between 51kW & 250 kW + \$5 for every kW over 250kW            |   | 100-5160.42040 |
| Residential Construction:  | <u>Valuation:</u>   | 100-5160.42040 |
| Dwellings, sf  | \$ <del>120</del> <u>124.00</u> /sf   |                |
| Private Garages, sf  | \$ <del>46.60</del> <u>48.00</u> /sf  |                |
| Sheds less than 300 sf   | \$ <del>15.43</del> <u>16.00</u> /sf  |                |
| Building Permits, minimum  | \$ <del>132</del> <u>136.00</u>   | 100-5160.42040 |
| Plumbing fee, sq ft; Mechanical fee, sq ft; Electrical fee, sq ft; and Insulation fee, sq ft                 | <u>Valuation:</u><br>\$0.08/sf Commercial, and<br>\$0.06/sf Residential for plumbing, mechanical, electrical and insulation                           | 100-5160.42040 |
| Minimum fee - Plumbing fee, Mechanical fee, Electrical fee, and Insulation fee                               | \$ <del>132</del> <u>136.00</u>   | 100-5160.42040 |
| Patios, carports, patio covers, sq ft  | \$ <del>13.48</del> <u>14.00</u> / sq ft  |                |
| Wood decks/lath patios, sq ft  | \$ <del>10.88</del> <u>11.00</u> /sq ft   |                |
| Plan Check Fee   | 65% of Building Permit Fee  | 100-5160.46605 |
| Green Building Verification & Compliance Fee   | 18% of Building Permit Fee<br>(New residential & room additions)<br>15% of Building Permit Fee<br>(New Commercial & Tenant Improvement with Title 24) | 100-5160.46658 |
| Pool, residential + plan check   | \$ 40,000 valuation or contract value, whichever is greater   | 100-5160.42040 |
| Pool, commercial + plan check  | Contract Price  | 100-5160.42040 |
| Spas + plan check  | \$ 7,100 valuation  | 100-5160.42040 |
| Above Ground Pool (no plan check)  | \$ 1,100 valuation  | 100-5160.42040 |
| Special Inspections (written)  | \$ <del>132</del> <u>136.00</u>   | 100-5160.42040 |
| Special Inspections/Reinspection (3 <sup>rd</sup> )  | \$ <del>105</del> <u>109.00</u>   |                |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

>>COMMUNITY DEVELOPMENT<<

| DESCRIPTION                                       | FEE AMOUNT   | ACCT CODE      |
|---|--|----------------|
| <b>BUILDING FEES (Continued):</b>                 |  |                |
| Grading Permit                                    | Fee calculation based on contract price  | 100.5160.42040 |
| Plot Plan Modification/Resubmittal - per lot      | \$ <del>53.00</del> <u>55.00</u>   | 100-5160.42040 |
| Changes to existing permits for new houses/permit | \$ <del>264</del> <u>273.00</u>  | 100-5160.42040 |
| Reroof  | <u>Valuation:</u>  | 100-5160.42040 |
| Under 20 squares with tear off                    | \$ 6,500.00  |                |
| Over 20 squares with tear off                     | \$10,000.00  |                |
| Comp over Comp                                    | \$ 4,500.00  |                |
|   | Or contract value, whichever is greater  |                |
| Technology Fee                                    | 2% of building permit fee  | 100-5160.46655 |
| Energy Inspection Fee                             | 2% of building permit fee  | 100-5160.46656 |
| Accessibility Fee (Non-residential)               | 2% of building permit fee  | 100-5160.46657 |
| <b>ANTIOCH BUILDING PERMIT FEES</b>               |  |                |
| <b>Total Valuation</b>                            | <b><del>2016-17</del> 2017-18 Fee</b>  |                |
| \$1 to \$2,000                                    | \$ <del>132</del> <u>136.00</u>  |                |
| \$2,001 to \$25,000                               | \$ <del>132</del> <u>136.00</u> for the first \$2,000+ \$ <del>15.12</del> <u>15.63</u> for each additional \$1,000 or fraction thereof, up to and including \$25,000            |                |
| \$25,001 to \$50,000                              | \$ <del>422.55</del> <u>436.91</u> for the first \$25,000+ \$ <del>10.94</del> <u>11.28</u> for each additional \$1,000 or fraction thereof, up to and including \$50,000        |                |
| \$50,001 to \$100,000                             | \$ <del>695.25</del> <u>718.88</u> for the first \$50,000+ \$ <del>7.56</del> <u>7.81</u> for each additional \$1,000 or fraction thereof, up to and including \$100,000         |                |
| \$100,001 to \$500,000                            | \$ <del>1,073.25</del> <u>1,109.74</u> for the first \$100,000 + \$ <del>6.05</del> <u>6.25</u> for each additional \$1,000 or fraction thereof, up to and including \$500,000   |                |
| \$500,001 to \$1,000,000                          | \$ <del>3,492.45</del> <u>3,611.19</u> for the first \$500,000 + \$ <del>5.13</del> <u>5.30</u> for each additional \$1,000 or fraction thereof, up to and including \$1,000,000 |                |
| \$1,000,001 and up                                | \$ <del>6,057.45</del> <u>6,263.40</u> for the first \$1,000,000 + \$ <del>3.40</del> <u>3.51</u> for each additional \$1,000 or fraction thereof                                |                |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

>>COMMUNITY DEVELOPMENT<<

| DESCRIPTION  | FEE AMOUNT  | ACCT CODE      |
|--|---|----------------|
| <b>CODE ENFORCEMENT:</b>   |   |                |
| Abatement or Impound<br>(vehicle, RV, boat, and/or trailer)  | \$ <del>184</del> <u>190.00</u>   | 100-5140.46025 |
| Code Compliance Re-Inspection  | \$ 200.00   | 100-5140.46025 |
| Public Nuisance Abatement – Administrative Cost  | 35% of actual abatement costs, or \$250, whichever is greater   | 100-5140.46020 |
| Public Nuisance Abatement Assessment   | Actual abatement cost - 100% to property owner  | 100-5140.46025 |
| Release of Special Assessment Lien   | \$ 100.00   | 100-5140.46020 |
| Shopping Cart Abatement or Impound Fee   | \$ 50.00  | 100-5140.47010 |
| Shopping Cart Fine<br>(more than three occurrences in 6 months; in addition to Abatement/Impound fee)                          | \$ 50.00  | 100-5140.47010 |
| Sign Retrieval   | \$ <del>20</del> <u>21.00</u>   | 100-5140.46020 |
| <b>RESIDENTIAL RENTAL INSPECTION PROGRAM (RRIP) (Reso 2007/57):</b>  |   |                |
| Initial Registration<br>(charged when the property enters the program)   | \$ <del>71</del> <u>73.00</u>   |                |
| Inspection Fee<br>(charged with enrollment or renewal of non self-certified properties from 1-4 units)                         | \$ <del>220</del> <u>227.00</u>   |                |
| Additional Unit Inspection Fee<br>(charged per unit after 4 units)   | \$ <del>43</del> <u>14.00</u>   |                |
| Annual Self-Certification/Renewal Fee<br>(when eligible for self-certification)  | \$ <del>32</del> <u>33.00</u>   |                |
| Re-Inspection Fee<br>(charged for follow up inspections due to non-compliance found in initial inspection and first follow-up) | \$ <del>155</del> <u>160.00</u>   |                |
| <b>MISCELLANEOUS COMMUNITY DEV. FEES:</b>  |   |                |
| Annexation Review: (Fees subject to change by LAFCO, or State of California) Pass Through LAFCO Fee                            |   | Pass through   |
| State Fee (Refer to State Board of Equalization Schedule for State Processing fee).  |   |                |
| City Annexation Fee – all fees to be escalated by the SF CPI   |   | 100-0000.27000 |
| <u>Commercial/Industrial Properties</u>  | <del>\$754-780</del> per gross acre <u>due at annexation; and \$1,004-038</u> per gross acre <u>due with subdivision or building permit</u> |                |
| <u>Residential Properties</u>  | <del>\$754-780</del> per gross acre <u>due at annexation; and \$1,004-038</u> per gross acre <u>due with subdivision or building permit</u> |                |
| Annexation Fee in FUA #1 for Lone Tree Area  | \$ <del>64</del> <u>66.00</u> per acre  | 100-5130.42050 |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

>>COMMUNITY DEVELOPMENT<<

| DESCRIPTION  | FEE AMOUNT   | ACCT CODE      |
|--|--|----------------|
| <b>MISCELLANEOUS COMMUNITY DEV. FEES</b>                             |  |                |
| <b>(Continued):</b>  |  |                |
| Waste Management Plan Processing                                     | \$35.00  | 226-5225.47010 |
| GIS Based Mapping Fee (transferred to County)                        | \$50/unit  | 100-0000.22024 |
| City Base Map with Street grid 60 x 78<br>(wallsize), 1:600 scale    | \$61 with photo paper<br>\$51 with heavyweight paper | 573-1435.43200 |
| City Base Map without street grid 60 x 78<br>(wallsize), 1:600 scale | \$61 with photo paper<br>\$51 with heavyweight paper | 573-1435.43200 |
| City Base Map 34x44  | \$46 with photo paper<br>\$41 with heavyweight paper | 573-1435.43200 |
| City Subdivision Map 34x44   | \$46 with photo paper<br>\$41 with heavyweight paper | 573-1435.43200 |
| General Plan Map 34x44   | \$46 with photo paper<br>\$41 with heavyweight paper | 573-1435.43200 |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

**>>PUBLIC WORKS<<**

| DESCRIPTION   | FEE AMOUNT  | ACCT CODE  |
|---|---|--|
| <b>MISCELLANEOUS PUBLIC WORKS FEES:</b>   |   |  |
| Mobile Stage Rental/day:<br>Government and Non Profit Uses – Flat Fee<br>Commercial or Private Uses – Per Hour  | <del>\$ 515.00</del> <u>533.00</u><br>Within 20-mile radius: \$ <del>1,293</del> - <u>337</u> for first day,<br>plus \$ <del>206</del> <u>213</u> /day.<br><br>Outside 20-mile radius: \$ <del>1,293</del> - <u>337</u> for first day,<br>plus \$ <del>1,221</del> <u>26</u> /hour for moving stage, plus \$ <del>206</del> <u>213</u> /day | 621-2210.46820   |
| Public Works Department Training Room Rental:<br>Government and Nonprofit Uses – per hour<br>Commercial or Private Uses – per hour  | \$ 56.00<br>\$ 95.00  | 100-2140.46300   |
| Public Works Services Hourly Rates:   |   |  |
| <ul style="list-style-type: none"> <li>• Streets</li> <li>• Signs</li> <li>• Water (Distribution &amp; Treatment)</li> <li>• Wastewater Collections</li> <li>• Storm Channels</li> <li>• Landscaping</li> </ul> | Fully Burdened Hourly Rate + cost of materials and equipment  | 100-2160.46630<br>100-2180.46630<br>611-2310.46630<br>621-2210.47010<br>229-2585.47010<br>Various SLLMD accounts |
| Public Works Gate Keys:   |   |  |
| <ul style="list-style-type: none"> <li>• Streets</li> <li>• Water (Distribution &amp; Treatment)</li> <li>• Wastewater Collections</li> <li>• Storm Channels</li> <li>• Landscaping</li> </ul>                  | \$ 50.00/key for cell tower access<br>\$100.00/key refundable deposit (all other locations)   | 100-2160.46630<br>611-2310.46630<br>621-2210.47010<br>229-2585.47010<br>SLLMD account                            |
| Sandbags (Limit 20/customer)  |   |  |
| <ul style="list-style-type: none"> <li>• Sandbags (filled)</li> <li>• Sandbags (empty)</li> </ul>   | \$1.00/ea<br>\$0.50/ea  | 621-2220.47010<br>611-2620.47010   |
| Legends /Buttons “No Dumping – Drains to Delta”   | \$5.00 /each  | 229-2585.47010   |
| Park Maintenance Memorial Tree Grove:<br>Tree, planting and memorial plaque   | \$ 500.00   | 100-0000.22054   |
| Plans & specs for PW contract, minimum  | \$ 25.75  | Various  |
| Construction details/set  | \$ <del>20.60</del> <u>27.00</u>  |  |
| Construction details/page   | \$ 0.25   |  |
| Water System Master Plan, each  | \$ 20.60  |  |
| Urban Water Management Plan, each   | \$ 31.00  |  |
| <del>FUA #2/East Lone Tree EIR</del>  | <del>\$ 25.75</del>   |  |
| <del>East 18<sup>th</sup> St Specific Plan</del>  | <del>\$ 25.75</del>   |  |
| <del>Southeast Specific Plan</del>  | <del>\$ 25.75</del>   |  |
| <del>Sand Creek Specific Plan</del>   | <del>\$ 25.75</del>   |  |
| Plan Sheet (18”x26”) each   | \$ 3.10   |  |
| Plan Sheet (24”x36”) each   | \$ 4.15   |  |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

>>PUBLIC WORKS<<

| DESCRIPTION   | FEE AMOUNT                             | ACCT CODE      |
|---|--|----------------|
| <b>RECREATIONAL VEHICLE STORAGE FACILITY FEES:</b>  |  | 255-4551.44810 |
| Park Maintenance District 1A  |  |                |
| 20 ft/25 ft spaces/month  | \$ 50.00                               |                |
| 30 ft spaces/month  | \$ 60.00                               |                |
| 40 ft spaces/month  | \$ 70.00                               |                |
| Flex Space (dependant on availability)  | Per Master Fee rates listed above      |                |
| Lock-out fee (delinquent accounts)  | \$ 19.00/ea                            |                |
| Reconnect fee (reinstate accounts)  | \$ 19.00/ea                            |                |
| Replacement Gate Cards  | \$ 19.00/ea                            |                |
| Alarm user card replacement fee   | \$ 19.00/ea                            |                |
| Wait list fee for non-tenants (non-refundable)  | \$ 25.00                               |                |
| <b>ENGINEERING FEES:</b>  |  |                |
| Building Move   | \$ 400.00                              | 100-5180.42090 |
| Encroachment Permit – Application and Processing  | \$ 150.00                              | 100-5150.42070 |
| Encroachment agreement (permanent structure)  | \$ 50.00                               |                |
| Encroachment permit - More than \$100,000 project   | Time & materials                       |                |
| Encroachment Permit - \$0 - \$1,500 project   | \$150.00 minimum                       |                |
| Encroachment Permit - \$1,501- \$10,000 project   | 10% of valuation                       |                |
| Encroachment Permit - \$10,001 - \$100,000 project  | Additional 5% over \$10k               |                |
| Contract Admin (assume \$100,000 project)   | 25% of valuation                       |                |
| Geological Reports  | \$250.00                               | 100-0000.27000 |
| Sidewalk repair inspection (assume \$10,000 improvements)   | 10% of valuation                       | 100-1250.46400 |
| Wide Load Vehicle Permit (State law restricts this fee to \$16)   | \$ 16.00                               | 100-5180.42090 |
| Lone Tree Way Bridge & Arterial Benefit District<br>(See Reso 92/254 concerning Lone Tree Corridor<br>Overlapping Benefit District, AD No. 27/31) | Resolution 92/254                      |                |
| Hillcrest Bridge Benefit District (Hillcrest @ State<br>Highway 4)  | \$254/dwelling unit                    | 391-2530.42100 |
| Hillcrest Assessment District   | \$239.07/unit                          | 361-2590.42100 |
| Lone Tree Corridor Overlapping Benefit District - AD<br>#27/31 (Lone Diamond)   | \$373.93/unit                          | 376-2530.42100 |
| <b>PARK IN LIEU FEES (PER UNIT):</b>  |  | 216-2520.46640 |
| Single Family, detached   | <del>\$ 1,545.00</del> <u>1,598.00</u> |                |
| Single Family, attached   | <del>\$ 1,133.00</del> <u>1,172.00</u> |                |
| Duplexes  | <del>\$ 979.00</del> <u>1,012.00</u>   |                |
| Multi-Family  | <del>\$ 979.00</del> <u>1,012.00</u>   |                |
| Mobile Home   | <del>\$ 979.00</del> <u>1,012.00</u>   |                |
| <b>FIRE PROTECTION FEES (Ordinance #1097-C-S<br/>effective 9/8/07):</b>   |  | 755-0000.25000 |
| (A) Per single-family dwelling unit   | \$ 591.00                              |                |
| (B) Per multi-family dwelling unit  | \$ 285.00                              |                |
| (C) Per 1,000 sq ft of office space   | \$ 376.00                              |                |
| (D) Per 1,000 sq ft of commercial space   | \$ 329.00                              |                |
| (E) Per 1,000 sq ft of industrial space   | \$ 219.00                              |                |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

>>PUBLIC WORKS<<

| DESCRIPTION  | FEE AMOUNT   | ACCT CODE      |
|--|--|----------------|
| <b>TRAFFIC SIGNAL FEES:</b>  |  | 220-2540.46635 |
| Residential - all types  | \$ <del>403.00</del> <u>417.00</u>   |                |
| Commercial/industrial - greater of either:   |  |                |
| A. \$ <del>66</del> <u>68</u> /off-street parking space required by City code  |  |                |
| B. \$ <del>188</del> <u>194</u> /each daily peak hour trip traveling to and from   |  |                |
| Development based upon:  |  |                |
| Office - 2.5 trips/1,000 sq ft (gross)   |  |                |
| Commercial - 3 trips/1,000 sq ft (gross)   |  |                |
| Service/industrial - 2 trips/1,000 sq ft (gross)   |  |                |
| <b>ENGINEERING DEPOSIT APPLICATIONS – The following are deposits required for the items of work. Actual costs will be billed monthly on a time and material basis:</b> |  | 100-0000.27000 |
| Lot Line Adjustment (deposit)  | \$ 1,500.00  |                |
| Minor Subdivision Map Improvement Review 5 or less lots (deposit)  | \$ 7,500.00  |                |
| Reversion to Acreage (deposit)   | \$30,000.00  |                |
| Subdivision Final Map Improvement Review (deposit)   | \$30,000.00  |                |
| Subdivision Inspection (deposit)   | \$30,000.00  |                |
| Tentative Tract Map: 5 or more lots (deposit)  | \$25,000.00  |                |
| <b>WATER FEES:</b>   |  |                |
| Bacteriological Testing After Hydrant Repair   | \$ <del>79</del> <u>82.00</u> + Labor (Fully Burdened Hourly Rate) + cost of materials and equipment               | 611-2310.46630 |
| Bacteriological testing of new water main installations: any test required after initial bacteriological failure   | \$ <del>39</del> <u>40.00</u> per test + Fully Burdened Hourly + cost of materials and equipment (when applicable) | 611-2310.46630 |
| <b>Metered water sales/100 cubic foot:</b>   | <u>Approved 5/12/15 Reso. 2015/26</u>  | 611-2310.46825 |
| Single Family  |  |                |
| <u>Tier I <del>0-13</del> <u>12</u> HCF</u>  |  |                |
| Zone I   | \$ <del>2.74</del> <u>3.17</u> Outside City evaluated on a case-by-case basis                                      |                |
| Zone II*   | \$ <del>2.83</del> <u>3.27</u>   |                |
| Zone III*  | \$ <del>2.91</del> <u>3.36</u>   |                |
| Zone IV*   | \$ <del>3.09</del> <u>3.54</u>   |                |
| *Zones II, III and IV include pumping quantity surcharge   |  |                |
| <u>Tier II <del>14-13</del> <u>and over</u>+HCF</u>  |  |                |
| Zone I   | \$ <del>4.53</del> <u>5.24</u> Outside City evaluated on a case-by-case basis                                      |                |
| Zone II*   | \$ <del>4.62</del> <u>5.34</u>   |                |
| Zone III*  | \$ <del>4.70</del> <u>5.43</u>   |                |
| Zone IV*   | \$ <del>4.88</del> <u>5.61</u>   |                |
| *Zones II, III and IV include pumping quantity surcharge   |  |                |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

