



AGENDA

REGULAR MEETING

* * *

CLAYTON CITY COUNCIL

* * *

TUESDAY, February 1, 2022

7:00 P.M.

***** NEW LOCATION*****

This meeting is being held in accordance with AB 361, given the proclaimed state of emergency and the Contra Costa County Health Officer's recommendation for social distancing for public meetings, which is also consistent with Cal OSHA requirements for social distancing, the City Council will be participating in meetings via phone/video conferencing. The public is invited to watch and participate via the methods listed below:

Mayor: Peter Cloven
Vice Mayor: Holly Tillman

Council Members

Jim Diaz
Jeff Wan
Carl Wolfe

- 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 City Council Meeting – February 1

To protect our residents, officials, and staff, and aligned with the Governor’s executive order to Shelter-at-Home, this meeting is being conducted utilizing teleconferencing means consistent with State order that that allows the public to address the local legislative body electronically.

To follow or participate in the meeting:

1. **Videoconference:** to follow the meeting on-line, click here to register:

https://us02web.zoom.us/webinar/register/WN_06q0GcosRnmvy4dNOutGlw

After clicking on the URL, please take a few seconds to submit your first and last name, and e-mail address then click “Register”, which will approve your registration and a new URL to join the meeting will appear.

Phone-in: Once registered, you will receive an e-mail with instructions to join the meeting telephonically, and then dial Telephone: 877 853 5257 (Toll Free)

2. using the *Webinar ID* and *Password* found in the e-mail.

E-mail Public Comments: If preferred, please e-mail public comments to the City Clerk, Ms. Calderon at janetc@claytonca.gov by 5 PM on the day of the City Council meeting. All E-mail Public Comments will be forwarded to the entire City Council.

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

Location:

Videoconferencing Meeting (this meeting via teleconferencing is open to the public)

To join this virtual meeting on-line click here:

https://us02web.zoom.us/webinar/register/WN_06q0GcosRnmvy4dNOutGlw

To join on telephone, you must register in the URL above, which sends an e-mail to your inbox, and then dial (877) 853-5257 using the *Webinar ID* and *Password* found in the e-mail.

*** CITY COUNCIL ***

February 1, 2022

1. **CALL TO ORDER AND ROLL CALL** – Mayor Cloven.

2. **MEETING PROTOCOL VIDEO**– City Clerk

3. **PLEDGE OF ALLEGIANCE** – led by Councilmember Diaz.

4. **CONSENT CALENDAR**

Consent Calendar items are typically routine in nature and are considered for approval by one single motion of the City Council. Members of the Council, Audience, or Staff wishing an item removed from the Consent Calendar for purpose of public comment, question, discussion or alternative action may request so through the Mayor.

(a) Approve the minutes of the City Council's regular meeting of January 18, 2022.
(City Clerk) ([View here](#))

(b) Approve the Financial Demands and Obligations of the City. (Finance) ([View here](#))

(c) Adopt a Resolution of the City Council of the City of Clayton Allowing for Video and Teleconference Meetings during the COVID-19 State of Emergency Under AB 361. (City Manager) ([View here](#))

(d) Adopt a Resolution Accepting the Curb Ramp Improvement Project (CIP 10453) Performed by JJR Construction, Inc. as Complete, Approving the Attached Notice of Completion, Directing the City Clerk to Record Same with the County Recorder and Authorizing the Payment of All Retained Funds to JJR Construction, Inc. Except for \$2,100 for Signal Loop Repair 35 Days After Recording the Notice of Completion. (City Engineer) ([View here](#))

5. **RECOGNITIONS AND PRESENTATIONS** – None.

6. **REPORTS**

(a) City Manager/Staff

(b) City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.

7. **PUBLIC COMMENT ON NON - AGENDA ITEMS**

Members of the public may address the City Council on items within the Council's jurisdiction, (which are not on the agenda) at this time. To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Mayor's discretion. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Council 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.

8. **PUBLIC HEARINGS** – None.

9. **ACTION ITEMS**

- (a) Discussion and Potential Authorization to Send a Letter to the BART Board of Directors Regarding Upcoming Redistricting. (City Manager) ([View here](#))
- (b) Discussion of Ten-Year General Fund Forecast. (City Manager) ([View here](#))
- (c) Revenue Options and Potential Revenue Measure Next Steps. (City Manager and Finance Director) ([View here](#))

10. **CLOSED SESSION** – None.

11. **COUNCIL ITEMS** – limited to Council requests and directives for future meetings.

12. **ADJOURNMENT** - the next regularly scheduled City Council meeting will be February 15, 2022.

#

MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL
TUESDAY, January 18, 2022

1. **CALL TO ORDER THE CITY COUNCIL** – The meeting was called to order at 7:00 p.m. by Mayor Cloven on a virtual web meeting and telephonically (877) 853-5257. Councilmembers present: Mayor Cloven, Vice Mayor Tillman, and Councilmembers Diaz, Wan, and Wolfe. Councilmembers absent: None. Staff present: City Manager Reina Schwartz, City Attorney Martin de los Angeles, and City Clerk/HR Manager Janet Calderon.
2. **MEETING PROTOCOL VIDEO** – City Clerk.
3. **PLEDGE OF ALLEGIANCE** – led by Councilmember Diaz.
4. **CONSENT CALENDAR**

It was moved by Councilmember Diaz, seconded by Councilmember Wan, to approve the Consent Calendar items 4(a) – 4(c) as submitted. (Passed 5-0).
 - (a) Approved the minutes of the City Council’s regular meeting of January 4, 2022. (City Clerk)
 - (b) Approved the Financial Demands and Obligations of the City. (Finance)
 - (c) Adopted Resolution No. 04-2022 of the City Council of the City of Clayton Allowing for Video and Teleconference Meetings during the COVID-19 State of Emergency Under AB 361. (City Manager)
5. **RECOGNITIONS AND PRESENTATIONS**
 - (a) Certificates of Recognition to public school students for exemplifying the “Do the Right Thing” character trait of “Kindness” during the months of November and December 2021. (Mayor Cloven)

Councilmember Wolfe and Mt. Diablo Elementary School Principal Katie Sanchez and teachers Mrs. Fail and Mrs. Erickson presented certificates to Cooper Calabo and Aaron Carbaugh.

Councilmember Wolfe and Diablo View Middle School Principal Peter Fong presented certificates to Finnian Duggan and Dylan Gettrost.

6. REPORTS

(a) City Manager/Staff

City Manager Reina Schwartz advised City Hall is currently closed to the public, however, staff is able to meet with the public by appointment.

(b) City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.

Councilmember Wan indicated "No Report".

Councilmember Diaz met with the 2022 Clayton Annual BBQ Cook-off Committee, met with the City Manager and met with the Police Chief.

Councilmember Wolfe met with the Mayor, met with the City Manager, met with the Community Development Director, attended the Contra Costa County Mayors' Conference, and responded to emails and phone calls from constituents.

Vice Mayor Tillman attended the Contra Costa County Mayors' Conference, was appointed to the Community Services Policy Committee for CalCities, attended the Young Dems of Contra Costa County forum with Ben Therriault candidate for Contra Costa County Sheriff, met with the City Manager, met with the Mayor, received a suggestion by a citizen for the installation of a light on Marsh Creek Road near the town clock, and is looking forward to meeting with the Trails and Landscaping Committee.

Mayor Cloven attended the meeting of Transportation Partnership and Cooperation for Central Contra Costa (TRANSPAC), attended the Contra Costa County Mayors' Conference, volunteered with the Clayton Business and Community Association Holiday decoration take-down, spoke to the City Manager regarding item 9(e) on the agenda this evening, met with Councilmember Tim McGallian from the City of Concord, met with Debora Allen from the BART District, met with the City Manager, met with the Community Development Director, met with MIG regarding the Housing Element and spoke briefly about an anonymous letter received by various members the community.

7. PUBLIC COMMENT ON NON - AGENDA ITEMS

Debora Allen provided a brief update on the redistricting of Bay Area Rapid Transit (BART).

Roy Correa expressed his dissatisfaction on the annual rotation of Mayor that occurred in December 2020.

Mayor Cloven closed public comment.

8. PUBLIC HEARINGS – None.

9. ACTION ITEMS

- (a) Adopt a Resolution Adopting A Purchasing Guidelines Policy for the Purchase of Goods, Services, Supplies and Equipment. (City Manager) City Manager Schwartz presented the report.

Following questions by the City Council, Mayor Cloven opened the item to public comment; no comments were offered.

It was moved by Councilmember Diaz, seconded by Councilmember Wolfe, to adopt Resolution No. 05-2022 establishing a new Purchasing Guidelines Policy for the purchase of goods, services, supplies and equipment, as amended relating to professional services agreements. (Passed 5-0).

- (b) Adopt a Resolution Approving One-Time Essential Worker Premium Pay for City Employees and Appropriating American Rescue Plan Act (ARPA) Funding for Implementation. (City Manager)

City Manager Schwartz presented the report.

Following questions by the City Council, Mayor Cloven opened the item to public comment; no comments were offered.

It was moved by Councilmember Diaz, seconded by Vice Mayor Tillman, to adopt Resolution No. 06-2022 Approving One-Time Essential Worker Premium Pay for City Employees and Appropriating American Rescue Plan Act Funds for Implementation. (Passed 5-0).

- (c) Update on Final American Rescue Plan Act (ARPA) Rules and Recommending Adoption of a Resolution Amending the Criteria for the Clayton Cares Program. (City Manager)

City Manager Schwartz presented the report.

Following questions by the City Council, Mayor Cloven opened the item for public comment.

Dee Vieira requested more information on how citizens and businesses can apply for the American Rescue Plan Act funding.

Pat Pannell from Clayton business "Chick Boss" thanked the City Council for the funding.

Mayor Cloven closed public comment.

It was moved by Councilmember Diaz, seconded by Councilmember Wan, to adopt Resolution No. 08-2022 Amending Program Parameters for the Clayton Cares Program. (Passed 5-0).

- (d) First Amendment to City Manager Employment Agreement with Reina Schwartz.
(Mayor Cloven)

Mayor Cloven presented the report.

Following questions by the City Council, Mayor Cloven opened the item to public comment; no comments were offered.

It was moved by Councilmember Wolfe, seconded by Vice Mayor Tillman, to accept the First Amendment to City Manager Employment Agreement with Reina Schwartz. (Passed 5-0).

- (e) A Resolution of the City Council of the City of Clayton Adopting the City of Clayton's Salary Schedule Effective December 27, 2021 in Conformance with CalPERS Requirements to Provide a Publicly Available Salary Schedule. (City Manager)

City Manager Schwartz presented the report.

Following questions by the City Council, Mayor Cloven opened the item to public comment; no comments were offered.

It was moved by Councilmember Wan, seconded by Councilmember Diaz, to adopt Resolution No. 07-2022 Adopting the City of Clayton's Salary Schedule Effective December 27, 2021 in Conformance with CalPERS Requirements to Provide a Publicly Available Salary Schedule. (Passed 5-0).

10. CLOSED SESSION – None.

11. COUNCIL ITEMS

Mayor Cloven requested a future agenda item regarding the City's position, if any, on the Bay Area Rapid Transit (BART) Redistricting.

Councilmember Wolfe requested a future agenda item regarding the Landslide area near the school that continues to occur and possible solutions.

Councilmember Diaz complimented Pacific Gas and Electric (PG&E) for their quick efforts in the restoration of lost power recently.

Vice Mayor Tillman announced Clayton's librarian Karen Hansen-Smith will be retiring at the end of this month.

12. ADJOURNMENT– on call by Mayor Cloven, the City Council adjourned its meeting at 8:53 p.m.

The next regularly scheduled meeting of the City Council will be February 1, 2022.

#

Respectfully submitted,

Janet Calderon, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

Peter Cloven, Mayor

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STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JENNIFER GIANTVALLEY, ACCOUNTING TECHNICIAN

DATE: 02/01/2022

SUBJECT: FINANCIAL DEMANDS AND OBLIGATIONS OF THE CITY

RECOMMENDATION:

It is recommended the City Council, by minute action, approve the financial demands and obligations of the City for the purchase of services and goods in the ordinary course of operations.

Attached Report	Purpose	Date	Amount
Open Invoice Report	Accounts Payable	1/26/2022	\$ 180,017.81
Open Invoice Report (CalCard)	Accounts Payable	1/26/2022	\$ 7,491.95
Open Invoice Report (ARPA)	Accounts Payable	1/26/2022	\$ 212,000.00
Payroll Reconciliation Summary	Payroll, Taxes	1/14/2022	\$ 95,870.64
		Total Required	\$ 495,380.40

Attachments:

1. Open Invoice Report, dated 1/26/22 (3 pages)
2. Open Invoice Report for CalCard dated 1/26/22 (2 pages)
3. Open Invoice Report for ARPA, dated 1/26/22 (4 pages)
4. Payroll Reconciliation Summary report PPE 01/09/22 (2 pages)

