



AGENDA

SPECIAL MEETING

BUDGET/AUDIT COMMITTEE

Monday, March 27, 2023

4:00 p.m.

*Members of the public will be able to participate either in-person at
Hoyer Hall, Clayton Community Library
6125 Clayton Road, Clayton, CA 94517
or
remotely via Zoom.*

Committee Members

Mayor Jeff Wan
Councilmember Kim Trupiano

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review on the City's website at www.claytonca.gov
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at www.claytonca.gov
- Any writings or documents provided to a majority of the City Council after distribution of the Agenda Packet and regarding any public item on this Agenda is available for review on the City's website at www.claytonca.gov
- If you have a physical impairment that requires special accommodations to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7300.

Instructions for Virtual Budget/Audit Committee Meeting – March 27, 2023

This meeting via videoconferencing is open to the public. The following options are provided as a courtesy for those who would prefer to view, listen to, or provide comments remotely for the meeting. While City staff will make every effort to facilitate remote participation in the meeting, the City cannot guarantee that the public's access to teleconferencing technology will be uninterrupted, and technical difficulties may occur from time to time.

Videoconference or Phone: To follow or participate in the meeting on-line, click the link below, or in the Zoom application or by phone, enter the Webinar ID below:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82914822581>

No Passcode Needed

Or One tap mobile:

US: +16699009128,86968637841# or +16694449171,86968637841#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 669 444 9171 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325

Webinar ID: 829 1482 2581

E-mail Public Comments: If preferred, please e-mail public comments to the City Clerk, Ms. Calderon at janetc@claytonca.gov by noon on the day of the Budget/Audit Committee meeting. All E-mail Public Comments will be forwarded to the entire Budget/Audit Committee.

Those who choose to attend the meeting via videoconferencing or telephone shall have 3 minutes each for public comments.

*** CLAYTON BUDGET/AUDIT COMMITTEE ***

March 27, 2023

4:00 P.M.

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENT ON NON - AGENDA ITEMS

Members of the public may address the Budget/Audit Committee on items within the Committee's jurisdiction, (which are not on the agenda) at this time. To ensure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Budget/Audit Committee's discretion. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Budget/Audit Committee may respond to statements made or questions asked or may at its discretion request Staff to report back at a future meeting concerning the matter.

Public comment and input on Public Hearing, Action Items and other Agenda Items will be allowed when each item is considered by the City Council.

3. ACTION ITEMS

- (a) Fiscal Year 2023-2024 Budget and Updating of the City's Master Fee Schedule Status and Timeline Update. (Finance Director and Finance Consultant)
([View Here](#))

Recommendation: Review status of the FY 23-24 Budget and Master Fee Schedule update and current timeline for completion of work and recommend any adjustment needed.

- (b) City of Clayton's Active Contracted Service Agreements Review.
(Finance Director) ([View Here](#))

Recommendation: Receive presentation and provide feedback to staff.

4. ADJOURNMENT



STAFF REPORT

TO: HONORABLE COMMITTEE MEMBERS

**FROM: ANGELINE LOEFFLER, FINANCE DIRECTOR
NITISH SHARMA, FINANCE CONSULTANT**

DATE: MARCH 27, 2023

SUBJECT: FISCAL YEAR 2023-2024 BUDGET AND UPDATING OF THE CITY'S MASTER FEE SCHEDULE STATUS AND TIMELINE UPDATE

RECOMMENDATION

Review status of the FY 23-24 Budget and Master Fee Schedule update and current timeline for completion of work and recommend any adjustment needed.

BACKGROUND

Budget planning intends to resource and allocate the available funding for the period covered and, if possible, to address future economic contingencies. Additionally, on December 20, 2022, the City entered into a service agreement with GovInvest to perform the City's Master Fee Schedule update.

On January 23, 2023, the Mr. Sharma, GovInvest, who was interim Finance Direct at the time, presented to the Budget/Audit Committee the proposed update to the City of Clayton's Master Fee Schedule. On February 17, 2023, the City's team met with the representatives from the ClearGov team to review the total labor cost by position for the City. The City team discussed the inclusion of full cost method, including the unfunded accrued liability, for the active positions as part of the cost recovery efforts. The following tentative timeline was provided during the Budget/Audit Committee on February 27, 2023 meeting as key deliverables:

Dates	Description
2/27/2023	Project Kick-off. Meeting with City Team to Review Calendar and full cost recovery methodology for labor costs
3/17/2023	First Draft Due to the City for Review
2/27/2023	Presentation of the First Draft Master Fee Schedule to the Budget/Audit Committee
4/4/2023	Second Draft of the Master Fee Schedule - Calculate new revenues for the new annual budget for FY23-24
4/24/2023	Presentation of the Second draft of the Master Fee Schedule to the Budget/Audit Committee
5/16/2023	City Council Budget Workshop

DISCUSSION

The previously presented timeline for Master Fee Schedule update has been modified due to the delays in completing the labor costing. The labor costing process started on March 10, 2023, but has not been finalized as waiting for some of the key information, such as updated rate information from MPA for next year which staff received on March 22, 2023. With that, the Master Fee Schedule update timeline has been pushed back and adjusted consistent to the FY23-24 Budget timeline.