>>PUBLIC WORKS<<

| DESCRIPTION   | FEE AMOUNT  | ACCT CODE      |
|---|---|----------------|
| <b>WATER FEES (Continued):</b>  |   |                |
| <b>Metered water sales/100 cubic foot (Continued):</b>                                |   |                |
| <u>Non single family</u>  |   |                |
| Zone I  | \$ <del>3.24</del> 3.73   |                |
| Zone II*  | \$ <del>3.33</del> 3.83   |                |
| Zone III*   | \$ <del>3.41</del> 3.92   |                |
| Zone IV*  | \$ <del>3.59</del> 4.10   |                |
| Outside City  | Outside City evaluated on a case-by-case basis  |                |
| *Zones II, III and IV include pumping quantity surcharge                              |   |                |
| Raw Water   | \$ 3.15   |                |
| <b>Backflow Prevention Device Testing:</b>  |   | 611-2330.46630 |
| New Install Testing   |   |                |
| Backflow Test on new install and temporary construction (non fireline)                | <u>Inside City</u> <u>Outside City</u><br>\$ <del>166.86</del> <u>172.53</u> /each      Evaluated on a case-by-case basis |                |
| Double Check Valve/Reduced Pressure Devices (monthly by device size as listed below): |   |                |
|   | <u>Double Check/RP Device</u><br><u>Inside City</u> <u>Outside City</u><br>Evaluated on a case-by-case basis              |                |
| 5/8 "x 3/4"   | \$    4.12/ <del>\$8.24</del> 4.26/ <del>\$8.52</del>   |                |
| 1 inch  | \$    4.12/ <del>\$9.27</del> 4.26/ <del>\$9.59</del>   |                |
| 1 1/2 inch  | \$    7.21/ <del>\$11.33</del> 7.46/ <del>\$11.72</del>   |                |
| 2 inches  | \$    8.24/ <del>\$13.39</del> 8.52/ <del>\$13.85</del>   |                |
| 3 inches  | \$ 19.57/ <del>\$26.78</del> 20.24/ <del>\$27.69</del>  |                |
| 4 inches  | \$ 27.81/ <del>\$31.93</del> 28.76/ <del>\$33.02</del>  |                |
| 6 inches  | \$ 37.08/ <del>\$47.38</del> 38.34/ <del>\$48.99</del>  |                |
| 8 inches  | \$ 70.04/ <del>\$83.43</del> 72.42/ <del>\$86.27</del>  |                |
| 10 inches   | \$ 96.82/ <del>\$110.21</del> 100.11/ <del>\$113.96</del>   |                |
| Backflow Prevention Device Installation   | Actual Cost   |                |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

>>PUBLIC WORKS<<

| DESCRIPTION   | FEE AMOUNT  | ACCT CODE      |
|---|---|----------------|
| <b>WATER FEES (Continued):</b>  |   |                |
| <b>Fire Protection:</b>   |   |                |
| Fire Protection water service charge for unmetered connections to water system equipped with a detector check assembly for privately owned sprinklers, hydrants, or other outlets used for firefighting; Monthly Standard 5/8" x 3/4" Meter Service Fee <del>\$18.03-64</del> plus the following: | \$ <del>18.03</del> <u>18.64</u> plus rates below<br><u>Double Check Detector Assembly (DCDA)</u> |                |
| Fire sprinkler requires 1" Double Check Detector Backflow Test on ALL new fireline installations  | <u>Inside City</u> <u>Outside City</u><br>Evaluated on a case-by-case basis                       | 611-2310.46825 |
| <u>New Install Testing:</u>   |   |                |
| Test on Residential Properties  | \$ <del>166.86</del> <u>172.53</u>  |                |
| Test on Commercial Properties (Detector Assemblies)   | \$ <del>333.72</del> <u>345.07</u>  |                |
| 4 inches and under  | \$ <del>39.14</del> <u>40.47</u>  |                |
| 6 inches  | \$ <del>50.47</del> <u>52.19</u>  |                |
| 8 inches  | \$ <del>81.37</del> <u>84.14</u>  |                |
| 10 inches   | \$ <del>111.25</del> <u>115.03</u>  |                |
| Backflow Prevention Device Installation   | Actual Cost   |                |
| <b>Hydrant Meter Water Installation:</b>  |   | 611-2310.46825 |
| Deposit for Hydrant Meter   | \$ <del>2,790.00</del> <u>2,885.00</u>  |                |
| Hydrant Meter Monthly Charge  | \$ <del>70.00</del> <u>72.00</u>  |                |
| Installation and/or Relocation  | \$ <del>95.00</del> <u>98.00</u> (labor)  |                |
| Hydrant water usage/unit (per Rate Study adopted 5/12/15); Potable or Recycled Water  | \$ <del>3.25</del> <u>3.40</u> Outside City Limit fees<br>evaluated on a case-by-case basis       |                |
| <b>Backflow Protection on Hydrant Meter (when applicable):</b>  |   |                |
| Deposit on Backflow Device  | \$ <del>683.00</del> <u>706.00</u>  |                |
| Test on RP (new install test)   | \$ <del>167.00</del> <u>173.00</u>  |                |
| Monthly Charge for RP   | Per rates for device sizes listed above   |                |
| Water Utility Penalty, % of unpaid bill   | 5%  |                |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

**>>PUBLIC WORKS<<**

| DESCRIPTION  | FEE AMOUNT   | ACCT CODE          |                     |  |  |                |
|--|--|--------------------|---------------------|--|--|----------------|
| <b>WATER FEES (Continued):</b>   |  |                    |                     |  |  |                |
| <b>Water Service Charge for Monthly Maintenance of Water Lines by Meter Size:</b>          | <u>Effective 7/1/16-17 Approved 5/12/15 Reso. 2015/26:</u><br><table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>Inside City</u></td> <td style="width: 50%;"><u>Outside City</u></td> </tr> <tr> <td colspan="2" style="text-align: center;">Outside fees evaluated on a case-by-case basis</td> </tr> </table> | <u>Inside City</u> | <u>Outside City</u> | Outside fees evaluated on a case-by-case basis |  | 611-2310.46840 |
| <u>Inside City</u>   | <u>Outside City</u>  |                    |                     |  |  |                |
| Outside fees evaluated on a case-by-case basis   |  |                    |                     |  |  |                |
| 5/8"x 3/4"   | \$ <del>18.80</del> <u>21.20</u>   |                    |                     |  |  |                |
| 1"   | \$ <del>42.50</del> <u>47.70</u>   |                    |                     |  |  |                |
| 1-1/2"   | \$ <del>81.00</del> <u>90.00</u>   |                    |                     |  |  |                |
| 2"   | \$ <del>127.00</del> <u>142.00</u>   |                    |                     |  |  |                |
| 3"   | \$ <del>235.00</del> <u>264.00</u>   |                    |                     |  |  |                |
| 4"   | \$ <del>389.00</del> <u>437.00</u>   |                    |                     |  |  |                |
| 6"   | \$ <del>775.00</del> <u>870.00</u>   |                    |                     |  |  |                |
| 8"   | \$ <del>1,237.00</del> <u>1,390.00</u>   |                    |                     |  |  |                |
| 10"  | \$ <del>1,777.00</del> <u>1,997.00</u>   |                    |                     |  |  |                |
| 12"  | \$ <del>2,548.00</del> <u>2,864.00</u>   |                    |                     |  |  |                |
| Water for Construction/home:<br>(Slab-Prestressing exercises)                              | \$ <del>28.00</del> <u>29.00</u>   | 611-2310.46845     |                     |  |  |                |
| <u>Water Meter Installation (includes labor and material):</u>                             |  | 611-2310.46850     |                     |  |  |                |
| Single Family Residential:   |  |                    |                     |  |  |                |
| New Subdivision With Lateral   |  |                    |                     |  |  |                |
| 5/8" x 3/4" meter with remote reading  | \$ <del>265</del> <u>274.00</u> (includes meter/parts/labor)   |                    |                     |  |  |                |
| 1" meter with remote reading   | \$ <del>358</del> <u>370.00</u> (includes meter/parts/labor)   |                    |                     |  |  |                |
| Existing Subdivision, Lateral Not Installed:   | Actual Cost  |                    |                     |  |  |                |
| Water Meter/lateral installation, except single family residential (all sizes)             | Actual Cost  |                    |                     |  |  |                |
| Backflow device penalties, % of unpaid bill  | 5% of unpaid bill  | 611-2310.46855     |                     |  |  |                |
| <b>FOR ALL DELINQUENT, NON-PAYMENT, OR SUSPENDED ACCOUNTS:</b>                             |  | 611-2310.46830     |                     |  |  |                |
| Processing Service Charge  | \$ <del>71.00</del> <u>73.00</u>   |                    |                     |  |  |                |
| Disconnection Service Charge   | \$ <del>101.00</del> <u>104.00</u> each/per trip when the water is already disconnected  |                    |                     |  |  |                |
| Reconnection Service Charge- <u>service is provided next business day</u>                  | No Charge  |                    |                     |  |  |                |
| Reconnection Service Charge, Same Day Service  | \$ <del>198.00</del> <u>205.00</u>   |                    |                     |  |  |                |
| Water Meter Tampering + parts & labor  | \$ <del>243.00</del> <u>251.00</u> minimum   |                    |                     |  |  |                |
| Return Trips – returning for the same reason, <u>service is provided next business day</u> | \$ No Charge   |                    |                     |  |  |                |
| Return Trips – returning for the same reason, same day service                             | \$ <del>198.00</del> <u>205.00</u> each subsequent visit   |                    |                     |  |  |                |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

>>PUBLIC WORKS<<

| DESCRIPTION  | FEE AMOUNT   | ACCT CODE      |
|--|--|----------------|
| <b>WATER FEES (Continued):</b>   |  |                |
| <b>FOR ALL NON-DELINQUENT ACCOUNT REQUESTS:</b>  |  |                |
| Water Turn On/Off - <u>service is provided next business day</u>                         | No Charge  |                |
| Water Turn On/Off same day service   | \$ <del>198.00</del> <u>205.00</u>   |                |
| Water Meter Tests and/or Water Meter Replacement - charge when requested by customer     | Fully Burdened Hourly Rate + cost of materials and equipment                                   |                |
| Water Deposits:  |  | Deposit Acct:  |
| Residential  | \$ 186.00 (requires guaranteed funds)  | 611-0000.22100 |
| Commercial   | 1.5 times month avg  |                |
| Meter Key Checkout, deposit  | \$ 150.00  | 611-2310.47010 |
| Meter Key charge if not returned within 30 days  | \$ 150.00  |                |
| <b>SEWER FEES:</b> Effective 7/1/17 Adopted 5/12/15 Reso. 2015/26                        |  |                |
| Delinquent sewer charges, % of unpaid bill   | 5%   | 621-2210.46820 |
| <u>Residential Uniform Charges – per dwelling unit each month</u>                        |  | 621-2210.46820 |
| Single Family Dwelling Unit \$/month charge  | \$ <del>12.20</del> <u>12.80</u>   |                |
| Multi Family Dwelling Unit \$/month  | \$ <del>10.80</del> <u>11.40</u>   | 621-2210.46630 |
| Apartment, Mobile Home Dwelling Unit \$/month  | \$ <del>9.50</del> <u>10.00</u>  |                |
| <u>Non Residential monthly charge</u>  |  |                |
| Account Charge \$/month  | \$ <del>3.79</del> <u>4.01</u> plus volume rate  |                |
| Volume Rate \$/month   | \$ <del>1.01</del> <u>1.07</u> /per HCF  |                |
| Fee to televise sewer mains  | \$ 1.09/ft + Time and Materials (fully burdened hourly rate + cost of materials and equipment) |                |
| Southeast Gravity Sewer Fee/unit, <b>per city ordinance #846-C-S</b>                     | \$652.00   | 623-2570.46810 |
| Fee for inspection/certification of storm water collection facilities – C-3 requirements | Time and materials for inspection/repair or replacements costs (Fully Burdened Hourly Rate)    | 229-2585.47010 |

**MASTER FEE SCHEDULE  
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>>PUBLIC WORKS<<

| <b>WATER &amp; SEWER FACILITY RESERVE FEES</b>  |   |  |   |
|---|---|--|---|
| In January 2003, the three components for capacity charges (connection, annex, and storage) were combined into one charge (612-2560.46860) in order to improve administration and reduce the complexity of capacity charge development and implementation. Sewer connection fees are reported in 622-2570.46810. Water Storage Fees, Water Service District Annexation Fees and Water and Sewer Connection Fees shall automatically adjust in each succeeding year in accordance with the "Engineering News Record Cost of Construction Index". |   |  |   |
| <b>Water Meter Size or Customer Class</b>   | <b>*Sewer Connection<br/>622-2570.46810</b> | <b>Treated Water Capacity<br/>100-0000.25001</b> | <b>*Water Capacity<br/>612-2560.46860</b>     |
| 5/8" x 3/4"   |   |  | \$ <del>5,216.43</del><br><u>5,279.81</u>     |
| 1-inch  |   | \$1,121.38                                       | \$ <del>13,041.08</del><br><u>13,199.53</u>   |
| 1-1/2 inch  |   | \$5,606.90                                       | \$ <del>26,082.15</del><br><u>26,399.04</u>   |
| 2-inch  |   | \$8,971.04                                       | \$ <del>41,792.76</del><br><u>42,300.40</u>   |
| 3-inch  |   | \$17,942.08                                      | \$ <del>78,373.33</del><br><u>79,366.48</u>   |
| 4-inch  |   | \$28,034.50                                      | \$ <del>130,512.96</del><br><u>132,098.43</u> |
| 6-inch  |   | \$56,069.00                                      | \$ <del>261,025.92</del><br><u>264,196.87</u> |
| 8-inch  |   | \$100,924.20                                     | \$ <del>417,867.73</del><br><u>423,055.65</u> |
| 10-inch   |   | \$162,600.10                                     | \$ <del>601,140.60</del><br><u>608,778.01</u> |
| 12-inch   |   | \$241,096.70                                     | \$ <del>862,659.93</del><br><u>873,697.50</u> |
| Residential:<br>Single Dwelling (per unit)  | \$ <del>2,555.00</del><br><u>2,642.00</u>   | \$1,121.38                                       | \$ <del>5,216.43</del><br><u>5,279.81</u>     |
| Multi Family (2-4 units) (per unit)   | \$ <del>2,044.00</del><br><u>2,114.00</u>   | \$1,121.38                                       | \$ <del>5,216.43</del><br><u>5,279.81</u>     |
| Apartment/Mobile Home (per unit)  | \$ <del>1,666.00</del><br><u>1,723.00</u>   | \$1,121.38                                       | \$ <del>5,216.43</del><br><u>5,279.81</u>     |

\*Sewer Capacity – Non Residential: Average gallons per day @ \$11.91 per gallon

\*Water Capacity – Residential/Multi Family/Apartment/Mobile Home: If meter size greater than 5/8" x 3/4" charge by meter size.

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

**>>MARINA<<**

| DESCRIPTION  | FEE AMOUNT   | ACCT CODE                 |
|--|--|---------------------------|
| <b>MARINA FEES:</b>  |  |                           |
| Credit Check Fee (Non-refundable. Fee includes staff time to process)  | \$25.00/ea   | 631-2410.44830            |
| Open berths (length of boat, all overhangs included, or berth, whichever is greater) per month. Does not include electric power.   | \$5.75/ft/mo   | 631-2410.44830            |
| Covered berth (length of boat, all overhangs included, or berth, whichever is greater) per month. Does not include electric power.   | \$7.25/ft/mo   | 631-2410.44830            |
| Electric Sub Meter charge/month, at PG&E prevailing rates for the type of service, adjusted for time of year.  | Charge at PG&E established rates per kwh for the type of service, adjusted for time of year      | 631-2410.44830            |
| Skiff berths: <del>DOES NOT INCLUDE WATER, POWER, AND USE OF MARINA SHOWERS.</del> Open boat only. Maximum length overall (LOA) with all extensions, including outboard motor in the stored (up) position. |  | 631-2410.44830            |
| Maximum 19' and less LOA/month   | \$ <del>40.00</del> 50.00  |                           |
| Maximum <del>16'-20-21'</del> LOA/month  | \$ <del>34.00</del> 80.00  |                           |
| Maximum <del>14'-22-24'</del> LOA/month  | \$ <del>30.00</del> 100.00   |                           |
| <del>Skiff berths: Use of showers/month</del>  | <del>\$ 15.00</del>  |                           |
| <del>Live aboard fees/month Existing Berthers</del>  | <del>First person \$100.00 existing customers (+ \$25 increase each year for next 2 years)</del> | <del>631-2410.44830</del> |
| <del>Kayak Facility Use</del>  | <del>\$ 30.00/mo</del>   | <del>631-2410.47010</del> |
| <del>New Berthers Live aboard fees/month</del>   | <del>\$145.00</del>  | <del>631-2410.44830</del> |
|  | each additional person – \$ 50.00  |                           |
| Wait-list fee for non-tenants (non-refundable)   | \$ 50.00   | 631-2410.44840            |
| Transient overnight vessels:   |  | 631-2410.44830            |
| Marina day use fee   | \$ 5.00  |                           |
| Vessels less than 35'/night  | \$ 15.00   |                           |
| Vessels 35' to 44'/night   | \$ 20.00   |                           |
| Vessels 45' and over per night   | \$ 25.00   |                           |
| Dock boxes/month   | \$ 5.00  | 631-2410.47010            |
| Lien sale filing fee   | \$100.00   |                           |
| Vessel chaining (impound) fee - each occurrence  | \$150.00   |                           |
| Vessel de-watering (pumping) fee. First pumping is free; thereafter, charge is \$60.00/pumping + Time & Equipment.   | \$ 60.00 + Time and Equipment (Fully Burdened Hourly Rate cost of materials and equipment)       |                           |
| Labor fee for re-tying, moving, towing, salvaging, repairing, installing, removing, cleaning, etc., per hour (in ½ hour minimum increments)  | Time and Materials (Fully Burdened Hourly Rate)  |                           |
| Electronic Key fee   | \$ 10.00   |                           |
| Boat Launch Fees (per reso 2011/75):   |  | 631-2425.46030            |
| Daily rate   | \$ 5.00  |                           |
| Annual pass (January – December)   | \$100.00   |                           |
| Specials:<br>The Public Works Director may offer discounted promotional fees of a limited duration depending on availability   |  | 631-2410.47010            |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

**>>RECREATION AND COMMUNITY SERVICES<<**

| DESCRIPTION   | FEE AMOUNT  | ACCT CODE      |
|---|---|----------------|
| Senior Bus One-Way Fares  | \$ <del>1.00</del> <u>1.50</u>  | 218-4310.46140 |
| <b><u>Activity/Facility Rental Fees:</u></b> Activity/Facility Rental Fees are set to cover all direct costs such as instructors, staff, materials, and contracted services, plus necessary overhead.   | Fees set to cover all direct costs<br><b>\$10.00 added for non-resident participation</b> | Various        |
| <b><u>FACILITY USE DEPOSITS, LATE FEES, AND CONTRACT MODIFICATION FEES:</u></b>   |   |                |
| Facility Deposit (refundable at 100% compliant)   | \$500.00  | 219-0000.22000 |
| Police Response Deposit (refundable at 100% compliant)  | \$500.00  | 219-0000.22000 |
| Alcohol Use Permit – Outdoor Picnic Areas/Group Use (non-refundable)  | \$ <del>48.00</del> <u>20.00</u>  | Various        |
| Alcohol Use Permit-Indoor Facilities/Private, Group, Organization Use (non-refundable)  | \$ <u>200.00</u>  |                |
| Security Guard (non-refundable)<br>All events serving any alcohol require security guards. City provides security guards based on attendance. Refer to Rental Policies and Procedures for the number of security guards required.   | \$ <del>35</del> <u>36.00</u> /hr per guard   |                |
| Late fee for not picking up children at scheduled release time - \$5.00 per 5 minute interval per child   | \$ 5.00   |                |
| Contract Modification<br>Seven Days After Contract Approval   | \$ 35.00  |                |
| Less Than 14 Days Prior to Event<br>Modification is not available less than 7 days  | \$ 50.00  |                |
| Late Fee for Unpaid Balance per the Contract Schedule   | \$ 50.00  |                |
| Event/Contract Cancellation Fee   | \$ 35.00 plus additional penalties outlined in contract schedule of payment               |                |
| <b><u>Non-Profit* Discount for the Following Facilities:</u></b><br>Antioch Community Center Multi-Use Rooms<br>Antioch Water Park Community/Multi-Use Room<br>Nick Rodriguez Community Center<br>*Must provide proof of IRS Designation as 501 (c) (3)<br>Or public agency | 25% discount off of the room rental rate  |                |
| <b><u>Nick Rodriguez Community Center Fees:</u></b>   |   | 219-4410.44810 |
| Theater evening and weekend per hour  | \$ <del>103.00</del> <u>112.00</u>  |                |
| Weekdays 8am – 4pm per hour   | \$ <del>26.00</del> <u>30.00</u>  |                |
| Multi-Use Room per hour   | \$ <del>103.00</del> <u>112.00</u>  |                |
| 10 Hour Rate  | \$1,000.00  |                |
| Arts & Crafts Room per hour   | \$ <del>52.00</del> <u>54.00</u>  |                |
| Conference Room per hour  | \$ <del>52.00</del> <u>54.00</u>  |                |
| Classroom per hour  | \$ <del>52.00</del> <u>54.00</u>  |                |
| Physical Fitness Room per hour  | \$ <del>52.00</del> <u>54.00</u>  |                |
| Technician per hour   | \$ <del>50.00</del> <u>55.00</u>  |                |
| Grand Piano Rental:   |   |                |
| 1 Day   | \$ <del>75.00</del> <u>77.00</u>  |                |
| 2 Days  | \$ <del>105.00</del> <u>108.00</u>  |                |
| Each additional day   | \$ 45.00  |                |
| Custodial fee – Hourly rate; minimum two hours  | \$ <del>25.00</del>   |                |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