City of Clayton

Open Invoice Report

Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
All City Management Services, Inc.								
All City Management Services, Inc.	2/1/2022	12/28/2021	74176	School crossing guard svcs 12/21/21-12/25/21	\$772.20	\$0.00		\$772.20
				<i>Totals for All City Management Services, Inc.</i>	<i>\$772.20</i>	<i>\$0.00</i>		<i>\$772.20</i>
ALTEC Industries, Inc.								
ALTEC Industries, Inc.	2/1/2022	1/13/2022	50909909	Service to boom truck	\$553.50	\$0.00		\$553.50
				<i>Totals for ALTEC Industries, Inc.</i>	<i>\$553.50</i>	<i>\$0.00</i>		<i>\$553.50</i>
AT&T (CalNet3)								
AT&T (CalNet3)	2/1/2022	1/22/2022	17654981	Phones 12/22/21-1/21/22	\$1,194.52	\$0.00		\$1,194.52
				<i>Totals for AT&T (CalNet3)</i>	<i>\$1,194.52</i>	<i>\$0.00</i>		<i>\$1,194.52</i>
Bay Area Barricade Serv.								
Bay Area Barricade Serv.	2/1/2022	1/13/2022	28058	Street signs	\$378.64	\$0.00		\$378.64
				<i>Totals for Bay Area Barricade Serv.</i>	<i>\$378.64</i>	<i>\$0.00</i>		<i>\$378.64</i>
Best Best & Kreiger LLP								
Best Best & Kreiger LLP	2/1/2022	1/19/2022	924980	Legal services December 2021	\$9,938.00	\$0.00		\$9,938.00
Best Best & Kreiger LLP	2/1/2022	1/19/2022	924981	PD Legal svcs December 2021	\$655.70	\$0.00		\$655.70
Best Best & Kreiger LLP	2/1/2022	1/19/2022	924982	Labor/Empl Legal svcs December 2021	\$103.80	\$0.00		\$103.80
Best Best & Kreiger LLP	2/1/2022	1/19/2022	924983	Code Enf Legal svcs December 2021	\$2,252.48	\$0.00		\$2,252.48
				<i>Totals for Best Best & Kreiger LLP</i>	<i>\$12,949.98</i>	<i>\$0.00</i>		<i>\$12,949.98</i>
CA Department of Justice								
CA Department of Justice	2/1/2022	1/6/2022	556604	Fingerprinting December 2021	\$32.00	\$0.00		\$32.00
				<i>Totals for CA Department of Justice</i>	<i>\$32.00</i>	<i>\$0.00</i>		<i>\$32.00</i>
CalPERS Health								
CalPERS Health	2/1/2022	1/14/2022	16682298	Medical February 2022	\$35,660.98	\$0.00		\$35,660.98
				<i>Totals for CalPERS Health</i>	<i>\$35,660.98</i>	<i>\$0.00</i>		<i>\$35,660.98</i>
CCWD								
CCWD	2/1/2022	1/10/2022	G series	Water 11/3/21-1/5/22	\$13,323.16	\$0.00		\$13,323.16
				<i>Totals for CCWD.</i>	<i>\$13,323.16</i>	<i>\$0.00</i>		<i>\$13,323.16</i>
Cintas Corporation								
Cintas Corporation	2/1/2022	1/13/2022	4107588006	PW uniforms through 1/13/22	\$49.00	\$0.00		\$49.00
Cintas Corporation	2/1/2022	1/20/2022	4108283709	PW uniforms through 1/20/22	\$49.00	\$0.00		\$49.00
				<i>Totals for Cintas Corporation</i>	<i>\$98.00</i>	<i>\$0.00</i>		<i>\$98.00</i>
City of Concord								
City of Concord	2/1/2022	1/4/2022	91269	Dispatch svcs February 2022	\$25,639.87	\$0.00		\$25,639.87
City of Concord	2/1/2022	1/6/2022	91271	Live scan	\$48.00	\$0.00		\$48.00
				<i>Totals for City of Concord</i>	<i>\$25,687.87</i>	<i>\$0.00</i>		<i>\$25,687.87</i>

City of Clayton

Open Invoice Report

Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Clayton Community Church								
Clayton Community Church	2/1/2022	1/14/2022	HHrental	Deposit refund Hoyer Hall	\$200.00	\$0.00		\$200.00
				<i>Totals for Clayton Community Church</i>	<i>\$200.00</i>	<i>\$0.00</i>		<i>\$200.00</i>
Comcast Business (PD)								
Comcast Business (PD)	2/1/2022	1/1/2022	136755913	PD Internet December 2021	\$935.42	\$0.00		\$935.42
				<i>Totals for Comcast Business (PD)</i>	<i>\$935.42</i>	<i>\$0.00</i>		<i>\$935.42</i>
Concord Uniforms								
Concord Uniforms	2/1/2022	1/17/2022	19127	PD uniforms	\$967.23	\$0.00		\$967.23
				<i>Totals for Concord Uniforms</i>	<i>\$967.23</i>	<i>\$0.00</i>		<i>\$967.23</i>
De Lage Landen Financial Services, Inc.								
De Lage Landen Financial Services, Inc.	2/1/2022	1/7/2022	74990855	Late fee copier contract	\$54.38	\$0.00		\$54.38
De Lage Landen Financial Services, Inc.	2/1/2022	1/21/2022	75169151	Copier lease February 2022	\$1,004.48	\$0.00		\$1,004.48
				<i>Totals for De Lage Landen Financial Services, Inc.</i>	<i>\$1,058.86</i>	<i>\$0.00</i>		<i>\$1,058.86</i>
Globalstar LLC								
Globalstar LLC	2/1/2022	1/16/2022	26444741	Sat Phone 1/16/22-2/15/22	\$110.19	\$0.00		\$110.19
				<i>Totals for Globalstar LLC</i>	<i>\$110.19</i>	<i>\$0.00</i>		<i>\$110.19</i>
Green Tech Roofing								
Green Tech Roofing	2/1/2022	1/11/2022	BP192-2021	C&D refund	\$1,000.00	\$0.00		\$1,000.00
				<i>Totals for Green Tech Roofing</i>	<i>\$1,000.00</i>	<i>\$0.00</i>		<i>\$1,000.00</i>
Harris & Associates, Inc.								
Harris & Associates, Inc.	2/1/2022	1/14/2022	51200	CIP Engineering svcs December 2021	\$10,350.00	\$0.00		\$10,350.00
Harris & Associates, Inc.	2/1/2022	1/14/2022	51201	GHAD Engineering svcs December 2021	\$220.00	\$0.00		\$220.00
Harris & Associates, Inc.	2/1/2022	1/14/2022	51199	Engineering svcs December 2021	\$10,384.15	\$0.00		\$10,384.15
				<i>Totals for Harris & Associates, Inc.</i>	<i>\$20,954.15</i>	<i>\$0.00</i>		<i>\$20,954.15</i>
JJR Enterprises, Inc								
JJR Enterprises, Inc	2/1/2022	1/18/2022	3417067	Copier usage 12/18/21-1/17/22	\$119.15	\$0.00		\$119.15
				<i>Totals for JJR Enterprises, Inc</i>	<i>\$119.15</i>	<i>\$0.00</i>		<i>\$119.15</i>
Roxanne Johnson								
Roxanne Johnson	2/1/2022	1/14/2022	EH010822	EH deposit refund	\$500.00	\$0.00		\$500.00
				<i>Totals for Roxanne Johnson</i>	<i>\$500.00</i>	<i>\$0.00</i>		<i>\$500.00</i>
League of CA Cities East Bay Division								
League of CA Cities East Bay Division	2/1/2022	1/25/2022	641083	Membership dues calendar year 2022	\$6,355.00	\$0.00		\$6,355.00
				<i>Totals for League of CA Cities East Bay Divisor.</i>	<i>\$6,355.00</i>	<i>\$0.00</i>		<i>\$6,355.00</i>
LEHR								
LEHR	2/1/2022	1/21/2022	S169981	Outfit PD vehicle 1746	\$23,104.67	\$0.00		\$23,104.67

City of Clayton

Open Invoice Report

Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
<i>Totals for LEHR.</i>					\$23,104.67	\$0.00		\$23,104.67
MPA								
MPA	2/1/2022	1/21/2022	INV002361	Medicare reimbursement STD, Oct-Dec 21	\$104.40	\$0.00		\$104.40
MPA	2/1/2022	1/21/2022	INV002347	EAP program Q2FY22	\$268.41	\$0.00		\$268.41
<i>Totals for MPA.</i>					\$372.81	\$0.00		\$372.81
Occupational Health Centers of California								
Occupational Health Centers of Califor	2/1/2022	1/6/2022	74046984	Pre-employment exam	\$354.00	\$0.00		\$354.00
<i>Totals for Occupational Health Centers of California</i>					\$354.00	\$0.00		\$354.00
Pacific Office Automation								
Pacific Office Automation	2/1/2022	1/13/2022	218958	Copier lease pmt 58 of 60	\$106.58	\$0.00		\$106.58
<i>Totals for Pacific Office Automation</i>					\$106.58	\$0.00		\$106.58
PG&E								
PG&E	2/1/2022	1/15/2022	011522	Energy 12/15/21-1/14/22	\$21,875.77	\$0.00		\$21,875.77
PG&E	2/1/2022	1/21/2022	012122	Energy 12/20/21-1/19/22	\$4,956.94	\$0.00		\$4,956.94
<i>Totals for PG&E.</i>					\$26,832.71	\$0.00		\$26,832.71
Pond M Solutions								
Pond M Solutions	2/1/2022	1/1/2022	7155	Fountain maint December 2021	\$650.00	\$0.00		\$650.00
<i>Totals for Pond M Solutions</i>					\$650.00	\$0.00		\$650.00
Primepay, LLC								
Primepay, LLC	2/1/2022	12/31/2021	INV-330959-1	Payroll fees December 2021	\$429.00	\$0.00		\$429.00
Primepay, LLC	2/1/2022	11/30/2021	INV-294927-1	Payroll fees November 2021	\$429.00	\$0.00		\$429.00
<i>Totals for Primepay, LLC</i>					\$858.00	\$0.00		\$858.00
Texas Life Insurance Company								
Texas Life Insurance Company	2/1/2022	1/18/2022	SMF0F1B202201170	Supplemental insurance	\$42.25	\$0.00		\$42.25
<i>Totals for Texas Life Insurance Company</i>					\$42.25	\$0.00		\$42.25
Verizon Wireless								
Verizon Wireless	2/1/2022	1/1/2022	9896293656	PW cell phones 12/2/21-1/1/22	\$202.20	\$0.00		\$202.20
<i>Totals for Verizon Wireless</i>					\$202.20	\$0.00		\$202.20
Western Exterminator								
Western Exterminator	2/1/2022	1/4/2022	31563C	Pest Control January 2022	\$461.70	\$0.00		\$461.70
<i>Totals for Western Exterminator</i>					\$461.70	\$0.00		\$461.70
Workers.com								
Workers.com	2/1/2022	1/14/2022	131888	Seasonal workers week end 1/9/22	\$4,182.04	\$0.00		\$4,182.04
<i>Totals for Workers.com</i>					\$4,182.04	\$0.00		\$4,182.04
GRAND TOTALS:					\$180,017.81	\$0.00		\$180,017.81

City of Clayton

Open Invoice Report

CalCard Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
US Bank CalCard								
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Annual prime membership AMAZON PRIME*	\$129.41	\$0.00		\$129.41
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	BISON LIFE Safety Glasses, AMZN MKTP U	\$31.98	\$0.00		\$31.98
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	HOUNDSCOOP Case of 2000 Pe AMZN MK	\$50.01	\$0.00		\$50.01
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Cell phone memory APPLE.COM/BILL	\$0.99	\$0.00		\$0.99
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	DIESEL EXHAUST FLD 2 5GL AUTOZON	\$17.55	\$0.00		\$17.55
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	DIESEL EXHAUST FLD 2 5GL AUTOZON	\$30.73	\$0.00		\$30.73
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	QPR 50-LB PERMNT ASPHALT R LOWES #	\$87.71	\$0.00		\$87.71
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	QPR 50-LB PERMNT ASPHALT R LOWES #	\$131.57	\$0.00		\$131.57
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	LNx 6-IN 6TPI ES RECIP BLD LOWES #0	\$258.64	\$0.00		\$258.64
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Grafitti clean up OUTDOOR SUPPLY CLAYTO	\$61.48	\$0.00		\$61.48
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Management class PAYPAL *REGIONALGO	\$950.00	\$0.00		\$950.00
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	IT AMAZON WEB SERVICES	\$354.50	\$0.00		\$354.50
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	NEW BATTERY FRANKLIN WIREL AMZ	\$10.86	\$0.00		\$10.86
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Employee recognition gift cards BHN*GIFTCARD	\$935.45	\$0.00		\$935.45
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Air purifier BLUEAIR INC	\$661.19	\$0.00		\$661.19
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	PAC Ad GRASSROOTSLAB, LLC	\$260.00	\$0.00		\$260.00
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Training recording LIEBERTCASS	\$75.00	\$0.00		\$75.00
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	IT NAMESILO	\$9.95	\$0.00		\$9.95
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	PAC Ad NEOGOV	\$199.00	\$0.00		\$199.00
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	All hands Meeting PANERA BREAD #60610	\$269.57	\$0.00		\$269.57
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	All hands Meeting PANERA BREAD #60610	\$120.50	\$0.00		\$120.50
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	All hands Meeting PANERA BREAD #60610	\$25.45	\$0.00		\$25.45
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Storage rent PY *CENTRAL SELF STORAG	\$190.00	\$0.00		\$190.00
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	COVID tests SAMSLUB.COM	\$152.25	\$0.00		\$152.25
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	PAC Ad THEPRESSNET	\$20.00	\$0.00		\$20.00
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	9255229137,PAUL JACOBSON VZWRLSS*AP	\$147.32	\$0.00		\$147.32
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	PAC Ad WESTERN CITY MAGAZINE	\$300.00	\$0.00		\$300.00
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Audio Conferencing Monthl ZOOM.US 888-	\$180.00	\$0.00		\$180.00
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Standard Pro Monthly ZOOM.US 888-799-966	\$14.99	\$0.00		\$14.99
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Pads, batteries AED SUPERSTORE	\$239.25	\$0.00		\$239.25
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Shoe Covers Disposable Rec AMZN MKTP U	\$10.56	\$0.00		\$10.56
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Team building meeting HOUR COFFEE & MO	\$30.00	\$0.00		\$30.00
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	ID cards IMAGE SALES	\$167.21	\$0.00		\$167.21
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Less lethal munitions WPSG, INC.	\$127.82	\$0.00		\$127.82
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	DELL 24 ICM MONITOR - P241 DMI* DEL	\$314.92	\$0.00		\$314.92
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Training lunch JERSEY MIKES #1	\$13.94	\$0.00		\$13.94
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Training lunch JERSEY MIKES #3	\$14.16	\$0.00		\$14.16
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Zep Surface Disinfectant S AMZN MKTP US	\$69.58	\$0.00		\$69.58
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Cleaning supplies CVS/PHARMACY #06526	\$46.91	\$0.00		\$46.91
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Cleaning supplies WALGREENS #2112	\$10.09	\$0.00		\$10.09
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	CALENDAR,MON,Ry22,8X11 OFFICE DE	\$12.71	\$0.00		\$12.71
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Website renewal PAYPAL *WEBHOSTING	\$47.88	\$0.00		\$47.88