- On March 1, 2023, the FY23-24 Budget kicked-off by issuing of FY23-24 Budget worksheets to the Clayton Leadership Team (CLT) for their input.
- On March 20, 2023, Master Fee Schedule update project kicked-off by starting the interview process with relevant personnels, including CLT to gather the pertinent full cost information.
- The Finance Director and Mr. Sharma, GovInvest will work together throughout the FY23-24 adoption process and develop a timeline to complete the work as following:

FY 23-24 Budget and Master Fee Schedule Timeline	
Date	FY 23-24 Budget & Master Fee Schedule
3/1/2023 – 3/20/2023	Kick-off project for FY 23-24 Budget; Labor Costing, Updating Master fee schedule.
3/20/2023-3/31/2023	<ul style="list-style-type: none"> • FY23-24 Revenue and Expenses: Working with CLT on their budgetary input • FY23-24 Labor Costing with GovInvest • Updating Master Fee Schedule: Interviewing with relevant personnel and gathering the information
4/1/2023 - 4/7/2023	Updating the Master Fee Schedule and compiling preliminary proposed FY23-24 Budget
4/7/2023	Preliminary proposed Budget to City Manager for review
4/24/2023	Budget/Audit Committee: Presentation of proposed FY 23-23 Budget and Master Fee Schedule update
5/22/2023	Budget/Audit Committee: Budget Workshop for Proposed Annual Budget for FY 23-24 and Master Fee Schedule Updates
6/6/2023	Council Meeting: FY 23-24 Budget Workshop
6/20/2023	Council Action: Approval of the Proposed Annual Budget for FY 23-24



STAFF REPORT

TO: HONORABLE COMMITTEE MEMBERS

FROM: ANGELINE LOEFFLER, FINANCE DIRECTOR

DATE: MARCH 27, 2023

SUBJECT: CITY OF CLAYTON'S ACTIVE CONTRACTED SERVICE AGREEMENTS REVIEW

RECOMMENDATION

Receive presentation and provide feedback to staff.

BACKGROUND

On February 27, 2023, during the FY 22-23 Mid-Year Budget Review, the Council Committee members request staff to review the City's active outsourcing contracted service agreements. Staff reviews the list of contract services from Public Work, Police Department, Community Development Department and Administration Department and identifies 48 service contractors.

DISCUSSION

The identified service contractors are being paid through the various sources of fund; General Fund, Landscape Maintenance, Street Lighting, Stormwater Assessment fund, CIP, and Grants. The 48 service contractors' detail information along with the amounts charged through year-to-date are included in this report as Attachment 1 and summarized as following:

- Administration/City Clerk/HR: contracted services are consisting of IT services, the City's website services, Financial System support, maintenance/repair services on the City owned land and buildings, Well monitoring service, and 811 underground alert service.
- Additional CIP and Projects in Administration: the City receives services from Kennedy & Associates, Moore Iacofano Golstman, Inc, and R3 Consulting Group, Inc, for the City's development project consulting services and pavement engineering service from Pavement Engineering Inc.
- Community Development Department: There is one contractual service for pre-reviewed Accessory Dwelling Unit Plans and Ordinance which is funded through SB2 Grant fund.

- Police: the contracted services are consisting of School Crossing Guard Services three schools at Mt Zion Drive/Pine Hollow Rd, Mitcell Canyon Rd/Pine Hollow Rd, and Center St/Oak St., Pig Control service provided by Rural Pig Management, and Courtyard Payphone services provided by Pacific Telemangement Service.

- Public Works: the contract services consist in following categories:
 - Seasonal workers through Workers.com for City's landscaping maintenance and various other City's projects.

 - Weed abatement / tree trimming contract services from Environtech Enterprises, Waraner Brothers Tree Services, and Hamilton Tree Services, Inc

 - Street light poles repair/replacement and electrical repair services through various vendors; Continental Electric, Dillon Electric Inc, Jam Services, and Valmont Industries.

 - Neighborhood streets repaving service provided by Bay Cities Paving and Grading, and emergency street repair and trail repair service provided by G.N. Henley, Inc

 - Street Sweeping service provides by SCA of CA, LLC.

 - The rests are various other services such as elevator service, fire alarm monitoring, fire extinguisher testing, HVAC maintenance and repair service, fountain maintenance service, plumbing services, and City Library and other City facilities maintenance and repair, and IT computer support.