**>>RECREATION AND COMMUNITY SERVICES<<**

| DESCRIPTION   | FEE AMOUNT  | ACCT CODE      |
|---|---|----------------|
| <b>Antioch Community Center Fees:</b>   |   |                |
| San Joaquin Community Hall - Full Ballroom  |   | 219-4495.44810 |
| Monday – Thursday per hour  | \$ <del>240.00</del> <u>218.00</u>                  |                |
| Friday, Saturday, Sunday – Per hour/10 hour rate  | \$ <del>252.00/\$2,245</del> <u>260.00/2,320.00</u> |                |
| Lobby per hour, Full Ballroom option only   | \$ <del>75.00</del> <u>77.00</u>                    |                |
| San Joaquin Community Hall – Half Ballroom  |   |                |
| Monday – Thursday per hour  | \$ <del>120.00</del> <u>124.00</u>                  |                |
| Friday, Saturday, Sunday – Per hour/10 hour rate  | \$ <del>142/\$1,275</del> <u>147.00/1,310.00</u>    |                |
| San Joaquin Community Hall One Fourth Ballroom  |   |                |
| Monday – Thursday per hour  | \$ <del>75.00</del> <u>78.00</u>                    |                |
| Friday, Saturday, Sunday – Per hour/10 hour rate  | \$ <del>88.00/\$790.00</del> <u>91.00/810.00</u>    |                |
| West Island Room per hour   | \$ <del>70.00</del> <u>73.00</u>                    |                |
| Gymnasium – For Non-Sport Uses  |   |                |
| Full-day rental only up to 12 hours   | \$ <del>3,500.00</del> <u>3,620.00</u>              |                |
| Amphitheatre  |   |                |
| Per Hour  | \$ <del>130.00</del> <u>135.00</u>                  |                |
| Companion use with Community Hall per hour; two hour minimum  | \$ <del>150.00</del> <u>100.00</u>                  |                |
| Full Service Catering Kitchen   |   |                |
| With Community Hall <del>Per Hour</del> <u>One Time Fee</u>   | \$ <del>40.00</del> <u>105.00</u>                   |                |
| Individual Rental Per Hour  | \$ <del>50.00</del> <u>52.00</u>                    |                |
| Ballroom Projector and Screen Per Day   | \$ <del>75.00</del> <u>77.00</u>                    |                |
| Ballroom Screen Only Per Day  | \$ <del>25.00</del> <u>26.00</u>                    |                |
| West Island Projector and Screen Per Day  | \$ <del>50.00</del> <u>52.00</u>                    |                |
| West Island Screen Only Per Day   | \$ <del>20.00</del> <u>21.00</u>                    |                |
| Podium Per Day  | \$ <del>15.00</del> <u>16.00</u>                    |                |
| Portable Bar Per Day  | \$ <del>25.00</del> <u>26.00</u>                    |                |
| Regular Microphone Per Day  | \$ <del>40.00</del> <u>11.00</u>                    |                |
| Wireless Microphone Per Day   | \$ <del>15.00</del> <u>16.00</u>                    |                |
| <b>Jensen Family Picnic Grove Fees:</b>   |   |                |
| Picnic Rental Areas: Three picnic areas are available to rent on a daily basis. Applicants may reserve any combination of picnic areas that fit their needs. (All areas combined will accommodate 160 guests) |   | 219-4450.46135 |
| <b>Alcohol Permit Required (refer to page 20)</b>   |   |                |
| Area 4, Capacity 40   |   |                |
| Full Day (8am to dusk)  | \$ <del>134.00</del> <u>60.00</u>                   |                |
| Area 3, Capacity 50   |   |                |
| Full Day (8am to dusk)  | \$ <del>145.00</del> <u>75.00</u>                   |                |
| Area 2, Capacity 70   |   |                |
| Full Day (8am to dusk)  | \$ <del>160.00</del> <u>100.00</u>                  |                |
| <b>Waldie Plaza Use Fees:</b>   |   |                |
| Waldie Plaza is available for rent on a daily basis; ideal for community events and citywide gathering. Rental application subject to City review and may require additional fees and/or permits.             |   |                |
| Monday-Thursday   |   |                |
| Full Day (8am to dusk)  | \$ <u>1,750.00</u>                                  |                |
| Friday, Saturday, Sunday  | \$ <u>2,000.00</u>                                  |                |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

>>RECREATION AND COMMUNITY SERVICES<<

| DESCRIPTION  | FEE AMOUNT   | ACCT CODE      |
|--|--|----------------|
| <b><u>Athletic Fields Fees:</u></b>                  |  |                |
| <u>Day Use - 1 hour minimum</u>                      |  |                |
| <u>Night Use – 2 hour minimum</u>                    |  |                |
| <u>Facility Closure Fee</u>                          | \$15 for every 15 minutes after the end time for field use |                |
| <b>City Park</b>                                     |  | 219-4450.46135 |
| Adult – Day Use Per Hour                             | \$ <del>22.00</del> <u>20.00</u>                           |                |
| Youth – Day Use Per Hour                             | \$ <del>10.00</del> <u>8.00</u>                            |                |
| Adult & Youth – Night Use (includes lights) Per Hour | \$ <del>55.00</del> <u>50.00</u>                           |                |
| <b>Community Park</b>                                |  |                |
| Adult & Youth – Day Use Per Hour                     | \$ <del>25.00</del> <u>26.00</u>                           |                |
| Adult & Youth – Night Use (includes lights) Per Hour | \$ <del>55.00</del> <u>57.00</u>                           |                |
| <b>Tournament Use</b>                                |  |                |
| Youth Hardball/per team                              | \$ 97.00   |                |
| Youth & Adult Softball/per team                      | \$ 70.00   |                |
| Field Drag – Per Drag                                | \$ <del>40.00</del> <u>46.00</u>                           |                |
| Staff Set Up Per Hour                                | \$ <del>15.00</del> <u>20.00</u>                           |                |
| Security Deposit                                     | \$100.00   |                |
| <u>Cancellation Fees</u>                             |  |                |
| 30 day notice – Administrative Fee                   | \$ 35.00   |                |
| Less than 30 days notice – Security Deposit          | \$100.00   |                |
| <b>Turf Fields</b>                                   |  |                |
| Adult – Day Use Per Hour                             | \$ <del>65.00</del> <u>68.00</u>                           |                |
| Youth – Day Use Per Hour                             | \$ 55.00   |                |
| Adult – Night Use (includes lights) Per Hour         | \$ <del>81.00</del> <u>84.00</u>                           |                |
| Youth – Night Use (includes lights) Per Hour         | \$ <del>70.00</del> <u>73.00</u>                           |                |
| <b>Memorial Field</b>                                |  |                |
| Adult & Youth – Day Use Per Hour                     | \$ 15.00   |                |
| Adult & Youth – Night Use (includes lights) Per Hour | \$ 42.00   |                |
| <b>Neighborhood Park Fields</b>                      |  |                |
| Adult – Day Use Only Per Hour                        | \$ 15.00   |                |
| Youth – Day Use Only Per Hour                        | \$ 10.00   |                |
| <b><u>Antioch Community Center Gymnasium</u></b>     |  |                |
| <b><u>Sporting Events Fees:</u></b>                  |  |                |
| • <b>Half (½) Gym</b>                                |  | 219-4495.44810 |
| Adult Use Per Hour                                   | \$ <del>32.00</del> <u>33.00</u>                           |                |
| Youth Use Per Hour                                   | \$ <del>26.00</del> <u>27.00</u>                           |                |
| • <b>Full Gym</b>                                    |  |                |
| Adult Use Per Hour                                   | \$ <del>52.00</del> <u>53.00</u>                           |                |
| Youth Use Per Hour                                   | \$ <del>41.00</del> <u>42.00</u>                           |                |
| Adult Tournament                                     | \$ <del>72.00</del> <u>75.00</u>                           |                |
| Youth Tournament                                     | \$ <del>61.00</del> <u>63.00</u>                           |                |
| Scoreboard Rental Per Day                            | \$ <del>15.00</del> <u>20.00</u>                           |                |
| Security Deposit for Tournaments                     | \$ 100.00  |                |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

>>RECREATION AND COMMUNITY SERVICES<<

| DESCRIPTION  | FEE AMOUNT                         | ACCT CODE      |
|--|------------------------------------|----------------|
| <b>Antioch Water Park Fees: Effective January 1, 2017/2018</b> |                                    |                |
| Daily Admission – Weekend/Holidays                             | \$ 16.00                           | 641-4630.46110 |
| Daily Admission - Weekday                                      | \$ 14.00                           |                |
| Daily Admission - After 4:00 pm                                | \$ 8.00                            |                |
| Active Military with current ID                                | \$ 8.00                            |                |
| Seniors Adults 62 and older                                    | \$ 8.00                            |                |
| Antioch Resident Season Pass                                   | \$ <del>70.00</del> <u>74.00</u>   | 641-4630.46112 |
| Antioch Resident Season Pass – Early Discount                  | \$ <del>55.00</del> <u>59.00</u>   | 641-4630.46112 |
| <b>Purchased before Opening Day</b>                            |                                    |                |
| Non-Resident Season Pass                                       | \$ <del>80.00</del> <u>90.00</u>   | 641-4630.46124 |
| Non-Resident Season Pass – Early Discount                      | \$ <del>60.00</del> <u>70.00</u>   | 641-4630.46124 |
| <b>Purchased before Opening Day</b>                            |                                    |                |
| <b>Group Rates</b>   |                                    |                |
| Weekend – 10 or more   | \$ 14.00                           |                |
| Weekday – 10 or more   | \$ 12.00                           |                |
| Weekday – 50 or more   | \$ 11.00                           |                |
| Weekend with water park multi-use room rental                  | \$ 12.00                           |                |
| <b>Complete Park Buy-Out Private Use</b>                       |                                    |                |
| Week Day Before 4:00pm Per Hour, 3 Hr Minimum                  | \$ <del>665.00</del> <u>685.00</u> | 641-4630.46122 |
| Evenings After 4:00Pm Per Hour, 3 Hr Minimum                   | \$ <del>745.00</del> <u>740.00</u> |                |
| Weekends, 3 Hr Minimum   | \$ <del>745.00</del> <u>740.00</u> |                |
| Boulder Cove Per Hour  | \$ <del>250.00</del> <u>260.00</u> |                |
| Prewett Peak Per Hour  | \$ <del>485.00</del> <u>191.00</u> |                |
| Sport Pool Per Hour  | \$ <del>485.00</del> <u>191.00</u> |                |
| Tad Pool Per Hour  | \$ <del>90.00</del> <u>93.00</u>   |                |
| <u>Cattail Harbor Spray Ground</u>                             | \$ <u>191.00</u>                   |                |
| Lap/Lesson Pool Per Hour                                       | \$ <del>155.00</del> <u>160.00</u> |                |
| Lost Season Pass (new card issued)                             | \$ 10.00                           | 641-4630.46010 |
| Locker Rental – Small  | \$ 3.00                            | 641-4630.46010 |
| Locker Rental - Large  | \$ 5.00                            | 641-4630.46010 |
| Lost locker key  | \$ <del>20.00</del> <u>25.00</u>   | 641-4630.46010 |
| Deposits, late fees and contract modification fees apply       |                                    |                |
| Complete Park Buy-Out  | \$ 500.00                          |                |
| Partial Pool Rental<br>(refundable at 100% compliant)          | \$ 100.00                          |                |
| <b>Antioch Water Park Community Multi-Use Room Fees:</b>       |                                    |                |
| Multi Use Room with Patio per hour                             | \$ <del>425.00</del> <u>130.00</u> | 641-4630.44810 |
| -May 15th to September 15th per hour/10 hour                   | \$ <u>150.00/1,350.00</u>          |                |
| Projector and Screen Per Day                                   | \$ <del>40.00</del> <u>42.00</u>   |                |
| Podium Per Day   | \$ <del>15.00</del> <u>16.00</u>   |                |
| Portable Bar Per Day   | \$ <del>25.00</del> <u>26.00</u>   |                |
| Regular Microphone Per Day                                     | \$ 10.00                           |                |
| <b>Tent Rentals:</b>   |                                    |                |
| Per day advanced/same day reservation                          | \$ 50.00                           | 641-4630.44810 |
| Discount reservation @ 1:00pm                                  | \$ 30.00                           |                |
| Discount reservation @ 4:00pm                                  | \$ 15.00                           |                |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

>>RECREATION AND COMMUNITY SERVICES<<

| DESCRIPTION   | FEE AMOUNT | ACCT CODE      |
|---|------------|----------------|
| <b>Prewett Park Outdoor Grand Plaza Fees:</b>   |            | 219-4495.44810 |
| Plaza Area – Capacity 120   |            |                |
| Per Hour, 2 Hour Minimum  | \$ 45.00   |                |
| Full Day (8am to dusk)  | \$ 225.00  |                |
| Facility Deposit  | \$ 100.00  |                |
| Deposits, alcohol permits, security guards, late fees and contract modification fees apply to all Recreation facilities and designated programs |            |                |

>>MISCELLANEOUS<<

| DESCRIPTION                                     | FEE AMOUNT   | ACCT CODE      |
|---|--|----------------|
| Lynn House Gallery                              | \$500.00 for a minimum of 5 hours. Deposit fee \$100*.<br><br>\$25.00 cancellation/postponement fee 30 days before event. No deposit refund if cancellation within 30 days before event. Supplemental fee to cover direct costs for additional accommodations (e.g., furniture, furnishings, etc.)<br><br>*Non-profit & other special events: Fee to cover direct costs. |                |
| Business License Application Fee                | \$ 30.00   | 100-1250.41150 |
| Business License Verification Fee               | \$ 25.00 each  | 100-1250.41150 |
| Business License Stickers on vehicles, taxicabs | \$ 5.00 each   | 100-1250.41150 |
| Processing of Criminal Complaint                | staff time, attorneys' fees and court costs  | 100-1250.41140 |
| Drainage Fee Processing of Total Districts:     |  | 100-1250.46400 |
| D-55  | ½ of 1%  |                |
| D-56  | ½ of 1%  |                |
| J-29  | ½ of 1%  |                |
| D-29  | ½ of 1%  |                |
| DA-130  | ½ of 1%  |                |
| School Impact Fees, % of revenue                | 1%   | 100-1250.46400 |
| Fire Protection Fees, % of revenue              | 1%   | 100-1250.46400 |
| COBRA Administration fees, % of premium         | 2%   | 100-1250.46400 |
| Returned or rejected items charges              | \$ 25.00 minimum<br>CA Civil Code Section 1719. (a) \$25.00 first, \$35.00 subsequent checks; or triple the amount of the check if under CA Civil Code Section 1719. (a)(2) "mailed by certified mail."  | 100-1250.47010 |

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

| DESCRIPTION   | FEE AMOUNT   | ACCT CODE      |
|---|--|----------------|
| <b>STAFF TIME HOURLY BILLABLE RATES:</b>  |  | Various        |
| City Attorney   | Fully Burdened Hrly Rate + 35.51% (based on 1800 hrs/yr)     |                |
| All Staff Time Charges Not Specifically Listed Elsewhere  | Fully Burdened Hrly Rate x 100% (based on 1800 hrs/yr)       |                |
| Administrative Appeals Fee  | \$ 50.00 – refundable if appeal successful                   | 100-1250.46400 |
| Citation Appeals Fee (pursuant to Section 1-5.05 of AMC)  | Deposit equal to amount of fine                              |                |
| Delinquent charges will be assessed on unpaid invoices over 30 days, % Of unpaid amount   | 5% of unpaid amount  | 100-1250.46400 |
| <b><u>Other Service Charges</u></b>   |  |                |
| Agenda Mailing/year   | \$ 48.00   |                |
| Minutes Mailing/year  | \$ 48.00   |                |
| Business License List – current active listing, per list  | \$ 50.00   |                |
| Business License Labels   | \$ 75.00   |                |
| New Business List – per month   | \$ 5.00  |                |
| New Business List – prepaid for year  | \$ 60.00   |                |
| Master Fee Resolution   | \$ 6.00  |                |
| Financial Reports   | \$ 20.00   |                |
| City Budget   | \$ 20.00   |                |
| Initiative Fee  | \$200.00   |                |
| Copies - letter/legal size:   |  |                |
| Four pages or less – free   |  |                |
| Five pages or more  | \$ 0.20 per page   |                |
| Copies – FPPC reports   | \$ 0.10 per page   |                |
| CD/DVD Production/Reproduction  | \$ 10.00   |                |
| GIS maps (573-1435-46010)   | \$ 40.00   |                |
| Records & Information Research (not subject to the Public Records Act or subpoena)  | Actual cost of labor plus 25% overhead                       |                |
| Council Chambers  |  |                |
| Governmental Uses:  |  |                |
| Audio/Visual Technician & equipment rental rate/hour  | Actual cost paid to technician by renter of Council Chambers |                |
| Deposit (refunded after walk-thru to verify clean and no equipment is missing)  | \$100.00   |                |
| Special Event Application Fee   | \$ <del>50.00</del> 100.00                                   | 100-1250.47010 |
| <p>Senior Discounts are offered for the following:</p> <ol style="list-style-type: none"> <li>1. Waiver of the monthly water service charge (<b>for accounts with established discount prior to April 26, 2011</b>)</li> <li>2. 50% discount on dog licenses (with proof of discount from Republic Services)</li> <li>3. Garbage service (application mailed directly to Republic Services for consideration)</li> </ol> <p>Requirements to qualify for the senior discount are as follows:</p> <ol style="list-style-type: none"> <li>1. Sixty-two (62) years of age or older and total household income of no more than the very low income limits for 1 person tied to the Oakland-Fremont area as established by the U.S. Department of Housing and Urban Development Program Income Limits. Household income includes Social Security and all retirement benefits. In the case of a husband and wife, it is the total yearly amount of income earned; OR</li> <li>2. Disabled as established by the Social Security Administration Supplemental Income Program for the aged, blind, and disabled.</li> </ol> |  |                |



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Julie Haas-Wajdowicz, Environmental Resource Coordinator

**APPROVED BY:** Forrest Ebbs, Community Development Director *FE*

**SUBJECT:** Community Choice Aggregation Program

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### RECOMMENDED ACTION

It is recommended that the City Council join MCE Clean Energy (MCE) and introduce an Ordinance Authorizing the Implementation of a Community Choice Aggregation Program (CCA) and Approving the MCE Joint Powers Agreement.

### STRATEGIC PURPOSE

**Long Term Goal F: Environmental Enhancement.** Pollution prevention (NPDES), water conservation, energy and carbon conservation, and waste prevention.

**Strategy F-1:** Exceed environmental regulation compliance in all resource areas.

### **Short Term Objectives:**

Focus limited staff on programs and resource areas where partnerships are available or programs are legislatively required.

### FISCAL IMPACT

During the MCE Inclusionary Period, between December 1, 2016 and June 30, 2017, all costs to join are waived. During this period, MCE will cover the cost, ranging from approximately \$10,000 to \$15,000, for consultants to evaluate the risks to each jurisdiction that could result from joining. There will be minor costs for staff time associated with the program's implementation and administration in Antioch.

### DISCUSSION

Community Choice Aggregation (CCA) is currently available in seven states including California, New York, Illinois, Massachusetts, Ohio, New Jersey, and Rhode Island. CCA was first authorized under California State law in 2002.

MCE Clean Energy (MCE) was established in Marin County in 2010 and was the first CCA program in California. Sonoma Clean Power (SCP) launched in 2014, and the City of Lancaster began its own program in May 2015. The City and County of San Francisco rolled out their program in May 2016. Peninsula Clean Energy (San Mateo County) begins serving customers in October. East Bay Community Energy (EBCE) is

currently establishing their program and will be serving customers in Alameda County. EBCE has also expressed an interest in serving communities in Contra Costa County as well (Attachment "C").

Community Choice Energy (CCE) is a more descriptive name for Community Choice Aggregate programs. For the sake of this discussion, we will use CCE moving forward. Unlike services such as phone, cable, and internet, owners of homes and businesses do not currently have a choice of electricity supplier. CCE introduces competition into the retail electricity market and provides consumers a choice of electricity providers. CCE enables municipalities to pool the electricity demand of participating homes, businesses, and municipal facilities to buy and/or develop electric power on their behalf. In communities where there is a CCE, PG&E (or the local incumbent utility) continues to be responsible for transmitting and distributing electricity through the grid, maintaining infrastructure, billing customers, and customer services. California law gives ratepayers the option to opt-out of a CCE and return to their incumbent utility service if desired for a nominal charge.