City of Clayton Open

Invoice Report

CalCard Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Postage POSTALANNEX SERVICE CENTE	\$72.29	\$0.00		\$72.29
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Trodat 5558 Numberer SP * SCHWAAB, IN	\$128.37	\$0.00		\$128.37
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	HP 30A BLACK TONER CARTRID STAPLS	\$60.35	\$0.00		\$60.35
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	MAGIC TAPE 3/4 IN X 1000 STAPLS7343	\$21.90	\$0.00		\$21.90
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Dry gas for PAS machines INTOXIMETERS I	\$232.46	\$0.00		\$232.46
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Expedited freight for helmets PAYPAL *EXEC	\$60.00	\$0.00		\$60.00
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	PARTY ICE	\$32.57	\$0.00		\$32.57
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	Jersey Mikes training lunch McCracken 2	\$27.88	\$0.00		\$27.88
US Bank CalCard	12/1/2021	11/22/2021	Stmt end 11/22/21	TLO monthly fee	\$75.00	\$0.00		\$75.00
<i>Totals for US Bank CalCard</i>					<i>\$7,491.95</i>	<i>\$0.00</i>		<i>\$7,491.95</i>
GRAND TOTALS:					\$7,491.95	\$0.00		\$7,491.95

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Expires On	Net Amount Due
Artur Akopyan								
Artur Akopyan	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				Totals for Artur Akopyan	\$5,000.00	\$0.00		\$5,000.00
Beauty by Teresa Song								
Beauty by Teresa Song	1/31/2022	1/26/2022	ARPA	Clayton Cares Program	\$10,000.00	\$0.00		\$10,000.00
				Totals for Beauty by Teresa Song	\$10,000.00	\$0.00		\$10,000.00
Leonard J Cantanzaro								
Leonard J Cantanzaro	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				Totals for Leonard J Cantanzaro	\$5,000.00	\$0.00		\$5,000.00
Chick Boss								
Chick Boss	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				Totals for Chick Boss	\$5,000.00	\$0.00		\$5,000.00
Chickadee Beverages, LLC								
Chickadee Beverages, LLC	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				Totals for Chickadee Beverages, LLC	\$5,000.00	\$0.00		\$5,000.00
Cinco De Mayo Taqueria								
Cinco De Mayo Taqueria	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				Totals for Cinco De Mayo Taqueria	\$5,000.00	\$0.00		\$5,000.00
Clayton Historical Society								
Clayton Historical Society	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				Totals for Clayton Historical Society	\$5,000.00	\$0.00		\$5,000.00
Clayton Pioneer								
Clayton Pioneer	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				Totals for Clayton Pioneer	\$5,000.00	\$0.00		\$5,000.00
Clayton Theatre Company								
Clayton Theatre Company	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				Totals for Clayton Theatre Company	\$5,000.00	\$0.00		\$5,000.00
Clayton Valley Presbyterian Children's Ctr								
Clayton Valley Presbyterian Children's C	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				Totals for Clayton Valley Presbyterian Children's Ct	\$5,000.00	\$0.00		\$5,000.00
Kathrine Coakley								
Kathrine Coakley	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				Totals for Kathrine Coakley	\$5,000.00	\$0.00		\$5,000.00
Cup O' Jo								

City of Clayton

Open Invoice Report

ARPA Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Cup O' Jo	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				<i>Totals for Cup O' Jo</i>	<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
Diablo View Construction, Inc								
Diablo View Construction, Inc	1/31/2022	1/26/2022	ARPA	Clayton Cares Program	\$10,000.00	\$0.00		\$10,000.00
				<i>Totals for Diablo View Construction, Inc</i>	<i>\$10,000.00</i>	<i>\$0.00</i>		<i>\$10,000.00</i>
Diablo View Middle School PFC								
Diablo View Middle School PFC	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				<i>Totals for Diablo View Middle School PFC</i>	<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
DLF Realty, Inc								
DLF Realty, Inc	1/31/2022	1/26/2022	ARPA2	Clayton Care Program	\$5,000.00	\$0.00		\$5,000.00
				<i>Totals for DLF Realty, Inc</i>	<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
Dry Clean USA								
Dry Clean USA	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				<i>Totals for Dry Clean USA</i>	<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
Ed's Mudville Grill, Inc								
Ed's Mudville Grill, Inc	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				<i>Totals for Ed's Mudville Grill, Inc</i>	<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
Hair by Mindy								
Hair by Mindy	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				<i>Totals for Hair by Mindy</i>	<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
Jenny D Lashes								
Jenny D Lashes	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				<i>Totals for Jenny D Lashes</i>	<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
Joyce Kelly								
Joyce Kelly	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$8,500.00	\$0.00		\$8,500.00
				<i>Totals for Joyce Kelly</i>	<i>\$8,500.00</i>	<i>\$0.00</i>		<i>\$8,500.00</i>
Lenny's Barber Shop & Salon								
Lenny's Barber Shop & Salon	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				<i>Totals for Lenny's Barber Shop & Salon</i>	<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
Mathnasium of Clayton								
Mathnasium of Clayton	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				<i>Totals for Mathnasium of Clayton</i>	<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
Meraki Wreath Company								
Meraki Wreath Company	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00

City of Clayton

Open Invoice Report

ARPA Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
<i>Totals for Meraki Wreath Company</i>					<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
Nails Naturally								
Nails Naturally	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
<i>Totals for Nails Naturally</i>					<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
Rebecca Nell								
Rebecca Nell	1/31/2022	1/26/2022	ARPA	Clayton Cares Program	\$10,000.00	\$0.00		\$10,000.00
<i>Totals for Rebecca Nell</i>					<i>\$10,000.00</i>	<i>\$0.00</i>		<i>\$10,000.00</i>
Performance Trailer Service/West Coast Hunts								
Performance Trailer Service/West Coast H	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
<i>Totals for Performance Trailer Service/West Coast Hunts</i>					<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
John Postlethwaite								
John Postlethwaite	1/31/2022	1/26/2022	ARPA	Clayton Cares Program	\$10,000.00	\$0.00		\$10,000.00
<i>Totals for John Postlethwaite</i>					<i>\$10,000.00</i>	<i>\$0.00</i>		<i>\$10,000.00</i>
Carol Putman								
Carol Putman	1/31/2022	1/26/2022	ARPA	Clayton Cares Program	\$10,000.00	\$0.00		\$10,000.00
<i>Totals for Carol Putman</i>					<i>\$10,000.00</i>	<i>\$0.00</i>		<i>\$10,000.00</i>
Quality Food Brokers								
Quality Food Brokers	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
<i>Totals for Quality Food Brokers</i>					<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
Sweet Peas Floral Designs								
Sweet Peas Floral Designs	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
<i>Totals for Sweet Peas Floral Designs</i>					<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
The Frontier Salon								
The Frontier Salon	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
<i>Totals for The Frontier Salon</i>					<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
Shelley Thomason								
Shelley Thomason	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$8,500.00	\$0.00		\$8,500.00
<i>Totals for Shelley Thomason</i>					<i>\$8,500.00</i>	<i>\$0.00</i>		<i>\$8,500.00</i>
TJ Cuts Corporation								
TJ Cuts Corporation	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
<i>Totals for TJ Cuts Corporation</i>					<i>\$5,000.00</i>	<i>\$0.00</i>		<i>\$5,000.00</i>
TLC Pet Grooming								
TLC Pet Grooming	1/31/2022	1/26/2022	ARPA	Clayton Cares Program	\$10,000.00	\$0.00		\$10,000.00
<i>Totals for TLC Pet Grooming</i>					<i>\$10,000.00</i>	<i>\$0.00</i>		<i>\$10,000.00</i>

City of Clayton
Open Invoice Report
ARPA Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Valley Cleaners								
Valley Cleaners	1/31/2022	1/26/2022	ARPA2	Clayton Cares Program	\$5,000.00	\$0.00		\$5,000.00
				<i>Totals for Valley Cleaners</i>	<u>\$5,000.00</u>	<u>\$0.00</u>		<u>\$5,000.00</u>
GRAND TOTALS:					\$212,000.00	\$0.00		\$212,000.00

Payroll Summary

City of Clayton

Check Dates: 01/14/2022 to 01/14/2022

Processes: 2022011401 - 2022011402

Pay Periods: 12/27/2021 to 01/09/2022

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Payroll Totals

Payroll Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount	
	Regular	30	0.00	65,321.67	65,321.67	
	Regular	6	3,914.39	0.00	3,914.39	
Totals		36	3,914.39	65,321.67	69,236.06	→ 69,236.06

Payroll Checks	Check Type	Agency Type	Count	Net Check	Dir Dep Amount	Net Amount	
	Agency	EFSDU	1	0.00	9.23	9.23	
Totals			1	0.00	9.23	9.23	→ 9.23

Total Net Payroll Liability				3,914.39	65,330.90	69,245.29	→ 69,245.29
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Tax Liability

CA and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
CA SDI - Employee			Semi-Weekly	102,384.10	102,384.10			
California SITW			Semi-Weekly	100,109.10	100,109.10	5,576.82		
Totals						5,576.82	0.00	→ 5,576.82

CASUI and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
CA Edu & Training		0.001000	Quarterly	102,384.10	95,870.21		95.87	
California SUI		0.020000	Quarterly	102,384.10	95,870.21		1,917.40	
Totals						0.00	2,013.27	→ 2,013.27

FITW and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Federal Income Tax			Semi-Weekly	100,109.10	100,109.10	15,114.03		
Medicare			Semi-Weekly	102,384.10	102,384.10	1,484.58		
Medicare - Employer			Semi-Weekly	102,384.10	102,384.10		1,484.57	
OASDI			Semi-Weekly	3,039.25	3,039.25	188.43		
OASDI - Employer			Semi-Weekly	3,039.25	3,039.25		188.43	
Totals						16,787.04	1,673.00	→ 18,460.04

FUTA and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Fed Unemployment			Quarterly	102,384.10	95,870.21		575.22	
Totals						0.00	575.22	→ 575.22

Total Tax Liability						22,363.86	4,261.49	→ 26,625.35
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Total Payroll Liability						95,870.64		→ 95,870.64
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Billing

Payroll Summary

City of Clayton

Check Dates: 01/14/2022 to 01/14/2022

Processes: 2022011401 - 2022011402

Pay Periods: 12/27/2021 to 01/09/2022

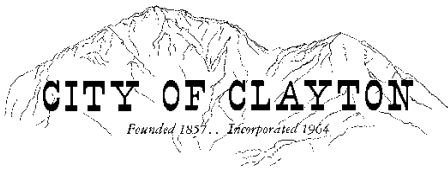
Invoice	Date	Gross	Discount	Tax	Adjustment	Amount
Totals						

Transfers

Type	Date	Source Account	Amount	
Dir Dep	1/13/2022		65,321.67	
Tax	1/13/2022		26,625.35	
Trust	1/13/2022		3,914.39	
Trust Agency	1/13/2022		9.23	
Totals Transfers			95,870.64	→ 95,870.64

Tax Deposits

Required Tax Deposits	Tax	Due On	Amount
(Deposit made by Service Bureau)	California SITW	1/20/2022	5,576.82
(Deposit made by Service Bureau)	Federal Income Tax	1/20/2022	18,460.04
(Deposit made by Service Bureau)	California SUI	5/2/2022	2,013.27
(Deposit made by Service Bureau)	Fed Unemployment	5/2/2022	575.22
Total Tax Deposits			26,625.35



AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

DATE: February 1, 2022

SUBJECT: Adopt a Resolution of the City Council of the City of Clayton Allowing for Video and Teleconference Meetings during the COVID-19 State of Emergency Under AB 361

RECOMMENDATION

Adopt a Resolution of the City Council allowing for video and teleconference meetings during the COVID-19 state of emergency under AB 361.

BACKGROUND

Last year, the State Legislature passed and Governor Newsom signed AB 361 which continues many of the provisions related to the Brown Act that were in place under Executive Orders, which expired September 30, 2021 that allowed for video and teleconferencing during the state of emergency. Since AB 361 has been signed into law, the City can continue to meet virtually until such time as the Governor declares the State of Emergency due to COVID-19 over and measures to promote social distancing are no longer recommended.

On September 20, 2021, the Contra Costa County Health Officer issued recommendations for safely holding public meetings and strongly recommends on-line meetings. If in-person meetings need to occur, the County Health Officer recommends social distancing of six feet of separation between all attendees. The proposed resolution provides that the City Council and all subsidiary City boards and commissions may continue to hold video and teleconference meetings while the state of emergency is still in effect and physical distancing is recommended.

In order to continue to hold video and teleconference meetings, the City Council will need to review and make findings every thirty days that the state of emergency continues to directly impact the ability of the members to meet safely in person and that state or local officials continue to impose or recommend measures to promote physical distancing.

Subject: Resolution Allowing for Video and Teleconference Meetings during the COVID-19 State of Emergency Under AB 361

Date: February 1, 2022

Page 2 of 2

FISCAL IMPACT

None.

Attachment:

Resolution of the City Council Allowing for Video and Teleconference Meetings during the COVID-19 State of Emergency Under AB 361

RESOLUTION NO. ##-2022
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAYTON
ALLOWING FOR VIDEO AND TELECONFERENCE MEETINGS DURING THE
COVID-19 STATE OF EMERGENCY UNDER AB 361

WHEREAS, on March 4, 2020, the Governor of the State of California proclaimed a State of Emergency for COVID-19;

WHEREAS, AB 361 was recently passed by the State Legislature and signed by Governor Newsom and went into effect immediately and allows the City to continue to meet virtually until such time as the Governor declares the State of Emergency due to COVID-19 over and measures to promote physical distancing are no longer recommended;

WHEREAS, on September 20, 2021 the Contra Costa County Health Officer issued recommendations for safely holding public meetings and strongly recommends on-line meetings and if in person meetings occur then recommends physical distancing of six feet of separation between all attendees;

WHEREAS, in light of this recommendation, the City Council desires for itself and for all other City legislative bodies that are subject to the Brown Act to continue to meet via video and/or teleconference; and

WHEREAS, pursuant to AB 361 the City Council will review the findings required to be made every 30 days.

NOW THEREFORE BE IT RESOLVED the City Council hereby finds on behalf of itself and all other City legislative bodies: (1) a state of emergency has been proclaimed by the Governor; (2) the state of emergency continues to directly impact the ability of the City's legislative bodies to meet safely in person; and (3) local officials continue to recommend measures to promote physical distancing.

BE IT FURTHER RESOLVED that the City Council and all other City legislative bodies will continue to meet via video and/or teleconference during the COVID-19 emergency.

PASSED AND ADOPTED by the Clayton City Council, State of California, on this 1st day of February 2022, by the following vote.