ATTACHMENTS

Attachment 1: Contract Services List

REF	Dept	Name	Type of Service Provided	Contract Amount	Contract Execution Date	Contract Expiration Date
1	CDD	Precision Civil Engineering		NTE \$59,500	3/1/2022	
2	City	Apex Technology Management	\$33k per year IT Services	\$ 68,000.00	12/30/2022	
3	City	Digital Services	IT Services, website, email and Zoom		11/30/2022	
4	City	Geoconsultants, Inc.	Well monitoring @ \$1,546.50 per month paid by Oakhurst CC		12/15/2022	
5	City	J&R Floor Services	Repair floors; library floors, repair sidewalks, Janitorial Services		4/1/1994	
6	City	JJR Construction	Street paver		6/15/2022	
7	City	Kennedy & Associates	Development project consultant		10/15/2022	
8	City	Maintenance Agents, LLC	Diablo Estates landscaper		11/15/2022	
9	City	Maze & Associates	Finance consultant - Accounting services		9/30/2022	
10	City	Moore Iacofano Golstman, Inc	Development project consultant; Clayton Housing Element Project		12/15/2022	
11	City	nfpAccounting Technologies, Inc	Finance consultant, Financial Edge Accounting Software Support		9/15/2022	
12	City	Pavement Engineering Inc	pavement		12/30/2022	
13	City	R3 Consulting Group, Inc	Development project consultant: SB1383 Compliance and Franchise Agreement negotiation		12/9/2022	
14	City	Underground Service Alert Of N.CA & NV	811 service		8/1/2022	
15	City	Voler Strategic Advisors, Inc	Strategic communications		12/15/2022	

Attachment 1

RE F	Dept	Name	Type of Service Provided	Contract Amount	Contract Execution Date	Contract Expiration Date
16	HR/Clerk	Larry Logic	A/V services for City Council and Budget Audit Committee meetings			
17	Police	All City Management Services, Inc.	school crossing guard services	\$ 47,368.80	7/2/2019	annual FY
18	Police	Pacific Telemanagement Svc	Courtyard payphone	\$70 / month	12/30/2022	
19	Police	Rural Pig Management (Richard Seever)	Pig control	\$3,000 / month		
20	PW	Advanced Elevator Solutions, Inc	Elevator service	\$128 / month	12/30/2022	
21	PW	All-Guard Systems, Inc.	Fire Alarm monitoring		8/1/2022	
22	PW	ALTEC Industries, Inc.	Service to PW vehicles		5/31/2022	
23	PW	Bay Area Barricade Serv.	Traffic supplies, street signs, cones, etc.		11/30/2022	
24	PW	Bay Cities Paving & Grading	Neighborhood streets repaving	\$ 898,877.20	9/30/2021	6/30/2022
25	PW	Cintas Fire Protection	Fire extinguisher testing		12/30/2022	
26	PW	Continental Electric	Electrician		9/30/2022	
27	PW	CR Fireline, Inc	Fire extinguisher service		12/15/2022	
28	PW	Diablo View Construction, Inc	Various construction jobs in city		12/30/2022	
29	PW	Dillon Electric Inc	Street light maintenance and electrical repairs		12/30/2022	
30	PW	Environtech Enterprises	Weed Abatement, 3 years	\$ 199,101.00	1/1/2019	
31	PW	Evans & Son Masonry	Center St/Morris St Planter cap replacement	\$ 1,970.00	6/26/2020	4/5/2022
32	PW	G.N. Henley, Inc	PW repairs : Emergency street repair, trail repair, etc		7/31/2019	7/31/2019

Attachment 1

REF	Dept	Name	Type of Service Provided	Contract Amount	Contract Execution Date	Contract Expiration Date
33	PW	Hamilton Tree Service, Inc	Tree work in city		10/31/2022	
34	PW	JAM Services	Light poles		12/15/2022	
35	PW	MSR Mechanical, LLC	HVAC maintenance and repair		12/30/2022	
36	PW	Mt Diablo Landscape Centers Inc	landscape hardscape		4/5/2022	4/5/2022
37	PW	Pond M Solutions	Fountain maintenance	\$650 /month	12/30/2022	
38	PW	Roto-Rooter Sewer/Drain Service	plumber		11/30/2022	
39	PW	SCA of CA, LLC	Street sweeping	\$4,500 /month	12/30/2022	
40	PW	Site One Landscape Supply, LLC	Landscape and irrigation supplies		12/30/2022	
41	PW	Stanley Access Tech Inc	Repair library doors		6/30/2022	
42	PW	Valmont Industries	replacement parts for light poles		2/26/2022	
43	PW	Wally's Rental Center, Inc.	Equipment rental		4/5/2022	
44	PW	Waraner Brothers Tree Service	Tree work in city		11/15/2022	
45	PW	Waraner Brothers Tree Service	Weed Abatement			6/30/2023
46	PW	Western Exterminator	Pest control		12/15/2022	
47	PW	Wizix Technology Group, Inc	IT services - computer support		12/30/2022	
48	PW	Workers.com	Temp workers for PW		12/30/2022	