The CCE operates as a not-for-profit public agency. The governing board of this public agency is comprised of local elected officials representing the participating communities. Based on the goals of these participating communities, the CCE can choose what type of electricity to purchase and where the electricity originates (or is produced) geographically. CCEs have the ability to establish local energy efficiency programs and adopt policies to support rooftop solar and other renewable technologies and strategies.

#### CCE in Contra Costa County

In Contra Costa County, there has been new interest in CCE - five cities have already joined and are currently being served by MCE. These include the Cities of El Cerrito, Lafayette, Richmond, San Pablo, and Walnut Creek. The Cities of Pittsburg and Oakley, and Towns of Danville and Moraga also recently voted to join MCE and the Cities of Clayton, Concord, Martinez, Pinole, and San Ramon are currently considering joining a CCE.

In 2016, Contra Costa County, in partnership with several other local cities, commissioned a technical study of CCE participation to compare the benefits and risks of creating a new CCE program versus joining an existing one. The results of the study were presented to Antioch at the February 14, 2017 City Council meeting. The study found that the County would likely benefit from CCE participation through reduced greenhouse gas emissions, lowered electricity rates, and increased local job creation. The primary risk was the possibility that rates might increase. The study did not show overwhelming rewards to setting up a new program.

After an initial review of the study results, the County Board of Supervisors resolved to join an existing CCE program, either MCE (originally Marin Clean Energy) or East Bay Community Energy (EBCE) - the program being set up by Alameda County. On May 2, 2017, the Board of Supervisors voted to move forward and join MCE for the

unincorporated areas of the county. For updates and for additional information on CCEs, the County created the following website: <http://www.cccounty.us/cce>. In preparation for this agenda item, the City sent a non-binding letter of intent to MCE on May 5, 2017 (Attachment "D").

### CCE Options

At this time, the City of Antioch has three options. The first is to join MCE Clean Energy (MCE), the second is to join East Bay Community Energy (EBCE), and the third is to do nothing at this time. Since the majority of Contra Costa is either already with MCE or looking to join, staff recommends moving forward with MCE for consistency. Council could also decide to go with EBCE or do nothing at this time. Regardless of which program the city decides to join, there will currently be no start up costs and customer switchover is anticipated to occur in 2018. MCE's goal is to hopefully enroll communities starting in May 2018.

### *MCE Clean Energy*

Launched in 2010, MCE is a public, not-for-profit electricity provider operating a CCE program with the following benefits:

- **Consumer choice:** MCE currently offers a default option of 50% renewable energy and an opt-up option of 100% renewable energy.
- **Greater access to energy efficiency and solar programs:** Because PG&E still provides MCE customers with transmission services, MCE customers can still access PG&E energy efficiency and other programs. In addition, MCE offers its own energy efficiency programs specifically to their electricity customers. MCE offers a solar net energy metering program that is advantageous to solar customers.
- **Competitive rates:** Historically, MCE's rates have tended to be lower than PG&E's rates, resulting in cost savings for customers. Depending on a variety of factors, individuals may benefit from MCE's rate. However, rates are not guaranteed to be lower than PG&E's. Customers may, however, opt out of MCE and return to PG&E service.
- **Local control:** MCE is governed by a Board of Directors made up of elected officials from each member jurisdiction. Antioch would have a vote on rate, policy, and program decisions where it has little influence now.
- **Reduce greenhouse gas emissions:** Joining a CCE can result in significant greenhouse gas reductions for Antioch. MCE offers alternatives with a higher level of renewable content.
- **Support of community programs and projects:** As a non-profit public agency, MCE allocates a portion of revenues to local projects and programs within its service area.

The main risk is that MCE's rates will not be competitive with PG&E's rates due to regulatory, market, or other factors. Changes in a specific fee, the Power Charge Indifference Adjustment (PCIA), puts pressure on MCE rates and can result in the average MCE customer paying more than the average PG&E customer. The PCIA fee

can be thought of as an exit fee paid to PG&E to shield its continuing rate payers from the costs incurred to supply customers it has lost. Over time this fee will be reduced as PG&E sheds the assets and contract costs associated with the PCIA. In any case, the risk is minimal as individual customers have the option of returning to PG&E at any time. MCE has been less expensive than incumbent utilities 70% of the time since it launched in 2010. The board is highly responsive to the PCIA and MCE's regulatory team regularly advocates for changes around the PCIA at the CPUC.

If the City of Antioch joins MCE's JPA and then no longer wants to participate, there are two options:

- The City could opt out of its own energy accounts with MCE and return to PG&E. It would no longer participate in MCE Board meetings, but would still have a seat on the board. City residents and businesses would be able to opt out as well.
- The City could withdraw altogether from the JPA and incur potentially significant financial impacts. MCE would have entered into long-term contracts worth millions of dollars for electricity to serve the Antioch community. Pursuant to the terms of the JPA agreement, the City would continue to be liable for its pro-rata share of the value of some or all of the contracts that are entered into by the JPA during the time of the City's membership. Even if withdrawal occurs after joining MCE but before the community's enrollment, withdrawing from the JPA would still lead to some continuing liability.

#### *East Bay Community Energy*

Since EBCE is in the process of hiring a CEO and setting up the organization, there is still much to be determined for the agency. Presumably, the program will run very similar to MCE and other CCE programs. Since EBCE currently has member agencies from Alameda County and is looking to add Contra Costa, energy production and jobs creation in our region would likely be a priority. If Council decides to move forward with joining EBCE, the resolution and ordinance to join EBCE could be brought before the City Council at the June meeting.

#### Staff Analysis

The most compelling reason for Antioch to join MCE is that the program would provide a new choice of energy suppliers to the City's residences and businesses. There would be new options for electricity sourcing with a higher level of renewable content, which would hopefully be less expensive than the current situation. Customers would have the opportunity to opt out of the program and stay with PG&E if they decide to. For example, the City of Antioch will most likely be opting out of MCE for the locations that will be served by the proposed Big Break Solar Project. In this instance, even MCE staff recommends staying with PG&E as they do not currently have a rate structure similar to the RES-BCT applying to the project.

The City needs to take the following steps to complete its MCE application by June 30, 2017 to join at no cost:

1. Adoption of a resolution requesting membership in MCE.

2. Approval of a Memorandum of Understanding (MOU) between MCE and Antioch. The MOU requires the City of Antioch to provide a high level of support for outreach and desk space for two MCE staff during the enrollment period and assignment of a primary staff contact to MCE. The Community Development Department is prepared to offer this support and desk space.
3. Adoption (second reading) of the attached ordinance approving the terms of the MCE Joint Powers Agreement and authorizing its execution, as required by the Public Utilities Code.

Items 1 and 2 above require action at this meeting. If approved item 3 would occur at the June 13, 2017 Council Meeting.

Once an application is submitted to MCE, they will conduct a membership analysis and, if no negative impacts to MCE's electric generation rates are found and reductions in greenhouse gas emissions are found, MCE's Board of Directors would likely accept Antioch's membership. The current, higher exit fee would be considered in the membership analysis. However, a higher bottom line for customers resulting only from the exit fee charge would not disqualify Antioch from membership. The exit fee is not set or approved by MCE and applies to all CCE customers. MCE alone sets its electric generation rates and would look at Antioch's potential impact on those generation rates.

If accepted for membership, MCE would work with the City of Antioch to plan and conduct community outreach before the community is enrolled and service begins. California state law requires that four enrollment notices be sent to every electricity customer, and MCE provides a fifth. The notices describe how to opt-out and are sent both before and after enrollment. There is no opt-out fee if done before service starts or within 60 days of the start of MCE service. Customers opting-out after 60 days pay a one-time \$5 fee (residential) or \$25 (commercial) administrative fee. MCE also works with communities to present to community organizations and businesses, runs advertisements, creates web pages, and conducts outreach in other languages. An explanation of what bills would look like under MCE is included as Attachment "F".

## **ATTACHMENTS**

- A. Resolution to join MCE  
Exhibit A – Memorandum of Understanding
- B. Ordinance Authorizing the Implementation of a Community Choice Aggregation Program and Approving the MCE Joint Powers Agreement
- C. EBCE Letter to County (PDF)
- D. Letter of Intent to MCE (PDF)
- E. MCE Inclusion Timeline (PDF)
- F. Understanding Your Bill (PDF)

# ATTACHMENT "A"

## RESOLUTION NO. 2017/\*\*

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH APPROVING THE MARIN CLEAN ENERGY JOINT POWERS AGREEMENT AND AUTHORIZING THE IMPLEMENTATION OF A COMMUNITY CHOICE AGGREGATION PROGRAM

**WHEREAS**, on September 24, 2002, the Governor signed into law Assembly Bill 117 (Stat. 2002, Ch. 838; see California Public Utilities Code section 366.2; hereinafter referred to as the "Act"), which authorizes any California city or county, whose governing body so elects, to combine the electricity load of its residents and businesses in a community-wide electricity aggregation program known as Community Choice Aggregation (CCA); and

**WHEREAS**, the Act expressly authorizes participation in a CCA program through a joint powers agency, and on December 19, 2008, Marin Clean Energy (MCE) was established as a joint powers authority pursuant to a Joint Powers Agreement, as amended from time to time; and

**WHEREAS**, on February 2, 2010, the California Public Utilities Commission certified the "Implementation Plan" of MCE, confirming MCE's compliance with the requirements of the Act; and

**WHEREAS**, on September 27, 2006, AB32 was signed into law establishing the goal of reducing the state's greenhouse gas emissions to 1990 levels by 2020; and

**WHEREAS**, on June 23, 2009, the City Council of Antioch unanimously approved Resolution 2009/57 adopting GHG reduction targets to reduce overall carbon emissions by 25% by 2020 and 80% by 2050; and

**WHEREAS**, on May 24, 2011, the Antioch City Council adopted the Community Climate Action Plan, which outlines the potential programs, including purchasing renewable energy, to implement to meet the emissions reduction goals in Resolution 2009-57; and

**WHEREAS**, the City of Antioch is committed to the development of renewable energy generation and energy efficiency improvements, reduction of greenhouse gases, protection of the environment, and fully supports MCE's current electricity procurement plan, which targets more than 50% renewable energy content; and

**WHEREAS**, in 2015, 36-percent of overall community wide greenhouse gas emissions in Antioch was caused by energy use and Antioch has a considerable opportunity to impact emissions through energy conservation, energy efficiency, and the use of renewable energy sources; and

**RESOLUTION NO. 2017/\*\***

May 23, 2017

Page 2

**WHEREAS**, electricity in Antioch is generated and provided by Pacific Gas and Electric Company (PG&E) and there is not presently an alternative provider in the City. PG&E is currently working to add more renewable energy to its power mix under California's renewable portfolio standard and is on track to have 33-percent renewables by the end of 2020; and

**WHEREAS**, the City finds it important that its customers- residents, businesses, and public facilities- have alternative choices to energy procurement beyond PG&E; and

**WHEREAS**, the City of Antioch finds that joining MCE will offer Antioch customers choice in their power provider and will help Antioch meet the state goal set out in AB32 and the goals outlined in the City's Resolution 2009/57; and

**WHEREAS**, on May 5, 2017, the City Manager sent a Letter of Intent to Marin Clean Energy requesting that they conduct a membership analysis for Antioch; and

**WHEREAS**, in order to become a member of MCE, the MCE Joint Powers Agreement requires the City to individually adopt an ordinance electing to implement a Community Choice Aggregation program within its jurisdiction by and through its participation in MCE.

**WHEREAS**, in order to become a member of MCE, the MCE Joint Powers Agreement requires the City of Antioch to individually adopt a resolution requesting membership in MCE and an ordinance electing to implement a Community Choice Aggregation program within its jurisdiction.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Antioch, based upon all of the above, requests that the Board of Directors of MCE approve the City of Antioch as a member of MCE and directs the City Manager to do the following:

1. Execute a Memorandum of Understanding between the City of Antioch and MCE exploring inclusion in MCE (Exhibit A);
2. Forward a copy of this resolution to MCE.

**RESOLUTION NO. 2017/\*\***

May 23, 2017

Page 3

\* \* \* \* \*

I **HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 23rd day of May, 2016 by the following vote

**AYES:**

**NOES:**

**ABSENT:**

---

**ARNE SIMONSEN**  
**CITY CLERK OF THE CITY OF ANTIOCH**

AB

**Exhibit A**  
**Memorandum of Understanding between MCE and City of Antioch**  
**Exploring Inclusion in MCE**

This Memorandum of Understanding (MOU), regarding MCE membership consideration is entered into by and between MCE and City of Antioch ("City").

**WHEREAS**, the City has expressed interest in exploring membership in MCE,  
and

**WHEREAS**, MCE has a Policy to consider new community inclusion, subject to receipt of a complete application and subject to MCE analysis and approval, and

**WHEREAS**, MCE and City are collaborating to determine the feasibility of including Antioch within MCE's Service area and approving the City's application for membership; and

**WHEREAS**, MCE and City have a mutual interest in following the guidelines below,

**NOW THEREFORE**, the parties hereto agree as follows:

1. City agrees to assign one staff member as primary point of contact with MCE. Assigned staff member will support and facilitate communication with other City staff and officials, as well as provide input and high-level assistance on community outreach.
2. City will work with MCE to conduct public outreach about the MCE program to aid in outreach and education and to collect feedback from the community. Options to publicize include, but are not limited to, website, social media, public events, community workshops, and newsletter announcements, as well as distribution of flyers and handouts provided by MCE.
3. City will complete and submit 'MCE Membership Application' to MCE.
4. After receipt of complete Membership Application MCE will conduct a quantitative analysis to determine feasibility of adding City to the MCE Service Area, and approve membership if analysis results are positive.
5. Subject to membership approval by the MCE Board, City agrees to publicize and share information about MCE within its community during the 6 month enrollment period. Options to publicize include, but are not limited to, website, social media, public events, community workshops, and newsletter announcements (where feasible), as well as distribution of flyers and handouts provided by MCE at City offices.

6. Subject to membership approval by the MCE Board, City agrees to provide desk space for up to 2 MCE staff during the 6 month enrollment period, and agrees to consider ongoing desk space availability if needed for effective and efficient outreach.

**IN WITNESS WHEREOF**, the parties hereto have executed this MOU.

MCE:

By: \_\_\_\_\_ Date \_\_\_\_\_  
Dawn Weisz, CEO  
MCE

City of Antioch:

By: \_\_\_\_\_ Date \_\_\_\_\_  
Ron Bernal, City Manager  
City of Antioch

# ATTACHMENT "B"

## ORDINANCE NO.

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ANTIOCH APPROVING THE MARIN CLEAN ENERGY JOINT POWERS AGREEMENT AND AUTHORIZING THE IMPLEMENTATION OF A COMMUNITY CHOICE AGGREGATION PROGRAM

**WHEREAS**, on September 24, 2002, the Governor signed into law Assembly Bill 117 (Stat. 2002, Ch. 838; see California Public Utilities Code section 366.2; hereinafter referred to as the "Act"), which authorizes any California city or county, whose governing body so elects, to combine the electricity load of its residents and businesses in a community-wide electricity aggregation program known as Community Choice Aggregation (CCA); and

**WHEREAS**, the Act expressly authorizes participation in a CCA program through a joint powers agency, and on December 19, 2008, Marin Clean Energy (MCE) was established as a joint powers authority pursuant to a Joint Powers Agreement, as amended from time to time; and

**WHEREAS**, on February 2, 2010, the California Public Utilities Commission certified the "Implementation Plan" of MCE, confirming MCE's compliance with the requirements of the Act; and

**WHEREAS**, on September 27, 2006, AB32 was signed into law establishing the goal of reducing the state's greenhouse gas emissions to 1990 levels by 2020; and

**WHEREAS**, on June 23, 2009, the City Council of Antioch unanimously approved Resolution 2009/57 adopting GHG reduction targets to reduce overall carbon emissions by 25% by 2020 and 80% by 2050; and

**WHEREAS**, on May 24, 2011, the Antioch City Council adopted the Community Climate Action Plan, which outlines the potential programs, including purchasing renewable energy, to implement to meet the emissions reduction goals in Resolution 2009-57; and

**WHEREAS**, the City of Antioch is committed to the development of renewable energy generation and energy efficiency improvements, reduction of greenhouse gases, protection of the environment, and fully supports MCE's current electricity procurement plan, which targets more than 50% renewable energy content; and

**WHEREAS**, in 2015, 36-percent of overall community wide greenhouse gas emissions in Antioch was caused by energy use and Antioch has a considerable opportunity to impact emissions through energy conservation, energy efficiency, and the use of renewable energy sources; and

**WHEREAS**, electricity in Antioch is generated and provided by Pacific Gas and Electric Company (PG&E) and there is not presently an alternative provider in the City. PG&E is currently working to add more renewable energy to its power mix under California's renewable portfolio standard and is on track to have 33-percent renewables by the end of 2020; and

**WHEREAS**, the City finds it important that its customers- residents, businesses, and public facilities- have alternative choices to energy procurement beyond PG&E; and

**WHEREAS**, the City of Antioch finds that joining MCE will offer Antioch customers choice in their power provider and will help Antioch meet the state goal set out in AB32 and the goals outlined in the City's Resolution 2009/57; and

**WHEREAS**, on May 5, 2017, the City Manager sent a Letter of Intent to Marin Clean Energy requesting that they conduct a membership analysis for Antioch; and

**WHEREAS**, in order to become a member of MCE, the MCE Joint Powers Agreement requires the City to individually adopt an ordinance electing to implement a Community Choice Aggregation program within its jurisdiction by and through its participation in MCE.

**THE CITY COUNCIL OF THE CITY OF ANTIOCH DOES ORDAIN AS FOLLOWS:**

**Section 1.** The City of Antioch has been actively investigating options to provide electric services to constituents within its service area with the intent of promoting use of renewable energy, reducing energy related greenhouse gas emissions, and providing Antioch residents and businesses with alternatives to Pacific Gas & Electric Company.

**Section 2.** On September 24, 2002, the Governor signed into law Assembly Bill 117 (Stat. 2002, ch. 838; see California Public Utilities Code section 366.2; hereinafter referred to as the "Act"), which authorizes any California city or county, whose governing body so elects, to combine the electricity load of its residents and businesses in a community-wide electricity aggregation program known as Community Choice Aggregation (CCA).

**Section 3.** The Act expressly authorizes participation in CCA program through a joint powers agency, and on December 19, 2008, Marin Clean Energy (MCE) was established as a joint powers authority pursuant to a Joint Powers Agreement, as amended from time to time.

**Section 4.** On February 2, 2010 the California Public Utilities Commission certified the "Implementation Plan" of the MCE, confirming the MCE's compliance with the requirements of the Act.

**Section 5.** In order to become a member of MCE, the Act requires the City of Antioch to individually adopt an ordinance electing to implement a Community Choice Aggregation program within its jurisdiction by and through its participation in the MCE.

**Section 6.** Based upon all of the above, the City of Antioch Council elects to implement a Community Choice Aggregation program within the City of Antioch's jurisdiction by and through the City of Antioch's participation in Marin Clean Energy. The City Manager is hereby authorized to execute the MCE Joint Powers Agreement.

**Section 7.** If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance for any reason is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

**Section 8.** This ordinance shall take effect on the later of (a) the date the - Board of Directors of MCE adopts a Resolution adding the City of Antioch as a member of MCE, or (b) 30 days after its adoption and, before the expiration of 30 days after its passage.

**Section 9.** The City Clerk shall either (a) have this Ordinance published in a newspaper of general circulation once within fifteen (15) days after its adoption, or (b) have a summary of this Ordinance published twice in a newspaper of general circulation, once five (5) days before its adoption and again within fifteen (15) days after adoption.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing ordinance was introduced at a regular meeting of the City Council of the City of Antioch held on the 23<sup>rd</sup> day of May 2017, and passed at a regular meeting thereof, held on the \_\_\_\_ day of \_\_\_\_\_, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
**Sean Wright, Mayor of the City of Antioch**

**ATTEST:**

\_\_\_\_\_  
**Arne Simonsen, City Clerk of the City of Antioch**

# ATTACHMENT "C"



February 21, 2017

John Kopchik  
Director, Department of Conservation and Development  
Contra Costa County  
30 Muir Street  
Martinez, CA 94553

Dear Mr. Kopchik:

This letter is in response to your request for East Bay Community Energy (EBCE) to indicate its desire to expand beyond Alameda County and its willingness to engage interested Contra Costa County jurisdictions as EBCE members. This letter also outlines the terms of EBCE membership.