AYES:

NOES:

ABSENT:

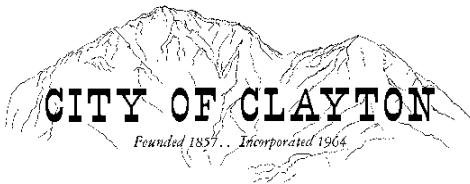
ABSTAIN:

**THE CITY COUNCIL OF CLAYTON,
CA**

Peter Cloven, Mayor

ATTEST:

Janet Calderon, City Clerk



AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Mark Nassar, City Engineer

DATE: February 1, 2022

SUBJECT: Adopt a Resolution Accepting the Curb Ramp Improvement Project (CIP 10453) Performed by JJR Construction, Inc. as Complete, Approving the Attached Notice of Completion, Directing the City Clerk to Record Same with the County Recorder and Authorizing the Payment of All Retained Funds to JJR Construction, Inc. Except for \$2,100 for Signal Loop Repair 35 Days After Recording the Notice of Completion

RECOMMENDATION

Staff recommends City Council adopt the attached Resolution accepting the Curb Ramp Improvement Project (CIP 10453) performed by JJR Construction, Inc. as complete, approving the attached Notice of Completion, directing the City Clerk to record same with the County Recorder and authorizing the payment of all retained funds except for \$2,100 for signal loop repair to JJR Construction 35 days after recording the Notice of Completion.

BACKGROUND

On July 20, 2021, the City Council approved the award of a construction contract to JJR Construction Inc. of Concord, California in the amount of \$288,738 for the City of Clayton Curb Ramp Improvement Project (CIP 10453). Clayton's Capital Improvement Program budget for FY 2020/21 included the construction of the FY2020 Pavement Rehabilitation Project (CIP 10449). The ADA law requires that roadways receiving more than a microsurfacing or slurry seal conform to current ADA requirements. Hence, the Pavement Rehabilitation project in the budget was broken into two components: (1) bringing the roadways up to ADA standards by installing/correcting curb ramps and (2) treating the pavement. The Curb Ramp Improvement Project (CIP 10453) is the first of these two projects. The project improvements include the installation of detectable warning surface (DWS) on ramps that would otherwise meet current standards based on slopes and other geometric requirements, but are out of compliance with current ADA standards, and the installation of new ramps where required. On September 21, 2021, the City Council approved Resolution 55-2021 establishing the budget for the Curb Ramp CIP (10453) at \$353,888 including construction and construction management.

DISCUSSION

The Notice to Proceed was issued to the low-bid contractor, JJR Construction, Inc., (JJR) on September 27, 2021 and actual construction work commenced in October of 2021. There were forty-five curb ramps in the original scope of work. Eight of these original forty-five curb ramps were replaced with alternate locations that were considered more critical. In addition, two ramps, deemed also to be critical, were added, bringing the total to forty-seven curb ramps. During construction, City staff observed deteriorating conditions of sidewalks adjacent to the newly installed curb ramps and a few unsafe curb ramps that needed immediate repairs. All these additional tasks generated a Construction Change Order (CCO) in the amount of \$128,746.21 for JJR, and another additional cost of \$15,810 incurred by Harris & Associates for their design and construction management activities for the project, increasing the project cost by \$144,556.21 to a total of \$498,444.21. On January 4, 2022, Council adopted a Resolution approving the CCO, and re-allocating \$144,556.21 from the Neighborhood Pavement Preservation Project (CIP 10449) to the Curb Ramp Improvement Project (CIP 10453) to fund the increase in cost.

JJR completed construction of the Curb Ramp Improvement Project (CIP 10453) on December 10, 2021. After inspection by the City's Project Construction Manager, the City Engineer determined that the completed project meets the project specifications. The City Engineer is recommending that City Council accept the Curb Ramp Improvement Project and order the filing of the Notice of Completion.

FISCAL IMPACT

The approved FY 2021/22 Capital Improvement Budget established CIP No. 10453 Curb Ramp Improvement Project with a project budget of \$353,888 of which \$288,738 was a construction contract with JJR. As described above, conditions in the field required a significant Construction Change Order, resulting in a final construction contract with JJR of \$417,484.21.

To date the City has made payments totaling \$396,610 to JJR. During construction, JJR accidentally cut a signal loop which was repaired by the Contra Costa County for a cost of \$2,100. This cost will be back charged to JJR and therefore \$2,100 will be deducted from the retention of \$20,874. A retention of \$ 18,774 will be released to JJR guaranteeing completion of the project for a total contract expenditure of \$417,484.21.

With the City Council acceptance of this work and the recording of the Notice of Completion, the City will release all retained funds except the \$2,100 for the signal loop repair to JJR 35 days after recordation of the Notice to Proceed as long as no claims are made against JJR Construction, Inc. by a material supplier or subcontractor.

CONCLUSION

CIP Project No. 10453, Curb Ramp Improvement Project (CIP 10453) is complete and the work performed meets the project specifications. The City Project Construction Manager inspected the completed work and determined that it meets the project specifications. Therefore, the City Engineer recommends approval of this resolution accepting CIP Project No. 10453, the Curb Ramp Improvement Project as complete, ordering the filing of a Notice of Completion and authorizing the payment of all retained funds except for the \$2,100 for the signal loop repair 35 days after filing of the notice.

Attachments: 1. Resolution [2 pp.]
 2. Notice of Completion [2 pp.]

RESOLUTION NO. ##-2022

A RESOLUTION ACCEPTING THE CLAYTON CURB RAMP IMPROVEMENT PROJECT (CIP No. 10453) PERFORMED BY JJR CONSTRUCTION, INC. AS COMPLETE, APPROVING THE NOTICE OF COMPLETION, DIRECTING THE CITY CLERK TO RECORD SAME WITH THE COUNTY RECORDER AND AUTHORIZING THE PAYMENT OF ALL RETAINED FUNDS EXCEPT FOR \$2,100 FOR SIGNAL LOOP REPAIR TO JJR CONSTRUCTION, INC. 35 DAYS AFTER RECORDING OF THE NOTICE OF COMPLETION

**THE CITY COUNCIL
City of Clayton, California**

WHEREAS, on July 20, 2021 the City Council of Clayton, California did award a low-bid contract to JJR Construction, Inc. for the construction of the Clayton Curb Ramp Improvement Project (CIP #10453); and

WHEREAS, JJR Construction, Inc., represents that it has completed construction of the work in conformance with the project specifications and that the project is now ready for acceptance by the City; and

WHEREAS, the City Council must accept the work as complete and order the filing of a Notice of Completion prior to release of the retained funds; and

WHEREAS, the City Construction Manager has inspected the completed work and determined that the completed work is in compliance with state requirements for conditions of curb ramps and sidewalks;

WHEREAS, the City Engineer has determined that the completed work is in compliance with the project specifications; and

WHEREAS, in its accompanying report the City Engineer recommends that the City Council adopt this Resolution accepting the Clayton Curb Ramp Improvement Project (CIP No. 10453) performed by JJR Construction, Inc., approving the Notice of Completion, directing the City Clerk to record same with the County Recorder and authorizing the payment of all retained funds to JJR Construction, Inc., except \$2,100 for signal loop repair, 35 days after recording the Notice of Completion.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Clayton, California does hereby accept as complete, as of the date of adoption of this Resolution, accepting the Clayton Curb Ramp Improvement Project (CIP No. 10453) performed by JJR Construction, Inc., approving the Notice of Completion, directing the City Clerk to record same with the County Recorder and authorizing the payment of all retained funds except

\$2,100 for signal loop repair to JJR Construction, Inc. 35 days after recording the Notice of Completion.

PASSED, APPROVED and ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 1st day of February 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Peter Cloven, Mayor

ATTEST:

Janet Calderon, City Clerk

Recording requested by
and when recorded mail to:

(Section for Recorder's Use Only)

CITY OF CLAYTON
6000 Heritage Trail
Clayton, California 94517
Attn: Janet Calderon

[NO RECORDING FEE SHALL BE CHARGED PURSUANT TO GOVERNMENT CODE SECTION 6103]

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the undersigned is the Owner of a work of improvement described as Clayton Curb Ramp Improvement Project, Clayton CIP #10453, and of the real property on which the work of improvement is situated, which real property is located in the County of Contra Costa, State of California and specifically described as follows: City of Clayton, 6000 Heritage Trail, Clayton, CA 94517.

That the undersigned, as Owner of the above-described property, on July 20, 2021, entered into an original contract with JJR Construction, Inc. for the construction of the above-described work of improvement.

That on December 10, 2021, the work of improvement was actually completed by JJR Construction, Inc.

That the nature of the interest of the undersigned is as a fee simple ownership of curb ramps and sidewalks in the above-described real property.

That the name and address of the undersigned Owner of the above-described property is:

City of Clayton
6000 Heritage Trail
Clayton, California 94517

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

CITY OF CLAYTON

By: _____
Reina J. Schwartz

Its: City Manager

Dated: _____

[VERIFICATION ON FOLLOWING PAGE]

VERIFICATION

I, Reina J. Schwartz, state that I am the Authorized Agent of the Owner identified in the foregoing Notice of Completion. I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this 1st day of February 2022 at Clayton, California.

CITY OF CLAYTON

By: _____
Reina J. Schwartz

Its: _____
City Manager



AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: REINA J. SCHWARTZ, CITY MANAGER

DATE: FEBRUARY 1, 2022

SUBJECT: DISCUSSION AND POTENTIAL AUTHORIZATION TO SEND A LETTER TO THE BART BOARD OF DIRECTORS REGARDING UPCOMING REDISTRICTING

RECOMMENDATION

Staff recommends that the City Council discuss and provide direction to staff as needed.

BACKGROUND

At the City Council meeting of January 18, 2022, the Council had a member of the public speaking on Matters Not on the Agenda regarding the upcoming consideration by the BART Board of several potential redistricting maps.

DISCUSSION

The following is some summary information regarding the upcoming BART redistricting.

- **General Redistricting information** including links to previous meetings:
<https://www.bart.gov/news/articles/2021/news20211105>
- **The mapping dashboard:**
<https://geoinovo1.maps.arcgis.com/apps/dashboards/8d65fce587ea4f3cb77156ccf56e3ec8>
- **The Demographic Data Webmap:**
<https://geoinovo1.maps.arcgis.com/apps/webappviewer/index.html?id=234ff01ccc7a4c61997e0df5a69691d3>
 - When you open this Webmap link, the colored areas on the map that appear first are the existing districts. Clayton is in District 1 the red area. You can

zoom down to street levels on this map to see the boundaries. You can overlay this map with the new proposed plans by clicking the third icon in the top right corner in the gray bar that has the stacked boxes, and selecting any criteria you want to overlay. There are three "BART District Plans" A-C to select. Each should be reviewed separately.

- Plan C is the only plan that proposes changes to the City of Clayton and would place Clayton in a BART district with the eastern part of Contra Costa County rather than the central portion as is currently the case.
- **Last public outreach meeting:**
February 2, 2022
06:00 PM Pacific Time
Please click the link below to join the webinar:
<https://us06web.zoom.us/j/82168419186>
Webinar ID: 821 6841 9186
Or Telephone US: +1 669 900 6833 (Toll Free) or 888 475 4499

The current plan is that the Redistricting Committee will meet at least once (maybe more) after the last public meeting, followed by at least one meeting (perhaps more) of the full Board of Directors to hear, assess and approve a new map. While there are currently three proposed maps, there could be more developed. The public meeting above is where you can submit your comments and feedback about the plans, and you can develop and propose your own plan or a community of interest.

BART Ad Hoc Redistricting Committee:

[Lateefah Simon](#) District 7, Chair

[Mark Foley](#) District 2

[Liz Ames](#) District 6

FISCAL IMPACTS

It is unlikely that there would be any specific fiscal impact from the BART redistricting effort.

ATTACHMENT

Attachment 1: Update to BART Board on Redistricting (January 13, 2022)

Attachment 2: BART Population and Demographic Data by District



**Bay Area
Rapid Transit**



Redistricting Briefing to the Board of Directors

Presentation

January 13, 2022



Redistricting Recap

- Redistricting is the process of adjusting district lines every 10 years after each US Census
- GEOinovo: provide demographic and mapping services to the public and Redistricting Committee
- Goal: Create population-balanced districts based on 2020 US Census data

Completed Tasks

- Public meetings 1, 2 and 3
- Proposed maps (Plan A, B, C) and demographic data provided to Board of Directors
- Technology tools demonstrated and made available to the public

Ongoing Tasks

- Public redistricting meetings
- Update proposed maps and demographic data based on input from the public and Redistricting Committee
- Coordinate with the Office of the District Secretary to provide information to the public and Redistricting Committee

California Fair Maps Act (Overview)

- GEOinovo incorporates redistricting best practices passed into law via the California Fair Maps Act
- Designed to promote transparency during the redistricting process
- Currently applies to cities and counties – NOT special districts – BART is a special district

California Fair Maps Act (Criteria)

Listed in order of priority. Implemented to the extent practicable

1. Districts shall be geographically contiguous
2. Maintain geographic integrity of neighborhoods or communities of interest (COI)
3. Minimize the division of cities or census designated places (CDP)
4. Districts identifiable by natural and artificial barriers
5. Geographic compactness

Public Meeting Schedule

- ✓ Meeting 1: November 10, 2021
- ✓ Meeting 2: December 15, 2021
- ✓ Meeting 3: January 8, 2022
- Meeting 4: January 15, 2022
- Meeting 5: January 22, 2022
- Meeting 6: February 2, 2022

Learn about BART Redistricting

- [BART.gov](https://bart.gov) website
- Redistricting link on the main page
- Links to technology tools on the redistricting page





Technology Tools

- Interactive mapping tool enables public input for districts and communities of interest
- Geo CIM (Community Input Map) – lightweight, survey-based tool for submitting communities of interest
- BART Districts and Demographic Data web map



Bay Area Rapid Transit (BART) Population Data by District

Census Population and Race/Ethnicity data by District (Current, Plan A, Plan B, Plan C)

District Number (Current)	Total Pop	Latino	Latino %	White	White %	Black	Black %	Native American	Native American %	Asian	Asian %	Hawaiian / Pac Islander	Hawaiian / Pac Islander %	Other	Other %	Two or More Races	Two or More Races %
Total	3,726,435	846,053	22.7%	1,269,436	34.1%	330,986	8.9%	26,480	0.7%	1,134,447	30.4%	26,270	0.7%	49,441	1.3%	43,322	1.2%
District 1	411,484	49,305	12.0%	228,294	55.5%	11,747	2.9%	3,668	0.9%	107,569	26.1%	1,392	0.3%	6,185	1.5%	3,324	0.8%
District 2	427,995	158,802	37.1%	132,654	31.0%	53,836	12.6%	4,698	1.1%	62,698	14.6%	4,185	1.0%	5,164	1.2%	5,958	1.4%
District 3	402,667	77,823	19.3%	177,013	44.0%	32,306	8.0%	2,505	0.6%	100,085	24.9%	2,151	0.5%	6,246	1.6%	4,538	1.1%
District 4	418,105	125,905	30.1%	98,723	23.6%	77,895	18.6%	2,720	0.7%	98,800	23.6%	3,146	0.8%	4,696	1.1%	6,220	1.5%
District 5	436,744	102,430	23.5%	146,960	33.6%	24,748	5.7%	3,635	0.8%	143,981	33.0%	4,890	1.1%	5,181	1.2%	4,919	1.1%
District 6	398,953	76,433	19.2%	60,997	15.3%	13,910	3.5%	1,922	0.5%	233,612	58.6%	4,505	1.1%	3,151	0.8%	4,423	1.1%
District 7	442,640	134,795	30.5%	103,606	23.4%	79,349	17.9%	2,924	0.7%	104,379	23.6%	3,224	0.7%	7,451	1.7%	6,912	1.6%
District 8	383,690	42,439	11.1%	149,025	38.8%	12,683	3.3%	1,577	0.4%	168,256	43.9%	1,398	0.4%	5,205	1.4%	3,107	0.8%
District 9	404,157	78,121	19.3%	172,164	42.6%	24,512	6.1%	2,831	0.7%	115,067	28.5%	1,379	0.3%	6,162	1.5%	3,921	1.0%

District Number (Plan A)	Total Pop	Latino	Latino %	White	White %	Black	Black %	Native American	Native American %	Asian	Asian %	Hawaiian / Pac Islander	Hawaiian / Pac Islander %	Other	Other %	Two or More Races	Two or More Races %
Total	3,726,435	846,053	22.7%	1,269,436	34.1%	330,986	8.9%	26,480	0.7%	1,134,447	30.4%	26,270	0.7%	49,441	1.3%	43,322	1.2%
District 1	413,965	50,980	12.3%	247,689	59.8%	11,003	2.7%	3,909	0.9%	89,259	21.6%	1,410	0.3%	6,488	1.6%	3,227	0.8%
District 2	414,595	155,913	37.6%	125,143	30.2%	53,414	12.9%	4,515	1.1%	60,682	14.6%	4,115	1.0%	4,965	1.2%	5,848	1.4%
District 3	414,100	62,603	15.1%	187,281	45.2%	43,126	10.4%	2,957	0.7%	102,790	24.8%	1,460	0.4%	8,133	2.0%	5,750	1.4%
District 4	414,598	185,234	44.7%	52,944	12.8%	70,220	16.9%	2,330	0.6%	88,458	21.3%	6,203	1.5%	3,306	0.8%	5,903	1.4%
District 5	412,675	63,372	15.4%	161,018	39.0%	22,212	5.4%	3,538	0.9%	150,981	36.6%	2,008	0.5%	5,289	1.3%	4,257	1.0%
District 6	413,896	80,757	19.5%	63,718	15.4%	16,042	3.9%	1,991	0.5%	238,648	57.7%	4,799	1.2%	3,259	0.8%	4,682	1.1%
District 7	414,473	121,090	29.2%	102,157	24.6%	74,373	17.9%	2,688	0.6%	98,223	23.7%	3,464	0.8%	6,182	1.5%	6,296	1.5%
District 8	414,049	57,849	14.0%	133,293	32.2%	15,203	3.7%	1,634	0.4%	196,188	47.4%	1,537	0.4%	4,895	1.2%	3,450	0.8%
District 9	414,084	68,255	16.5%	196,193	47.4%	25,393	6.1%	2,918	0.7%	109,218	26.4%	1,274	0.3%	6,924	1.7%	3,909	0.9%

District Number (Plan B)	Total Pop	Latino	Latino %	White	White %	Black	Black %	Native American	Native American %	Asian	Asian %	Hawaiian / Pac Islander	Hawaiian / Pac Islander %	Other	Other %	Two or More Races	Two or More Races %
Total	3,726,435	846,053	22.7%	1,269,436	34.1%	330,986	8.9%	26,480	0.7%	1,134,447	30.4%	26,270	0.7%	49,441	1.3%	43,322	1.2%
District 1	414,010	52,919	12.8%	229,032	55.3%	12,031	2.9%	3,719	0.9%	105,329	25.4%	1,433	0.3%	6,217	1.5%	3,330	0.8%
District 2	413,907	153,853	37.2%	126,738	30.6%	53,308	12.9%	4,535	1.1%	60,571	14.6%	4,101	1.0%	4,958	1.2%	5,843	1.4%
District 3	413,689	77,224	18.7%	182,737	44.2%	34,167	8.3%	2,747	0.7%	103,550	25.0%	2,174	0.5%	6,395	1.5%	4,695	1.1%
District 4	414,113	125,503	30.3%	96,883	23.4%	76,589	18.5%	2,686	0.6%	98,590	23.8%	3,120	0.8%	4,602	1.1%	6,140	1.5%
District 5	414,236	98,808	23.9%	140,226	33.9%	22,557	5.4%	3,357	0.8%	135,511	32.7%	4,339	1.0%	4,943	1.2%	4,495	1.1%
District 6	414,075	81,152	19.6%	63,477	15.3%	15,070	3.6%	2,042	0.5%	239,300	57.8%	5,058	1.2%	3,265	0.8%	4,711	1.1%
District 7	414,119	131,808	31.8%	93,594	22.6%	77,665	18.8%	2,800	0.7%	91,403	22.1%	3,139	0.8%	7,017	1.7%	6,693	1.6%
District 8	413,980	45,393	11.0%	164,308	39.7%	13,521	3.3%	1,749	0.4%	178,530	43.1%	1,477	0.4%	5,666	1.4%	3,336	0.8%
District 9	414,306	79,393	19.2%	172,441	41.6%	26,078	6.3%	2,845	0.7%	121,663	29.4%	1,429	0.3%	6,378	1.5%	4,079	1.0%

District Number (Plan C)	Total Pop	Latino	Latino %	White	White %	Black	Black %	Native American	Native American %	Asian	Asian %	Hawaiian / Pac Islander	Hawaiian / Pac Islander %	Other	Other %	Two or More Races	Two or More Races %
Total	3,726,435	846,053	22.7%	1,269,436	34.1%	330,986	8.9%	26,480	0.7%	1,134,447	30.4%	26,270	0.7%	49,441	1.3%	43,322	1.2%
District 1	414,067	63,286	15.3%	214,689	51.8%	12,921	3.1%	3,613	0.9%	108,455	26.2%	1,514	0.4%	6,206	1.5%	3,383	0.8%
District 2	414,070	144,225	34.8%	137,562	33.2%	52,510	12.7%	4,695	1.1%	60,191	14.5%	4,041	1.0%	4,996	1.2%	5,850	1.4%
District 3	413,957	68,108	16.5%	186,137	45.0%	31,802	7.7%	2,695	0.7%	112,542	27.2%	1,927	0.5%	6,361	1.5%	4,385	1.1%
District 4	413,944	123,368	29.8%	104,449	25.2%	78,876	19.1%	2,766	0.7%	90,299	21.8%	3,012	0.7%	4,908	1.2%	6,266	1.5%
District 5	414,250	109,598	26.5%	132,476	32.0%	22,375	5.4%	3,334	0.8%	132,191	31.9%	4,926	1.2%	4,688	1.1%	4,662	1.1%
District 6	414,007	80,836	19.5%	63,727	15.4%	16,044	3.9%	1,991	0.5%	238,658	57.6%	4,806	1.2%	3,259	0.8%	4,686	1.1%
District 7	414,046	130,548	31.5%	100,919	24.4%	75,864	18.3%	2,837	0.7%	86,709	20.9%	3,233	0.8%	7,205	1.7%	6,731	1.6%
District 8	414,057	57,475	13.9%	135,377	32.7%	15,070	3.6%	1,613	0.4%	194,808	47.0%	1,508	0.4%	4,810	1.2%	3,396	0.8%
District 9	414,037	68,609	16.6%	194,100	46.9%	25,524	6.2%	2,936	0.7%	110,594	26.7%	1,303	0.3%	7,008	1.7%	3,963	1.0%

Census Population and Race/Ethnicity Data by Year

Year	Total Pop	Latino	Latino %	White	White %	Black	Black %	Native American	Native American %	Asian	Asian %	Hawaiian / Pac Islander	Hawaiian / Pac Islander %	Other	Other %	Two or More Races	Two or More Races %
1990	2,806,878	373,804	13.3%	1,577,281	56.2%	372,015	13.3%	13,839	0.5%	464,314	16.5%	.	.	5,625	0.2%	.	.
2000	3,169,290	551,190	17.4%	1,479,413	46.7%	356,766	11.3%	10,974	0.3%	633,527	20.0%	15,217	0.5%	9,892	0.3%	112,311	3.5%
2010	3,364,448	717,217	21.3%	1,352,918	40.2%	324,503	9.6%	9,001	0.3%	805,054	23.9%	19,441	0.6%	9,807	0.3%	126,507	3.8%
2020	3,726,435	846,053	22.7%	1,269,436	34.1%	330,986	8.9%	26,480	0.7%	1,134,447	30.4%	26,270	0.7%	49,441	1.3%	43,322	1.2%
2025E	3,860,278	843,420	21.8%	1,418,506	36.7%	313,989	8.1%	8,978	0.2%	1,059,810	27.5%	22,816	0.6%	13,240	0.3%	179,519	4.7%
2030E	4,029,656	889,963	22.1%	1,453,509	36.1%	316,935	7.9%	9,243	0.2%	1,129,341	28.0%	24,177	0.6%	13,952	0.3%	192,536	4.8%

Notes

1. Hawaiian / Pacific Islander and Two or More Races categories not available for 1990 US Decennial Census

Citizen Voting Age Population (CVAP) by District (Current, Plan A, Plan B, Plan C)

District Number (Current)	Total CVAP	Other	Other %	Asian	Asian %	Black	Black %	White	White %	Latino	Latino %
Total	2,491,699	34,608	1.4%	674,493	27.1%	258,919	10.4%	1,124,351	45.1%	399,328	16.0%
District 1	285,349	3,432	1.2%	49,821	17.5%	7,328	2.6%	198,103	69.4%	26,665	9.3%
District 2	266,525	5,260	2.0%	36,275	13.6%	36,767	13.8%	119,870	45.0%	68,353	25.6%
District 3	285,019	3,813	1.3%	62,273	21.8%	23,847	8.4%	155,987	54.7%	39,099	13.7%
District 4	264,886	3,505	1.3%	64,880	24.5%	65,809	24.8%	83,012	31.3%	47,680	18.0%
District 5	270,113	3,709	1.4%	65,959	24.4%	19,918	7.4%	134,442	49.8%	46,085	17.1%
District 6	247,083	3,502	1.4%	120,457	48.8%	13,435	5.4%	63,839	25.8%	45,850	18.6%
District 7	270,852	4,457	1.6%	64,410	23.8%	61,897	22.9%	86,308	31.9%	53,780	19.9%
District 8	303,578	2,769	0.9%	130,941	43.1%	10,426	3.4%	132,166	43.5%	27,276	9.0%
District 9	298,294	4,161	1.4%	79,477	26.6%	19,492	6.5%	150,624	50.5%	44,540	14.9%

District Number (Plan A)	Total CVAP	Other	Other %	Asian	Asian %	Black	Black %	White	White %	Latino	Latino %
Total	2,491,699	34,608	1.4%	674,493	27.1%	258,919	10.4%	1,124,351	45.1%	399,328	16.0%
District 1	299,472	3,617	1.2%	45,775	15.3%	6,662	2.2%	215,392	71.9%	28,026	9.4%
District 2	256,980	5,096	2.0%	35,272	13.7%	36,571	14.2%	113,018	44.0%	67,023	26.1%
District 3	301,109	4,588	1.5%	65,845	21.9%	33,332	11.1%	163,132	54.2%	34,212	11.4%
District 4	239,643	3,774	1.6%	56,163	23.4%	57,674	24.1%	50,851	21.2%	71,181	29.7%
District 5	257,502	3,095	1.2%	63,047	24.5%	17,936	7.0%	143,514	55.7%	29,910	11.6%
District 6	257,039	3,688	1.4%	123,428	48.0%	15,301	6.0%	66,252	25.8%	48,370	18.8%
District 7	255,216	3,903	1.5%	61,899	24.3%	59,170	23.2%	84,145	33.0%	46,099	18.1%
District 8	322,244	2,945	0.9%	151,707	47.1%	13,131	4.1%	118,841	36.9%	35,620	11.1%
District 9	302,494	3,902	1.3%	71,357	23.6%	19,142	6.3%	169,206	55.9%	38,887	12.9%

District Number (Plan B)	Total CVAP	Other	Other %	Asian	Asian %	Black	Black %	White	White %	Latino	Latino %
Total	2,491,699	34,608	1.4%	674,493	27.1%	258,919	10.4%	1,124,351	45.1%	399,328	16.0%
District 1	286,953	3,412	1.2%	49,708	17.3%	7,384	2.6%	198,783	69.3%	27,666	9.6%
District 2	257,698	5,204	2.0%	34,927	13.6%	36,381	14.1%	114,631	44.5%	66,555	25.8%
District 3	294,047	4,008	1.4%	63,804	21.7%	25,218	8.6%	161,693	55.0%	39,324	13.4%
District 4	261,942	3,474	1.3%	64,637	24.7%	64,981	24.8%	81,261	31.0%	47,589	18.2%
District 5	253,007	3,187	1.3%	60,284	23.8%	18,193	7.2%	127,740	50.5%	43,603	17.2%
District 6	256,941	3,841	1.5%	124,095	48.3%	14,320	5.6%	66,213	25.8%	48,472	18.9%
District 7	256,832	4,453	1.7%	58,058	22.6%	61,408	23.9%	80,801	31.5%	52,112	20.3%
District 8	327,773	2,972	0.9%	139,053	42.4%	11,291	3.4%	145,167	44.3%	29,290	8.9%
District 9	296,506	4,057	1.4%	79,927	27.0%	19,743	6.7%	148,062	49.9%	44,717	15.1%