As you may know, the EBCE Board of Directors met for the first time on January 30, 2017. During that meeting, the Board had a robust discussion on this topic and was strongly in favor of formally inviting Contra Costa County and its Cities to join EBCE. The general sense was that it would be an exciting and positive development to have a more regionally focused East Bay Community Choice Energy (CCE) program. Some EBCE Board members expressed a willingness to present at your upcoming Board of Supervisors and City Council meetings as Contra Costa County officials deliberate on which CCE option would be in the best interests of their constituents.

With regards to the terms of membership, the EBCE Board discussed each of the points your letter raised, and we can provide you the following feedback:

- **Cost to Join:** The Board agreed that there would be no cost for Contra Costa County jurisdictions to join the JPA. EBCE will absorb all of the initial launch expenses, including load data analysis, communications costs and noticing requirements. The Board believes these one-time costs are offset by the longer-term value of including Contra Costa County communities in order to form a larger, regional program. We do request, however, that new member jurisdictions identify appropriate municipal staff to assist in coordinating the JPA resolution and Agreement, passage of the CCE ordinance and help with local public outreach, such as organizing workshops and having a presence at community events.
- **Required actions and steps in the membership process:** The Board agreed that the steps for joining EBCE would be the same as for the Alameda County jurisdictions, namely that the prospective members must pass the required CCA ordinance, authorize access to their load data, hold at least two duly noticed public hearings, and pass the JPA resolution in order to become a party to the EBCE Joint Powers Agreement. A copy of the CCE ordinance, JPA Agreement and JPA resolution are attached for your reference. For the purposes of completing EBCE's implementation plan, conducting public outreach, and procuring power for customers in new member jurisdictions, we request that interested jurisdictions cast deciding votes by June 30, 2017. It should be noted that there will be additional opportunities to join EBCE in 2018, if that is preferred. See below for more information regarding timing.

Letter to John Kopchik, Director  
Department of Conservation and Development  
Contra Costa County  
February 21, 2017

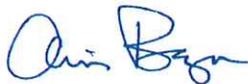
- **Representation on EBCE Board:** Each Contra Costa County jurisdiction choosing to join EBCE will have a seat on its Board, which is the same manner of representation as other Alameda County members. As you may know, EBCE has a two-tiered voting structure, the first being one-city/one-vote with simple majority to carry the vote. In this case, every jurisdiction will have one equal vote, and it is anticipated that most votes will proceed in this fashion. However, if at least three members call for a weighted vote, then each city's voting share would be determined by its electrical load; weighted votes may only be used to overturn an affirmative vote and may not be used to resurrect or overturn a negative vote. Please see Attachment 4 for a comparison of EBCE and CCCo jurisdictional loads. New Board members can be seated once the JPA resolution has been passed, and the first and second readings of the CCE ordinance are complete.
- **Estimated date of service commencement:** Your letter asked for a date when electric service could begin. As of this writing, it is likely that EBCE will begin serving Phase 1 customers (a subset of the total number of accounts) in Spring of 2018. Phase 2 customers, including additional Contra Costa County accounts, would be enrolled in the Summer or Fall of 2018. Cities that join after the June 30th deadline or in 2018 will be enrolled in Phase 3, likely to be the late Fall of 2018 or Spring of 2019.

The EBCE Board is excited about the prospect of creating a regional East Bay Community Energy program. A member of our Board and Alameda County interim staff will attempt to attend as many of your upcoming presentations as possible, including the Board of Supervisors meeting on March 21. If possible, we would very much like the opportunity to make a more formal presentation at that meeting if the Contra Costa County Board of Supervisors and staff are agreeable.

Finally, for the purposes of planning, it would be helpful to know how many Contra Costa County jurisdictions would be interested in joining EBCE. As noted above, we are requesting that the County and any interested cities complete their decision-making and passage of the required resolution and ordinance by June 30, 2017 if they are interested in a Spring/Summer 2018 enrollment period.

We hope this addresses your questions on behalf of Contra Costa County and interested cities. Please don't hesitate to contact us if you'd like to discuss any of these matters further.

Sincerely Yours,



Chris Bazar  
Director, Alameda County Community Development Agency

Cc: EBCE Board of Directors

Attachments:

- 1) EBCE JPA Agreement and sample resolution
- 2) Copy of CCE ordinance
- 3) PG&E Attestation form for load data authorization
- 4) Load size / voting shares comparison by jurisdiction

# ATTACHMENT "D"



May 5, 2017

Dawn Weisz  
MCE Chief Executive Officer  
1125 Tamalpais Avenue  
San Rafael, CA 94901

**RE: City of Antioch Letter of Intent**

Dear Ms. Weisz:

Based on the presentation to Antioch City Council on February 14, 2017 by Contra Costa County regarding Community Choice Energy, I am pleased to provide this letter requesting that Marin Clean Energy (MCE) conduct a Membership Analysis to explore whether extending membership to the City of Antioch would be mutually beneficial in providing residents and businesses greater choice and cost-saving in the energy marketplace, while also achieving environmental benefits for our community.

On June 23, 2009, the City Council of Antioch unanimously approved Resolution 2009/57 adopting GHG reduction targets to reduce overall carbon emissions by 25% by 2020 and 80% by 2050. On May 24, 2011, the City Council approved the Community and Municipal Climate Action Plans. These plans highlight possible programs and actions that the city can use to reach the reduction goals adopted with Resolution 2009/57.

In our most recent re-inventory of greenhouse gas emissions, for 2015 36% percent of overall community-wide GHG emissions in Antioch were related to the energy consumption of buildings in the community. Community choice energy creates a substantial opportunity to reduce these emissions without burdening residents with financial costs.

In addition to offering competitive energy rates and a high percentage of electricity coming from renewable resources, we are interested in MCE's incentive programs that encourage community members to become more energy efficient. We believe membership in MCE could advance the City's CAP goals, while providing residents choices in the energy marketplace, where none currently exist. Please use Julie Haas-Wajdowicz, our Environmental Resource Coordinator ([jhaaswajdowicz@c.antioch.ca.us](mailto:jhaaswajdowicz@c.antioch.ca.us), 925-779-7097), as the City's designated point of contact for this matter.

Sincerely,

A handwritten signature in blue ink that reads "Ron Bernal".

Ron Bernal, PE  
City Manager

# ATTACHMENT "E"



## Contra Costa Community Inclusion

### Required Next Steps for Joining MCE

After a community's Board or Council votes to join MCE, prospective new member-communities must complete the following membership application requirements **by June 30, 2017**:

1. adoption of a resolution requesting MCE membership;
2. adoption of an ordinance required by the Public Utilities Code Section 366.2(c) (10);
3. executed Memorandum of Understanding (MOU) between MCE and the Board or Council; and
4. signed request for electricity load data from PG&E.

County assessor data for building stock in the jurisdiction is required for MCE's Energy Efficiency program implementation, but MCE already has this data from previous enrollments of Contra Costa communities.

| ACTIVITY   | PROJECTED TIMELINE*           |
|--|-------------------------------|
| Technical study completion                         | August 2017                   |
| MCE Board votes to allow new communities to join   | September 2017                |
| Board representation for new communities appointed | September 2017                |
| Procurement of Power Supply                        | September 2017 – January 2018 |
| Community outreach plans developed with staff      | September 2017 – January 2018 |
| Public facing community outreach                   | January 2018 – August 2018    |
| Communities begin service                          | May 2018                      |

\*Dates are tentative until the June 30, 2017 Inclusion Period deadline has passed and may be subject to change thereafter.

### Technical Study

Following the June 30, 2017 Inclusion Period deadline, MCE will conduct an internal technical study to determine the impacts that the additional, cumulative electricity load will have on MCE's rates and ability to achieve greenhouse gas reductions. This study will inform MCE's Board Directors' vote to include new member-communities.

### Community Outreach

While MCE's initial community outreach began during the County's exploration of community choice energy, a more focused and intensive community outreach process will ensue with meetings including City/County staff, elected leaders, and/or community-based organizations. MCE will draft a Community Outreach Plan with input from community staff to determine the following:

- Appropriate demographic-based outreach strategies
- Popular community events, tabling opportunities, and popular public gathering spaces
- Community-specific advertising campaigns and communication channels
- Community-based organizations, local businesses, municipal service providers (including school districts), and the most hard-to-reach sectors of the community

This process will include generating an outreach timeline and forming a Community Leader Advisory Group (CLAG) in each jurisdiction that requests one. The CLAG will meet several times during the outreach period to provide input and help inform MCE's outreach activities.

MCE staff welcomes ongoing input and feedback from the City or Town Council and/or Board. In order to support local government staff, MCE staff will host "office hours" at Town or City Halls to answer questions from the public. During this time, MCE will offer to train interested public-facing staff on basic Q&A concerning MCE and Community Choice. If a member of the public arrives with a question that staff cannot answer, the staff will have the tools necessary to escalate the concern to MCE's call center. During enrollment, MCE's call center will be open 24/7 to answer questions or opt customers out or up. The call center has translation services available in over 100 languages.

### Required Mailings

When MCE launches service to new communities it is required by law to send a minimum of four mailed notices informing all electricity account holders of the change in their electricity service. This includes two mailers before the start of service and two mailers after. MCE exceeds the minimum legal requirements by sending a fifth mailed notice.

Mailers with specific information will be sent to customers that are enrolled in special programs such as solar net energy metering, Balanced Payment Plan, or discounted rates for energy (i.e., CARE, FERA). Depending on community demographics, mailers may include other languages to maximize community engagement. This will compliment MCE marketing materials, which are often printed in English and Spanish.

### Cost Comparison

MCE and PG&E cost comparisons will be included in the required enrollment notices, similar to the example below. MCE also provides up-to-date cost comparisons and downloadable "cost calculator" on its website so that individual electricity customers can develop an approximate, customized cost comparison based on their own typical energy usage.

#### SAMPLE RESIDENTIAL COST COMPARISONS

|                           | 30% Renewable<br>PG&E | 50% Renewable<br>MCE Light Green | 100% Renewable<br>MCE Deep Green | 100% Local<br>MCE Local Sol |
|---------------------------|-----------------------|----------------------------------|----------------------------------|-----------------------------|
| PG&E Electric Delivery†   | \$54.25               |                                  |                                  |                             |
| PG&E Additional Fees      | —                     | \$13.25                          | \$13.25                          | \$13.25                     |
| Electric Generation       | \$43.78               | \$30.26                          | \$34.71                          | 63.19                       |
| <b>TOTAL MONTHLY COST</b> | <b>\$98.03</b>        | <b>\$97.76</b>                   | <b>\$102.21</b>                  | <b>\$130.69</b>             |

Based on a typical usage of 445 kWh current PG&E rates and MCE rates under the/E-1 rate schedule. Actual differences may vary depending on usage, rate schedule, and other factors. Estimate provided is an average of seasonal rates.

† PG&E electric delivery rates are the same for MCE and PG&E customers and are available at pge.com.

### Launch of Service

MCE anticipates beginning its launch of service (i.e., enrollment of electricity accounts) in May 2018. At any time, customers will have the opportunity to opt out of MCE service or opt up to MCE's 100% renewable energy options. MCE highly encourages customers who know they want to opt out, to do so as soon as they are able. They can opt out as soon as they hear about MCE by calling 1 (888) 632-3674 or visiting [mceCleanEnerg.org/opt-out](http://mceCleanEnerg.org/opt-out). Customers can opt out within the first 60 days of service without any charges. If customers choose to opt out after the first 60 days of service, there is a one-time \$5 fee for residences and a one-time \$25 fee for businesses. PG&E's terms and conditions also require customers to remain with their service for at least a year if they opt out after the first 60 days of MCE service.

**ENERGY STATEMENT**  
www.pge.com/MyEnergy

Account No: 0123456789-0  
Statement Date: 12/29/2015  
Due Date: 01/19/2016

**Details of MCE Electric Generation Charges**

11/20/2015 - 12/19/2015 (30 billing days)  
Service For: 100 CLEAR VISTA DR  
Service Agreement ID: 9876543210 ESP Customer Number: 0123456789  
11/20/2015 - 12/19/2015

|                                  |                            |        |
|----------------------------------|----------------------------|--------|
| 9 Rate Schedule: E-1             | 388.000000 KWh @ \$0.01000 | \$3.88 |
| 10 Deep Green Generation - Total | 388.000000 KWh @ \$0.09200 | 31.82  |
| 11 Utility Users Tax             | Net Charges 35.70          | 3.57   |
| 12 Energy Surcharge              |                            | 0.71   |

**Total MCE Electric Generation Charges \$39.38**

**Service Information**  
Total Usage 388.000000 KWh

For questions regarding charges on this page, please contact:

MCE  
1125 Tamalpais Avenue  
SAN RAFAEL, CA 94901  
1-888-632-3574  
www.mceCleanEnergy.org

**Additional Messages**

MCE is a not-for-profit, public agency that sources 50-100% renewable energy for your power needs, called electric generation.

PG&E continues to provide and bill for electric delivery services. MCE replaces PG&E's charge for electric generation. This is reflected in the Generation Credit line item shown on the Details of PG&E Electric Delivery Charges page of your bill.

Gas services are not provided by MCE.

**ATTACHMENT "F"**

**9 Rate Schedule**

Your rate schedule is based on your selected PG&E rate and determines how you are charged for the electricity provided. For details on rates, visit: [mceCleanEnergy.org/rates](http://mceCleanEnergy.org/rates).

**10 Deep Green**

If you have chosen Deep Green 100% renewable energy service, you will have a line item for the penny per kilowatt-hour (\$0.01/kWh) Deep Green Premium. Half of this premium, which is ~\$5 for the typical home, funds local renewable energy project development.

**11 Utility Users Tax**

Some cities may assess customers a Utility Users Tax, which is calculated as a percentage within both your PG&E delivery and MCE generation charges.

**12 Energy Surcharge**

This charge applies regardless of your service provider. It is collected from all customers on behalf of the California Energy Commission.



We're here to answer your questions!

mceCleanEnergy.org  
info@mceCleanEnergy.org  
1 (888) 632-3674



Printed using responsibly forested paper and soy ink



**UNDERSTANDING  
YOUR ELECTRIC BILL**

This is what you will see on your bill as an MCE customer. Thank you for supporting renewable energy and creating a brighter future!

While MCE is in charge of sourcing the energy you use behind the scenes, PG&E will still send your monthly bill. Instead of one fee that combines both your electric delivery fees and electric generation fees, your bill will now show separate line items — one for PG&E electric delivery and one for MCE electric generation. MCE's generation rates simply replace PG&E's generation rates; they are not an added fee. Here are some things you should know:

- » PG&E will no longer charge you for electric generation, since MCE now procures your energy from 50-100% renewable sources, depending on your service choice.
- » PG&E will continue to provide and charge you for electric delivery — the transmission and distribution of your electricity, as well as required regulatory fees — at the same rates.
- » Because PG&E and MCE work together to provide separate parts of your electric service, your bill will include charges from both PG&E and MCE, but there will never be any duplicate charges.

**PG&E ENERGY STATEMENT**  
www.pge.com/MyEnergy

Account No: 0123456789-0  
Statement Date: 12/29/2015  
Due Date: 01/19/2016

**Service For:**  
DEE P GREENE  
100 CLEAR VISTA DR  
RICHMOND, CA 94804

**Questions about your bill?**  
24 hours per day, 7 days per week  
Phone: 1-866-743-0335  
www.pge.com/MyEnergy

**Local Office Address**

**Your Account Summary**

Amount Due on Previous Statement: \$54.14  
Payment(s) Received Since Last Statement: -\$4.14  
Previous Unpaid Balance: \$0.00  
Current PG&E Electric Delivery Charges: \$34.94  
MCE Electric Generation Charges: 39.38  
Current Gas Charges: 13.55

**Total Amount Due by 01/12/2016** **\$87.87**

This line will indicate "Automatic Payment Service" if you have signed up for AFS.

**1 Account Number**  
Your PG&E-assigned number to identify your account. Please have the first 10 digits on hand if you call to enroll in MCE's Deep Green or Local Sol service options, or if you opt out.

**2 PG&E Electric Delivery Charges**  
PG&E's charge for the delivery of electricity. It includes the cost of moving energy from the grid to your home or business and maintaining the electric lines so that you have reliable service, rain or shine!

**3 MCE Electric Generation Charges**  
MCE's charge for the generation of electricity. It includes the cost of actual electricity needed to match your home or business energy needs. It replaces a fee that PG&E would collect if they were providing your generation service and is not an additional charge.

**4 Your Electric Charges Breakdown**

| Electric Tier | % of Baseline | Distribution                         | Amount         |
|---------------|---------------|--------------------------------------|----------------|
| 1             | 0% - 100%     | Conservation Incentive               | \$17.50        |
| 2             | 101% - 130%   | Transmission                         | 6.83           |
| 3             | 131% - 200%   | Electric Public Purpose Programs     | 5.09           |
| 4             | > 200%        | Nuclear Decommissioning              | 0.36           |
|               |               | DWR Bond Charge                      | 2.04           |
|               |               | Competition Transition Charges (CTC) | 0.28           |
|               |               | Energy Cost Recovery Amount          | -1.98          |
|               |               | PCA                                  | 4.54           |
|               |               | Taxes and Other                      | 3.44           |
|               |               | <b>Total Electric Charges</b>        | <b>\$34.94</b> |

**PG&E ENERGY STATEMENT**  
www.pge.com/MyEnergy

Account No: 0123456789-0  
Statement Date: 12/29/2015  
Due Date: 01/19/2016

**Details of PG&E Electric Delivery Charges**  
11/20/2015 - 12/18/2015 (29 billing days)

Service For: 100 CLEAR VISTA DR  
Service Agreement ID: 0123456789  
Rate Schedule: ET-T Residential Service

**11/20/2015 - 12/18/2015** Your Tier Usage: 1 2 3 4

Tier 1 Allowance: 432.10 kWh (29 days x 14.9 kWh/day)  
Tier 1 Usage: 388.000000 kWh @ \$0.18700  
Generation Credit: \$64.80  
Power Charge Indifference Adjustment: -\$37.84  
Franchise Fee Surcharge: 4.54  
Retailer of Utility Users' Tax (10.0000%): 0.29  
Total PG&E Electric Delivery Charges: **\$34.94**

**5** Service Information  
Meter #: 1111111111  
Current Meter Reading: 24,787  
Prior Meter Reading: 24,389  
Total Usage: 388.000000 kWh  
Baseline Territory: T  
Heat Source: Electric  
Serial: X  
Rolling Outage Block: 5S

**4 Your Electric Charges Breakdown**  
This provides a detailed summary of fees for PG&E's Electric Delivery Charges.

**5 Tier Indicator**  
This marker shows the highest tier you are being charged at. If your electric use is more than your Tier 1 Allowance, which is set by state law, and crosses into Tier 2 or 3, the price you pay per kWh will increase.

**6 Generation Credit**  
The amount PG&E would have charged you if they provided your generation service. Because you're getting your electricity from MCE, PG&E credits these fees back to you. You can compare this amount with your "Generation - Total" on the following MCE Electric Generation Charges page (\$31.82 on this sample bill).

**7 Power Charge Indifference Adjustment (PCIA)**  
PG&E collects this fee to cover the cost of energy they had contracted to purchase on your behalf prior to becoming an MCE customer.

**8 Franchise Fee Surcharge**  
This fee pays for PG&E's right to use public streets to run electric service to your home or business. This cost as well as the PCIA are always included in our cost comparisons.



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Christina Garcia, Deputy City Clerk *Cg*

**APPROVED BY:** Nickie Mastay, Administrative Services Director *NM*

**SUBJECT:** Board of Administrative Appeal Appointment for one (1) Partial-Term vacancy expiring March 2020

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### **RECOMMENDED ACTION**

It is recommended that the Mayor nominate and Council appoint by resolution one (1) member to the Board of Administrative Appeals for a partial-term vacancy which will expire March 2020.

### **STRATEGIC PURPOSE**

**Long Term Goal L: City Administration.** Provide exemplary City administration.  
**Strategy L-7:** Coordinate City Boards and Commissions administrative requirements.

### **FISCAL IMPACT**

There is no fiscal impact to the City as this position is voluntary.

### **DISCUSSION**

The Board of Administrative Appeals consists of five members and one alternate to be appointed by the Mayor and confirmed by a majority of the Council. The alternate member shall serve a term of two years. The Board hears appeals regarding administrative decisions by any official of the City dealing with Municipal Code interpretations. These administrative citations are typically issued by a Code Enforcement Officer, Police Officer, or Animal Control Officer.

Three of the Board Members shall have experience in the building construction trades and/or training in the California Code of Regulations, or such training and experience necessary to hear appeals on Building, Housing, and Technical Codes. All appointed members of the Board shall be Antioch residents. Meetings are held the first Thursday of every month at 3:00 p.m. in the City Council Chambers; or on other dates as needed.