District Number (Plan C)	Total CVAP	Other	Other %	Asian	Asian %	Black	Black %	White	White %	Latino	Latino %
Total	2,491,699	34,608	1.4%	674,493	27.1%	258,919	10.4%	1,124,351	45.1%	399,328	16.0%
District 1	275,403	3,265	1.2%	50,906	18.5%	8,620	3.1%	182,950	66.4%	29,662	10.8%
District 2	266,360	5,382	2.0%	34,253	12.9%	35,434	13.3%	126,277	47.4%	65,014	24.4%
District 3	297,744	3,810	1.3%	68,893	23.1%	24,455	8.2%	165,936	55.7%	34,650	11.6%
District 4	262,476	3,696	1.4%	59,624	22.7%	66,217	25.2%	87,058	33.2%	45,881	17.5%
District 5	252,263	3,307	1.3%	60,197	23.9%	17,383	6.9%	121,810	48.3%	49,566	19.6%
District 6	257,086	3,688	1.4%	123,438	48.0%	15,302	6.0%	66,258	25.8%	48,400	18.8%
District 7	255,654	4,613	1.8%	54,124	21.2%	59,235	23.2%	86,024	33.6%	51,658	20.2%
District 8	322,943	2,887	0.9%	150,574	46.6%	13,263	4.1%	121,228	37.5%	34,991	10.8%
District 9	301,770	3,960	1.3%	72,484	24.0%	19,010	6.3%	166,810	55.3%	39,506	13.1%

Citizen Voting Age Population (CVAP) figures from the American Community Survey

Census Population Change and Variance by District

District Number	Total Pop (2010)	Variance 2010	Total Pop (2020)	Variance 2020	Pop Change	Change %
Total	3,364,448	1.3%	3,726,435	14.2%	361,987	10.8%
District 1	376,019	1%	411,484	-0.6%	35,465	9.4%
District 2	374,040	0.1%	427,995	3.4%	53,955	14.4%
District 3	373,366	-0.1%	402,667	-2.7%	29,301	7.8%
District 4	375,209	0.4%	418,105	1.0%	42,896	11.4%
District 5	373,912	0.0%	436,744	5.5%	62,832	16.8%
District 6	372,666	-0.3%	398,953	-3.6%	26,287	7.1%
District 7	376,398	0.7%	442,640	6.9%	66,242	17.6%
District 8	371,384	-0.7%	383,690	-7.3%	12,306	3.3%
District 9	371,454	-0.6%	404,157	-2.4%	32,703	8.8%

Proposed Districts	Total Pop	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9	Ideal / Balance	Variance from Ideal
Plan A	3,726,435	413,965	414,595	414,100	414,598	412,675	413,896	414,473	414,049	414,084	414,048	0.17%
Plan B	3,726,435	414,010	413,907	413,689	414,113	414,236	414,075	414,119	413,980	414,306	414,048	0.15%
Plan C	3,726,435	414,067	414,070	413,957	413,944	414,250	414,007	414,046	414,057	414,037	414,048	0.07%

Notes

- 1. Population change equals the difference in population from the 2010 US Census to the 2020 US Census.
- 2. Variance is the percent deviation from balanced/ideal population for each District.
- 3. Variance for Total Population is the difference between the most and least populated District divided by the balanced/ideal District population.
- 4. Balanced/ideal District population equals Total Population divided by 9.

Data Sources

1. US [Decennial Census](#) 1990, 2000, 2010, 2020
2. [American Community Survey](#)
3. Readjusted California Prisoner Population (PL 94-171), [California Statewide Database](#)

This report was created by GEOinovo Solutions for the BART Board of Directors meeting on January 13, 2022.



AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Reina J. Schwartz, City Manager
Katherine Korsak, Finance Director

DATE: February 1, 2022

SUBJECT: Discussion of Ten-Year General Fund Forecast

RECOMMENDATION

Receive presentation from staff on a ten-year General Fund forecast.

BACKGROUND

When the City Council heard presentations on the proposed FY2021/22 budget, staff presented information regarding upcoming financial challenges that the City would face given that historically revenues in Clayton have not grown as quickly as costs resulting in a structural imbalance in the City's General Fund (GF). Additionally, one of the Council's Priority Areas adopted in March 2021 was to be able to review a 10-year GF forecast to better understand the City's long-term financial picture. This report provides the City Council with a ten-year forecast and identifies key assumptions that could affect that forecast.

DISCUSSION

Over the last ten years, the Clayton City Council has annually approved a balanced budget that leveraged maximum impact from the revenue streams received by the City. During this time, the City has continued to build its General Fund fund balance and currently has reserves in excess of the amount of one year's expenditures.

While there have been variations across individual fiscal years, the overall growth rate of revenues has not kept pace with the overall growth rate of expenses. This means that absent any action by the City Council to dramatically increase revenues or decrease costs, the annual budget can no longer be balanced using existing sources. Table 1 at the end of this report provides some historical perspective and reflects that over the last six years, while revenues have grown at less than 2 percent per year, expenses have grown at nearly 4 percent per year.

Tables 2 and 3 at the end of the report show the impact of the mis-match between the growth in revenues and the growth in expenditures and the resulting erosion of fund balance if no corrective action is taken.

The projection Tables use the following base assumptions:

Category	Assumed Growth	Comments
Salaries/COLA	PD: FY23 & FY24 – 4%; all other years 2% Misc: FY23 – 3%; all other years 2%	This assumption likely understates the true increase in labor costs over time given inflation, step increases and other labor-related increases. Further there will be pressure as costs for items outside the City's control including health care coverage and PERS costs.
General Operating Expenses	4% in all years	Non-labor operational increases vary significantly over time due to general inflation as well as fuel, electricity and water prices.
Property Tax revenue	3.5%	Average growth in property tax & property tax in-lieu of VLF 2016-2021
Sales Tax Revenue	5%	Average annual growth 2015-2020 was ~10% per year, then flat in 2021.
All other revenue	2%	Revenue growth for all other sources including franchise fees, business license fees etc. is relatively flat.

Table 2 shows that without any additional revenue sources or extraordinary cost reductions, the City will have expenditures that exceed revenues by approximately \$100,000 in FY2022/23, to over \$1 million in FY2030/31. In order to break even over those years, costs/spending could only increase by the same amount as revenues, approximately 2.7%. While that could be a goal to continue to balance the budget, such an assumption is not consistent with historical experience of actual cost increases. Holding cost growth to the same level as anticipated growth in our existing revenue sources would worsen the City's competitiveness in the labor market (which is already low) and would ultimately result in significant reductions in service to the community.

Table 3 provides a projection that includes taking into account some of the City's unmet needs in addition to base current expenses. While additional discussion will be needed via the annual budget process on if and when such needs could be included in the budget, it is useful to show what the impact could be of addressing unmet needs. Table 3 shows the impact if the City added funding to address approximately \$500,000 in annual unmet needs including: additional costs related to stormwater and streetlights as their dedicated assessments are insufficient to cover the costs of those services (\$50,000-\$100,000), additional police staffing/Lieutenant (\$250,000), in-house City engineer (\$50,000 additional), improved cybersecurity and IT support (\$50,000), increased audit costs including single audit requirements for federal funds (\$25,000), and additional street maintenance (\$25,000). Under this scenario, the annual deficits begin at approximately \$600,000 and increases to nearly \$1.8 million in FY2030/31.

Other Revenue Sources

It should be noted that while this report focuses on the City's General Fund and annual operating expenses, there are other funding sources that support annual operations. These sources, however, are typically restricted in their use. The most significant of these is the City's Landscape Maintenance District, a citywide assessment of \$274 per parcel that funds staff, supplies, equipment and projects associated with trails, open space and the Clayton fountain.

FISCAL IMPACTS

Financial projections are as much an art as a science and there are a multitude of factors that can affect the outcome of projections. Nonetheless, the overall trend in the City's revenues and expenses is clear and unsustainable.

ATTACHMENTS

Table 1 – Historical General Fund Performance

Table 2 – Projected General Fund Performance – Baseline

Table 3 – Projected General Fund Performance – Including Unmet Needs Estimate

Table 1
Historical General Fund Performance

			Actual	Actual	Actual	Actual	Actual	Actual	Actual	Average
			6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019	6/30/2020	6/30/2021	Growth
										%
Total Revenues			4,431,718	4,490,831	4,454,825	4,483,336	4,700,951	4,905,579	4,805,528	1.427%
Total Operational Expenditure:			<u>3,841,826</u>	<u>3,945,387</u>	<u>4,087,088</u>	<u>4,301,836</u>	<u>4,622,330</u>	<u>4,599,493</u>	<u>4,666,962</u>	3.945%
Operational Excess (Deficit)			589,892	545,444	367,737	181,500	78,621	306,086	138,566	
Extraordinary Loss - Redevelop			200,000	230,786						
Use of Prior Year Excess			<u>0</u>	<u>109,756</u>	<u>68,515</u>	<u>432,310</u>	<u>(15,053)</u>	<u>(98,339)</u>	<u>194,155</u>	
Net Increase (Decrease) to Fun			389,892	204,902	299,222	(250,810)	93,674	404,425	(55,589)	
Fund Balance, Beginning of year			<u>5,148,737</u>	<u>5,413,157</u>	<u>5,618,059</u>	<u>5,917,281</u>	<u>5,666,471</u>	<u>5,760,145</u>	<u>6,164,570</u>	
Fund Balance, End of Year			<u>5,538,629</u>	<u>5,618,059</u>	<u>5,917,281</u>	<u>5,666,471</u>	<u>5,760,145</u>	<u>6,164,570</u>	<u>6,108,981</u>	

Table 2
Projected General Fund Performance
Baseline

			Year End	Proposed	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
			6/30/2021	6/30/2022	6/30/2023	6/30/2024	6/30/2025	6/30/2026	6/30/2027	6/30/2028	6/30/2029	6/30/2030	6/30/2031
Total Revenues			4,805,528	5,185,450	5,274,879	5,416,712	5,562,359	5,711,922	5,665,507	5,817,843	5,974,276	6,134,915	6,299,873
Total Operational Expenditures			<u>4,666,962</u>	<u>5,177,482</u>	<u>5,384,581</u>	<u>5,599,965</u>	<u>5,823,963</u>	<u>6,056,922</u>	<u>6,299,199</u>	<u>6,551,166</u>	<u>6,813,213</u>	<u>7,085,742</u>	<u>7,369,171</u>
Operational Excess (Deficit)			138,566	7,968	(109,703)	(183,253)	(261,604)	(345,000)	(633,692)	(733,323)	(838,937)	(950,827)	(1,069,298)
Use of Prior Year Excess			<u>194,155</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) to Fund Balance			(55,589)	7,968	(109,703)	(183,253)	(261,604)	(345,000)	(633,692)	(733,323)	(838,937)	(950,827)	(1,069,298)
Fund Balance, Beginning of year			<u>6,164,570</u>	<u>6,108,981</u>	<u>6,116,949</u>	<u>6,007,246</u>	<u>5,823,994</u>	<u>5,562,389</u>	<u>5,217,390</u>	<u>4,583,698</u>	<u>3,850,374</u>	<u>3,011,437</u>	<u>2,060,610</u>
Fund Balance, End of Year			<u>6,108,981</u>	<u>6,116,949</u>	<u>6,007,246</u>	<u>5,823,994</u>	<u>5,562,389</u>	<u>5,217,390</u>	<u>4,583,698</u>	<u>3,850,374</u>	<u>3,011,437</u>	<u>2,060,610</u>	<u>991,312</u>

Table 3
Projected General Fund Performance
Including Unmet Needs Estimate

			Year End	Proposed	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
			6/30/2021	6/30/2022	6/30/2023	6/30/2024	6/30/2025	6/30/2026	6/30/2027	6/30/2028	6/30/2029	6/30/2030	6/30/2031
Total Revenues			4,805,528	5,185,450	5,274,879	5,416,712	5,562,359	5,711,922	5,665,507	5,817,843	5,974,276	6,134,915	6,299,873
Total Operational Expenditures			<u>4,666,962</u>	<u>5,177,482</u>	<u>5,904,581</u>	<u>6,140,765</u>	<u>6,386,395</u>	<u>6,641,851</u>	<u>6,907,525</u>	<u>7,183,826</u>	<u>7,471,179</u>	<u>7,770,026</u>	<u>8,080,827</u>
Operational Excess (Deficit)			138,566	7,968	(629,703)	(724,053)	(824,036)	(929,929)	(1,242,018)	(1,365,983)	(1,496,903)	(1,635,111)	(1,780,954)
Use of Prior Year Excess			<u>194,155</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) to Fund Balance			(55,589)	7,968	(629,703)	(724,053)	(824,036)	(929,929)	(1,242,018)	(1,365,983)	(1,496,903)	(1,635,111)	(1,780,954)
Fund Balance, Beginning of year			<u>6,164,570</u>	<u>6,108,981</u>	<u>6,116,949</u>	<u>5,487,246</u>	<u>4,763,194</u>	<u>3,939,157</u>	<u>3,009,228</u>	<u>1,767,210</u>	<u>401,227</u>	<u>(1,095,676)</u>	<u>(2,730,787)</u>
Fund Balance, End of Year			<u>6,108,981</u>	<u>6,116,949</u>	<u>5,487,246</u>	<u>4,763,194</u>	<u>3,939,157</u>	<u>3,009,228</u>	<u>1,767,210</u>	<u>401,227</u>	<u>(1,095,676)</u>	<u>(2,730,787)</u>	<u>(4,511,741)</u>



AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Reina J. Schwartz, City Manager
Katherine Korsak, Finance Director

DATE: January 18, 2022

SUBJECT: Revenue Options and Potential Revenue Measure Next Steps

RECOMMENDATION

Consider potential revenue options and provide direction to staff on next steps regarding a potential tax measure for the November 8, 2022 ballot, including discussion and direction on the following or other related items:

- Type of tax
- Amount of the tax
- Nature (general or special) of the tax
- Direction to solicit for a polling and/or communications firms to assist the City.

BACKGROUND

All taxes imposed by local governments are classified as either *general* or *special* taxes. A four-fifths (4/5) vote is required of the City Council to put a revenue measure on the ballot.

A general tax is any tax levied to fund general government purposes and which goes into the local government entity's general fund. General taxes imposed by local governments must be approved by voters and, moreover, they must be put before voters during regularly scheduled general elections. General taxes require approval from a simple majority of voters—50 percent + one vote.

A special tax is any tax levied for a specific purpose, for example a public safety tax. If revenue from a tax is earmarked in a legally binding way for a service such as infrastructure, transportation, fire or police safety, or parks and recreational facilities, it is a special tax. Special taxes imposed by local governments require a two-thirds (66.67 percent) supermajority vote at the ballot box for approval. Special taxes passed via voter initiatives require a 50 percent + one vote at the ballot box for approval.

Most local agencies that have put general or special tax measures on their local ballots in recent years have used a combination of polling/research firms and public relations/communications firms to assist them in evaluating the type and amount of tax measure that might be most successful as well as assisting the local agency in preparing and producing informational materials regarding a potential measure. Public funding can never be used to campaign or advocate, but can be used to research and provide informational and educational material. It is recommended that the Council authorize the use of a polling/outreach firm to assist in developing the specifics of a ballot measure.

In terms of timing, there are some key dates for the City Council to keep in mind relative to a potential tax measure. Most of the dates listed below represent the latest date an action can be taken; considerable work will be required prior to any of these action dates in order to be prepared for the final Council actions. For a complete detailed list of election-related dates, please see Attachment 1.

Date	Action
June 21, 2022	Council date to request a consolidated election with the County (City Council)
July 19, 2022	Recommended date for Council adoption of a Resolution calling for a Special Tax Measure election (consolidated with the County election)
July 25, 2022	Transmit consolidation Resolution for any Special Measure to the City Attorney for Impartial Analysis
August 1, 2022	Last date Council could adopt Ordinance required for Special Tax Measure (if needed) City Clerk to publish Notice of Election; Synopsis of Measure and Notice to File Arguments
August 12, 2022	Last date for City Attorney to file Impartial Analysis Last date to file primary argument for (or against) measure
August 17, 2022	Deadline amending or withdrawing a local measure
August 19, 2022	Deadline for rebuttal arguments (if any)
November 8, 2022	Election day 2022

DISCUSSION

There are several ways that cities can raise tax revenue, all of which require voter approval. Not discussed here are several types of tax measures that are not relevant to Clayton or do not relate to the need for ongoing, annual funding including transient occupancy tax (hotel tax), cannabis tax, documentary transfer tax (fixed by the County), development impact fees and municipal bonds. Additional franchise fee revenue is also not discussed as there may be limited opportunity to make changes in these areas.

Property Taxes

Currently property taxes (including the share of property tax the City receives in lieu of Vehicle License Fee revenues cities used to receive) make up 42.3 percent of the City's General Fund revenues. General speaking, local property taxes can be assessed in two ways:

- Ad valorem taxes are based on the assessed value of the property.
- Parcel taxes are taxes that are imposed as a flat tax per parcel, or are based on other factors such as frontage, square footage, or use type.

Clayton has approximately 4,000 residential parcels. A parcel tax of \$100 per year per parcel would generate \$400,000 in revenue; \$200 per year, \$800,000 in revenue, etc.

Assessment Districts

Assessment Districts are a "property tax" mechanism used by local governmental agencies in California to fund public improvements and services. Assessment Districts are established for a specific geographical area that receives a special benefit from specific public improvements and services. In other words, the charge only applies to properties receiving a benefit instead of being applied against all properties within a governmental jurisdiction, as is the case with regular property taxes.

Special benefits are defined as "a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large". General enhancement of property value does not constitute 'special benefit'.

For example, street lighting is the improvement, not the special benefit. However, street lighting confers a "safety" benefit to properties nearby and to non-residents driving through. In this case, the safety benefit conferred to properties nearby is special benefit, but the safety conferred on pass-through drivers is general benefit.

The local agency is required to separate and quantify special and general benefit so that properties nearby the street lighting (in this example) are charged for just the special benefit portion. The general benefit portion must be paid from other sources and can't be charged against the properties within the Assessment District.

Revenues collected through an Assessment District are strictly limited for the improvements and services for which the Assessment District was formed. Furthermore, a district can't be formed without the participation of the property owners through a ballot procedure. Only those property owners that receive the special benefit are allowed to vote and votes may be

weighted, with property owners receiving more of the special benefits getting more weight, and those with less special benefits getting less weight. Assessment district taxes can be passed based on a majority vote of the affected property owners.

Assessments are charged via property tax bills. Some assessments have a term and other can go on in perpetuity and most assessments provide for an inflation factor.

Clayton has a number of Assessment Districts already in place covering street lighting, landscape maintenance and The Grove Park.

Assessment	Number of Parcels	Annual Per Parcel Cost	Total Revenue
The Grove CFD (expires/requires renewal FY2036/37)	4,110 (4,049 residential)	\$22.84/parcel resid. varies for non-resid.	\$143,774
Landscape Maintenance District (expires/requires renewal FY2026/27)	4,106 (4,046 residential)	\$274.46/parcel resid. \$274.46/acre non-resid.	\$1,204,883
Stormwater Assessment	4,100 parcels	\$29 per single-family parcel	\$126,306
Streetlights (does not cover current costs)	3,482	\$8.34-\$43.54/parcel	\$125,991
Oakhurst GHAD	1,484	\$12.38-\$79.60/lot depending on size	\$44,894
Middle School CFD (ends by FY2024)	1,358	\$89.62-\$233.30/parcel depending on size	\$187,924
Total Restricted Assessments			\$1,833,772

It should be noted that there are another five assessment districts that have fewer than 25 parcels in each and are not included in this analysis of citywide options.

It should also be noted that in addition to funds the City receives and spends on City services, residents pay many other property-related taxes that do not benefit the City in any way. For example, a typical tax bill includes (but is not limited to) assessments for the Mount Diablo School District, BART, the Community College District, and East Bay Regional Parks District.

Sales Tax

Currently, sales tax revenue makes up 11.3 percent of General Fund revenues. The City can increase the sales tax collected for purchases within their jurisdiction. There is a total of 2% under the overall sales tax cap available to cities to implement local sales taxes to create additional revenue for themselves. Previously, the regional sales taxes for BART and CCTA were counted under that cap. However, SB1349 removed the BART and CCTA taxes, which were both a half-cent each for a total of 1%, from the cap calculation. Recently, there was a Contra Costa countywide non-transportation measure of 0.5%, approved by the voters in November which does count towards the 2% cap.

Since Clayton does not have any current local sales taxes, the City now has 1.5% capacity under the cap available for revenue development. A local “sales” tax measure would more technically be a “transactions and use tax” (TUT). The primary difference between the two is that under a true sales tax, the tax revenue distribution is based on the site of sale of the item; in the case of a TUT, the additional tax rate on large personal property purchases (such as vehicles or boats) accrues to the home location of the buyer, not the location of the seller. As such, a TUT for Clayton would capture the increment on vehicles etc. bought by Clayton residents, even though Clayton does not have any auto dealerships.

In Clayton, the current sales tax is 8.75% of which the City receives a 1% share generating approximately \$520,000 in revenue annually (pre-pandemic). Expected annual revenue for a sales tax increase would be approximately an additional \$200,000 per year from a 0.25% (quarter-cent) additional sales tax, \$400,000 from a 0.50% additional sales tax, etc.

Comparison of Local Sales Tax/Transactions & Use Tax Rates in Contra Costa County

10.25%	9.75%	9.25%	8.75%
+1.50% El Cerrito	+1.00% Antioch	+0.50% Hercules	0.0% Lafayette
	+1.00% Concord	+0.50% Pittsburg	0.0% Danville
	+1.00% Martinez	+0.50% Pleasant Hill	0.0% San Ramon
	+1.00% Moraga	+0.50% San Pablo	0.0% Walnut Creek
	+1.00% Orinda		0.0% Brentwood
	+1.00% Pinole		0.0% Oakley
	+1.00% Richmond		0.0% Clayton

Business License Tax

Business license taxes are imposed on all businesses that operate within the City limits, including home-based businesses. While most business license taxes are imposed at a flat

rate, others may be based on gross receipts and may also be differentiated by business type. Clayton received about \$140,000 per year in business license fee revenue prior to the COVID-19 pandemic. In FY2020/21, the City took in only about \$90,000 in business license tax revenue.

Utility Users Tax

The utility users tax (UUT), first imposed in California in 1967, can be imposed on utility services including electricity, gas, water, sewer, telephone (including cell phones and long distance calling), sanitation, and cable television. Recently, local governments have expanded their UUTs to tax Internet, streaming, and video-conferencing services.

The amount of revenue that could be raised from a UUT would depend on the utilities being taxed and the rate. As an example, Pinole – which has approximately twice the number of residents as Clayton – has an 8% UUT and collects \$2M in revenue annually. The taxes are collected by the utilities and paid directly to cities. Additional analysis would need to be done to determine the amount a potential Utility Users Tax might generate. Clayton does not currently impose any UUT.

Vacancy Tax

One additional type of tax is a Vacancy tax, which is typically levied on vacant commercial parcels. For example, San Francisco passed a vacancy tax in 2020 which became effective January 1, 2022 and levies a tax if a commercial property sits vacant more than 182 days (approximately six months). The tax rate is based on the building's frontage (facing the public right-of-way and increases each consecutive year that the property sits vacant. The rate begins at \$250 per linear foot and increases to \$1,000 per linear foot if the property sits vacant for three years or more. The City of Richmond in west Contra Costa County is considering a vacancy tax but it has not been approved at this time. A vacancy tax would not likely be a significant source of revenue for Clayton.

FISCAL IMPACTS

Given the financial picture over the next ten years, in order to balance the City's budget, it may make the most sense for the City to consider a property-related tax measure such as a parcel tax. This would allow for unrestricted uses of the money to cover things such as increased public safety services, infrastructure needs, and any other necessary operational expenses to balance the annual budget. A parcel tax of \$400 per year per parcel (with some proration for commercial parcels) likely would generate sufficient revenue to balance the City's budget over the long term if it includes an automatic escalator of some sort to ensure that the City doesn't begin to fall behind again over time.

ATTACHMENT

1. Election Timeline for November 8, 2022

CITY ELECTION TIMETABLE
November 8, 2022

Compiled 10-13-09 Rev. 01-23-22

Date Range							CODES
Line	DATE	Days Prior	DATE	Days Prior	Council Action Dates	Description	EC & others
1	1-Jul-2022	130			21-Jun-22	Requested date for City Clerk to deliver to the county elections official the following: 1) Fact Sheet/Notice to the County Elections Official; 2) Corrected or confirmed incumbent list; 3) Resolution requesting and consenting to consolidation; setting forth the specifications of the election order; requesting the Board of Supervisors allow the Registrar of Voters to render services; specifying who will pay the cost of the candidates statement and limiting the number of words. (If the City specifies that the candidate will pay, the city is responsible for collecting any additional costs not covered by candidate deposits.)	EC 10400, EC 10002
2	4-Jul-2022	127	7-Jul-2022	124		###City Clerk to prepare and mail Notice of Election publication to the appropriate newspaper for publication once between E-127 (July 4th) and E-113 (July 18th) . (Format sample available from Elections Office.)	EC 12101 12102 12111
3	11-Jul-2022	120		-		***Candidate Statement resolution cannot be changed after this date. (If the City fails to adopt a resolution by this date, the City cannot decide at a later date to pass a resolution to collect the candidate statement costs from the candidates.)	EC 13307e
4	12-Jul-2022	119	13-Jul-2022	118		###Election Official to prepare <u>Press Release</u> on 1st day for Nomination Papers and include all seats up for election. Mail by due date.	
5	17-Jul-2022	114				***Deadline for City Council to consolidate an election to fill a vacancy. Last day for vacancy to be effective for the election.	Govt Code 36512
6	18-Jul-2022	113	12-Aug-2022	88		***Nomination period. Candidates to pick up and file papers in the City Clerk's Office.	EC 10220
7	25-Jul-2022	106			19-Jul-22	***<u>Suggested</u> LAST DAY for City Council to adopt resolution calling a Special Measure Election to place a measure on the ballot. [This date will allow for publication of notice of election and date fixed for submitting arguments; receiving of arguments and rebuttal arguments; translations; set up for printer and required public examination period prior to the first day for 60 day ballots.] The City must deliver to the Contra Costa Elections Office a resolution calling special measure election.	EC 3103(b), 9280, 9285(b), 9286(b), 10002, 10400, 10403

CITY ELECTION TIMETABLE

November 8, 2022

Compiled 10-13-09 Rev. 01-23-22

Compiled 10-10-22 REV. 01-20-22

Date Range							CODES
Line	DATE	Days Prior	DATE	Days Prior	Council Action Dates	Description	EC & others
						Resolution shall contain: 1.) Request and consent to consolidation with any other elections and request for County to conduct; 2.) The final wording of the measure (framed as a question, limited to 75 words, block paragraph format for the official ballot). Resolution shall also specify: 3.) If the full text of the measure exceeding the 75 word abbreviation is to be printed in the voter pamphlet. 4.) Whether an Impartial Analysis shall be prepared (EC 9280); 5.) Whether provisions for Rebuttal Arguments have been adopted (EC 9285b); and 6.) Set Primary Argument Filing deadline E-88 (Aug. 12th) [unless consolidating after E-97 (Aug. 3rd) then set date as E-81 (Aug. 19th).] <i>[County Election Official determines the deadlines for measure arguments for consolidated elections.]</i>	
8	25-Jul-2022	106		-		City Clerk to transmit copy of consolidation resolution for any measure to the <u>City Attorney</u> , if directed by the governing board. Impartial Analysis due by Primary Argument filing deadline. Limit 500 word.	EC 9280 (City)
9	25-Jul-2022	106	27-Jul-2022	104		County Elections Official to transmit copy of consolidation resolution to the <u>County Auditor</u> (Tax Section) for all Bond & Tax Elections.	
10	1-Aug-2022	99	5-Aug-2022	95		###City Clerk to prepare and publish the consolidated "Notice of Election; Synopsis of the Measure & Notice to File Arguments". (NOTE: If the measure election is called at the same time as a City Council election the notice of election publications shall be consolidated.) (Publication format sample available from the Elections Office.)	EC 9286 (b), 12111
11	1-Aug-2022	99		-		***LAST DAY to file Semi-Annual Campaign Statement. (Cover Period: Jan. 1, 2022 through June 30, 2022. (Note: Statements postmarked by this date are considered to be filed on time.	Govt Code 84200
12	1-Aug-2022	99			1-Aug-22	LAST DAY CLAYTON CITY COUNCIL ACTION FOR MEASURE ## (ordinance)	
13	12-Aug-2022	88				****LAST DAY for city annexations to change precinct boundaries for the Election.	EC 12262
14	12-Aug-2022	88				****LAST DAY for measures to consolidate. If city waits until this date, <u>publication and argument filing dates must be adjusted accordingly.</u>	EC 10403