The City of Antioch advertised to fill the vacancy in the usual manner. The Clerk's Office received one application from the following resident to be considered for appointment to the partial-term vacancy: April Ussam-Lemmons. The applicant was interviewed by Mayor Wright.

**ATTACHMENTS**

- A. Resolution
- B. Application

**RESOLUTION NO. 2017/\*\***

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
APPOINTING [INSERT NAME OF APPOINTEE AFTER APPOINTMENT] TO THE  
BOARD OF ADMINISTRATIVE APPEALS FOR THE ONE (1) PARTIAL-TERM  
VACANCY, ENDING IN MARCH 2020**

**WHEREAS**, there is currently one (1) partial-term vacancy on the Board of Administrative Appeals ending in March 2020; and

**WHEREAS**, the City Clerk’s Office made announcement of the vacancy and solicited applications for the one (1) partial-term vacancy; and

**WHEREAS**, Mayor Sean Wright considered one application received and interviewed the interested applicant; and

**WHEREAS**, Antioch Municipal Code Section 2-5.201 requires that the Mayor nominate candidates for membership on all boards and commissions and requires that the City Council approve, by a majority vote, the appointment of said nominee; and

**WHEREAS**, Mayor Sean Wright has nominated [insert name of appointee after appointment] to the Board of Administrative Appeals; and

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Antioch hereby approve the Mayor’s nomination of [insert name of appointee after appointment] and appoint her to serve on the Board of Administrative Appeals, for the one (1) partial-term vacancy, ending in March 2020.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 23rd day of May, 2017, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
**ARNE SIMONSEN  
CITY CLERK OF THE CITY OF ANTIOCH**



RECEIVED

APR 3 2017

CITY OF ANTIOCH  
CITY CLERK

**APPLICATION DEADLINE: 4:30 p.m. Friday, April 14, 2017**

## APPLICATION FOR

**BOARD OF ADMINISTRATIVE APPEALS (Partial term ending March 2020)**

**Print your name:** April Ussam-Lemmons

**Address:** Lemay Way **City:** Antioch

**ZIP Code:** 94509 **Phone (C)** \_\_\_\_\_

**e-mail address:** \_\_\_\_\_

**Employer:** Self-employed/ADUL Communications LLC

**Address:** Lemay Way **City:** Antioch

**Occupation:** Freelance Political Communications Consultant

**Years lived in the City of Antioch:** 18 years

**List the three (3) main reasons for your interest in this appointment:** I would like to contribute to my community by providing my knowledge, education, and skills in assuring that citizen's appeals are evaluated fairly in accordance with the law; I would like to see the city of Antioch thrive again and be known for its sound judgment in dealing with its citizens; I would like to stay active in my community in areas where I believe I can contribute most.

**Have you attended any meeting of this board?** Yes

**Have you had any previous city community service on this board? (If yes, please explain)** I am currently an Alternate Board member for the city's Board of Administrative Appeals. I was appointed and began my community service as of September 2016

**What skills/knowledge do you have that would be helpful in serving on the Board of Administrative Appeals?** I am a pragmatic individual and always use informed judgment when approaching matters before me. My communications and conflict resolution skills are outstanding, which I will utilize with confidence. I am able to convey an idea and/or reason in a diplomatic yet persuasive manner. My education granted me with conventional and unconventional knowledge of our government, our economy, and our society.

**Please indicate any further information or comments you wish to make that would be helpful in reviewing your application.**

Personally speaking, I am disconcerted that our great city is stigmatized and is colloquially labeled as the "new Richmond ghetto". These unfair perceptions could be reversed when we all utilize diplomacy and inclusivity, from our policy makers to our neighbors.

I would like to continue my community service as Board Member where I can resume as a neutral body in the committee, helping keep our city pleasant and appealing.

**Please read the attached general information regarding the Board of Administrative Appeals so you are aware of the duties, time and frequency of meetings.**

**Can you attend meetings at the designated time and date? Yes, I can**

**PLEASE ATTACH YOUR RESUME (REQUIRED TO BE CONSIDERED FOR APPOINTMENT).**

**PLEASE NOTE THIS COMPLETED APPLICATION IS AVAILABLE FOR PUBLIC REVIEW.**

Board members are required to file a FPPC Form 700 (Statement of Economic Interest) with the City Clerk and complete AB 1234 Ethics Training within 12 months.

Deliver or mail to: CITY CLERK'S OFFICE  
City of Antioch  
200 "H" Street  
P.O. Box 5007  
Antioch, CA 94531-5007



Signature

3/28/2017

Date

# APRIL ussam-LEMMONS

Antioch, CA. 94509 |

## Summary of Qualification

- \* Exceptional Communication Skills
- \* Solid Writing Skills
- \* Outstanding Interpersonal Skills
- \* Skilled in Confidence-Building
- \* Proactive Thinker, Strategist, Detail-Oriented
- \* Excellent Conflict Identification and Resolution
- \* Knowledgeable with Culturally Diverse Community
- \* Social Network Savvy
- \* Bilingual – Tagalog

## Education

|  |  |      |
|--|--|------|
| University of Southern California  | M.A., Teaching/education   | 2013 |
| University of California, Berkeley   | B.A., Legal Studies, conc. P&CS  | 2011 |
| Los Medanos College  | A.A., Behavioral Science & Social Science;<br>Arts & Humanities; Mathematics & Science | 2009 |
| University of California, Berkeley<br>Peace & Conflict Studies Department (P&CS) | Mediation Training Certificate   | 2011 |

## Experience

*Freelance Political Communications Consultant* Aug 2016 – current

ADUL Communications, LLC

- Curate client's ideas and craft key messages
  - Formulate strategy for optimum narrative
  - Devise tactics for continued positive public image
  - Coach for proper dialogue
  - Extensive content research
  - Structure resume/ CV / cover letter
- Crisis Management, Advocacy, General Consulting & Strategy

*Alternate Board Member*

Sept 2016 – current

City of Antioch, Board of Administrative Appeals

- Active participation in hearing administrative appeals in regards to Municipal Codes violation

*Community Coordinator*

Jan 2013 – Jan 2014

Council for Educational Travel, USA

- Community outreach to gain potential US family/parents
- Active community participation to educate and advocate for organization
- Built strong rapport through means of compassionate advising and mentoring
- Implemented company guidelines as required by US Department of State

*Student Services Advisor II*

Jan 2012 – Oct 2012

Heald College

- Reduced students' absenteeism and dropout through diplomatic persuasive approach
- Successfully motivated students' to complete their scholastic goals
- Strengthened school's outreach programs
- Influenced and re-enrolled recently withdrawn students
- Assisted and reported to Director of Student Services, Director of Academic Affairs, and Program Directors on improving students' academic path toward graduation
- Internal correspondence with Faculty, Student Financial Service, Business Office, Library, Learning Center, Registrar, and Office of Admission
- Implemented college policies in accordance with federal regulations, Family Education Rights and Privacy Act, American Disability Act

*Friendly Visitor*

Meals on Wheels Senior Outreach Services

Jan 2017 – current

*Alternate Member; District 3 Central Committee*

Democratic Party of CCCounty

Jan 2017 – current

*School Site Council Member*

Park Middle School

Sept 2011 – June 2012

*Parent Volunteer*

Belshaw Elementary School

Aug 2011 – June 2012

*Student Mentor*

UC Berkeley, Starting Point Mentorship Program

Sept 2010 – May 2011

*Parent Volunteer*

Kimball Elementary School

Sept 2005 – May 2010



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Nickie Mastay, Administrative Services Director 

**SUBJECT:** Tentative Agreement between the City of Antioch and the Antioch Public Works Employees Association for the Period of April 1, 2017 – March 31, 2022

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### **RECOMMENDED ACTION**

It is recommended that the City Council adopt a resolution approving the Tentative Agreement between the City of Antioch and the Antioch Public Works Employees Association (APWEA).

### **STRATEGIC PURPOSE**

**Strategy L-8:** Effective and efficient management of all aspects of Human Resources Management, including Employer/Employee Relations, labor negotiations, classification and compensation, recruitment and selection, benefits administration, and staff development.

### **FISCAL IMPACT**

The adopted FY 2016/17 budget included a projected package cost for this bargaining unit, as negotiations were underway when the budget was being prepared therefore no FY2016/17 budget adjustment is needed. The estimated fiscal impact of the Antioch Public Works Employees Association Tentative Agreement for FY2016/17 is \$38,043 of this amount \$13,695 is General Fund. The draft Fiscal Year 2017-19 will incorporate the impacts for FY2017/18 and 2018/19.

### **DISCUSSION**

The current term of the Memorandum of Understanding (MOU) between the City and Public Employees Union Local 1 (Local 1) covered the period of April 1, 2015 – March 31, 2017. All references to Local 1 in the MOU covering the period April 1, 2015 – March 31, 2017 will be changed to Antioch Public Works Employees Association (APWEA) and all references to Union will be changed to Association. The reason that this change will be taking place is that the City of Antioch received a petition to decertify Public Employees Union Local 1 as the exclusive representative of those classifications included in the City of Antioch Representation Unit No.1 and the City received a petition to recognize the Antioch Public Works Employees Association as the exclusive representative of employees in the classifications included in the City of Antioch Representation Unit No. 1. After the City notified the appropriate parties involved with the decertification and taking no action on the request for recognition for the appropriate

amount of time, a Notice of Secret Ballot Election was posted. The Secret Ballot Election was held on March 24, 2017. After the ballot count, it was determined that the Antioch Public Works Employees Association (APWEA) would represent the classifications included in the City of Antioch Representation Unit No. 1.

Representatives of the City and APWEA have been meeting and conferring in good faith to negotiate an agreement and finalize the MOU. If the City Council adopts the Tentative Agreement, the parties will continue to prepare an MOU to memorialize and replace the Tentative Agreement. The existing MOU will continue as modified by the terms of the Tentative Agreement until the MOU is completed. When completed, the MOU will be submitted to City Council for approval and adoption.

A Tentative Agreement has been reached. The major terms of the Tentative Agreement are:

- Five-year contract ending March 31, 2022.
- Effective the first full pay period after April 1, 2017, an across the board increase of 2.50% shall be implemented for all classifications in the bargaining unit.
- Effective the first full pay period after April 1, 2018, an across the board increase of 2.00% shall be implemented for all classifications in the bargaining unit.
- Effective the first full pay period after April 1, 2019, an across the board increase of 3.0% shall be implemented for all classifications in the bargaining unit.
- Effective the first full pay period after April 1, 2020, an across the board increase of 2.75% shall be implemented for all classifications in the bargaining unit.
- Effective the first full pay period after April 1, 2021, an across the board increase of 3.00% shall be implemented for all classifications in the bargaining unit.
- Vacation accumulation cap to 21 months.
- Flexible Benefits (Cafeteria) Plan. New Section C.
- Effective for the CalPERS plan year 2018 (starting January 1, 2018) the City will increase its contributions to the Flexible Benefits Plan on behalf of the employees. These contributions include the Minimum Employer Contribution (MEC) required by CalPERS:
  - For each employee who is eligible for employee only medical coverage, the City shall contribute ninety five percent (95%) of the Kaiser single rate per month.
  - For each employee who is eligible for the two (2) party medical coverage, the City shall contribute ninety five (95%) of the Kaiser two (2) party rate per month.

- For each employee who is eligible for family medical coverage, the City shall contribute ninety five (95%) of the Kaiser family rate per month.
- 100% of the premium for the most densely populated Dental Plan City-Wide for each coverage level offered by the City.
- Employee's hired by the City after December 31, 2017 cash back in lieu of medical shall be limited to \$250 per month.

Please refer to Exhibit 1 of the Resolution for more details of the Tentative Agreement.

If the City Council adopts the Tentative Agreement, the parties will continue to prepare an MOU to memorialize and replace the Tentative Agreement. The existing MOU will continue as modified by the terms of the Tentative Agreement until the MOU is completed. When completed, the MOU will be submitted to City Council for approval and adoption.

## **ATTACHMENTS**

### A. Resolution

Exhibit 1 to Resolution – Tentative Agreement

**RESOLUTION NO. 2017/\*\***

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
APPROVING THE TENTATIVE AGREEMENT BETWEEN THE CITY OF ANTIOCH  
AND THE ANTIOCH PUBLIC WORKS EMPLOYEES ASSOCIATION FOR THE  
PERIOD OF APRIL 1, 2017 – MARCH 31, 2022**

**WHEREAS**, the City and the Public Employees Union Local No. 1 (Local 1) had a Memorandum of Understanding covering the period of April 1, 2015 – March 31, 2017; and

**WHEREAS**, due to decertification and the results of a secret ballot election on March 24, 2017, all references to Local 1 in the MOU covering the period April 1, 2015 – March 31, 2017 will be changed to Antioch Public Works Employees Association (APWEA) and all references to Union will be changed to Association; and

**WHEREAS**, in accordance with Government Code Section 3505, the City’s Negotiating Team met and conferred in good faith with representatives of APWEA to negotiate a successor agreement; and

**WHEREAS**, representatives of the City and the APWEA reached a Tentative Agreement for a successor Memorandum of Understanding for the period of April 1, 2017 through March 31, 2022.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Antioch as follows:

**Section 1.** That the Tentative Agreement between the City of Antioch and APWEA for the period of April 1, 2017 – March 31, 2022, as provided in the attached Exhibit 1 and herein incorporated by reference, is approved.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 23<sup>rd</sup> day of May, 2017, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
**ARNE SIMONSEN**  
**CITY CLERK OF THE CITY OF ANTIOCH**

TENTATIVE AGREEMENT

Between

CITY OF ANTIOCH

And

ANTIOCH PUBLIC WORKS EMPLOYEES ASSOCIATION

April 26, 2017

- Housekeeping (Modification of the Local 1 MOU to a MOU between the City of Antioch and the APWEA)
  - All references to Local 1 will be changed to APWEA or Antioch Public Works Employees Association as appropriate.
  - All references to Union will be changed to Association.
- Term - April 1, 2017 to March 31, 2022
- 2.2 Dues Deduction C.
  - Amounts deducted and withheld by the City shall be transmitted to the officer designated in writing by the ~~u~~Union as the person authorized to receive such funds at the address specified.
- 3.2 Association~~Union~~ Release Bank
  - The City will send a notice to all Association members informing them that the MOU contains a provision for a Association~~Union~~ Release Bank and the appropriate way to donate to the Association~~Union~~ Release Bank.
- 10.5 Standby
  - Any employee on the standby list and who is on ~~assigned to~~ standby shall be compensated as follows:
- 10.7 Acting Pay

An employee who is assigned in writing, and approved by the Department Head or his/her designee, to assume the responsibilities and to perform substantially all of the day-to-day duties of a higher paying classification for a minimum of eight (8) hours shall be paid acting pay for the entire shift, including all overtime hours contiguous to the employees shift. Acting pay shall be five percent (5%) of base pay per day or the lowest salary step in the higher classification, whichever is greater, but not to exceed the maximum of the range established for the higher classification.

Eligibility for Acting Pay shall be after the completion of five (5) working days in the acting assignment, unless a forty (40) hour qualifying period has already been completed.

Acting assignments shall be offered to the most qualified eligible employee, as determined by the Department Head. If employees' qualifications are substantially equal, as determined by the Department Head, the acting assignments shall be offered to a regular employee prior to offering the assignment to a probationary employee.

- 11.1 Salaries -
  - Effective the first full pay period of April 2017, salaries shall be increased by 2.5%.
  - Effective the first full pay period of April 2018, salaries shall be increased by 2.0%.
  - Effective the first full pay period of April 2019, salaries shall be increased by 3.0%
  - Effective the first full pay period of April 2020, salaries shall be increased by 2.75%
  - Effective the first full pay period of April 2021, salaries shall be increased by 3.0%
  
- 11.2 Shift Differential -
  - Eliminate Second Shift Differential
  - Second Shift start time to be between 8:00 am and 9:30 am.
  - Second Shift to work Monday – Friday.
  - The City shall review and/or modify second shift assignments on a quarterly basis.

## Language Implementing Above

### 11.2 Shift Differential

~~Represented employees who are assigned to the Second Shift shall receive an additional 5.0% of their base rate of pay as Shift Differential Pay for all hours worked on the Second Shift, including all overtime hours that are an extension of such shift.~~

Represented employees who are regularly scheduled to work on Saturdays and Sundays shall receive an additional 5% of their base rate of pay for all hours worked on Saturdays and Sundays, including all overtime hours that are worked on Saturdays and Sundays.

### 10.1 Hours of Work

The straight-time work week shall consist of four (4) or five (5) consecutive workdays totaling forty (40) hours. First Shift: Normally, employees assigned to the first shift are scheduled to work from 7:00 a.m. to 3:30 p.m. Monday through Friday. Second Shift: Normally, employees assigned to the second shift will have a start time between 8:00 a.m. and 9:30 a.m. and are scheduled to work ~~from 12:00 noon to 8:30 p.m. Monday-Tuesday~~ through Friday, and 7:00 a.m. to 3:30 p.m. on Saturday. Second shift assignments shall be reviewed and/or modified on a quarterly basis by a committee consisting of labor representatives and management representatives. Management reserves the right to modify work schedules to meet the operational needs of the Department. Except in the case of an emergency, an employee's work schedule shall not be changed without first providing him/her with forty-eight (48) hours advance notice of the change.

- 11.3 Certification Pay

Employees are eligible for certification pay when they possess jointly approved certificates beyond the certificates required by their classification job description. The list of jointly approved certificates is maintained by Public Works Department Administration.

Certificate Pay shall be five percent (5%) of base pay. An eligible employee shall receive certificate pay for all hours paid while meeting the criteria for certification pay. Employees shall receive certificate pay for only one certificate at a time. If an employee possesses multiple qualifying certificates, he/she will still only receive five percent (5%) of base pay.

The City shall pay for the cost associated with one prep class. The City will reimburse employees for test/certificate fees in accordance with Section 25.14 of this MOU.

If an employee's certificate expires, the employee shall no longer be eligible for certificate pay.

The employee shall be returned to the highest position that the employee qualified for prior to the expiration of the certificate (the employee's position and pay shall be downgraded to the highest position that the employee qualified for prior to the date the certificate expired). The employee's certificate pay and position shall be reinstated upon renewal of the appropriate certificate. All cost associated with recertification due to an expired certificate shall be paid by the employee. This section also applies to required certificates.

If an employee has an additional certificate, the employee may be eligible for certificate pay for that certificate.

If an employee does not maintain a certificate, the employee will no longer be eligible for that Certificate Incentive. The employee will continue to be eligible for Certificate Incentive for any other certificate the employee maintains which qualifies for Certificate Incentive

- 11.9 Salary Survey

- The City will conduct a benchmark salary survey commencing in September 20212017. The cutoff date for the collection of data shall be October 1, 20212017. Any increases negotiated beyond that date shall not be included in the survey. If an agreement has a retroactive salary/benefit increase effective prior to October 1, 20212017, but is not adopted until after October 1, 20212017, those increases shall not be included in the salary survey. The salary survey shall include the following:

- Top Step of the Salary Range
- Bottom Step of the Salary Range
- Classic and PEPRP PERS Retirement Formula and the associated Employer and Employee contribution rates

- Any deferred compensation contributions by the employer
- Employer benefit contributions
  - Medical
  - Dental
  - Vision
  - EAP
  - LTD
  - Safety shoes

The City and the Association shall provide each other with a list of comparable agencies to be surveyed. The City and the Association will meet and select the survey agencies. The City will gather survey data and share the data with the Association. When selecting the agencies parties will consider at least the following criteria:

- Proximity
- Sewer Collection Responsibilities
- Water Distribution Responsibilities
- Public Works responsibilities
- Community Populations
- Per capita Revenue comparisons
- Sewer and water rates of comparable agencies

The parties understand and agree that the purpose of this survey is to gather data. Completion of this survey in no way implies an intent or commitment to compensate any classifications beyond the establish salary ranges.

- New Section 12.10 Benefit Deduction
  - The Union and the City agree to implement a two times a month deduction for employee benefit contributions in January of the year following mutual agreement of all labor organizations to a two times a month benefit deduction.
- 12.8 Flexible Benefits (Cafeteria)
  - New Section C

Effective January 1, 2018, the City shall make the following contributions to the Flexible Benefits Plan on behalf of the employees. These contributions include the Minimum Employer Contribution (MEC) required by CalPERS:

    1. For each employee who is eligible for employee only medical coverage, the City shall contribute ninety five percent (95%) of the Kaiser single rate per month.
    2. For each employee who is eligible for two (2) party medical

coverage, the City shall contribute ninety five percent (95%) of the Kaiser two (2) party rate per month.

3. For each employee who is eligible for family medical coverage, the City shall contribute ninety five (95%) of the Kaiser family rate per month.

4. In addition to the City Contributions above, the City shall make an additional contribution to the flexible benefit plan on behalf of the employee equal to 100% of the premium for the most densely populated City-wide dental plan at that level (single, two-party, family).

a. The most densely populated dental plan shall be determined at least thirty (30) days prior to the beginning of the annual open enrollment period, the City shall determine which of the City offered dental plans has the highest percentage of employees enrolled on a City-wide basis for each coverage level offered by the City.

- 15.3 Vacation Accumulation

Employees may accrue vacation credit up to a maximum of the amount accumulated for ~~twenty-one~~ ~~eighteen~~ (21~~18~~) months service. At that point, the employee accrues no further vacation credit until the employee uses some of the accumulated credit. If such accumulation of vacation credit involves two different rates of accumulation, such as would occur on the 5th, 10th, 15th, and 20th years of service, the higher rate will be used for computation of the ~~twenty-one~~~~eighteen~~ (21~~18~~) months figure.

- 19.2 Appropriate Classification – Will make Ties a separate section

- 19.7 Reappointment

- Upon reappointment to the classification from which the employee was originally separated or demoted, the employee has the right to be placed at the pay step which the employee held at the time of separation~~ed~~ or demotion.

- 25.1 Safety Shoes

The City shall contribute Two Hundred Twenty-Seven Dollars and Ninety-Seven Cents (\$227.97) per fiscal year toward the purchase of safety shoes and related accessories such as socks, inner soles, shoelaces, waterproofing products, etc. Shoes and related accessories may be purchased through the voucher system. ~~The shoe allowance shall be adjusted by the same percentage and on the same dates as the across the board wage increase received by the unit employees.~~

Effective July 1, 2017, the City shall contribute Two Hundred and Seventy-Five Dollars per fiscal year toward the purchase of safety shoes and related accessories such as socks, inner soles, shoelaces, waterproofing products, resoling boots, etc.

Effective July 1, 2018, the City shall contribute Three Hundred Dollars per fiscal year toward the purchase of safety shoes and related accessories such as socks, inner soles, shoelaces, waterproofing products, resoling boots, etc.

Safety shoes must meet or exceed ANSI Class 75 Standards. This means the shoe is constructed to absorb 75 pounds of impact, and a static load of not more than 2500 pounds.

- 25.9 Health and Safety

- A. No employee shall be expected to work in the presence of any valid safety or health hazard. Should any employee believe that such conditions exist, the employee should so notify his/her immediate supervisor to determine the degree of the existing hazard.

- B. A minimum of one employee representing the various Associations/Unions in the Department of Public Works shall be a member of the Public Works Department Central Safety Committee. Individuals who do not have their safety issues addressed by their immediate supervisor or the chain of command may present their safety issues to the Public Works Department Central Safety Committee for consideration.

- C. One representative shall be selected to represent the Association/Union on the City-wide Safety Committee.

- 1. The City-wide Safety Committee shall consist of ~~Four~~ three (3) representatives selected by Management and three (3) employee representatives selected from the Association-/Unions. ~~shall constitute a Joint Union/Management Safety Committee.~~

- 2. Appointed representatives from Management and employee representatives from the Association/Union shall meet on a regularly scheduled basis to be mutually agreed upon.

- 3. The purpose of these meetings is to recommend safety regulations, guidelines, training programs and necessary corrective action concerning conditions associated with the work environment.

- 4. Representatives of the Joint Association/Union Management Safety Committee shall investigate and inspect, on a periodic basis, employee safety and health complaints which have not been corrected by the responsible supervisor. The findings of this investigative team shall be presented to the Joint Association/Union Management Safety Committee for appropriate action.

- 5. Any failure on the part of the City to take corrective action on joint recommendations shall be subject to the grievance procedure.

E. The City shall continue the present practice of providing safety glasses.

F. Safety Equipment - ~~The City Management~~ and Association/Union will refer recommendations of the ~~employees Park, Street Maintenance, and Water and Sewer employees~~ to the Public Works Department Central Safety Committee~~City's Safety Committee~~ for consideration and action. Said action, if any, should be directed at the definition of the problem, identification of possible alternative solutions considering practicality and economy.

For the City

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\_\_\_\_\_

For the Association

  
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## **SUPPLEMENTAL STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Nickie Mastay, Administrative Services Director 

**SUBJECT:** Resolution Approving the Class Specification Updates with no Salary Changes for the following bargaining units: Antioch Public Works Employees Association; Confidential; and Management

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### **RECOMMENDED ACTION**

It is recommended that the City Council adopt a resolution approving class specification updates with no salary changes for the following bargaining units: Antioch Public Works Employees Association; Confidential; and Management.

### **STRATEGIC PURPOSE**

**Strategy L-10:** Effective and efficient management of all aspects of Human Resources Management, including Employer/Employee Relations, labor negotiations, classification and compensation, recruitment and selection, benefits administration, and staff development.

### **FISCAL IMPACT**

Approving the updates to the class specifications has no financial impact.

### **DISCUSSION**

This supplemental staff report and resolution reflect the removal of the following Local 3 class specifications: Recreation Specialist, Junior Engineer/Assistant Engineer/Associate Civil Engineer, and Administrative Analyst II/III. It is to be noted that the Administrative Analyst II/III class specification is in the Confidential and Local 3 bargaining units. Although the Confidential bargaining unit was notified of the class specification changes, Local 3 was not notified of the changes. Also, Local 3 was not notified of the Recreation Specialist class specification change. Since Local 3 was not notified, they would like to meet and confer on Local 3 class specifications before they are presented to City Council.

Due to changes in State agencies, laws and education and experience requirements for various positions, the following is a list of positions and proposed changes:

Cross-Control Specialist, Lead Cross-Connection Control Specialist, Lead Water Distribution Operator

**3M.02**

**Agenda Item #**

The updates for Cross-Connection Control Specialist, Lead Cross-Connection Control Specialist, and Lead Water Distribution Operator class specifications are in the License and Certificate section of the class specifications. The State Water Resource Control Board is issuing the certificates instead of the Department of Public Health. These class specifications are part of the Antioch Public Works Employees Association bargaining unit.

#### Human Resources Analyst

The updates for the Human Resources Analyst class specification are located in the Representative Duties section adding: maintain, process and file, with the appropriate entity, Affordable Care Act required forms for employees and employer and continue to keep apprised of any Federal and State changes. The Education/Training section is updated to: A Bachelor's degree in public administration, business administration, human resources, psychology, or a related field or four years of experience in the City of Antioch Human Resources Technician class specification. Currently, there is a Bachelor's degree requirement, with this update, the City will be able to attract more candidates and offer this opportunity to individuals who have experience in the City of Antioch Human Resources Technician class specification. This class specification is part of the Confidential bargaining unit.

#### Deputy Public Works Director II

The updates for Deputy Public Works Director II class specifications are in the Representative Duties section of the class specifications. The updates to this section are for the Management, overseeing and administration of daily operations for the water distribution and water treatment divisions. This class specification is part of the Management bargaining unit.

### **ATTACHMENTS**

#### A. Resolution

- Exhibit 1 to Resolution: Cross-Connection Control Specialist Class Specification
- Exhibit 2 to Resolution: Lead Cross-Connection Control Specialist Class Specification
- Exhibit 3 to Resolution: Lead Water Distribution Operator Class Specification
- Exhibit 4 to Resolution: Human Resource Analyst Class Specification
- Exhibit 5 to Resolution: Deputy Public Works Director II Class Specification

**RESOLUTION NO. 2017/\*\***

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
APPROVING CLASS SPECIFICATION UPDATES FOR THE ANTIOCH PUBLIC  
WORKS EMPLOYEES ASSOCIATION, CONFIDENTIAL, AND MANAGEMENT  
BARGAINING UNITS WITHOUT ANY SALARY CHANGES**

**WHEREAS**, the City has an interest in updating the class specifications for classifications; and

**WHEREAS**, Council has considered updated class specifications on a case-by-case basis as needed for recruitments; and

**WHEREAS**, Department Management have reviewed and updated the descriptions to reflect current organizational structure and operational needs.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Antioch as follows:

**Section 1.** That the class specification updates for the Antioch Public Works Employees Association Bargaining Unit, which are attached hereto as Exhibit 1 Cross-Connection Control Specialist; Exhibit 2 Lead Cross-Connection Control Specialist; and Exhibit 3 Lead Water Distribution Operator; and

**Section 2.** That the class specification updates for the Confidential Bargaining Unit, which are attached hereto as Exhibit 4 Human Resources Analyst; and

**Section 3.** That the class specification updates for the Management Bargaining Unit, which is attached hereto as Exhibit 5 Deputy Public Works Director II; and

**Section 5.** That there is no adjustment to the established salary ranges; and

**Section 6.** That copies of this resolution be certified to all holders of the City of Antioch Employees' Classification System.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 23<sup>rd</sup> day of May, 2017, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
**ARNE SIMONSEN  
CITY CLERK OF THE CITY OF ANTIOCH**

**CROSS-CONNECTION CONTROL SPECIALIST I  
CROSS-CONNECTION CONTROL SPECIALIST II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under supervision (Cross-Connection Control Specialist I) or general supervision (Cross-Connection Control Specialist II), performs a variety of work in support of the City's cross-connection inspection and backflow prevention control program; conducts cross connection control surveys and inspections (Cross-Connection Control Specialist II); installs, tests, inspects, maintains, repairs, and certifies backflow prevention devices in order to control, prevent, and eliminate contamination to the City water supply; provides information and assistance to other departments, contractors, engineers, and the general public; and maintains a variety of records, files, and related documents.

**DISTINGUISHING CHARACTERISTICS**

**Cross-Connection Control Specialist I** – This is the entry level class in the Cross-Connection Control Specialist series performing routine and less complex cross connection and backflow prevention duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Cross-Connection Control Specialist II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

**Cross-Connection Control Specialist II** – This is the full journey level class within the Cross-Connection Control Specialist series. Employees within this class are distinguished from the Cross-Connection Control Specialist I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Cross-Connection Control Specialist I level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Receive, investigate, review, trouble-shoot and respond to complaints on backflow prevention devices and other relevant issues related to the operation and maintenance of the City's water distribution system; resolve complaints in a timely and efficient manner.

**CITY OF ANTIOCH**  
**CROSS-CONNECTION CONTROL SPECIALIST I/II (CONTINUED)**

2. Install, test, inspect, maintain, repair, and certify backflow prevention devices within the City's distribution system; ensure backflow devices are properly installed to protect against backflow, back-siphonage, and back pressure; ensure compliance with all regulations.
3. Notify customers of scheduled backflow testing.
4. Conduct cross-connection surveys and inspections of water user premises to identify where cross-connections are likely to occur and determine degree of hazard; ensure conformance with federal, state, and local cross connection regulations.
5. Maintain a variety of computerized records on backflow prevention device locations, testing, repairs, and installation.
6. Maintain schedules for testing and/or replacement of obsolete or inefficient backflow prevention devices.
7. Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
8. Respond to inquiries from contractors, architects, engineers, and the general public concerning the City rules and regulations regarding the cross connection and backflow prevention control program; provide information within the area of assignment.
9. Coordinate activities with the City's Finance Department to ensure all backflow prevention devices are recorded for collection of maintenance fees.
10. Maintains inventory of backflow prevention and cross-connection parts and fittings; assist in ordering parts as necessary.
11. Prepare and maintain a variety of reports, correspondence, records, and files related to area of assignment; enter data into computer system.
12. Read maps and interpret plans, specifications, and maintenance manuals.
13. Observe safe work methods and safety precautions related to all work sites.
14. Work with Meter Service Workers and assist them as needed.
15. Perform special projects related to area of assignment as assigned.
16. Train and direct the work of others as necessary.
17. Perform related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operations, services, and activities of a cross connection control program.
- Practices, principles, and techniques of cross connections.
- Procedures for inspection, installation, cleaning, repairing, removing, testing and certifying backflow prevention devices.
- Methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
- Methods and techniques of performing diagnostic troubleshooting services.
- Basic legal requirements of cross connections.
- Backflow prevention testing regulations.
- Piping and plumbing systems.
- Principles and practices used in the identification of water user connections and locations where cross-connections are likely to occur and the type of backflow prevention assembly required.
- Tools and equipment used in area of assignment.
- Pertinent safety principles and practices including working in confined spaces.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Basic office procedures, methods, and equipment including computers.
- Basic mathematical principles.
- Principles and practices of customer service.
- Principles and procedures of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local laws, codes, and regulations including City ordinances that pertain to water quality and county, state and federal water quality standards and regulations.

### **Ability to:**

- Perform a variety of skilled and complex work to inspect, install, repair, maintain, test, and certify backflow prevention devices.
- Evaluate the degree of potential health hazard to the public water supply that may be created as a result of conditions existing on a user's premises.
- Interpret, apply, and enforce pertinent rules and regulations.
- Interpret and explain cross connection and water quality regulations.
- Read, research, and reference various technical and regulatory methods and procedures.
- Plan, organize and lay out work.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Operate office equipment including computers and supporting software applications.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.

CITY OF ANTIOCH  
CROSS-CONNECTION CONTROL SPECIALIST I/II (CONTINUED)

- Maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Assign and review the work of others as assigned.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

**Education and Experience Guidelines**

**Cross-Connection Control Specialist I**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Six months of work experience in the maintenance of water distribution systems or cross-connection control program.

**License or Certificate:**

Possession of, an appropriate, valid driver's license.

Possession of a Backflow Prevention Devices Tester Certificate issued by the American Water Works Association, or another approved and recognized agency.

**Cross-Connection Control Specialist II**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training related to cross-connection inspection and backflow prevention.

**Experience:**

Two years of responsible experience in the operation, testing, and maintenance of backflow prevention devices and/or cross connection control surveys comparable to a Cross-Connection Control Specialist I with the City of Antioch. Employee must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to flexing to the Specialist II classification.

**License or Certificate:**

Possession of, an appropriate, valid driver's license.

Possession of a Backflow Prevention Devices Tester Certificate issued by the American Water Works Association, or another approved and recognized agency; or other City recognized Tester Certification.

Possession of a Grade I ~~Permanent~~ Water Distribution Certificate issued by the ~~Department of Public Services~~ State Water Resources Control Board (SWRCB).

Possession of a Cross-Connection Control Specialist Certificate issued by the American Water Works Association, or another approved and recognized agency.

Possession of a Traffic Control Certificate.

Possession of a CPR/First Aid certificate is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: April 2002

Revised: April 2014, May 2017

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**LEAD CROSS-CONNECTION CONTROL SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for performing a variety of work in support of the City's cross-connection inspection and backflow prevention control program; oversees and participates in conducting cross connection control surveys and inspections; oversees and participates in the installation, testing, inspection, maintenance, repair, and certification of backflow prevention devices in order to control, prevent, and eliminate contamination to the City water supply; ensures compliance with local and state regulations; provides information and assistance to other departments, contractors, engineers, and the general public; maintains a variety of records, files, and related documents; ensures work quality and adherence to established policies and procedures; and performs a variety of technical tasks relative to assigned areas of responsibility.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Cross-Connection Control Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Lead, plan, train, and review the work of staff responsible for performing a variety of work in support of the City's cross-connection inspection and backflow prevention control program; discuss work to be performed with supervisors; plan and implement staff assignments; assist staff in troubleshooting and performing the more complex cross connection inspection and backflow prevention control activities.
2. Train assigned employees in their areas of work including cross connection inspection and backflow prevention methods, procedures, and techniques.
3. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
4. Conduct visual inspection of jobsites throughout the City for possible cross-connections, unauthorized use of water, and progress of backflow devices being installed by contractors to prevent mistakes violating the CDs of the City's backflow and meter installations.
5. Oversee and participate in receiving, investigating, reviewing, trouble-shooting and responding to complaints on backflow prevention devices and other relevant issues related to the operation and maintenance of the City's water distribution system; resolve complaints in a timely and efficient manner.

**CITY OF ANTIOCH**  
**LEAD CROSS-CONNECTION CONTROL SPECIALIST (CONTINUED)**

6. Oversee and participate in installing, testing, inspecting, maintaining, repairing and certifying backflow prevention devices within the City's distribution system; ensure backflow devices are properly installed to protect against backflow, back-siphonage, and back pressure; ensure compliance with all regulations.
7. Notify customers of scheduled backflow testing.
8. Oversee and participate in conducting cross-connection surveys and inspections of water user premises to identify where cross-connections are likely to occur and determine degree of hazard; ensure conformance with federal, state, and local cross connection regulations.
9. Maintain a variety of computerized records on backflow prevention device locations, testing, repairs, and installation; prepare surveys and reports required by the State Department of Health Services.
10. Maintain schedules for testing and/or replacement of obsolete or inefficient backflow prevention devices.
11. Respond to inquiries from contractors, architects, engineers, and the general public concerning the City rules and regulations regarding the cross connection and backflow prevention control program; provide information within the area of assignment.
12. Coordinate activities with the City's Finance Department to ensure all backflow prevention devices are recorded for collection of maintenance fees.
13. Maintains inventory of backflow prevention and cross-connection parts and fittings; assist in ordering parts as necessary.
14. Monitor Underground Service Alert (USA) marking crew member to ensure work is completed in a timely and accurate manner; perform utilities marking activities as necessary.
15. Supervise the installation of water meters; inspect and survey water services for the prevention, control, and elimination of contamination or pollution hazards to the City's water supply.
16. Oversee and participate in preparing, maintaining, and/or submitting a variety of written records and reports; enter data into computer system.
17. Read maps and interpret plans, specifications, and maintenance manuals.
18. Estimate time, materials and equipment required for jobs assigned; requisitions materials as required.
19. Work with Meter Service Workers and assist them as needed.
20. Work within a budget; code invoices for payment.
21. Ensure compliance with County, State and Federal regulations.
22. Perform related duties as required.

**QUALIFICATIONS**

**CITY OF ANTIOCH**  
**LEAD CROSS-CONNECTION CONTROL SPECIALIST (CONTINUED)**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a cross connection control program.
- Principles of lead supervision and training.
- Advanced practices, principles, and techniques of cross connections.
- Advanced procedures for inspection, installation, cleaning, repairing, removing, testing and certifying backflow prevention devices and water meters.
- Advanced methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
- Advanced methods and techniques of performing diagnostic troubleshooting services.
- Legal requirements of cross connections.
- Backflow prevention testing regulations.
- Piping and plumbing systems.
- Principles and practices used in the identification of water user connections and locations where cross-connections are likely to occur and the degree of hazard and type of backflow prevention assembly required.
- Tools and equipment used in area of assignment.
- Pertinent safety principles and practices including working in confined spaces.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Office procedures, methods, and equipment including computers.
- Mathematical principles.
- Principles and practices of customer service.
- Principles and procedures of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local laws, codes, and regulations including City ordinances that pertain to water quality and county, state and federal water quality standards and regulations.

**Ability to:**

- Lead, organize, and review the work of staff.
- Instruct and direct proper work methods.
- Identify and implement effective courses of action to complete assigned work.
- Interpret, explain, and enforce department policies and procedures.
- Interpret, apply, and enforce pertinent rules and regulations including cross connection and water quality regulations.
- Provide input on employee performance.
- Oversee and independently perform the most difficult cross connection control and backflow prevention program duties; oversee and perform a variety of skilled and complex work to inspect, install, repair, maintain, test and certify backflow prevention devices.
- Evaluate the degree of potential health hazard to the public water supply that may be created as a result of conditions existing on a user's premises.
- Read, research and reference various technical and regulatory methods and procedures.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Estimate material and labor needs for maintenance projects.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.

- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic.
- Minimize public and employee safety hazards by conforming to required codes.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Prepare and maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training related to cross-connection and backflow prevention.

**Experience:**

Two years of responsible experience in the operation, testing, and maintenance of backflow prevention devices and/or cross connection control surveys comparable to a Cross-Connection Control Specialist II with the City of Antioch.

**License or Certificate:**

Possession of, an appropriate, valid driver's license.

Possession of a Backflow Prevention Devices Tester Certificate issued by the American Water Works Association, or another approved and recognized agency; or other City recognized Tester Certification.

Possession of a Grade I ~~Permanent~~ Water Distribution Certificate issued by the ~~Department of Public Health~~ State Water Resources Control Board (SWCRB).

Possession of a Cross-Connection Control Specialist Certificate issued by the American Water Works Association, or another approved and recognized agency.

Possession of a Traffic Control Certificate.