CITY ELECTION TIMETABLE
November 8, 2022

Compiled 10-13-09 Rev. 01-23-22

Compiled 10-10-22 REV. 01-20-22

Date Range							CODES
Line	DATE	Days Prior	DATE	Days Prior	Council Action Dates	Description	EC & others
15	12-Aug-2022	88		-		***Deadline for City to file tax rate statement, if required. (Only required for bond elections.) County Elections Official to send copy to Auditor-Controller, Tax Section.	EC 9401
16	12-Aug-2022	88				****LAST DAY for candidates to file Nomination Papers.	EC 10224
17	12-Aug-2022	88				****LAST DAY for a candidate to withdraw a Declaration of Candidacy.	EC 10224
18	12-Aug-2022	88		-		****LAST DAY to file primary arguments for or against the measure. Word limit 300 words. (Date set by the Elections Official.) [Cities & districts filing requests after E-97 (Aug. 3rd) will have a deadline of E-81 (Aug. 19th).] Note: if more than one "argument for" or more than one "argument against" the measure is received, the Elections Official shall select one of the "arguments for" and one of the "arguments against" for printing.	EC 9163, Govt Code 6061
19	12-Aug-2022	88		-		***LAST DAY for City Attorney to file an Impartial Analysis. Limit 500 words.	
20	13-Aug-2022	87	15-Aug-2022	85		If both an "argument in favor" AND an "argument against" were filed, the City Election Official shall immediately transmit a copy of the "argument against" to the filer(s) of the "argument in favor" and a copy of the "argument in favor" to the filer(s) of the "argument against", along with a copy of the formatting rules for filing a rebuttal argument, advising both sides of the deadline to file and the word limit of 250 words.	EC 9287
21	13-Aug-2022	87	17-Aug-2022	83		***Extended Nomination Period if incumbent fails to file by Nomination Deadline. Incumbent cannot file during the extension. ***IMPORTANT*** Vacant Offices DO NOT have extensions.	EC 10225
22	13-Aug-2022	87	19-Aug-2022	81		***Period for rebuttal arguments for local measures, if both an argument for and against were filed. [Cities consolidating measures after E-97 (Aug. 3rd) will have a deadline of E-74 (Aug. 26th)]. Districts with another county of jurisdiction, may have a different deadline.]	EC 9285, EC 9286b
23	13-Aug-2022	87	22-Aug-2022	78		***Ten day public examination period for all measure materials (except for rebuttal arguments, if any). [Period adjusted if measure election is called after E-97 (Aug. 3rd) to E-80 (Aug. 20th) thru E-71 (Aug. 29th).]	EC 9295

CITY ELECTION TIMETABLE
November 8, 2022

Compiled 10-13-09 Rev. 01-23-22

Date Range							CODES
Line	DATE	Days Prior	DATE	Days Prior	Council Action Dates	Description	EC & others
24	13-Aug-2022	87	22-Aug-2022	78		***Ten day public examination period for Candidate Statements, if no extended filing period. Candidate Statements are confidential until after the close of the Nomination Period.	EC 13311, 13313
25	15-Aug-2022	85	18-Aug-2022	82		Elections Official to assign local measure letters. Coordinating assigning of letters with surrounding counties.	EC 13109 n & policy
26	17-Aug-2022	83		-		***Last day jurisdiction may file resolution amending or withdrawing a measure.	EC 9605
27	17-Aug-2022	83				****LAST DAY of the extended Nomination Period, if incumbent officer, who is up for election, failed to file by 5:00 p.m. on E-88 (Aug. 12th). Any qualified person, other than the incumbent, has until 5:00 p.m. on this date to file Nomination Papers. If this provision is in effect then candidates also have until 5:00 p.m. to withdraw.	EC 10225
28	18-Aug-2022	82				If by 5:00 p.m. on E-83 (Aug. 17th) there was: 1) Only one nominee; 2) No nominee; or 3) An insufficient number of nominees for the offices to be filled..... Refer to Elections Code 10229 for appointment procedures. Deadline to act is E-75 (Aug. 25th) or the election shall be held.	EC 10229
29	18-Aug-2022	82				***Secretary of State to draw random alphabet, used to determine order of candidates on ballot. Drawing held at 11:00 AM.	EC 13112(b)
30	18-Aug-2022	82	29-Aug-2022	71		***Ten day public examination period for Candidate Statements, if there was an extended filing period. (Deadline extended because it fell on a weekend.) Candidate Statements are confidential until after the close of the Nomination Period.	EC 13311, 13313
31	19-Aug-2022	81		-		****LAST DAY for rebuttal arguments. If arguments for and against were filed by E-88 (Aug. 12th). [For cities and districts consolidating measures after E-97 (Aug. 3rd) last day is E-74 (Aug 26th).]	EC 9285, EC 9286b
32	20-Aug-2022	80	29-Aug-2022	71		***Ten day public examination period for rebuttal arguments, if any. [Period adjusted if measure election is called after E-97 (Aug. 3rd) to E-73 (Aug. 27th) thru E-64 (Sept. 5th).]	EC 9295
33	22-Aug-2022	78		-		County Elections Official to submit Voter Pamphlet materials to printer. [If no rebuttal argument period, the printer can start printing Voter Pamphlet materials on E-77 (Aug. 23rd); with a rebuttal period, printing will start E-70 (Aug. 30th).] [If argument periods are adjusted for late measures filed after E-97 (Aug. 3rd) then the latest that printing will start is E-63 (Sep. 6th).]	

CITY ELECTION TIMETABLE
November 8, 2022

Compiled 10-13-09 Rev. 01-23-22

Date Range							CODES
Line	DATE	Days Prior	DATE	Days Prior	Council Action Dates	Description	EC & others
34	22-Aug-2022	78	24-Aug-2022	76		County Elections Official to prepare Consolidation Agenda Item for all consolidating districts and submit to the Board of Supervisors by E-69 (Aug. 31st) for E-49 (Sept. 20th) Agenda.	
35	24-Aug-2022	76	26-Aug-2022	74		County Elections Official to send prepared Voter Pamphlet copy to City for review (measure information <u>cannot</u> be amended only errors in entering information made by the Elections Department can be corrected). [If no rebuttal period, this will be sent between E-83 (Aug. 17th) and E-81 (Aug. 19th).] [Period adjusted one week later for measures called after E-97 (Aug. 3rd).]	
36	25-Aug-2022	75				****LAST DAY for appointment in-lieu of election , if no action is taken by this date the election shall be held.	EC 10229
37	25-Aug-2022	75				###City Clerk to prepare and publish "List of Nominees". List candidate names in order of state random alphabet. Publish once. The week of E-56 (Sept. 13th) .	EC 12110
38	9-Sep-2022	60		-		*****60th DAY*****	
39	9-Sep-2022	60				***FIRST DAY to mail out Special 60 day Vote by Mail Ballots and voter information materials.	EC 3103(b)
40	13-Sep-2022	56	22-Sep-2022	47		###Elections Official to prepare Notice of Central Count Accumulation and Commencement of Vote by Mail Ballot Processing. To be published at least 48 hrs. before 1st possible day (E-29 - Oct. 10th) to process returned Vote by Mail ballots. Copy posted in office lobby.	EC 12109, 15104
41	13-Sep-2022	56	25-Oct-2022	14		***Filing period for write-in candidate Nomination Papers.	EC 8601
42	29-Sep-2022	40		-		Elections Office to begin mailing sample ballots to voters registered by E-60 (Sept. 9th).	EC 13303
43	5-Oct-2022	34	7-Oct-2022	32		###Elections Official to prepare Election <u>Polling Place</u> publication. To be published once the week of E-22 (Oct. 17th) .	EC 12105, 12106, 12286
44	10-Oct-2022	29		-		*****29th DAY*****	
45	10-Oct-2022	29				****FIRST DAY for issuing Vote by Mail ballots. [1.) Vote by Mail Ballot requests must be made in writing to the Registrar of Voters, P.O. Box 271, Martinez, CA 95443. The requests must include residence address, mailing address, if any, and each voter's signature. An application will be included in each Sample Ballot. 2.) Groups or candidates distributing Vote by Mail applications must use a state mandated form. The form and instructions can be obtained from the Elections Office.]	EC 3001

CITY ELECTION TIMETABLE
November 8, 2022

Compiled 10-13-09 Rev. 01-23-22

Date Range					CODES		
Line	DATE	Days Prior	DATE	Days Prior	Council Action Dates	Description	EC & others
46	10-Oct-2022	29				*** FIRST DAY returned Vote by Mail Ballots can be processed/signatures checked. (Public may observe.)	EC 15104
47	10-Oct-2022	29				If a voter's registration is received by the Elections Office after this date the voter <u>will</u> only receive a polling place notice , not a sample ballot or voter information pamphlet for the election.	EC 13303 c
48	11-Oct-2022	28		-		*** LAST DAY to file Pre-Election Campaign Statement for Candidates and Committees. (Cover Period: Jan. 1, 2022 through Sept. 30, 2022 (if no previous statement filed) or July 1, 2022 through Sept. 30, 2022 if a semi-annual statement was filed. Note: Statements postmarked by this date are considered to be filed on time.	Govt Code 84200.7
49	18-Oct-2022	21		-		*** LAST DAY for Registrar of Voters to complete Sample Ballot mailings to voters who registered by E-29 (Oct. 10th).	EC 13303 & 13300 c
50	23-Oct-2022	16	7-Nov-2022	1		*** Period for 24 Hour Reports of Late Conditions & Independent Expenditures of \$1,000 or More.	Govt Code 84203 & 84203.3
51	24-Oct-2022	15		-		*** 15 DAY CLOSE / LAST DAY TO REGISTER.	EC 15, 2102, 2107
52	25-Oct-2022	14	1-Nov-2022	7		Elections Official to prepare and post a list of all current polling places and election precinct board members appointed as of the 15th day before the election. Post in the County Elections Official's Office and on the Official's web site <u>no less than 7 days</u> before the election. Elections Official to divide list and send <u>copies to the City Clerk's Offices in the area of the election for posting.</u>	EC 12105.5, 12318, 12327
53	27-Oct-2022	12		-		*** LAST DAY for Pre-Election Campaign Statements. Cover period Oct. 1, 2022 - Oct. 16, 2022. (Note: Postmarked today equals filed on time)	Govt code 84200.7
54	28-Oct-2022	11		-		Elections Office may begin opening and processing Vote by Mail Ballots for counting. Processing to be continued through Election Day. (Process may be observed.) Count shall not be released prior to the close of the polls on Election Day.	EC 15101
55	1-Nov-2022	7				**** LAST DAY for Vote by Mail requests to be received by the Elections Office <u>through the mail</u> and from campaign groups hand delivering over the counter.	EC 3001

CITY ELECTION TIMETABLE
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Compiled 10-13-09 Rev. 01-23-22

Date Range							CODES
Line	DATE	Days Prior	DATE	Days Prior	Council Action Dates	Description	EC & others
56	2-Nov-2022	6	8-Nov-2022	0		Period for Late Condition Ballot Requests. Requests must be made in person at the Elections Office or in writing designating an authorized representative who shall appear at the Elections Office, 555 Escobar St., Martinez to pick up the ballot.	EC 3021
57	8-Nov-2022	0				***ELECTION DAY***	
58	9-Nov-2022	-1	6-Dec-2022	-28		Canvass Period - Deadline to complete is E+28 days, (Dec. 6th).	EC 335.5, 10418, 15301, 15302, 15360, 15372
59	10-Nov-2022	-2	23-Nov-2022	-15		Recount by hand 1% of precincts , plus one precinct for every contest, not counted in the 1%. (Process may be observed.)	EC 335.5, 15360
60	28-Nov-2022	-20	6-Dec-2022	-28		Election Official to post an updated copy of the precinct board members who served on election day, no later than 28 days after the election (Dec. 6th) . Post in Elections office and on web site. List must remain posted for 30 days (Dec. 31st) after completion of canvass.	EC 12105.5
61	2-Dec-2022	-24	16-Dec-2022	-38		*** Terms of office of elective officers of a city commence no later than the last Friday in November <u>or</u> for a consolidated election no later than the next regularly scheduled council meeting following the 28 day canvass.	EC 10263
62	6-Dec-2022	-28				***By this date the Elections Office will prepare and deliver a certified statement of results of the election to any consolidated jurisdiction.	EC 15372
63	6-Dec-2022	-28	8-Dec-2022	-30		Achieve list of election precinct board members and polling places for the election , keep for public inspection until Sept. 8, 2024 (E-day + 22 months) .	EC 12105.5 EC 17302
64	6-Dec-2022	-28	13-Dec-2022	-35		Elections Official to send bond/tax packets (Copy of resolution calling election, copy of Notice of Election publication, copy of sample ballot including Voters Pamphlet section and copy of Statement of Vote with Certification of Results) to Tax Section Supervisor in Auditors Office for <u>all</u> local tax and bond elections. Certification packets shall also be sent to City calling election and the Bond Counsel, if any.	
65	8-Dec-2022	-30				***Deadline to refund Candidate Statement overpayments.	EC 13307c

CITY ELECTION TIMETABLE
November 8, 2022

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Date Range							CODES
Line	DATE	Days Prior	DATE	Days Prior	Council Action Dates	Description	EC & others
66	31-Jan-2011	-		-		***LAST DAY to file semi-annual Campaign Statements. (Cover Period: Oct. 17, 2022 - Dec. 31, 2022 or if no previous statement filed, Jan. 1, 2022 - Dec. 31, 2022. Note: Statements postmarked by this date are considered to be filed on time.	Govt Code 84200 & FPPC Info Sheet
67	10-Feb-2023	-94		-		***Approximately this date Elections Official to figure election costs and bill consolidated jurisdictions for their share.	