Possession of a CPR/First Aid Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

CITY OF ANTIOCH  
LEAD CROSS-CONNECTION CONTROL SPECIALIST (CONTINUED)

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Revised: April 2002; April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**LEAD WATER DISTRIBUTION OPERATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, leads, oversees, reviews, and participates in the more complex and difficult work of staff responsible for the installation, maintenance, and repair of the water distribution system and non-potable water system; ensures an uninterrupted supply of quality potable and non-potable water to the customers of the City; operates and maintains a variety of heavy equipment and hand and power tools and equipment; ensures work quality and adherence to established policies and procedures; and performs a variety of technical tasks relative to assigned areas of responsibility.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Water Distribution Operator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. This class is distinguished from the Water Distribution Supervisor in that the Water Distribution Supervisor is the first-line supervisory level.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Lead, plan, train, and review the work of staff responsible for installation, maintenance, and repair of the water distribution system and non-potable water system; discuss work to be performed with supervisors; plan and implement crew assignments; assist maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
2. Train assigned employees in their areas of work including water distribution maintenance methods, procedures, and techniques.
3. Supervise the use, care, and operation of water distribution equipment including trucks, power tools and equipment.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
5. Oversee and participate in the installation, repair, and maintenance of the water distribution system and non-potable water system including system mains, valves, service lines, pipes, meters, hydrants, fittings, and other related apparatus; monitor and ensure compliance with City, state, and federal regulations regarding water system operations.
6. Oversee and participate in the installation of cathodic protection on copper service lines.

**CITY OF ANTIOCH**  
**LEAD WATER DISTRIBUTION OPERATOR (CONTINUED)**

7. Oversee and participate in marking and/or locating City utilities including water, collection, storm, and electrical lines; communicate with USA and outside utilities for routine and emergency evacuations.
8. Oversee and participate in exercising and maintaining distribution system valves using a variety of manual and motorized tools and equipment; modify and maintain air relief and blow off valves.
9. Oversee and participate in recording and performing unidirectional flushing of water distribution system water mains.
10. Oversee and participate in installing, inspecting, repairing, and maintaining all backflow devices; test devices as assigned.
11. Operate and maintain a variety of tools and equipment including backhoes, dump trucks, jack hammers, pavement saws, compressors, locaters, pneumatic tools, and hand and power tools; loads and unloads vehicles and equipment.
12. Oversee and participate in excavating and backfilling trenches; cut, break, and remove surfaces; dig, shovel, hauls, loads, and unloads materials.
13. Oversee and participate in assessing soil, trench, and surrounding conditions and installing proper shoring when required.
14. Create and implement traffic control plans; conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
15. Coordinate and perform system shut downs for contract work and emergency situations; notify public with service interruption information.
16. May remove and make minor repairs to fences, landscaping, brick and concrete, and other private property affected by City easement work.
17. Perform emergency repairs as necessary; respond to emergency calls at irregular hours.
18. Respond to public inquiries and request in a courteous manner; provide information within the area of assignment including explaining water distribution procedures; resolve complaints in an efficient and timely manner.
19. Oversee and participate in preparing, maintaining, and/or submitting a variety of written records and reports.
20. Read maps and interpret plans, specifications, and maintenance manuals.
21. Perform after-hours emergency work and on-call duties as assigned.
22. Estimate time, materials and equipment required for jobs assigned; requisitions materials as required.
23. Work within a budget; code invoices for payment.

**CITY OF ANTIOCH  
LEAD WATER DISTRIBUTION OPERATOR (CONTINUED)**

24. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics of the City's water distribution systems.
- Principles of lead supervision and training.
- Advanced materials, methods, techniques, and terminology used in maintenance and repair activities related to the maintenance, installation, and repair of water distribution infrastructure.
- City construction details as they pertain to AWWA and/or other applicable standards.
- Tools and equipment used in the maintenance and repair of water distribution systems.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Safety requirements for operation of trucks and other equipment.
- Industry mathematics.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local codes, laws, and regulations.

**Ability to:**

- Lead, organize, and review the work of staff.
- Instruct and direct proper work methods.
- Identify and implement effective courses of action to complete assigned work.
- Interpret, explain, and enforce department policies and procedures.
- Provide input on employee performance.
- Oversee and perform a variety of semi-skilled and skilled duties involved in the maintenance, installation, and repair of the City's water distribution infrastructure.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Respond to distribution system maintenance/repair emergencies.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Estimate material and labor needs for maintenance projects.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using a computer or other types of hand held electronic devices.
- Prepare and maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

CITY OF ANTIOCH  
LEAD WATER DISTRIBUTION OPERATOR (CONTINUED)

- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in the maintenance and repair of water distribution systems.

**Experience:**

Two years of journey level experience in the installation, maintenance, and repair of water distribution systems comparable to a Water Distribution Operator II with the City of Antioch.

**License or Certificate:**

Possession of a D2 Water Distribution Operator Certificate issued by the State Water Resources Control Board and Possession of a D3 Water Distribution Operator Certificate issued by the Department of Public Health State Water Resources Control Board (SWRCB) within eighteen months of appointment.

Possession of an appropriate, valid Class B driver's license.

Possession of a Backflow Prevention Devices Tester certificate issued by the American Water Works Association, or other City recognized Tester Certification.

Possession of a Traffic Control Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Revised: September 2013, Sept 2016, May 2017

**CITY OF ANTIOCH**  
**LEAD WATER DISTRIBUTION OPERATOR (CONTINUED)**

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**HUMAN RESOURCES ANALYST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Performs administrative and professional work in a variety of areas of human resources management including classification, compensation, recruitment, examination, employee relations, safety, training, benefits, and workers compensation; performs surveys and studies and analyzes data; prepares reports and recommendations; maintains the City's personnel and recordkeeping systems and other documentation programs; serves as the subject matter expert on multiple subjects; performs related work as assigned.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans and conducts classification and organization studies; assists departments in determining the most effective organizational structure and staffing patterns using current classifications or developing new ones as appropriate.
2. Plans and conducts compensation and benefit surveys, analyzes and presents survey data and related recommendations; administers wage and salary rules, regulations, and approved pay schedules; responds to surveys from other agencies.
3. Designs compensation systems that support and reinforce the City's long range goals and objectives.
4. Performs a variety of investigations such as harassment, discrimination, and/or employee misconduct; prepares appropriate reports of findings.
5. Assists with labor relations work related to negotiations, contract (MOU) interpretation, and grievance administration; researches, develops, costs out and analyzes issues and proposals as part of the collective bargaining process; attends negotiations sessions; participates in strategy sessions.
6. Interprets City personnel rules, policies and procedures, and related regulations for supervisors and employees.
7. Assists Department Directors, managers and supervisors with employee relations issues, including discipline matters.
8. Assumes a lead role in the City's safety program.
9. Conducts desk audits and/or job analyses to determine duties and responsibilities of positions; develops classification specifications; recommends allocation of existing classes or proposes the establishment of new classes.

**CITY OF ANTIOCH**  
**HUMAN RESOURCES ANALYST (CONTINUED)**

10. Develops, conducts, and/or arranges for appropriate selection devices, including written, oral and performance examinations; reviews and screens employment applications; determines and recommends appropriate pass points; prepares oral interview materials; compiles scores and prepares employment lists.
11. Provides information and interpretations to various City departments, employees, employee organizations, other employers, the public, and applicants regarding human resources policies, procedures, practices, and decisions; escalates inquires to the Human Resources Director as appropriate.
12. Identifies organization-wide training needs and participates in developing effective responses to these needs; develops and implements training programs on a variety of personnel issues.
13. Prepares a variety of written documents including City Council staff reports, proposals, contracts, publications, correspondence, and analytical summaries.
14. May assist in the development of the department budget and expenditure monitoring.
15. Plans and performs a variety of administrative work related to the maintenance of employee benefits programs, including health, dental, retirement, long-term disability and employee assistance.
16. Implements and monitors human resource functions, activities and strategies to support the overall Human Resources Department's and City's goals, objectives and philosophy; assists in the development and implementation of department goals, objectives, policies and procedures.
17. Assists in the development of citywide personnel rules, administrative orders, policies and procedures; identifies opportunities for improvement in the current policies, procedures and systems; develops recommendations for changes recognizing the implications of recommendations; implements modifications to the programs, policies, and/or procedures as appropriate and as directed.
18. Maintains official and confidential City employee personnel records.
19. Processes workers' compensation claims; works with the third-party administrator regarding management of such claims.
- ~~19-20.~~ Maintain, process and file, with the appropriate entity, Affordable Care Act required forms for employees and employer and continue to keep apprised of any Federal and State changes.
- ~~20-21.~~ Administers the City's deferred compensation plans.
- ~~21-22.~~ Handles all aspects of pre-employment candidate processing; conducts new employee orientations and separating employee exit interviews.
- ~~22-23.~~ May represent the Human Resources Department and the City to outside agencies and organizations.
- ~~23-24.~~ Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, elected officials, and the public.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Standard and accepted principles, practices and methods of public personnel administration including recruitment, selection, job analysis, classification and compensation systems, employee benefits, training and career development.
- Labor and employee relations in the public sector.
- Methods, techniques and practices of data collection and report writing.
- Public administration policies and procedures; structure and organization of public sector agencies.
- Standard and accepted principles, practices and methods of administrative and organizational analyses.
- Correct English usage, including spelling, grammar and punctuation.
- Applicable Federal and State laws, codes and regulations.
- Records management principles and practices.
- Standard office practices and procedures, including the use of standard office equipment and computer applications.

### **Ability to:**

- Interpret, apply and explain laws, regulations, policies, procedures and practices of Human Resources administration.
- Analyze Human Resources administration, operational and organizational problems, evaluate alternatives, and reach sound conclusions in an independent and effective manner, within procedural guidelines.
- Consult and communicate independently and effectively with management and staff.
- Conduct a variety of sensitive and complex studies and/or investigations.
- Prepare clear and concise administrative documents and reports.
- Communicate clearly and concisely both orally and in writing.
- Review personnel documents for completeness and accuracy.
- Plan effective recruitment, testing and selection practices.
- Maintain accurate and confidential personnel records.
- Organize and set priorities in order to meet deadlines
- Establish and maintain effective working relationships with those contacted in the course of the work.

## **Education and Experience Guidelines**

### **Education/Training:**

A Bachelor's degree in public administration, business administration, human resources, psychology, or a related field or four years of experience in the City of Antioch Human Resource Technician class specification-

### **Experience:**

**CITY OF ANTIOCH  
HUMAN RESOURCES ANALYST (CONTINUED)**

At least three (3) years of progressively responsible human resources experience performing administrative, program/project management, and/or analytical functions, preferably in a public agency or other similar organization.

**License:**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting, with some travel to different sites; Must be able to attend off-hours meetings or events or work occasional overtime as required. May travel outside of the City.

**Physical:** Must possess mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to use standard office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; strength and stamina to lift, carry, push and/or pull up to 20 pounds; vision to read printed materials, and a computer screen; and hearing and speech to communicate in person and over the telephone to exchange information.

FLSA: Exempt

Established: September 2013, [May 2017](#)

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**DEPUTY PUBLIC WORKS DIRECTOR II**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

**SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Operations Division and Collection Systems/NPDES Division within the Public Works Department including streets, fleet, parks and landscape, facilities and marina sections, wastewater and storm water systems; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Public Works Director; and serves as second in charge of the Public Works Department and acts as the Public Works Director in his/her absence.

**REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in the overall management of the Public Works Department; assume day-to-day management responsibility for the Operations Division including streets, fleet, parks and landscape, facilities and marina sections; wastewater and storm water systems for the Collections Systems/NPDES Division and water distribution and water treatment division;
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned service areas, programs, and operations; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for operations staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the division's annual budget; in association with the Public Works Director, participate in the development and administration of the Public Works Department budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Oversee and administer the daily operations of the streets, fleet, parks and landscape, facilities and marina sections; ~~and~~ wastewater and storm water systems division; and water distribution and water treatment division in compliance with guidelines, requirements, and regulations; oversee the submittal of required reports.
8. Oversee the establishment, implementation, and monitoring of a preventive maintenance program with responsibility for division staff and equipment to include inspection, cleaning, and repair of the City's assets relating to the wastewater collection and storm water systems.
9. Oversee preparation and submittal of regular operations and maintenance reports and required regulatory reports to consultant and local, state, and federal agencies; ensure compliance with local, state, and federal regulations.
10. Establish management reporting systems and ensure the availability of accurate data for the Computerized Maintenance Management System (CMMS); work with engineering staff to develop

**CITY OF ANTIOCH**  
**DEPUTY PUBLIC WORKS DIRECTOR II (CONTINUED)**

and implement capital projects for improvements and expansion of the collection and storm water systems.

11. Develop bid specs and obtain and review bids for chemicals, supplies, and outside contractual services, monitor and approve equipment purchases; order supplies and initiate purchase orders; assist staff in developing specification as necessary.
12. Serve as the liaison for the Operations and Collections Systems/NPDES Divisions with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Oversee and inspect public works facilities and infrastructures; visits work sites to monitor progress and quality of work performed, provide direction, and assist in resolving problems encountered in the field.
14. Oversee safety programs for assigned sections and work groups; assist with action planning for safety programs.
15. Serve as the liaison for the Operations Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
16. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
17. Provide responsible staff assistance to the Public Works Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to planning programs, policies, and procedures as appropriate.
18. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public works; incorporate new developments as appropriate.
19. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
20. Serve as the Public Works Director as required.
21. Perform related duties as required.

**ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Greater signing authority and oversight for department purchases up to \$25,000
- Signing authority for all timesheets, personnel action forms, requisitions, etc.
- Oversee Public Works Maintenance budget preparation, department goals, objective and priorities and provide regular oversight and monitoring.
- Chair bi-weekly Manager's and Superintendent's Meetings, and monthly Central Safety Committee Meetings.
- Oversee preparation of weekly and quarterly City Manager's Reports.
- Oversee preparation and submittal of all City Council Staff Reports.
- Attend City Council and Parks and Recreation Commission Meetings and present Public Works Maintenance staff reports and presentations.
- Oversee Public Works Administration Division and assist Assistant City Engineer in overseeing GIS group.
- In conjunction with Parks and Recreation Director, oversee research and preparation of Antioch Park and Playground Condition Assessment for presentation to the City Council and inclusion in the 5-Year CIP.
- Respond to and resolve most difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operational characteristics, services, and activities of assigned public works maintenance operations and program areas including street maintenance, fleet services, parks and landscape maintenance, facility maintenance and marina maintenance; a comprehensive municipal collections system and NPDES program functions and program areas.
- Advanced methods, practices, procedures and materials used in the construction maintenance, operation, repair and improvement of municipal street, fleet, parks and landscape, facilities and marina; wastewater collection, storm channels and related facilities.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of project management, administration, and coordination.
- Modern methods, tools, equipment, materials, and work practices utilized in public works maintenance operations and service areas including street maintenance, fleet services, and parks maintenance.
- Types and level of maintenance and repair activities generally performed in a public works maintenance operations and program areas, including street maintenance, fleet services, and parks maintenance.
- Geography and public works systems of the City.
- Principles of business letter writing and report preparation.
- Occupational hazards and standard safety precautions.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

### **Ability to:**

- Oversee and participate in the management of multiple sections, work groups, and/or service areas within a comprehensive public works operations division, collection systems, and NPDES program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned areas of responsibility.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare and administer program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Oversee and participate in the completion of data, maintenance of records and files, and the preparation of clear and concise administrative and financial reports.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Ensure adherence to established safety rules, regulations and guidelines.
- Oversee and participate in the provision of a high level of customer service to internal and external customers.
- Respond to requests and inquiries from the general public; tactfully and courteously

- represent the Public Works Department during public contacts.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in construction, business administration, public administration, or a closely related field; or

**Experience:**

Six years of broad and extensive experience in public works development and maintenance activities or related service delivery operations, including two years of administrative and supervisory responsibility.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be exposed to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

March 2017

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.



## **SUPPLEMENTAL STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of May 23, 2017

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Dawn Merchant, Finance Director

**SUBJECT:** **Proposed Updates to the Master Fee Schedule Effective July 1, 2017**

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### **RECOMMENDED ACTION**

It is recommended that the City Council adopt the resolution approving updates to the Master Fee Schedule effective July 1, 2017.

### **STRATEGIC PURPOSE**

This action falls under Strategic Plan Long Term Goal O: Achieve and maintain financial stability and transparency. This action is essential to Strategy O-1: Improve the City's financial stability. This is achieved through the specific short term objective of reviewing and increasing as many fees as possible annually to ensure maximum cost recovery is obtained.

### **FISCAL IMPACT**

The fee increases will ensure that the City recovers as much of the cost for providing services as possible. The Consumer Price Index (CPI) is a reasonable mechanism to use to increase some fees to ensure that they are limited to the reasonable cost of providing services, while capturing the increasing costs of labor and goods. Recovery of fees is imperative to maintain our fiscal stability. Departments have incorporated proposed fees into their budgets.

### **DISCUSSION**

After publication of the agenda, staff discovered that the non-residential Sewer Capacity Fee listed on page 18 of the Draft Master Fee Schedule (just below the Water & Sewer Facility Reserve Fees table) had not been updated by the Engineering News Record Cost of Construction Index (ENR) as indicated in the table in either the Master Fee Schedule that was effective July 1, 2016 or the current draft for consideration this evening. The rate in the draft should reflect \$12.29 per gallon versus the \$11.91 per gallon as shown in the attachment. The \$12.29 captures a 2.2% rate increase that should have occurred in the prior year as well as the current ENR rate of 1.0% for this current year. In addition, the Sewer Connection Fees in the table were inadvertently adjusted by CPI versus the ENR and therefore the rates need to be corrected to reflect adjustment by the proper index, resulting in lower fees than as previously presented.

### **ATTACHMENT**

A. Revised Page 18 of the Draft Master Fee Schedule

**4.02**

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Agenda Item #

**MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2017**

**ATTACHMENT A**

>>PUBLIC WORKS<<

| <b>WATER &amp; SEWER FACILITY RESERVE FEES</b>  |   |  |   |
|---|---|--|---|
| In January 2003, the three components for capacity charges (connection, annex, and storage) were combined into one charge (612-2560.46860) in order to improve administration and reduce the complexity of capacity charge development and implementation. Sewer connection fees are reported in 622-2570.46810. Water Storage Fees, Water Service District Annexation Fees and Water and Sewer Connection Fees shall automatically adjust in each succeeding year in accordance with the "Engineering News Record Cost of Construction Index". |   |  |   |
| <b>Water Meter Size or Customer Class</b>   | <b>*Sewer Connection<br/>622-2570.46810</b> | <b>Treated Water Capacity<br/>100-0000.25001</b> | <b>*Water Capacity<br/>612-2560.46860</b>     |
| 5/8" x 3/4"   |   | \$1,121.38                                       | \$ <del>5,216.43</del><br><u>5,279.81</u>     |
| 1-inch  |   | \$2,803.45                                       | \$ <del>13,041.08</del><br><u>13,199.53</u>   |
| 1-1/2 inch  |   | \$5,606.90                                       | \$ <del>26,082.15</del><br><u>26,399.04</u>   |
| 2-inch  |   | \$8,971.04                                       | \$ <del>41,792.76</del><br><u>42,300.40</u>   |
| 3-inch  |   | \$17,942.08                                      | \$ <del>78,373.33</del><br><u>79,366.48</u>   |
| 4-inch  |   | \$28,034.50                                      | \$ <del>130,512.96</del><br><u>132,098.43</u> |
| 6-inch  |   | \$56,069.00                                      | \$ <del>261,025.92</del><br><u>264,196.87</u> |
| 8-inch  |   | \$100,924.20                                     | \$ <del>417,867.73</del><br><u>423,055.65</u> |
| 10-inch   |   | \$162,600.10                                     | \$ <del>601,140.60</del><br><u>608,778.01</u> |
| 12-inch   |   | \$241,096.70                                     | \$ <del>862,659.93</del><br><u>873,697.50</u> |
| Residential:<br>Single Dwelling (per unit)  | \$ <del>2,555.00</del><br><u>2,581.00</u>   | \$1,121.38                                       | \$ <del>5,216.43</del><br><u>5,279.81</u>     |
| Multi Family (2-4 units) (per unit)   | \$ <del>2,044.00</del><br><u>2,064.00</u>   | \$1,121.38                                       | \$ <del>5,216.43</del><br><u>5,279.81</u>     |
| Apartment/Mobile Home (per unit)  | \$ <del>1,666.00</del><br><u>1,683.00</u>   | \$1,121.38                                       | \$ <del>5,216.43</del><br><u>5,279.81</u>     |

\*Sewer Capacity – Non Residential: Average gallons per day @ ~~\$11.91~~\$12.29 per gallon

\*Water Capacity – Residential/Multi Family/Apartment/Mobile Home: If meter size greater than 5/8" x 3/4" charge by meter size.